



CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY • SEPTEMBER 2, 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 - Aug 18, 2025 7:45 PM

III. PUBLIC COMMENT

When: Sep 2, 2025 7:45 PM Eastern Time (US and Canada)

Topic: City Council Meeting, Public Hearing at 8:00 PM

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose->

[org.zoom.us/j/97977284612?pwd=N09Mi9ShdBtcuq4DCr53j0nhMe8C8r.1](https://cityofmelrose-org.zoom.us/j/97977284612?pwd=N09Mi9ShdBtcuq4DCr53j0nhMe8C8r.1)

Passcode:626271

Webinar ID: 979 7728 4612

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

V. NEW BUSINESS

A. Filings by the Honorable Mayor

i. Orders

1. **(ID # 12864):** Declaration of City - Owned Vehicles Available for Disposition
2. **(ID # 12948):** To implement a fee schedule for certain optional services provided by the Treasurer Collector department and add a postage fee for the mailing of Municipal Lien Certificates.

B. Filings by members of the Honorable City Council**VI. PUBLIC HEARING-NATIONAL GRID PETITIONS**

1. **(ID # 12773):** Petition to install 1 JO Pole on Emerson Pl Order #31108543

From: City Council

TABLE

2. **(ID # 12943):** National Grid install 1 JO Pole on Mt Zion Road NO 31114550

From: City Council

MOVE WITHOUT RECOMMENDATION

VII. UNFINISHED BUSINESS***A. Appointment/Reappointment***

1. **(ID # 12883):** Appointment of Cole Lepler, 34 Frances Street, to the Conservation Commission
2. **(ID # 12895):** Appointment of Tamara Shovelton as Veterans' Services Agent
3. **(ID # 12899):** Reappointment of Charles Harak, 14 Country Club Road, to the Melrose Housing Authority for a three-year term; said term to end on the first Monday of March 2028.

B. Grant

1. **(ID # 12898):** Requesting acceptance of a Massachusetts Gaming Commission Community Mitigation Fund Grant in the amount of \$166,800 to address the impacts of gambling related harms in our community.

C. Order

1. **(ID # 12868):** Requesting the Appropriation of \$124,500,000 to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a renovated Melrose Central Fire Station, a new Melrose Highlands Fire Station, a new Melrose East Side Fire Station and a new Melrose Police Station.

From: Appropriations & Oversight Committee

OUGHT TO PASS

2. **(ID # 12944):** That the City Council accept local option statute M. G. L c. 39, Section 23D for the Melrose Planning Board, Zoning Board of Appeals, Conservation Commission, and the Historic District Commission holding adjudicatory hearings to allow for members to not be disqualified from voting on a matter solely because of their absence from one hearing date.

D. Ordinance

1. **(ID # 12942):** Amending City Ordinance to Implement a new schedule of fees for Zoning and Conservation Permits

E. Transfer

1. **(ID # 12851):** Requesting Transfer of Funds from Department of Public Works' Parks and Forestry Salary Accounts to Parks and Forestry Expense Accounts For Contracted Tree Services

VIII. EXPIRIES**IX. RULE 53 REPORTS****X. 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• AUGUST 18, 2025

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

7:59 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	Absent	
Manjula Karamcheti	Ward 1	Present	
John Obremski	Ward 2	Present	
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 - Jun 16, 2025 7:45 PM

Motion to accept the minutes from June 16 2025 made by President Migliorelli
With no objections
The motion was passed

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

2. City Council - Regular Meeting - Jul 21, 2025 7:45 PM

Motion to accept the minutes from July 21, 2025 made by President Migliorelli
With no objections
The motion was passed

Minutes Acceptance: Minutes of Aug 18, 2025 7:45 PM (Reading of the Minutes)

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

III. PUBLIC COMMENT

Motion to open Public comment at 8 pm by President Migliorelli
There were no public comments via zoom or present in the room

Motion close Public Comment at 8:00 pm by President Migliorelli

With no objections the motion was passed

Motion to recess by Councilor Williams at 8:01 pm
Seconded by Councilor Stewart
With no objections
Motion was passed

Motion to re-open the meeting at 8:05 pm by President Migliorelli
With no objections
Meeting resumed

IV. NEW BUSINESS

A. *Filings by the Honorable Mayor*

i. Appointments/Reappointments

1. **(ID # 12883):** Appointment of Cole Lepler, 34 Frances Street, to the Conservation Commission

Motion to recommend to Boards and Commission by President Migliorelli
All were in favor

RESULT:	ASSIGN TO COMMITTEE
TO:	Boards & Commission

2. **(ID # 12895):** Appointment of Tamara Shovelton as Veterans' Services Agent

Motion to Refer to A&O made by President Migliorelli

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

3. **(ID # 12899):** Reappointment of Charles Harak, 14 Country Club Road, to the Melrose Housing Authority for a three-year term; said term to end on the first Monday of March 2028.

Motion to Refer to B&C made by President Migliorelli

RESULT: **ASSIGN TO COMMITTEE**
TO: Boards & Commission

B. Grants

1. **(ID # 12898):** Requesting acceptance of a Massachusetts Gaming Commission Community Mitigation Fund Grant in the amount of \$166,800 to address the impacts of gambling related harms in our community.

Motion to refer to Appropriations and Oversight made by President Migliorelli
 With No objections
 Motion passed

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

C. Petition

1. **(ID # 12943):** National Grid install 1 JO Pole on Mt Zion Road NO 31114550

Motion for Immediate Consideration made by Councilor Williams
 Councilor Williams requested that the petition be heard in public hearing forum at the September 2, 2025 City Council Meeting at 8pm.
 With no objections from the Council
 The motion passed
 Public Hearing will be held on 9/2/25 at 8 pm.

RESULT:	MOVE WITHOUT RECOMMENDATION [9 TO 0]	Next: 9/2/2025
	7:45 PM	
TO:	City Council	
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli	
ABSENT:	Cal Finocchiaro, Maya Jamaledine	

D. Transfers

1. **(ID # 12851):** Requesting Transfer of Funds from Department of Public Works' Parks and Forestry Salary Accounts to Parks and Forestry Expense Accounts For Contracted Tree Services

Motion to refer to Appropriations and Oversight made by President Migliorelli
With no objections
Motion passed

RESULT:	ASSIGN TO COMMITTEE
TO:	Finance Committee

E. Ordinance

1. **(ID # 12942):** Amending City Ordinance to Implement a new schedule of fees for Zoning and Conservation Permits

Motion to refer to Legal and Legislative made by President Migliorelli
with no objections
Motion passed

RESULT:	ASSIGN TO COMMITTEE
TO:	Legal & Legislative Committee

2. **(ID # 12944):** That the City Council accept local option statute M. G. L c. 39, Section 23D for the Melrose Planning Board, Zoning Board of Appeals, Conservation Commission, and the Historic District Commission holding adjudicatory hearings to allow for members to not be disqualified from voting on a matter solely because of their absence from one hearing date.

Motion to refer to Legal and Legislative made by President Migliorelli
With no objection

Motion passed

RESULT:	ASSIGNED TO COMMITTEE
TO:	Legal & Legislative Committee

V. UNFINISHED BUSINESS

A. *Appointments*

1. **(ID # 12866):** Reappointment of Gail Infurna, 12 Mt. Vernon St., #41, to the Traffic Commission, for a five year term; said term to expire on the last day of May 2030.

From: Boards & Commission

RECOMMEND

Motion of passage made by Councilor Vandiver

Seconded by Councilor Garipay

All were in favor

Motion passed

RESULT:	PASSED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

2. **(ID # 12867):** Reappointment of Jeffrey Parenti, 29 Trenton Street, to the Traffic Commission, said term to expire on the last day of May 2030.

From: City Council

ASSIGN TO COMMITTEE

Motion of passage made by Councilor Vandiver

Seconded by Councilor Karamcheti

All were in favor

Motion passed

Minutes Acceptance: Minutes of Aug 18, 2025 7:45 PM (Reading of the Minutes)

RESULT:	PASSED [9 TO 0]
TO:	Boards & Commission
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

3. **(ID # 12887):** Appointment of Gentry Andrews, 15 Orient Place, to the Melrose Commission on Women

From: Boards & Commission

RECOMMEND

Motion of passage of made by Councilor Vandiver
 Seconded by Councilor Karamcheti
 All were in Favor
 Motion passed

RESULT:	PASSED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

4. **(ID # 12888):** Appointment of Gentry Andrews, 15 Orient Place, to the Melrose Historical Commission

From: Boards & Commission

RECOMMEND

Motion of passage made by Councilor Vandiver
 Seconded by Councilor Karamcheti
 All were in favor
 Motion passed

RESULT:	PASSED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

B. License

1. **(ID # 12865):** Bangkok Bar Shi new Common Victualler License

From: Protection and License Committee

PLACE ON FILE

Motion to grant the common victualler license to Bangkok Bar Shi made by Councilor Romanul
 Seconded by Councilor Stewart
 All were in favor
 Motion passed

RESULT:	GRANTED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

C. Orders

1. **(ID # 12884):** Calling the Local Election for Tuesday, November 4th 2025 from 7:00 am to 8:00 pm at the Melrose Veterans Memorial Middle School gymnasium complex.

From: City Council

ASSIGNED TO COMMITTEE

Motion of passage made by Councilor Stewart
 Seconded by Councilor Romanul
 All were in favor
 Motion passed

RESULT:	PASSED [9 TO 0]
TO:	Finance Committee
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

2. **(ID # 12885):** Requesting City Council approval of the Board of Registrars of Voters Recommendations relative to In Person Early Voting and Mail In Voting for the November 4, 2025 Local Election

From: City Council

ASSIGNED TO COMMITTEE

Motion of passage made by Councilor Stewart
 Seconded by Councilor Romanul
 All were in favor

Minutes Acceptance: Minutes of Aug 18, 2025 7:45 PM (Reading of the Minutes)

Motion passed

RESULT:	PASSED [9 TO 0]
TO:	Finance Committee
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

D. Ordinances

1. **(ID # 12729):** Amending Chapter 4 of the Revised Ordinances of the City of Melrose, to Insert a New Section 4-15, Payment of Taxes as Condition of City Facility Rental

From: Legal & Legislative Committee

RECOMMEND PLACE ON FILE

Motion for passage made by Councilor Romanul

Seconded by Councilor Garipay

All were in favor

Motion passed

RESULT:	PASSED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

2. **ORDER-2026-1 :** Amending Chapter 198 of the Revised Ordinances of the City of Melrose Solid Waste and Recycling to update language to reflect current programs.

Sponsored by: Director, DPW Elena Proakis Ellis

From: Legal & Legislative Committee

RECOMMEND AS AMENDED

Motion for passage as amended made by Councilor Stewart

Seconded by Councilor Karamcheti

All were in favor

Motion passed

Minutes Acceptance: Minutes of Aug 18, 2025 7:45 PM (Reading of the Minutes)

RESULT:	PASSED AS AMENDED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

3. **ORDER-2026-2** : Amending Chapter 202 of the Revised Ordinances of the City of Melrose Streets and Sidewalks

Sponsored by: Director, DPW Elena Proakis Ellis

From: Legal & Legislative Committee

RECOMMEND AS AMENDED

Motion to pass as amended made by Councilor Romanul

Seconded by Councilor Garipay

All were in favor

Motion passed

RESULT:	PASSED AS AMENDED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

4. **ORDER-2026-3** : Amending Chapter 228 of the Revised Ordinances of the City of Melrose Water, Sewers, and Drains

Sponsored by: Director, DPW Elena Proakis Ellis

From: Legal & Legislative Committee

RECOMMEND PLACE ON FILE

Motion of passage made by Councilor Romanul

Seconded by Councilor Karamcheti

All were in favor

Motion passed

Minutes Acceptance: Minutes of Aug 18, 2025 7:45 PM (Reading of the Minutes)

RESULT:	PASSED [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

5. **ORDNC-2026-2:** Amending Chapter 164-2(C)(6) of the Revised Ordinances of the City of Melrose to specify permitted hours and days for construction activities

From: City Council

NO ACTION TAKEN

Motion of passage made by Councilor Romanul
 Seconded by Councilor Williams
 All were in favor
 Motion passed

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

E. Requests

1. **(ID # 12797):** Proposed Local Fee increase for Vital Record Production and Licensing to begin in FY26

From: Finance Committee

TABLE

Motion for passage made by Councilor Stewart
 Seconded by Councilor Williams
 All were in favor
 Motion passed

RESULT:	PLACE ON FILE [9 TO 0]
TO:	City Council
AYES:	Garipay, Hamilton, Karamcheti, Obremski, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, Maya Jamaledine

VI. EXPIRIES

VII. RULE 37 REPORTS

Councilor Hamilton state that the public safety committee met on August 8 th and Engine 2 is our for Bid.

VIII. ADJOURNMENT

Motion to adjourn made by President Migliorelli at 8:20 pm
 With no objections
 The meeting was closed



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12864)

Declaration of City - Owned Vehicles Available for Disposition

BE IT ORDERED

In collaboration with the City of Melrose Fire Department, the Department of Public works respectfully requests authorization to dispose of surplus vehicles and equipment in accordance with Melrose Revised Ordinances, Chapter 4-13.

The following vehicles and equipment are all out of service and no longer used by the various City Departments as part of their operations.

DPW			
Year	Make/Model	Vin	Odometer
1999	International Dump Truck	1HTSDAAR7XH594407	78,642

Fire			
Year	Make/Model	Vin	Odometer
2010	Ford Explorer	1FMEU7EE5AUA67643	70,000 (ESTIMATED)
2010	Ford F450 Ambulance	1FDAF4GR8AAEA45153	75,000 (ESTIMATED)
2011	Ford Fusion	3FAHP0HG8BR304458	Unknown
2013	Ford Explorer	1FM5K8AR4DGC73396	200,000 (ESTIMATED)

Once authorized, the City will comply with MGL Chapter 30B procurement requirements for sale or disposal. All receipts from the sale of surplus will be reported and deposited as directed by the City Auditor.

Feel welcome to contact us with any further questions.

Order (ID # 12864)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet

James Troup

Assistant Director – Administration & Finance

**City Yard, 72 Tremont Street
Melrose, Massachusetts 02176**

Telephone – (781) 665-0142

E-mail: jtroup@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

From: James Troup, Assistant DPW Director – Administration and Finance

cc: Kerriann Golden, CFO/Auditor
John White, Fire Chief
Elena Proakis Ellis, DPW Director

Date: July 11, 2025

Re: Request Authorizing Disposal of Surplus Vehicles and Equipment

In collaboration with the City of Melrose Fire Department, the Department of Public works respectfully requests authorization to dispose of surplus vehicles and equipment in accordance with Melrose Revised Ordinances, Chapter 4-13.

The following vehicles and equipment are all out of service and no longer used by the various City Departments as part of their operations.

DPW			
Year	Make/Model	Vin	Odometer
1999	International Dump Truck	1HTSDAAR7XH594407	78,642

Fire			
Year	Make/Model	Vin	Odometer
2010	Ford Explorer	1FMEU7EE5AUA67643	70,000 (ESTIMATED)
2010	Ford F450 Ambulance	1FDAF4GR8AAEA45153	75,000 (ESTIMATED)
2011	Ford Fusion	3FAHP0HG8BR304458	Unknown
2013	Ford Explorer	1FM5K8AR4DGC73396	200,000 (ESTIMATED)

Once authorized, the City will comply with MGL Chapter 30B procurement requirements for sale or disposal. All receipts from the sale of surplus will be reported and deposited as directed by the City Auditor.

Feel welcome to contact us with any further questions.

Attachment: Surplus Vehicles and Equipment (12864 : Declaration of Surplus Vehicles Disposition)



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12948)

To implement a fee schedule for certain optional services provided by the Treasurer Collector department and add a postage fee for the mailing of Municipal Lien Certificates.

BE IT ORDERED

To implement a fee schedule for certain optional services provided by the Treasurer Collector department and add a postage fee for the mailing of Municipal Lien Certificates.

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Order (ID # 12948)

Meeting of September 2, 2025

Date

Date



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120

MEMORANDUM

To: Melrose City Council
Mayor Jennifer Grigoraitis

From: Kathryn Armata

Date: August 15, 2025

Re: Fees for optional collections services

The Treasurer Collector department does not currently charge fees for services other than those identified in Massachusetts General Law Ch 60, §15 that governs interest, charges and fees applicable to tax bills, and for certain reports previously approved by the City Council such as Municipal Lien Certificates.

The Collections team recently conducted research of other Massachusetts communities practices and found that many charge fees for frequently requested services such as providing duplicate bills and conducting research on payment histories. Additionally, it was found that a postage fee for the issuance of Municipal Lien Certificates (MLC) is added as a separate cost when ordering the MLC (the MLC issuance fee is \$25.00 per MA GL Ch60 §23).

The purpose of imposing fees on certain requests is not to raise revenue but to offset the costs of producing the document, such as paper, postage and processing costs. The types of requestors vary among personal inquiries, mortgage processors/banks and other businesses, such as legal firms.

City Solicitor, Shannon Phillips, was consulted during the research phase for a legal perspective. The guidance provided is that municipalities can establish fees as long as they meet the three-prong test set out in Emerson College v. Boston, 391 Mass.415 (1984):

1. A fee must be charged for a particular service that benefits the party paying the fee in a manner not shared by other members of society. In other words, a fee may not be charged for general services that are mandatory or supplied to the public at large, such as core education and police protection.

Example:

- A duplicate bill when the original is lost or client chooses not to access the bill online
- A report of RE tax payments for an individuals' IRS tax filing

2. A fee must be paid by choice. That is, the person paying the fee must have the option of not using the service and thereby avoiding the charge. It follows that a service can be withheld from individuals who refuse to pay.

Example:

- The requestor has other options than requesting a duplicate bill
 - Personal records are available to verify tax payment histories (bank statements, etc.)
3. A fee must be collected not to raise revenues, per se, but to compensate the governmental entity for its expenses in providing the service. This has been interpreted to mean that a fee cannot exceed the cost to provide the service.
- The proposed service fees are recommended primarily to cover paper, processing and postage costs

The recommended fees for certain Collections services are:

- | | |
|----------------------------|------------------------------------|
| • Duplicate bills | \$2.00 per request |
| • Research/History Reports | \$2.00 per request |
| • Mailing of MLCs | add \$1.00 postage fee per request |

Currently, requests can be made by telephone or in person at the Collections window for service requests. MLCs must be requested in writing and include a self-addressed stamped envelope. The department goal is to have the request forms and payment portal available on the Treasurer Collector page of the city website that, when submitted, will be sent to our processing partner, City Hall Systems (CHS). CHS will process the payment and post the request to the City's account in their system for the Collections team to access and produce the requested information. For those without access to a computer, the forms will be available at the Collections window at City Hall and payment may be made by cash or check.

I respectfully request your consideration and adoption of the recommendations.



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12773)

Petition to install 1 JO Pole on Emerson Pl Order #31108543

BE IT ORDERED

Emerson Place- National Grid to install 1 JO Pole on Emerson Place beginning at a point approximately 123 feet SSW of the centerline of the intersection of West Emerson PL. National Grid to install 40 ' C3 pole on west sidewalk of Emerson Place in front of 88 W Emerson Street to relocate existing pole #304 that is on handicap parking spot at 70 W Emerson Street private property Melrose MA.

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

HISTORY:

06/16/25 City Council

OUGHT TO PASS

07/21/25 City Council

TABLE

Next: 08/18/25

Petition (ID # 12773)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

Questions contact - Rafael Kerguelen (781)-388-5101 or
rafael.kerguelenrestrepo@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council
 Of Melrose, Massachusetts

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

Emerson Pl - National Grid to install 1 JO pole on Emerson Pl beginning at a point approximately 123 feet SSW of the centerline of the intersection of W Emerson St and Emerson Pl. National Grid to install 40'C3 pole on west sidewalk of Emerson Pl in front of 88 W Emerson St to relocate existing pole# 304 that is on handicap paring spot at 70 W Emerson Street private property. Melrose, MA.

Location approximately as shown on plan attached.

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

No.# 31108543

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

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

Massachusetts Electric Company d/b/a
 NATIONAL GRID *Nick Memmolo*

BY _____
 Engineering Department

VERIZON NEW ENGLAND, INC.

BY *[Signature]* _____
 Manager / Right of Way

Attachment: National Grid Emerson Place NO 31108543 (12773 : Utility Petition to install 1 JO Pole on Emerson Pl Order #31108543)

May 30, 2025

Questions contact – Central Design, Rafael Kerguelen (781)-388-5101 or
rafael.kerguelenrestrepo@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council of Melrose, Massachusetts

Notice having been given and public hearing held, as provided by law,
 IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 30th day of April, 2025.

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

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

No.# 31108543

Filed with this order:

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

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

Emerson PI - National Grid to install 1 JO pole on Emerson PI beginning at a point approximately 123 feet SSW of the centerline of the intersection of W Emerson St and Emerson PI. National Grid to install 40'C3 pole on west sidewalk of Emerson PI in front of 88 W Emerson St to relocate existing pole# 304 that is on handicap parking spot at 70 W Emerson Street private property. Melrose, MA.

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

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

City/Town Clerk.

Massachusetts 20__ .
Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:

City/Town Clerk

I hereby certify that on _____ 20__ , at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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

Board or Council of Town or City, Massachusetts

CERTIFICATE

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

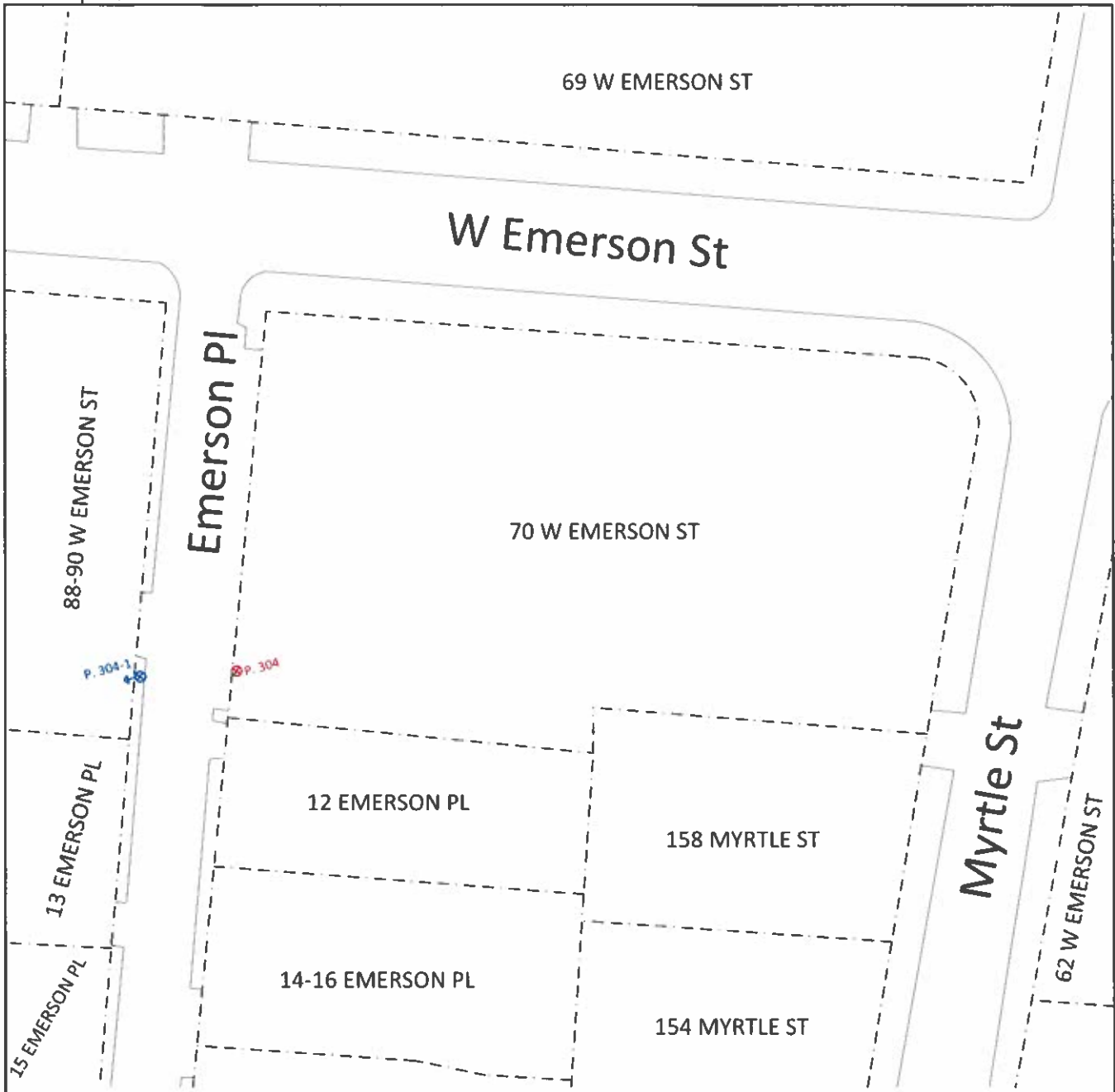
Attest:

City/Town Clerk

Attachment: National Grid Emerson Place NO 31108543 (12773 : Utility Petition to install 1 JO Pole on Emerson Pl Order #31108543)



NOT TO SCALE

**LEGEND**

Existing



Proposed



To Remove



Pole

OH Electric
WiresDown Guy &
Anchor

Property Line

OH PETITIONAddress:70 W Emerson St, Melrose
02176

Date: 04.30.2025

Designer: RAFA
KERGUELEN

WR #: 31108543

**SKETCH TO ACCOMPANY
PETITION:**Proposed Pole # 304 Relocation from Handicap
Parking on Private Property at 70 W Emerson St
to public way on west sidewalk on Emerson Place

nationalgrid

Wakefield Item Company

Advertising Invoice



26 Albion Street, Wakefield, MA 01880

Phone #: 781-245-0080

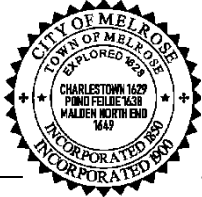
Tanji Joy Cifuni
City of Melrose-City Clerk Office
562 Main St
Melrose, MA 02176

Acct. #: 00007647
Phone #: (781)979-4100
Date: 06/27/2025
Due Date: 07/26/2025
Invoice #: 300134427
PO #:
Salesperson: DS1 Ad Taker: DS1

Ad #	Description	Publication	Run Date	Amount	Due
00050575	PH-National Grid Pole Installa	04	06/27/2025	384.00	384.00

Please return a copy with payment

Total Due 384.00



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

*Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

Jay Coy, P.E., PMP
Acting City Engineer

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

7/18/2025

To: Melrose City Council
From: Jay Coy, P.E., Acting City Engineer
CC: Tanji Cifuni, City Clerk
Elena Proakis Ellis, P.E., DPW Director

Subject: Order #12773: Petition of Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. to install 1 Joint Ownership (JO) Pole on Emerson Place beginning at a point approximately 123 feet south of the centerline of the intersection of West Emerson Street and Emerson Place. National Grid will install one 40-foot C3 pole on the west sidewalk of Emerson Place in front of 88 West Emerson Street to replace Pole #304 that is on an accessible parking spot at the private property of 70 West Emerson Street, as shown on Plan WR #31108543. National Grid is petitioning on behalf of 70 West Emerson Street.

The Department of Public Works has reviewed the above-referenced request by National Grid and has the following comments and recommended conditions:

- 1) The proposed work is intended to relocate an existing pole that is currently in an accessible parking spot to a location across the street.
- 2) The petitioner(s) met with the City Engineer and/or their designee to select the exact location of the proposed pole and conduit and will need to obtain a Melrose Public Works Street Opening Permit for the work. The petitioner(s) will be responsible for strict adherence to all requirements set forth within the permit including permit fees, insurance and bonding requirements.
- 3) All existing utilities must be marked out and protected and any utilities damaged during construction shall be repaired by the applicant at their expense. NGRID shall call Dig Safe and the City's DPW Water and Sewer Division at least 72 hours prior to conducting the work.
- 4) Any new pole locations shall be in compliance with ADA standards.
- 5) Plans shall be made prior to issuance of a street opening permit and consequentially put in place during construction to address resident and pedestrian access and safety in and around the job site.
- 6) Police details shall be coordinated with the Melrose Police Department and are the responsibility of the Petitioner for both scheduling and payment.

Attachment: DPW Memo conditions GOL_ for Emerson PI (12773 : Utility Petition to install 1 JO Pole on Emerson PI Order #31108543)

Order #12773

July 18, 2025

Page 2

- 7) NGRID shall notify property owners and businesses within 1/8 of a mile of the project at least 48 hours in advance of commencing work. If access to driveways is restricted, NGRID crews must coordinate with property owners to move vehicles in advance of work. A copy of the notice shall be provided to the Engineering Division in advance of distribution to the neighboring properties.
- 8) Any disturbed pavement and/or sidewalks shall require in-kind replacement. All restoration work shall be in accordance with the Melrose Design and Construction Standards and the permits issued by the Engineering Division. It is the responsibility of the petitioner to coordinate pavement restoration with the developer and/or property owner, with notification to the City in accordance with the Engineering Division permit for such work.
- 9) NGRID will clean up all debris to the satisfaction of the DPW.

Attachment: DPW Memo conditions GOL_ for Emerson PI (12773 : Utility Petition to install 1 JO Pole on Emerson PI Order #31108543)



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12943)

National Grid install 1 JO Pole on Mt Zion Road NO 31114550

BE IT ORDERED

Mt Zion Road - National Grid to install 1 JO Pole on Western Sidewalk Mt Zion Road and remove 1 JO Pole on Eastern Sidewalk Mt Zion Road beginning at a point approximately 81 feet NW of the centerline of the intersection of Bay State Road and Mt Zion Road. National Grid proposed relocation of 40' C3 pole #2126 to the other side of the road from eastern to western sidewalk with pole #2126-1 to feed new house 22 and 24 Mt Zion Road and avoiding big tree removal on private property at 180 Bay Street Road Melrose MA.

HISTORY:

08/18/25

City Council

MOVE WITHOUT RECOMMENDATION

Petition (ID # 12943)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

Questions contact - Rafa Kerguelen (781)-388-5101 or
rafael.kerguelenrestrepo@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council
 Of Melrose, Massachusetts

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

Mt Zion Road - National Grid to install 1 JO pole on Western Sidewalk Mt Zion Road and remove 1 JO pole on Eastern Sidewalk Mt Zion Road beginning at a point approximately 81 feet Northwest of the centerline of the intersection of Bay State Road and Mt Zion Road. National Grid proposed relocation of 40'C3 pole# 2126 to the other side of the road from eastern to western sidewalk with pole # 2126-1 to feed new house 22 and 24 Mt Zion Road and avoiding big tree removal on private property at 180 Bay St Road. Melrose MA.

Location approximately as shown on plan attached.

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

No.# 31114550

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

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

Massachusetts Electric Company d/b/a
 NATIONAL GRID *Nick Memmolo*

BY _____
 Engineering Department

VERIZON NEW ENGLAND, INC.

BY _____
 Manager / Right of Way

August 1, 2025

Questions contact – Central Design, Rafa Kerguelen (781)-388-5101 or
rafael.kerguelenrestrepo@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council - Melrose, Massachusetts

Notice having been given and public hearing held, as provided by law,
 IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and
 VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND
 TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and
 permission to erect and maintain poles and wires to be placed thereon, together with such
 sustaining and protecting fixtures as said Companies may deem necessary, in the public way or
 ways hereinafter referred to, as requested in petition of said Companies dated the 25th day of
 January, 2025.

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

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points
 indicated upon the plan marked – My Zion Road - Melrose, Massachusetts.

No.# 31114550

Filed with this order:

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

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

Mt Zion Road - National Grid to install 1 JO pole on Western Sidewalk Mt Zion Road and remove
 1 JO pole on Eastern Sidewalk Mt Zion Road beginning at a point approximately 81 feet
 Northwest of the centerline of the intersection of Bay State Road and Mt Zion Road. National Grid
 proposed relocation of 40'C3 pole# 2126 to the other side of the road from eastern to western
 sidewalk with pole # 2126-1 to feed new house 22 and 24 Mt Zion Road and avoiding big tree
 removal on private property at 180 Bay St Road. Melrose MA.

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

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

City/Town Clerk.

Massachusetts 20__ .
Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20__ , at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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

Board or Council of Town or City, Massachusetts

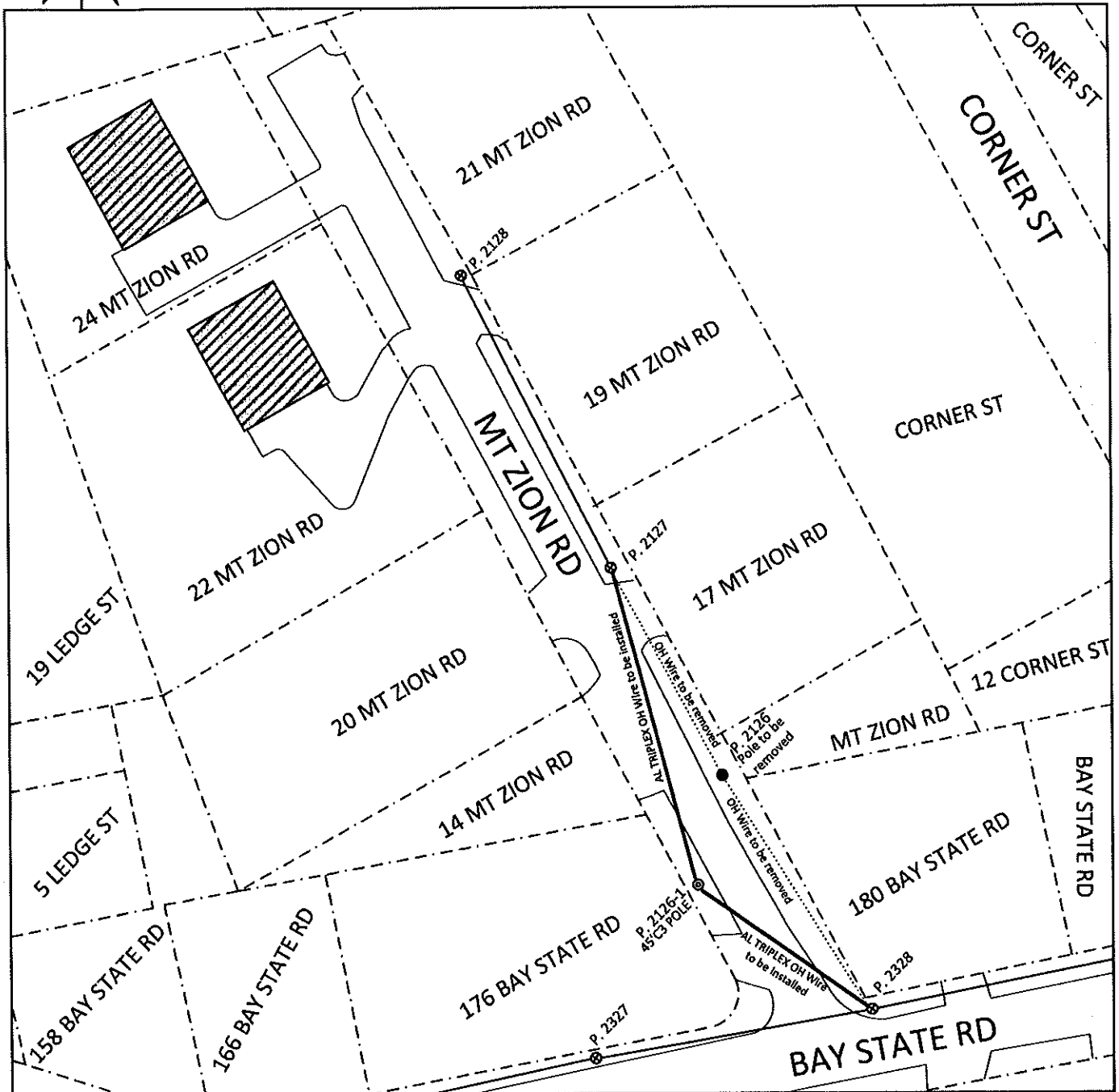
CERTIFICATE

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

Attest:
City/Town Clerk



NOT TO SCALE

**LEGEND**

	OH Existing Wires		Existing Pole
	OH Proposed Wires		Proposed Pole
	OH Wires to be Removed		Pole to be Removed

OH PETITIONAddress:12 MT. ZION RD,
MELROSE 02176

Date: 07.25.2025

Designer: RAFA
KERGUELENWR #: 31114550 &
31114551**SKETCH TO ACCOMPANY PETITION:**

Proposed Relocation of 40'C3 Pole # 2126 to the other side of the road from eastern to western sidewalk with Pole # 2126-1 to feed new houses 22 & 24 Mt Zion Rd and avoiding big tree removal on private property at 180 Bay St Rd

Attachment: Complete package of Mt Zion Petition NO 31114550 (12943 : National Grid install 1 JO Pole on Mt Zion Road NO 31114550)

Abutters List[print this list](#)

Date: July 25, 2025

Subject Property Address: 14 MT ZION RD Melrose, MA

Subject Property ID: E15 0 20

Search Distance: 150 Feet

Owner: ACCESS PROPERTIES, LLC

Prop ID: E14 0 45

Prop Location: 9 LEDGE ST Melrose, MA

Mailing Address:

116 WALTON PARK
MELROSE, MA 02176

Owner: WEBNEH ABREHET H.

Co-Owner: KIROS TEODROS , TRS

Prop ID: E14 0 46-47

Prop Location: 5 LEDGE ST Melrose, MA

Mailing Address:

5 LEDGE ST.
MELROSE, MA 02176

Owner: ACIERNO, LUIGI

Co-Owner: MARIA ACIERNO, HWTE

Prop ID: E14 0 48

Prop Location: 158 BAY STATE RD Melrose, MA

Mailing Address:

158 BAY STATE ROAD
MELROSE, MA 02176

Owner: RAHILLY, SEAN D

Co-Owner: ROBIN RAHILLY TE

Prop ID: E14 0 49

Prop Location: 166 BAY STATE RD Melrose, MA

Mailing Address:

166 BAYSTATE RD
MELROSE, MA 02176

Owner: RUSSELL,THOMAS J + JOAN F RUSS
Co-Owner: HW TE WITH RTS/SURVS
Prop ID: E14 0 50-51
Prop Location: 176 BAY STATE RD Melrose, MA
Mailing Address:
176 BAY STATE RD
MELROSE, MA 02176

Owner: HAVEY,SCOTT A
Co-Owner: JACQUELINE B HAVEY HWTE
Prop ID: E14 0 54-55
Prop Location: 180 BAY STATE RD Melrose, MA
Mailing Address:
180 BAY STATE RD
MELROSE, MA 02176

Owner: CITY OF,MELROSE
Co-Owner: CONSERVATION
Prop ID: E14 0 56
Prop Location: BAY STATE RD Melrose, MA
Mailing Address:
BAY STATE RD
MELROSE, MA 02176

Owner: STEWART, JASON
Co-Owner: HEATHER BOYD, JT
Prop ID: E14 0 61
Prop Location: 191 BAY STATE RD Melrose, MA
Mailing Address:
191 BAY STATE RD
MELROSE, MA 02176

Owner: ZARELLA BAY STATE RLTY TRUST
Co-Owner: DANIEL R+DAVID K ZARELLA TRSTE
Prop ID: E14 0 62
Prop Location: 185 BAY STATE RD Melrose, MA
Mailing Address:
185 BAY STATE RD
MELROSE, MA 02176

Owner: ZARELLA, DANIEL
Co-Owner: RENEE ZARELLA, HWTE
Prop ID: E14 0 63-1
Prop Location: 175 BAY STATE RD Melrose, MA
Mailing Address:
175 BAY STATE ROAD
MELROSE, MA 02176

Owner: ZARELLA, LILLIAN C. TRUSTEE
Co-Owner: LILLIAN C. ZARELLA TRUST
Prop ID: E14 0 636465
Prop Location: 165 BAY STATE RD Melrose, MA
Mailing Address:
165 BAY STATE ROAD
MELROSE, MA 02176

Owner: ZARELLA, DAVID K TRUSTEE
Co-Owner: DAVID K. ZARELLA TRUST
Prop ID: E14 0 66-67
Prop Location: BAY STATE RD Melrose, MA
Mailing Address:
165 BAY STATE RD
MELROSE, MA 02176

Owner: MASS ELECTRIC, CO
Co-Owner: C/O PROPERTY TAX DEPT
Prop ID: E14 0 84-85
Prop Location: HEYWOOD AVE Melrose, MA
Mailing Address:
40 SYLVAN RD
WALTHAM, MA 02451-2286

Owner: BALDI, CATHERINE M
Prop ID: E15 0 15
Prop Location: 19 LEDGE ST Melrose, MA
Mailing Address:
19 LEDGE ST
MELROSE, MA 02176

Owner: MT ZION ROAD, LLC
Prop ID: E15 0 17
Prop Location: 22 MT ZION RD Melrose, MA
Mailing Address:
9 PENOBSCOT WAY
ANDOVER, MA 01810

Owner: ROBINS WALKER S
Co-Owner: ROBINS KATE HWTE
Prop ID: E15 0 18-19
Prop Location: 20 MT ZION RD Melrose, MA
Mailing Address:
20 MT ZION RD
MELROSE, MA 02176

Owner: ALCALA,FRANCISCO
Co-Owner: JOAN ALCALA HW TE
Prop ID: E15 0 21
Prop Location: 17 MT ZION RD Melrose, MA
Mailing Address:
17 MT ZION RD
MELROSE, MA 02176

Owner: MACHANIC, ADAM P+ KATE E TRSTE
Co-Owner: TRUSTEES OF REV. TRUST
Prop ID: E15 0 21A
Prop Location: 19 MT ZION RD Melrose, MA
Mailing Address:
19 MT ZION ROAD
MELROSE, MA 02176

Owner: CITY OF,MELROSE
Co-Owner: CONSERVATION
Prop ID: E15 0 22
Prop Location: MT ZION RD Melrose, MA
Mailing Address:
MT ZION RD
MELROSE, MA 02176

7/25/25, 1:51 PM

Abutters Report

Owner: EMERSON, CARON L.
Co-Owner: PATRICK EMERSON HWTE
Prop ID: E15 0 23
Prop Location: 12 CORNER ST Melrose, MA
Mailing Address:
12 CORNER ST
MELROSE, MA 02176

Owner: CITY OF, MELROSE
Co-Owner: CONSERVATION
Prop ID: E15 0 24-32
Prop Location: CORNER ST Melrose, MA
Mailing Address:
CORNER ST
MELROSE, MA 02176

Attachment: Complete package of Mt Zion Petition NO 31114550 (12943 : National Grid install 1 JO Pole on Mt Zion Road NO 31114550)



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12883)

Appointment of Cole Lepler, 34 Frances Street, to the Conservation Commission

BE IT ORDERED

Appointment of Cole Lepler, 34 Frances Street, to the Conservation Commission, said term to expire the last day of February 2027. Mr. Lepler replaces Kaitlyn Calhoun who has resigned.

HISTORY:

08/18/25 City Council

ASSIGN TO COMMITTEE

Appointment/Reappointment (ID # 12883)

Meeting

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

If you don't want to receive such e-mails, you can change your settings at <https://www.cityofmelrose.org/user/51/edit>.

Message:

Hello Ingrid,

My name is Cole Lepler and I am currently a first-year Environmental Policy and Planning MS student at Tufts University. I have lived in Melrose my entire life and have developed a love for the land I call home. I recently attended last Thursday's meeting and enjoyed hearing all of the discourse regarding compliance to State Conservation laws and the passion for conservation among this group. It is my understanding that a new Associate Member is likely to be added to the Commission. I was wondering if there is another opening to become an associate member as I would love to help advance the goals of this commission. My background is in research as I have held a few research positions in my professional career and believe I would be a good fit to help consolidate information in a way the board members and the public can digest.

Please let me know if there is an opening and if not I will keep an eye out in the future. If there is, I'll send my resume.

I look forward to hearing from you!

Best,
Cole Murthy Lepler

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

****CITY OF MELROSE 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.****

Education

Tufts University / Current Student in Environmental Policy and Planning

SEPTEMBER 2024 - PRESENT, MEDFORD, MA

Relevant Coursework: Foundations of GIS, Applied Statistics, Foundations of Public Policy, Cities in Space, Place, & Time

Christopher Newport University / BA in Political Science; BA in Leadership Studies

AUGUST 2020 - MAY 2024, NEWPORT NEWS, VA

GPA: 3.81, Magna Cum Laude Honors

Experience

Seasonal Laborer/ Massachusetts Department of Conservation and Recreation

JUNE 2024 - AUGUST 2024, NICKERSON STATE PARK, BREWSTER, MA

- Assisted with invasive species control and gained experience in tree and flower identification
- Maintained camping facilities and the Cape Cod Rail Trail, along with other in-park trail maintenance
- Acquired skills in blacktop and road repair, caulking and tile repair, and lawn care

Student Sustainability Commission/ Student Sustainability Network Member

JANUARY 2024 - MAY 2024, NEWPORT NEWS, VA

- Partnered with NexTrex to install soft plastic collection bins with the goal of recycling into park benches
- Organizes panel speaker event with a focus on nature's effect on mental health
- Forges relationships with other on-campus clubs to continue the conversation about sustainability on campus

Reiff Center for Human Rights and Conflict Resolution / Research Intern

JANUARY 2023 - MAY 2024, NEWPORT NEWS, VIRGINIA

- Consolidates data from other human rights centers from universities throughout the United States.
- Works events put on by the center that bring in scholars from other universities to discuss their research in human rights and conflict resolution
- Published four separate chapters in a companion website for a human rights textbook

Seaside Sustainability, Inc./ Research Intern

JUNE 2023-NOVEMBER 2023, GLOUCESTER, MA (Remote)

- Created projects for the Climate Mitigation group to spread awareness of the harmful effects of fast fashion throughout the United States
- Facilitated group meetings to discuss plans and strategies for the best implementation of the research within projects
- Led research on Electric Vehicles and fast fashion to draft policy memos to send to local legislatures

Skills

- Familiar with ArcGIS and Stata Applications
- Spanish Seal of Bilingualism
- Proficient in all Google and Microsoft applications

Awards and Service

- Scholarship recipient for President's Leadership Program at Christopher Newport University
- Member of Pi Alpha Delta Pre-Law Fraternity and Pi Sigma Alpha Political Science Honor Society
- CNU Dean's List Spring 2021, 2022 Academic year, 2023 Academic year, and 2024 Academic Year
- 55 hours of Community Service at Melrose High School
- 101 hours of Community Service at Christopher Newport University



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12895)

Appointment of Tamara Shovelton as Veterans' Services Agent

BE IT ORDERED

Appointment of Tamara Shovelton as Veterans' Services Agent

HISTORY:

08/18/25 City Council

ASSIGN TO COMMITTEE

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12895)

Meeting

Date

Date

Tamara Shovelton

Swampscott, MA | [REDACTED]

EDUCATION

Master of Arts in World War II Studies Arizona State University, World War II Studies	2021
Master of Arts in European History University of North Carolina Wilmington	2016
Bachelor of Arts in History Meredith College	2014
Associate Degree Wake Technical Community College	2012

PROFESSIONAL EXPERIENCE

Partnership, Event, and Student Recruitment Coordinator 01/2024-03/2025
Noodle Remote

- Spearheaded the identification and cultivation of high-value partnerships with educational institutions, community organizations, and industry leaders to enhance brand visibility and expand student outreach initiatives.
- Facilitated the development of strategic business partnerships for universities
- Led the planning and execution of recruitment events, including open houses, information sessions, and webinars, designed to engage prospective students and showcase program strengths
- Directed all aspects of the student recruitment process, from developing outreach strategies to executing targeted marketing campaigns. Successfully increased application rates and enrollment numbers
- Worked closely with academic departments, admissions, and marketing teams to align recruitment efforts with institutional goals, ensuring a cohesive approach to attracting and retaining students.
- Maintained the accuracy of the Customer Relationship Management (CRM) system by updating information from partner application systems.
- Streamlined recruitment processes by implementing best practices in CRM utilization, lead management, and follow-up protocols, enhancing efficiency and prospective student experience.
- Spearheaded the planning and execution of high-profile events, ranging from large-scale corporate conferences to bespoke private functions, delivering exceptional experiences that aligned with strategic business goals and enhanced brand reputation.
- Directed cross-functional teams, including marketing, operations, and external vendors, to ensure flawless event delivery, high client satisfaction, and adherence to stringent quality standards.
- Successfully orchestrated and oversaw the university's annual symposium and all significant events.
- Managed all logistical aspects of events, including venue selection, budgeting, vendor negotiations, and on-site execution. Ensured high-quality delivery and seamless attendee experience through meticulous planning and attention to detail.

Enrollment Manager 10/2022-12/2023
Meteor Learning Remote

- Collaborated with Project Directors and Admissions Advisors from the Call Center to assess applicant statuses, ensuring thorough application review and maintaining quality standards.
- Examined vital performance indicators (KPIs) within the application pipeline, identifying opportunities for enhanced yield.
- Personally contacted students through calls and emails, amplifying communication initiatives initiated by partners and advisors.
- Interacted with students to facilitate course re-enrollment and provided essential support services.
- Updated the Customer Relationship Management (CRM) system with information from partner application systems.
- Conducted training sessions for advisors on program offerings and career prospects to elevate applicant engagement.
- Proficiently managed and supervised the inaugural symposium and all significant events.
- Formulated and implemented recruitment initiatives.

Full Time-Temp-Adjunct /First Year Experience
Wake Technical Community College

01/2018– 12/2022
Raleigh, NC

- Counseled students in making meaningful career choices and guided them toward achieving their goals.
- Assisted students in comprehending effective learning techniques.
- Provided mentorship and financial assistance advice to support students' educational pursuits.
- Directed students in formulating success plans, including setting goals, recognizing obstacles, and monitoring ongoing progress toward goals.
- Contributed to the development, implementation, and evaluation of the curriculum.
- Conducted office hours and student support sessions to foster success.

Adjunct Professor of History
Suffolk University

06/2020 – 08/2021
Boston, MA

- Assessed students to gauge their advancement towards meeting specified course objectives and communicated their progress.
- Maintained an adaptive curriculum to stay current with higher education trends.
- Strategically structured and coordinated instruction to optimize student learning and involvement.
- Engaged in assessing program outcomes.
- Supplied students with resources tailored to address their unique learning requirements.

Adjunct Instructor at the History Department
Wake Technical Community College

01/2017 – 12/2018
Raleigh, NC

- Spearheaded research in specialized domains, participated in conferences, presented findings, and fostered connections within the professional sphere.
- Adapted teaching techniques and approaches to accommodate the varied needs of students.
- Evaluated assigned papers and exams, providing students with constructive and pragmatic feedback.
- Conducted office hours for student consultation and support.

Adjunct Instructor at the History Department
Meredith College

01/2018 – 05/2019
Raleigh, NC

- Developed a syllabus and course framework that aligns with learning objectives and encourages proactive student engagement.
- Evaluated teaching methods and materials, providing suggestions for improvement.
- Evaluated assigned papers and exams.
- Furnished students with lucid and constructive feedback.
- Conducted office hours for student assistance and consultation.

MILITARY EXPERIENCE

United States Army
United States Army Reserve

1996-1999
2001-2004

VOLUNTEER EXPERIENCE

VETERAN SERVICE LEADERSHIP

Disabled American Veterans (DAV)
Chapter Service Officer & Department Service Officer
Member, DAV National Organization

- Serve as an Accredited DAV Service Officer, helping veterans and their families navigate the VA system and apply for benefits, including disability compensation, education assistance, pensions, and healthcare access.
- Provide free, confidential counseling and claims assistance to veterans
- Represent veterans during claims and appeals processes, ensuring accurate documentation and strong advocacy.
- Collaborate with local, state, and federal agencies to connect veterans with additional services and support.
- Completed Accredited DAV Service Officer Training, demonstrating proficiency in federal and state benefit systems, appeals, and case management.



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12899)

Reappointment of Charles Harak, 14 Country Club Road, to the Melrose Housing Authority for a three-year term; said term to end on the first Monday of March 2028.

BE IT ORDERED

Reappointment of Charles Harak, 14 Country Club Road, to the Melrose Housing Authority for a three-year term; said term to end on the first Monday of March 2028.

HISTORY:

08/18/25 City Council

ASSIGN TO COMMITTEE

Appointment/Reappointment (ID # 12899)

Meeting

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

TO: Melrose City Council
FROM: Charles Harak (Melrose Housing Authority Commissioner)
DATE: August 7, 2025
RE: Re-appointment

I am interested in being re-appointed to my position on the Board of the Melrose Housing Authority (MHA). I have been an active member of the MHA Board for several years. I am an attorney, which can be of value to the Board, and also spent my entire legal career representing the interests of low-income households regarding their housing and home energy needs. At my recent retirement party, I received commendations from both Governor Healey and Attorney General Campbell for my work on behalf of low-income households.

The most important, recent accomplishment of the Board was to hire Martin Corona as our executive director, to replace James Holt, who held the position for many years. In addition, I would note that the current Board members work together very well and always have the interests of our tenant uppermost in our minds.

I respectfully request that I be re-appointed.

Charles Harak
14 Country Club Rd.
Melrose
[REDACTED]



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12898)

Requesting acceptance of a Massachusetts Gaming Commission Community Mitigation Fund Grant in the amount of \$166,800 to address the impacts of gambling related harms in our community.

BE IT ORDERED

Requesting acceptance of a Massachusetts Gaming Commission Community Mitigation Fund Grant in the amount of \$166,800.

HISTORY:

08/18/25 City Council

ASSIGN TO COMMITTEE

Grant (ID # 12898)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



7/17/2025

Via E-Mail

Anthony Chui, Director of Health and Human Services
562 Main Street
Melrose, MA 02176

RE: FY 2026 Community Mitigation Award- Melrose

Dear Anthony Chui,

On behalf of the Massachusetts Gaming Commission, I extend my congratulations on your successful application to the Community Mitigation Fund. We are confident that your grant-funded work will contribute positively to the region.

Enclosed with this letter is the Grant and State Contract for execution by a person authorized to sign on behalf of the community. Please be sure to read the grant and contract as they contain detailed information about the terms and conditions of your grant, including the approved grant amount, reporting requirements, special conditions (if any), and end date of the grant. It's important to note that the Commission changed the duration of the grants to two years (instead of four years). You can find all necessary forms for quarterly reports and close-outs on our website at <https://massgaming.com/about/community-mitigation-fund/forms/>. Please review these carefully and feel free to reach out to our team if you have any questions or need further clarification.

Your signed grant and contract must be returned as soon as possible to ensure the appropriate encumbrance of funds. No expenditures can be made on this Grant until fully executed copies of the grant and contract are received by MGC.

Once again, congratulations on your grant award. We look forward to working closely with you to ensure the successful completion of your grant funded work.

Sincerely

A handwritten signature in dark ink, appearing to read "Joseph Delaney", is written over a light blue horizontal line.

Joseph Delaney, Chief of Community Affairs



BD-25-1068-1068C-1068L-109685

By and between the Massachusetts Gaming Commission and

The City of Melrose, Massachusetts

This Fiscal Year (FY) 2026 Grant (the “Grant”) is entered into by and between the Massachusetts Gaming Commission (“Commission”), and the City of Melrose, Massachusetts (hereinafter “the Parties”) for an award in the amount of \$166,800 in accordance with M.G.L. c. 23K, §61 and the FY 2026 Community Mitigation Fund Guidelines. **This Grant Agreement expires on June 30, 2027.**

RECITALS

The following recitals are an integral part of this Grant Agreement:

1. The Grantee has qualified to apply for funding under M.G.L. c. 23K, §61 and the Grantee has submitted an Application to the Commission in accordance with M.G.L. c. 23K, §61 requesting disbursements to Grantee from the Community Mitigation Fund; and
2. The Commission has determined that the Grantee is eligible for the receipt of a Grant under the Community Mitigation Fund. The Grantee has agreed to accept the funds subject to all terms and conditions of this Grant.
3. The purpose of this Grant is to establish the specific scope, budget, and conditions for Grantee to provide to the Commission as part of this Grant; and
4. In consideration of the promises and the mutual covenants contained in this Grant, the receipt and legal sufficiency of which are hereby acknowledged, the Commission and the Grantee, intending to be legally bound, hereby agree as follows:

DEFINITIONS

Application: Shall mean the documents submitted in response to the Request for Response BID Number: BD-25-1068-1068C-1068L-109685 by the Grantee and, if applicable, the Response to the Request for Supplemental Information (RRSI) as approved by the Commission on 06/17/2025.

Effective Date: The Effective Date of this Grant or any amendment hereto is the date on which this Grant or an amendment is fully executed by all parties.

SECTION 1 THE GRANT

As of the Effective Date and subject to the satisfaction of or compliance with, as reasonably determined by the Commission: (a) all of the terms and conditions of this Grant, (b) the applicable provisions of M.G.L. c. 23K, Chapter 194 of the Acts of 2011, and 205 CMR, and (c) any other rule, regulation, policy, guideline, approval, or directive of the Commission, the Commission hereby approves the following Grant: an amount that shall under no circumstances exceed one hundred sixty-six thousand eight hundred dollars (\$166,800). The Parties hereby acknowledge and agree that the amount set forth in this section, as determined by the Commission in its sole discretion, is the maximum amount of funding that the Grantee may receive from the Commission under this specific Grant. This Grant is also subject to all the terms and conditions in the Commonwealth of Massachusetts – Standard Contract Form and Commonwealth Terms and



Conditions as issued by the Massachusetts Executive Office for Administration and Finance or the Interdepartmental Service Agreement, as applicable.

SECTION 2 COVENANTS, REPRESENTATIONS, AND WARRANTIES

The Grantee covenants and agrees that in exchange for this Grant, the Grantee shall and shall cause its employees, officials, agents, and representatives to perform and comply with the following covenants, and otherwise represents and warrants as follows:

2.1 The Grantee was awarded this Grant based on representations in its Grant Application and its RRSI regarding the Grant's intended purpose or use.

2.2 The Grantee hereby acknowledges and agrees that neither the Grantee nor any of its employees, officials, agents, or representatives has submitted nor shall submit any false or intentionally misleading information or documentation to the Commission in connection with this Grant, including the Application and RRSI, as applicable, and further acknowledges and agrees that the submission of any such information or documentation shall be a material breach of this Grant and may be cause for the Commission to revoke any and all payments otherwise due to the Grantee, to recoup any previous payments made to the Grantee, and/or to make the Grantee ineligible for any further funding from the Commission. The Grantee hereby further agrees that it shall have a continuing obligation to update and notify the Commission in writing when it knows or has any reason to know that any information or documentation submitted to the Commission contains false, misleading or incorrect information.

2.3 The Grantee certifies that the funds from this Grant will be used solely for the purposes outlined in **SECTION 3 SCOPE OF GRANT**.

2.4 The Grantee hereby agrees that it shall use its best efforts and resources to diligently satisfy and complete each of the terms and conditions of this Grant and the purposes for which the funding is being provided, as set forth in **SECTION 3 SCOPE OF GRANT**.

2.5 The Grantee hereby acknowledges and agrees that all expenditures of Grant funds shall be subject to review and audit by the Commission.

2.6 The Grantee hereby acknowledges and agrees that the scope of any activities prepared pursuant to this Grant shall be approved by the Commission's staff prior to the commencement of such actions.

2.7 The Grantee shall provide the Commission with all studies, reports or other documents prepared as part of this Grant. Copies of any studies, reports, or other documents prepared by the Grantee by its agents, associates, consultants, employees, partners, or servants insofar as they relate to this Grant shall be forwarded to the Commission.

2.8 The Grantee certifies that all goods and services procured in furtherance of this Grant, as described in **SECTION 3 SCOPE OF GRANT**, will be procured in accordance with all applicable federal, state and municipal laws, with written contracts, subject to the approval of the Commission's staff.

2.9 The funding is solely intended for use towards the execution of the items delineated in **SECTION 3 SCOPE OF GRANT** as approved by the Commission. The exact dollar figure of the Grant may be determined after projects bids have been received and final costs are allocated.



2.10 During the term of the Grant and for six years from the date of transmission of the final expenditure report, the Grantee agrees to maintain, intact and readily accessible, all communications, data, documents, reports, records, receipts, contracts, and supporting materials relating to the Project.

2.11 The Grantee shall furnish to the Commission such further affidavits, certificates, opinions of counsel, surveys and other documents and instruments as may be required by the Commission to ensure that the terms of this Grant are being observed and performed in all respects.

2.12 The Grantee shall and shall cause its employees to comply with all provisions of this Grant, and all provisions of law that are applicable to the Grant; the Grantee shall take all action necessary to fulfill its obligations under this Grant and under all other agreements related to the Grant that have been referenced herein or otherwise approved by the Commission.

2.13 With respect to all actions taken in relation to the Grant, the Grantee and all of its officers, agents and employees shall observe and obey, and shall include language in all of its contracts with the contractors and vendors requiring them to observe and obey, all federal, state and local laws, regulations, ordinances, codes, statutes, orders and directives and any other applicable provisions of law.

2.14 The Grantee hereby acknowledges and agrees that the terms set forth in the Grant are intended solely to govern the disbursement of funds in accordance with M.G.L. c. 23K, §61. Nothing herein shall be construed as advice to, nor create a duty to provide advice to, the Grantee regarding legal or contractual requirements or best practices. Further, nothing in this Grant shall be construed as creating a duty or obligation on the part of the Commission to oversee or monitor the performance of any contractor, vendor, or other project participants.

2.15 The Grantee has read and fully understands the provisions of the Massachusetts Conflict of Interest law, M.G.L. c. 268A, and has implemented policies and procedures to ensure that all employees, agents, consultants, and representatives working on or for any project for which Grant funds will be used are in compliance with M.G.L. c. 268A to the extent that it is applicable.

2.16 The Grantee has implemented policies and procedures to prevent and eliminate fraud, waste, and abuse of public funds in connection with the expenditure of the funds from this Grant.

2.17 The Grantee represents that the acceptance of funding in accordance with the terms of this Grant does not and will not conflict with or result in the violation of any charter, by-law, ordinance, order, rule, regulation, statute or any other applicable provision of law or any order, rule, regulation or judgment of any court or other agency of government.

2.18 The Grantee represents that it has duly obtained all necessary votes, resolutions, appropriations, and local approvals for the actions set forth in **SECTION 3 SCOPE OF GRANT** and has taken all actions necessary or required by law to enable it to execute this Grant and to perform its obligations hereunder.

2.19 The Grantee represents that all meetings of all public bodies related to this Grant which relate in any way to the expenditure of funds from this Grant have been conducted, and shall be conducted, in compliance with the provisions of M.G.L. c. 30A, §§18–25, 940 CMR 29.00 et seq., and all other applicable law.

2.20 (if applicable) For Construction Projects: The Grantee shall provide Commission representatives with access to the Project site whenever Project work is in preparation or progress and shall provide such representatives with proper facilities for site access and inspection. The Grantee shall also provide



the Commission with all executed contract documents related to the Project and plans and specifications prepared in relation to this Grant. The Grant will only fund a portion of construction costs. Grant funds will provide 100% of project costs up to \$250,000 and will fund up to 30% of the costs in excess of \$250,000 up to a maximum grant of \$1.5 million. If a municipality has more than one transportation construction project, the total cost of the combined projects will be used to determine the project subsidy (i.e., only the first \$250,000 of the combined projects receives the 100% subsidy). Any grant requests that exceed these funding limits require a waiver from the Commission. Applicants must demonstrate that the project will begin construction no later than June 30, 2026. Applicants may apply for Transportation Construction funds in future years for a project included in an FY 2026 application. However, any FY 2026 transportation construction project may not rely upon contributions from the Community Mitigation Fund in future rounds.

SECTION 3 SCOPE OF GRANT

Having received and reviewed the Application dated 1/31/2025 and supporting documentation submitted by the Grantee, the Commission hereby finds that the following are necessary and reasonable costs to offset costs related to the construction and operation of a gaming establishment. The Grantee hereby acknowledges and agrees that the scope of the Grant shall be governed by the following requirements:

3.1 The Grantee hereby certifies that the Community Mitigation Grant funds are for the sole and exclusive use of City of Melrose as approved by the Commission on 6/17/2025.

3.2 The Grantee shall provide the Commission staff with a detailed scope, budget and timeline which shall be approved by the Commission's staff prior to the execution of the Grant.

3.3 If applicable to this Grant, in the event Grantee encounters or anticipates difficulty in meeting the project schedule, the Grantee must immediately notify the Commission's Program Manager in writing, and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which Grantee expects to complete performance or delivery. This notification shall be informational in character only and receipt of it shall not be construed as a waiver by the Commission of a project delivery schedule or date, or any rights or remedies provided by this Grant.

3.4 Any substantive deviation from Grantee's approved Scope of Work or budget, as outlined in the Application and this Grant, during project implementation may require re-evaluation and approval by the Commission.

3.5 If applicable to this Grant Agreement, the Grantee shall identify any other local, state or federal funds, including in-kind services being provided as matching funds for this grant.

3.6 Overview of Approved Scope: See Addendum A -SCOPE OF WORK



3.7 Special Conditions: See Addendum A - SCOPE OF WORK

SECTION 4 DISBURSEMENT OF THE GRANT

Subject to the terms and conditions set forth in this Grant, the Commission shall disburse Grant funds in accordance with the following:

4.1 Having completed review of the Application submitted by the Grantee, the Commission has determined that the Grantee is eligible for funding in the amount of \$166,800.

4.2 The funding is solely intended for use towards the execution of the items delineated in **SECTION 3 SCOPE OF GRANT** as approved by the Commission. The exact dollar figure of the Grant may be determined after projects bids have been received and final costs are allocated.

4.3 Eligible Costs. The Grantee agrees that Project costs eligible for grant funding must comply with the following requirements. To be eligible for reimbursement, Project costs must be:

- a. Consistent with the Project Scope of Work, the Project Budget, and other provisions of the Grant.
- b. Reasonable for the goods or services purchased.
- c. Satisfactorily documented with supporting documentation, which is to be submitted with each invoice.
- d. Treated consistently in accordance with generally accepted accounting principles and procedures for the Grantee.
- e. Eligible for grant funding as part of the grant program through which the funds were awarded.

4.4 In the event that the Commission detects any irregularity in the expenditure of any Grant funds, it may request reimbursement of those misspent funds or pursue any other remedy available by law.

4.5 The Grantee may submit invoices to the Commission on a quarterly basis with the **Quarterly Report Form** pursuant to SECTION 5 of this Grant. The Commission shall make payments for eligible amounts to the Grantee as promptly as fiscal procedures permit upon receipt of Grantee's itemized invoice(s) via the Quarterly Report Form.

4.6 Following approval by the Commission staff as specified in **SECTION 3 SCOPE OF GRANT** and upon the Commission Staff's receipt and approval of an accounting of expenditures, and the receipt of either estimates of proposed expenditures of grant monies, a copy of an invoice, or proof of payment, the Commission shall either issue a check or transfer monies to the Grantee.

4.7 The payment schedule may be modified if the current payment procedure conflicts with the Grantee's accounting practices. Such a request must be made by the Grantee and approved by Commission Staff on a timely basis.

4.8 The Commission shall retain ten percent (10%) of the amounts invoiced until satisfactory completion of work as determined by Commission Staff. Upon a determination by Commission Staff of satisfactory completion of work along with receipt of final invoice and all required documentation from Grantee, the Commission shall pay the ten percent retainage to Grantee.



4.9 Acceptance and processing of the Final Payment by the Grantee shall indicate receipt of the Grant funds in full satisfaction of the approved scope. The Grantee shall provide the Commission with a final accounting after the expenditure of the Final Payment.

SECTION 5 QUARTERLY REPORTING REQUIREMENTS

The Grantee shall submit to the Commission a quarterly update on the expenditure of the Grant funds detailing accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of budget and schedule. Said quarterly reports shall be due:

November 15th for the period ending September 30th

February 15th for the period ending December 31st

May 15th for the period ending March 31st.

August 15th for the period ending June 30th

SECTION 6 AMENDMENTS

This Grant may be amended only through a written amendment signed by duly authorized representatives of the Commission and the Grantee. Grantees looking to amend their Grant must submit a written request to amend the Grant to the Commission's Program Manager. An amendment to the Grant may be made at the Commission's discretion if the request to amend is consistent with the provisions of this Grant. Grant funds may only be moved between projects within the Grant. Funds may not be moved between previously awarded Grants and this Grant.

SECTION 7 FINAL REVIEW, AUDIT AND CLOSE-OUT

7.1 Upon expenditure of all funds distributed under this Grant, the Grantee shall submit a Grant Review Form and a Close-Out Report Form, which shall include an overview of the goals and objectives stated in the grant application; all documents as further described in Section 2.7 of the Grant; and a description of the changes, if any, that were made to the project that differ from the Application. The Close-Out Report Form shall include a summary of key program accomplishments and shall include:

- a. The Grantee shall submit the Grant Review Form and Close-Out Report Form to the Commission prior to submittal of the Request for the Final Payment.
- b. The Grantee must provide the Commission with a final accounting including the remaining balance of the Final Payment.
- c. The Grantee must return any funds due to the Commission as a result of refunds, corrections, or audits.
- d. The Commission may request any supplemental information it deems necessary to ensure that the funds were expended in accordance with **SECTION 3 – SCOPE OF THE GRANT**. The Commission may conduct, or cause to be conducted, an audit of the transactions and expenditures made by the Grantee in connection with this Grant.

7.2 In the event that the Commission detects any irregularity in the expenditure of any Grant funds, it may request reimbursement of those misspent funds or pursue any other remedy available by law.

7.3 Unused funds must be promptly returned to the Commission upon the completion of the items identified in **SECTION 3 SCOPE OF GRANT** or the expiration of the grant. In the event of disagreement,



the Commission may require the Grantee to return any funds which remain unexpended 60 days after the completion of the grant scope.

SECTION 8 INDEMNIFICATION

8.1 To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the Commission, commissioners, agents and employees from and against any and all claims, actions, damages, awards, judgments, liabilities, injuries, costs, fees, expenses, or losses, including, without limitation, reasonable attorney's fees and costs of investigation and litigation whatsoever which may be incurred by or for which liability may be asserted against the Commission, its commissioners, agents or employees arising out of any activities undertaken by, for, or on behalf of the Grantee relative to the expenditure, disbursement, or use of the funds associated with this Grant or any activities, acts or omissions in relation to the Grant including, but not limited to, the performance of any contract or obligation directly or indirectly related to the Grant. This Section shall not be construed to negate or abridge any other obligation of indemnification running to the Commission which would otherwise exist.

8.2 No member or employee of the Commission shall be held personally or contractually liable by or to the Grantee under any provision of this Grant, because of any breach of this Grant, or because of its execution or attempted execution.

SECTION 9 CERTIFICATIONS FILINGS AND SUBMISSIONS

All certifications, filings, and submissions to the Commission in furtherance of this Grant shall be made by a duly authorized representative of the Grantee. Such representative shall acknowledge that such certification, filing, or submission is true, complete and accurate, to the best of the Grantee's knowledge.

SECTION 10 GOVERNING LAW, VENUE, AMENDMENT AND SEVERABILITY

10.1 This Grant shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts. In case any provision(s) hereof shall be determined invalid or unenforceable under the applicable law, such provision(s) shall, insofar as possible, be construed or applied in such manner as will permit the enforcement of this Grant; otherwise, this Grant shall be construed as though such provision(s) had never been made a part hereof.

10.2 Any civil action brought against the Commission by the Grantee, or any person or entity claiming through or under it, which arises out of the provisions of this Grant, shall only be brought in the Superior Court for Suffolk County, Massachusetts. The Grantee, for itself and for any person or entity claiming by through or under it, hereby waives any defenses that it may have as to the venue to which it has agreed herein, including, but not limited to, any claim that this venue is improper or that the forum is inconvenient. The Grantee for itself and for any person or entity claiming by, through or under it, hereby waives all rights, if any, to a jury trial in any civil action against the Commission that may arise out of the provisions of this Grant.

10.3 This Grant and any amendments hereto shall be deemed null and void and of no further force or effect unless it is executed by a duly authorized representative of the Commission and a duly authorized representative of the Grantee. The undersigned, who are signing on behalf of the Grantee, hereby warrant and represent that they possess the full legal authority to execute this Grant on behalf of the Grantee and to bind the Grantee to its terms and conditions. In the event that the Commission later determines that the undersigned are not duly authorized to execute this Grant and to bind the Grantee,



the Commission may, in its sole discretion, take whatever action it deems necessary to terminate this Grant, to suspend or terminate payments to the Grantee and to recoup any funds disbursed to the Grantee. Any rights and remedies available to the Commission under the provisions of this Grant shall be in addition to any other rights and remedies provided by law.

SECTION 11 WAIVER OF GRANT TERMS, CONDITIONS, AND OBLIGATIONS

11.1 The terms, conditions, covenants, duties, and obligations contained in this Grant may be waived only by written agreement executed by duly authorized representatives of the Commission and the Grantee. No waiver by either party of any term, condition, covenant, duty or obligation shall be construed as a waiver of any other term, condition, covenant, duty or obligation nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or a different section, subsection, paragraph, clause, phrase, or other provision of this Grant. Forbearance or indulgence in any form or manner by either Party to this Grant shall not be construed as a waiver, nor in any way limit the remedies available to that party.

11.2 The Commission's payment(s) to the Grantee under this Grant or its review, approval, or acceptance of any actions by the Grantee under this Grant shall not operate as a waiver of any rights or remedies available to the Commission under this Grant or as otherwise provided by law.

SECTION 12 TERMINATION

12.1 The Grantee hereby acknowledges and agrees that the Commission may terminate the Grant, in whole or in part, at any time with or without cause, or if it determines in its sole discretion that the Grantee failed to comply with any provision of the Grant.

12.2 The Grantee hereby further acknowledges and agrees that in the event of termination by the Commission, the Commission may revoke any and all remaining payments otherwise due to the Grantee and may recoup any previous payments made to the Grantee.

12.3 In the event of termination by the Commission, the Commission shall provide written notice of termination to the Grantee, which shall state the effective date of said termination as well as the reason(s) for termination. Such written notice shall include whether the Commission intends to recoup previous payments made to the Grantee pursuant to the Grant.

SECTION 13 NOTICE

13.1 Any notices required or permitted to be given by either of the Parties hereunder shall be given in writing and shall be delivered to the addressee in one of the following manners: (a) in-hand; (b) by certified mail, postage prepaid, return receipt requested; (c) by a commercial overnight courier that guarantees next day delivery and provides a receipt, or (d) by email and such notices shall be addressed as follows:

If to the Commission:

Massachusetts Gaming Commission
101 Federal Street, 12th Floor.
Boston, MA 02110
Attention: Chief of Community Affairs
Email: MGCCMF@massgaming.gov



If to the Grantee:

Melrose
562 Main Street
Melrose, MA 02176
Attention: Anthony Chui
Email: Email Address: achui@cityofmelrose.org

Any notice shall be effective only upon receipt.

13.2 The Grantee must provide the Commission with updated contact information in a timely manner if there are any changes to staff assigned to manage this Grant.

[Remainder of page intentionally left blank; signature page to follow.]



IN WITNESS WHEREOF, the Massachusetts Gaming Commission and the Grantee have caused this Grant Agreement to be executed by their duly authorized representatives on the Effective Date.

SIGNATORY AUTHORITY OF GRANTEE

MASSACHUSETTS GAMING COMMISSION

By: _____
(Signature)

By: _____
(Signature)

(Print name)

Joseph Delaney
(Print name)

Title:

Chief of Community Affairs
Title:

Effective Date *(To be filled out by MGC Staff)*: _____

Attachment: FY-2026_Melrose_Grant Document (1) (12898 : Massachusetts Gaming Commission Community Mitigation Fund Grant)



ADDENDUM A- SCOPE OF WORK				
Grantee:	Melrose			
MMARS ID:	2026MelroseBlockGrnt			
Grant Year:	2026			
Award Amount:	\$166,800			
Approved by Commission on:	06/17/2025			
Special Conditions: Not applicable.				
Project Name	Project Description	Timeline	QTY	Amount
Pop-Up Shopping Experience	Consulting/Management Fee/Project: Pop-Up Continuity Planning	10/1/25-12/31/25	1	\$10,000
Pop-Up Shopping Experience	OpBox rental + delivery fee	10/1/25-12/31/25	1	\$3,250
Pop-Up Shopping Experience	Marketing Foundations - Educational Crash Course – up to 15 brands	10/1/25-12/31/25	1	\$1,000
Pop-Up Shopping Experience	YMCA Donation in lieu of space rent	10/1/25-12/31/25	1	\$700
Pop-Up Shopping Experience	Signage	10/1/25-12/31/25	1	\$1,800
Pop-Up Shopping Experience	Marketing, Event + Influencer Support	10/1/25-12/31/25	1	\$3,250
Identifying At-Risk Populations	Data Collection & Impact Assessment/Monitor and Evaluate	FY26	0	\$19,000
Identifying At-Risk Populations	Refine Social Norms Campaigns	FY26	0	\$45,000
Identifying At-Risk Populations	Photovoice and Community Wellness	FY26	0	\$16,000
Identifying At-Risk Populations	Financial Literacy Education Workshops	FY26	0	\$14,000
Identifying At-Risk Populations	Resource Dissemination and Outreach	FY26	0	\$2,200
Trauma kits and Portable Radios	Trauma kits	FY26	20	\$9,602
Trauma kits and Portable Radios	Police portable Radios	FY26	10	\$33,998
Senior Activities	Monthly entertainers, local artists, musicians	monthly	12	\$4,200
Senior Activities	Expended Rides to Essential Services	monthly	12	\$2,800



COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

7.B.1.c

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION			COMMONWEALTH INFORMATION		
Contractor Legal Name Melrose		d/b/a	Department Massachusetts Gaming Commission		MMARS Code MGC
Legal Address 562 Main Street, Melrose, MA 02176 As entered on Form W-9 or Form W-4			Contract Manager Name Joseph Delaney		Business Mailing Address 101 Federal St, Boston, MA 02110
Contract Manager Name Anthony Chui			Billing Address If Different		
Phone (781) 9794133	Email Email Address: achui@cityofmelrose.org	Fax	Phone 617-533-9713	Email Joseph.Delaney@Massgaming.gov	Fax
Vendor Code VC 6000192115			MMARS Doc ID(s) 2026MelroseBlockGrnt		
Vendor Code Address ID AD AD001 e.g. "AD001". Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			RFR/Procurement or Other ID Number BD-25-1068-1068C-1068L-109685		

NEW CONTRACT

CONTRACT AMENDMENT

Procurement or Exception Type (Check one option only) ☒ Statewide Contract (OSD or an OSD-designated department.) ☐ Collective Purchase (Attach OSD approval, scope, and budget.) ☒ Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) ☐ Emergency Contract (Attach justification for emergency, scope, and budget.) ☐ Contract Employee (Attach Employee Status Form, scope, and budget.) ☐ Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)		Current Contract End Date PRIOR to Amendment Amendment Amount Or Enter "No Change"	
		Amendment Type (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope, or Budget (Attach updated scope and budget.) ☐ Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) ☐ Contract Employee (Attach any updates to scope or budget.) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding (Check ONE option):
☒ [Commonwealth Terms and Conditions](#) ☐ [Commonwealth Terms and Conditions for Human and Social Services](#) ☐ [Commonwealth IT Terms and Conditions](#)

COMPENSATION (Check ONE option.)

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under [815 CMR 9.00](#).

- ☐ Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) Maximum
☒ Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended): **\$166,800**

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within: 10 days % PPD. 15 days % PPD. 20 days % PPD. 30 days % PPD. If

PPD percentages are left blank, identify reason:

☐ Statutory/legal ☐ Ready Payments ([M.G.L. c. 29, § 23A](#)) ☒ Agree to standard 45-day cycle ☐ Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation justifications. Community Mitigation Fund Grant FY 26 - This State Contract is intended to fund the projects outlined below as approved by the Massachusetts Gaming Commission on 06/17/2025. A complete scope of work for these projects can be found attached.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply? ☐ YES If YES, the Contractor's annual SDP commitment for this Contract is
☒ NO If NO, and the department is an Executive Department, enter the appropriate exemption:

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE

Contract performance shall terminate as of **June 30, 2027**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR
Signature and date must be captured at time of signature.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH
Signature and date must be captured at time of signature.

Signature		Date		Signature		Date	
Print Name		Print Title		Print Name Joseph Delaney		Print Title Chief of Community Affairs	

ADDENDUM A- SCOPE OF WORK				
Grantee:	Melrose			
DOC ID:	2026MelroseBlockGrnt			
Grant Year:	2026			
Award Amount:	\$166,800			
Approved by Commission on:	06/17/2025			
Special Conditions: Not applicable. Hybrid Police Vehicle did not get funded.				
Project Name	Project Description	Timeline	QTY	Amount
Pop-Up Shopping Experience	Consulting/Management Fee/Project: Pop-Up Continuity Planning	10/1/25-12/31/25	1	\$10,000
Pop-Up Shopping Experience	OpBox rental + delivery fee	10/1/25-12/31/25	1	\$3,250
Pop-Up Shopping Experience	Marketing Foundations - Educational Crash Course – up to 15 brands	10/1/25-12/31/25	1	\$1,000
Pop-Up Shopping Experience	YMCA Donation in lieu of space rent	10/1/25-12/31/25	1	\$700
Pop-Up Shopping Experience	Signage	10/1/25-12/31/25	1	\$1,800
Pop-Up Shopping Experience	Marketing, Event + Influencer Support	10/1/25-12/31/25	1	\$3,250
Identifying At-Risk Populations	Data Collection & Impact Assessment/Monitor and Evaluate	FY26	0	\$19,000
Identifying At-Risk Populations	Refine Social Norms Campaigns	FY26	0	\$45,000
Identifying At-Risk Populations	Photovoice and Community Wellness	FY26	0	\$16,000
Identifying At-Risk Populations	Financial Literacy Education Workshops	FY26	0	\$14,000
Identifying At-Risk Populations	Resource Dissemination and Outreach	FY26	0	\$2,200
Trauma kits and Portable Radios	Trauma kits	FY26	20	\$9,602
Trauma kits and Portable Radios	Police portable Radios	FY26	10	\$33,998
Senior Activities	Monthly entertainers, local artists, musicians	monthly	12	\$4,200
Senior Activities	Expended Rides to Essential Services	monthly	12	\$2,800



CITY OF MELROSE

HEALTH DEPARTMENT

Board of Health

Frank Brincheiro, MD

Lillian Kelly R.N.

Carol Ann Licitra, L.M.H.C.

Health Director

Anthony Chui, MPH

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781)979-4130
health@cityofmelrose.org

To: Melrose City Council

From: Anthony Chui, Director of Health and Human Services

Date: August 1, 2025

Subject: Approval of MA Gaming Commission Municipal Block Grant Award

Dear Honorable City Council,

We are excited to have been awarded \$166,800 by the Massachusetts Gaming Commission to address the impacts of gambling related harms in our community.

Building on the FY25 groundwork, this next phase will strengthen gambling prevention efforts in Melrose. The project will refine existing strategies, enhance community engagement, and ensure long-term sustainability.

First, the team will continue collecting and analyzing local data to monitor gambling behaviors and related public health issues, allowing for responsive, evidence-based adjustments to interventions. Second, social norms campaigns will be refined to reflect the cultural and demographic characteristics of the community, using targeted, data-informed messaging for students, parents, and seniors. Third, youth and community engagement efforts will be expanded through initiatives like the Massachusetts Photovoice Project, which empowers young people to document and share their experiences with gambling. These efforts will be integrated into broader wellness campaigns that address mental health, substance use, and financial stability. Fourth, financial literacy education will be scaled up to support individuals and families at greater risk of gambling harm due to financial stress, using curriculum tailored to local needs. Finally, the project will sustain and expand access to gambling prevention resources through continued partnerships, outreach events, and the development of a centralized online hub. Together, these efforts aim to foster long-term community resilience and reduce gambling-related harm.

The Milano Center has hosted monthly trips to Encore Casino over the past year, attracting 107 senior participants, with 22% attending multiple times. While these outings are popular, they raise concerns about the financial impact on older adults living on fixed incomes. In response, the Center proposes expanding access to high-quality, non-gambling programs, such as performances by local musicians, theater productions, and cultural events, that it typically cannot afford. This initiative would support local arts and offer seniors enriching, affordable entertainment options that promote social engagement and reduce reliance on casino trips.

To further support older adults, the Melrose Council on Aging is also seeking funding to expand senior transportation services. Last year, the Council provided over 1,700 rides to help residents access medical appointments, grocery stores, and community programs. Currently, transportation starts at 9:00 AM, limiting access to early morning fitness classes and programs at the Milano Center. With three additional service hours per week, the Council could offer rides to these vital programs and early medical appointments. This funding would enhance mobility, reduce isolation, and improve quality of life for Melrose seniors, especially those with limited transportation options.

The City of Melrose is bringing back a popular downtown holiday Pop-Up shopping experience, set to take place outdoors in the Melrose Family YMCA courtyard. This seasonal event builds on the success of the City's two-year Project: Pop-Up brick-and-mortar initiative. Throughout the holiday season, emerging brands, entrepreneurs, artists, and makers will rotate through a temporary mobile retail unit, each hosting a week-long Pop-Up. To support their success, participants will benefit from subsidized participation costs and receive guidance and resources from Up-Next, LLC—a woman-owned consulting firm partnering with the City. This initiative creates an opportunity for small businesses without physical storefronts to reach new customers during the busy holiday season in a way that would otherwise be out of reach.

To strengthen emergency response capabilities, the Melrose Police Department has requested funding to equip all patrol and unmarked vehicles with trauma kits. These kits will allow officers, often the first to arrive on scene, to provide immediate, life-saving care during critical incidents across the city. In addition, the department seeks to purchase ten portable radios to improve communication and coordination during emergencies. Enhanced radio access will enable faster, more effective responses, particularly during high-risk or rapidly evolving situations. In the event of a regional mass casualty incident, such as one near Encore, these radios will also support mutual aid efforts by improving interoperability with other first responders. This investment in trauma kits and communication tools is a crucial step toward enhancing public safety and improving emergency outcomes for the Melrose community.

As gambling becomes more prevalent, we intend to use this funding to protect and support the well-being of our community.

Sincerely,



Anthony Chui
Regional Health and Human Services Director
achui@cityofmelrose.org
(781) 979-4130



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12868)

Requesting the Appropriation of \$124,500,000 to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a renovated Melrose Central Fire Station, a new Melrose Highlands Fire Station, a new Melrose East Side Fire Station and a new Melrose Police Station.

BE IT ORDERED

ORDERED: That in addition to the \$5,500,000 appropriated by the City pursuant to Loan Order 2024-28 passed June 3, 2024 and approved by the Mayor June 5, 2024 to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a new Melrose Highlands Fire Station and new Police Station including all costs incidental and related thereto; the City appropriates an additional \$124,500,000 to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a renovated Melrose Central Fire Station, a new Melrose Highlands Fire Station, a new Melrose East Side Fire Station and a new Melrose Police Station, and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefore; and that the Mayor is authorized to take any other action necessary to carry out these projects.

HISTORY:

07/21/25	City Council	ASSIGNED TO COMMITTEE
08/18/25	Appropriations and Oversight	OUGHT TO PASS

Order (ID # 12868)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



28 State Street
Boston, MA 02109-1775

p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Kris Moussette
(617) 378-4194
kmoussette@hinckleyallen.com

July 15, 2025

Update to letters dated June 25, 2025 and January 22, 2025

Kathryn Armata
Treasurer
City Hall
562 Main Street
Melrose, Massachusetts 02176

RE: Loan Order – Public Safety Buildings Bonds

Dear Kathryn:

The City Council approved the following ballot question to be placed on a ballot to voters: “Shall the City of Melrose be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a renovated Melrose Central Fire Station, a new Melrose Highlands Fire Station, a new Melrose East Side Fire Station and a new Melrose Police Station, and all other costs incidental and related thereto?” This question appeared on the November 7, 2023 election ballot with a majority of voters voting “yes.” In the Melrose Public Safety Buildings Committee Final Report of July 2023 (the “Committee Report”), the aggregate projected cost of this four-building construction project was approximately \$130 million. The Committee Report set forth estimates for each of the four buildings, totaling approximately \$130 million. It is possible that the ultimate costs of any or all of the projects exceed (or are less than) the respective estimates. As stated on page 5 of the Committee Report, “[f]inal costs will ultimately be driven by the final project design, and there will be opportunities to fine tune the details of the project to look for potential cost saving adjustments. However, there are external market dynamics beyond the control of the City that influence and drive costs as well.” According to the Committee Report (page 22), Dore+Whittier architects “escalated the cost of each project phase at five percent per annum to the year when construction of a specific station would start.” Because costs can fluctuate, it is reasonable that the City could spend more or less on a particular building than what was estimated in the Committee Report.

Pursuant to Loan Order 2024-28 passed June 3, 2024 and approved by the Mayor June 5, 2024, only \$5,500,000 has been appropriated by City to date. Based on the information in the draft memorandum that you emailed me on December 19, 2024, our email correspondence with City Solicitor Shannon Phillips and the Department of Revenue, and the Committee Report, I suggest the following form of loan order to approve the remaining \$124,500,000 borrowing for the public safety buildings:

ORDERED: That in addition to the \$5,500,000 appropriated by the City pursuant to Loan Order 2024-28 passed June 3, 2024 and approved by the Mayor June 5, 2024 to pay costs for design, engineering, construction, site improvements, equipping and furnishing of a new Melrose Highlands Fire Station and new Melrose Police Station including all costs incidental and related thereto; the City appropriates an additional \$124,500,000 to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a renovated Melrose Central Fire Station, a new Melrose Highlands Fire Station, a new Melrose East Side Fire Station and a new Melrose Police Station, and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the Mayor is authorized to take any other action necessary to carry out these projects.

The loan order must be passed at two separate meetings of the City Council by a two-thirds vote of all members of the City Council and must be approved by the Mayor after final passage. Under the rules of the City Council, the loan order must be referred to the Finance Committee or the Appropriations and Oversight Committee and the committee's report recommending passage must be provided to the full City Council prior to final passage. Pursuant to Section 2-9(c) of the City Charter, the loan order must be posted in full on the City bulletin board and made available in the office of the City Clerk at least 10 days prior to final passage. Prior to final passage of the loan order, you are required under Section 56-14 of the City Ordinances to provide each member of the City Council with a projection of the estimated principal and interest payment schedule on the bonds and, if the bonds authorized by this loan order are expected to be paid from an enterprise fund, a projection of the estimated impact of the bond issue on rates required for the operation of the fund. Please note that the loan order will be effective following the expiration of the 21-day referendum period after final passage of the loan order, assuming no referendum petition challenging the loan order is filed.

Please provide me with the certified copy of the loan order after final passage and I will promptly provide you with a legal requirements letter identifying the items necessary for us to approve the bond issue.

Please let me know if you have any questions regarding these suggested proceedings.

Sincerely,

/Kris Moussette/
Kris Moussette

cc: Lisa Driscoll, Hilltop Securities, Inc.



CITY OF MELROSE

Legal Department

Shannon T. Phillips
City Solicitor
sPhillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4148

To: Mayor Jennifer Grigoraitis
cc: Lauren Grymek, Chief of Staff
From: Shannon Phillips, City Solicitor
Re: *Debt Exclusion- Public Safety Building Project*
Date: April 5, 2024

You have asked me to detail any limitations surrounding the scope of the Public Safety Building Project in light of the debt exclusion approved by City of Melrose voters on November 7, 2023.

The specific language of the ballot question approved by voters was as follows:

Shall the City of Melrose be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a renovated Melrose Central Fire Station, a new Melrose Highlands Fire Station, a new Melrose East Side Fire Station, and a new Melrose Police Station, and all other costs incidental and related thereto? Yes__ No__

As indicated by this language, voters' approval of this debt exclusion was for the purpose of funding the Public Safety Building Project, that being the designing, planning and construction of a **new police station, two new fire stations** (Engine 2 and 3), and **renovation of the Melrose Central Fire Station**. This is the "purpose" for which this funding was sought as voted on by City Council, approved by the Mayor, and subsequently approved by voters at the November election. Any substantial changes to this project that would not be consistent with the purpose language - such as deciding to completely replace versus renovate the Melrose Central Fire Station, or deciding not to construct new versions of the three other buildings- is not allowed. The debt exclusion must now only be used to fund this approved purpose.¹

Also, based on the information presented to the public and City Council prior to voters' approval of this debt exclusion, which included a detailed final report of the "Public Safety Building Committee" detailing an assessment of need and proposed solutions for all four buildings as well

¹ M.G.L. c. 59, § 21C(i½), (j) and (k); See also *Proposition 2 ½ Ballot Questions, Requirements and Procedures* (August 2017), <https://www.mass.gov/doc/proposition-2-12-ballot-question-requirement-and-procedure/download>

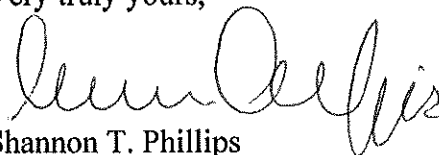
as a required debt exclusion amount for this project, the borrowing costs contemplated at the time the vote was taken were \$130 million.²

Any limitation as to the scope and plan for the Public Safety Building Project moving forward will largely be governed by the need to stay within this amount- \$130 million- known by voters at the time the exclusion was approved. Even though a dollar amount for this project was not included in the ballot question itself, the exclusion amount is *not* unlimited and does not necessarily cover all cost increases that may occur as the project progresses.³ A debt exclusion covers the debt service costs on the borrowing amount contemplated for the described purposes at the time the voters approved the exclusion.⁴

Debt service on any additional borrowing - above \$130 million- will not be covered for this project unless 1) it is a modest amount attributable to inflation, new regulatory requirements or minor project changes, or 2) another exclusion is approved by voters. It cannot simply be due to voluntary changes or expansions in the scope of this Public Safety Building Project originally approved by voters at the time the debt exclusion was approved. Debt service on additional borrowing could possibly be increased but only for the stated purposes described in the debt exclusion, and after the prescribed processes and standards set forth by the DOR are followed.⁵

If you have any additional questions or concerns relative to this matter, please do not hesitate to reach out.

Very truly yours,



Shannon T. Phillips

² See *Frequently Asked Questions about the Public Safety Building Debt Exclusion*
<https://www.cityofmelrose.org/mayor/FAQ/MPSB>; See also Melrose City Council Order 2024-4 and accompanying attachments
https://melrosecityma.igm2.com/Citizens/Detail_LegiFile.aspx?ID=11137&highlightTerms=debt%20exclusion

³ See G.L. c. 59, §§ 21C (k) and 21(d).

⁴ Bureau of Municipal Finance Law, Informational Guidelines Release IGR No. 22-14 (July 2022).

⁵ IGR No. 22-14 (July 2022)



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: Request for Bond Appropriation: Public Safety Buildings Project
Date: July 28, 2025

Through the order before the City Council (ID #12628), I respectfully request the Council's consideration and approval of a bond appropriation in the amount of \$124,500,000 to pay costs for design, engineering, construction, site improvements, equipping, and furnishing of a renovated Melrose Central Fire Station, a new Melrose Highlands Fire Station, a new Melrose East Side Fire Station and a new Melrose Police Station. These projects and the funding amount were approved by Melrose voters in a November 2023 debt exclusion ballot question.

Following the Information Order (ID #12798) that was heard in Appropriations & Oversight on July 21, 2025 (an order providing an informational update from the project team on the public safety buildings project to this body), my administration will continue to periodically provide updates on the project to the City Council.

I appreciate your consideration of this request, and I thank you for your continued leadership.

Attachment: Mayor's Memo to City Council July 2025 (12868 : Public Safety Building Project Bond)



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12944)

That the City Council accept local option statute M. G. L c. 39, Section 23D for the Melrose Planning Board, Zoning Board of Appeals, Conservation Commission, and the Historic District Commission holding adjudicatory hearings to allow for members to not be disqualified from voting on a matter solely because of their absence from one hearing date.

BE IT ORDERED

That the City Council hereby accept local option statute M.G.L c.39, Section 23D for the Melrose Planning Board, Zoning Board of Appeals, Conservation Commission, and the Historic District Commission holding adjudicatory hearings to allow for members to not be disqualified from voting on a matter solely because of their absence from one hearing date.

HISTORY:

08/18/25 City Council

ASSIGNED TO COMMITTEE

Order (ID # 12944)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

Legal Department

Shannon T. Phillips
City Solicitor
sphillips@cityofmelrose.org

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

MEMORANDUM

To: Melrose City Council

Cc: Tanji Cifuni, Clerk of Committees

From: Shannon Phillips, City Solicitor

Date: August 11, 2025

Re: **Local Option Acceptance Statute G.L. c. 39, §23D**

Please accept this memorandum to provide legal guidance and context to the local option statute you are being asked to accept in ID# 12934.

Massachusetts General Laws c. 39, § 23D is a local option acceptance statute which, if accepted, would enable members of a municipal board or commission to miss a single session of an adjudicatory hearing (but not more than one) and still be eligible to vote on the matter provided that the member examines an audio, video, or written transcript of the missed session and provides written certification that they have done so.

To validly accept this statute, City Council must indicate in its vote whether the statute is intended to apply to all boards and commissions that conduct “adjudicatory hearings” or only certain ones.

While the Appendix to the City of Melrose Code of Ordinances, and City Council (then Aldermen) meeting minutes from August 21, 2006 do indicate that a vote was previously taken to accept this statute, there is not enough information available to determine whether the acceptance at the time was valid; i.e. whether Council specified a general or specific application of this statute to boards and committees.

That being the case, I have recommended that this statute be re-accepted by City Council to ensure it may validly be used by the boards under the purview of the Office of Planning and

Community Development.

If accepted with the proposed language of this Order, this statute would allow for any member of the Melrose Planning Board, Zoning Board of Appeals, Conservation Commission or the Historic District Commission when conducting an adjudicatory hearing¹ to not be disqualified from voting on a matter solely because they were absent from a single session of the hearing at which testimony or other evidence was received.

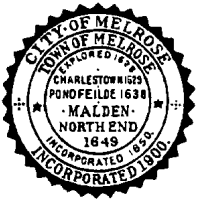
Furthermore, if accepted, this allowance would only apply when:

- the board member would normally be disqualified from voting solely due to their absence at a preceding hearing date²;
- the board member is absent from a single session;
- there is an available recording or transcription of the hearing at which a board member was absent; and
- the board member certifies by affidavit that they have examined all evidence received at the missed session. This certification is filed with the City Clerk and is part of the record of the hearing.

The acceptance and adoption of this statute with the language provided will allow various regulatory processes to proceed in a more efficient manner, reducing costs for applicants who currently may need to expend additional funds to have consultants and attorneys present for additional hearing sessions.

¹ Examples of adjudicatory hearings include hearings on special permits, variances, license applications, and requests for determinations. Various boards within Melrose conduct such hearings including Liquor Commission, Board of Health, Planning Board, Conservation Commission, Zoning Board of Appeals, City Council.

² See *Mullin v. Planning Board of Brewster*, 17 Mass. App. Ct. 139, 141 (1983) articulating what is now known as the “Mullin Rule” that only members present at all sessions of an adjudicatory hearing on a particular matter are eligible to vote on that matter. Absent local acceptance of G.L. c. 39, § 23D, and only then as specifically provided for therein, the so-called “Mullin Rule” will continue to apply to all adjudicatory hearings.



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

LORI MASSA, AICP
Director & City Planner

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

MEMORANDUM

To: Melrose City Council
From: Lori Massa, Director & City Planner
Date: August 12, 2025
Re: Request for Adoption of M.G.L. c.39, Section 23D for Land Use Boards & Commissions

I am respectfully requesting that the City Council accept Massachusetts General Law (MGL) Chapter 39 Section 23D, otherwise known as the “Mullin Rule”, for use by the Melrose Planning Board, Zoning Board of Appeals, Conservation Commission, and the Historic District Commission.

Adopting the law for the aforementioned boards and commissions would be useful since the proposals and applications that come before these bodies often require more than one session of a public hearing prior to a vote being held. During the public hearings, it is common for members to request revisions or additional information from applicants. This typically results in a continuance to one or more future meeting(s). As the number of sessions increases, the probability of a member being absent at any such session grows.

The inability for a member to vote on a case due to absence poses a risk for applicants who may be subject to a narrow threshold, such as a supermajority vote, for approval. This can cause projects to stall as applicants request to continue to a future date if a member is absent to have the chance at having more members be able to vote on their application.

When a case is continued for this reason, it can be frustrating for members of the public who appear at a hearing and are then informed that the case is continued to a future date due to a member being absent. They must then wait for the next public hearing date to attend again to be able to provide their comments to the board or commission during a meeting.

With the ability for City Staff of these boards and commissions to record the audio or video of a public hearing at which a member is absent and to share documents either electronically or in hard copy fairly easily, members can get a full understanding of what occurred at a public hearing that they missed and be able to participate in future meetings and vote on matters.

Adopting this local option statute for the City's land use boards and commissions will provide a measure of assurance for board members, staff, applicants and the public that there will be predictable public hearing dates for applications under review.

Thank you for your consideration.

Attachment: OPCD Memo re. Mullin Rule 8.12.2025 (12944 : Acceptance of MGL c39 §23D for Specific Boards & Commissions)



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12942)

Amending City Ordinance to Implement a new schedule of fees for Zoning and Conservation Permits

BE IT ORDERED

That the City Council amend revised City Ordinances Article I, Administrative Legislation, Section 15-4, Article II, Section 15-7 and General Legislation, Chapter 231, Section 231-4, which will allow for the increases and changes to the fees for applications to the Zoning Board of Appeals, Planning Board, and Conservation Commission.

HISTORY:

08/18/25 City Council

ASSIGN TO COMMITTEE

Ordinance (ID # 12942)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

LORI MASSA, AICP
Director & City Planner

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

MEMORANDUM

TO: City Council

FROM: Lori Massa, Director & City Planner

DATE: August 11, 2025

RE: Request for Fee Increases for OPCD-staffed Boards & Commissions

In response to the request for all municipal regulatory bodies to consider fee increases to help bridge the gap and preserve services and municipal capacity considering the substantial FY26 budget shortfalls, boards and commissions reviewed their application fees and voted to increase them. Some of the fees are specified in the City's Administrative Legislation, which requires a City Council vote to be amended.

Please find the fee information below for the boards and commissions that have fees specified in the City Ordinance and are staffed by members of the Office of Planning and Community Development, which include the Zoning Board of Appeals, Planning Board, and Conservation Commission.

I respectfully request that the City Council approve the proposed fee changes as described below and as specified in the attached document with the proposed amended Ordinance language.

Thank you for your consideration.

Zoning Board of Appeals

Current fees

The Zoning Board of Appeals Members have reviewed the current fees for all types of applications that require their approval, which can be found in the table below. The general fees are included in the City's Administrative Legislation, Chapter 15, Article I, subsection 4, and on the application forms, and the Comprehensive Permit fees are on application forms. The Board's Rules and Regulations state that the application fee amounts are listed on the application forms.

In addition to contributing to the administrative time associated with helping applicants and abutters, meeting coordination and technical review, the fees cover the cost of mailing legal notices to abutters within 300 feet before and after the public hearings. The cost varies depending on how many abutters there are for a particular property; however, it is typically around \$50 for postage for the postcards for the two mailings. It should be noted that in addition to the application fees, applicants must pay to have the legal notice published in a newspaper, which typically ranges from \$300 to \$600.

Recommended changes to implement in FY26

Being sensitive to the newspaper cost for all types of applications that are submitted by homeowners to developers, the length of time that has elapsed since the last increase, and the rates charged by surrounding municipalities, the changes that the Board voted to implement are outlined below.

In addition the Board voted to set fees for requests that require the ZBA to take action that are currently free of charge. The Board considered the rates charged by surrounding municipalities and the typical complexity of review of these types of requests in determining the fees in the table.

Type of Application	Date of Implementation / Increase	Current Fee	Proposed Fee
Special Permits, Variances & Administrative Appeals	2006	Residential (1 to 3 units)- \$350 Other Uses: \$500	Residential (1 to 3 units)- same Other Uses: \$500 plus \$100 per additional variance over one
Comprehensive Permit	2019	\$3000 + \$300 per unit proposed For Non-Profit Organizations: \$1500 + \$150 per unit proposed	No change
Time Extension	2025	none	\$100
Minor Revision	2025	none	\$200
Major Revision	2025	none	\$250
Repetitive Petition	2025	none	\$100 plus cost of application

Planning Board

Current fees

The Planning Board Members have reviewed the current fees for all types of applications that require their approval, which can be found in the table below. Some of the fees are included in the City's Administrative Legislation, Chapter 15, Article II, subsection 7, while other fees are on application forms and in Melrose's Subdivision Regulations. The Board's Rules and Regulations state that the application fee amounts are listed on the application forms.

In addition to contributing to the administrative time associated with helping applicants and abutters, meeting coordination and technical review, the fees covers the cost of mailing legal notices to abutters within 300 feet before and after the public hearings. The cost varies depending on how many abutters there are for a particular property; however, it is typically around \$50 for postage for the postcards for the two mailings. It should be noted that in addition to the application fees, applicants must pay to have the legal notice published in a newspaper, which typically ranges from \$300 to \$600.

Recommended changes to implement in FY26

Being sensitive to the newspaper cost for all types of applications that are submitted by homeowners to developers, the length of time that has elapsed since the last increase, and the rates charged by surrounding municipalities, the changes that the Board voted to implement are outlined below.

In addition, the Board voted to set fees for actions required by the Planning Board that are currently free of charge and a fee for the newly created Accessory Dwelling Unit (ADU) Site Plan Review Application.

The Board considered the rates charged by surrounding municipalities and the typical complexity of review of these types of requests in determining the fees in the table.

Type of Application	Date of Implementation/ Increase	Current Fee	Proposed Fee
Site Plan Review	2005	\$500 + \$0.10 per square foot of gross floor area over 5,000 sf (recent cases avg \$3,400)	\$500 + \$0.10 per square foot of gross floor area over 2,000 sf
Accessory Dwelling Unit Site Plan Review	2025	-	\$500
Slope Protection Special Permit	2006	\$600 With Site Plan Review: \$300	No change
Density Incentive in the BA Special Permit	2021	\$500	No change
Marijuana Establishment Special Permit	2019	\$500	\$500 + \$0.10 per square foot of gross floor area over 2,000 sf
Registered Marijuana Dispensary Special Permit	2019	\$500	\$500 + \$0.10 per square foot of gross floor area over 2,000 sf
Alteration of a Nonconforming Lot Special Permit	2024	-	Residential lots with 1-3 units: \$350 All other types of uses: \$500
Request for Permit Time Extension	2025	none	\$100
Request for Minor Modification of a Previously Approved Plan	2025	none	\$200
Request for Major Modification of a Previously Approved Plan	2025	none	\$350
Repetitive Petition	2025	none	\$100 + the cost of the application fee
Subdivision Application	1992	Preliminary Plan: \$50 + \$25 per lot Definitive Plan: \$300 + \$100 per lot	Preliminary Plan: \$500 Definitive Plan: \$2,000 + \$250 per lot

Approval Not Required (ANR)	1992	\$50 + \$25 per lot	\$150 + \$100 per lot
-----------------------------	------	---------------------	-----------------------

Conservation Commission

Current fees

The Conservation Commissioners have reviewed the current fees for all types of applications that require their approval, which can be found in the table below. The fees are included in the City's General Legislation, Chapter 231, Section 4. There is also a fee for wetlands and waterways permit applications in 310 CMR 4.00 and fees for a Notice of Intent in MGL c131, §40.

The fees contribute to the administrative time associated with helping applicants and abutters, meeting coordination and technical review. The cost of mailing legal notices to abutters to inform them of public hearings and publishing the notice in the newspaper, which is required for some of the applications, is the responsibility of the Applicant.

Recommended changes to implement in FY26

Being sensitive to the newspaper cost for some types of applications that are submitted by homeowners to developers, the length of time that has elapsed since the last increase, and the rates charged by surrounding municipalities, the changes that the Commission voted to implement are outlined below.

Type of Application	Date of Implementation / Increase	Current Fee	Proposed Fee
Request for Determination of Applicability (RDA)	2025	none	Single family: \$100 Other: \$250
Notice of Intent (NOI)	2007	\$50	Single family: \$200 Multi-family or subdivisions: \$1,000 plus \$500 per unit/lot Other: \$1,000
Abbreviated Notice of Intent (ANOI)	2007	Same as NOI	Same as NOI
Abbreviated Notice of Resource Area Delineation (ANRAD)	2007	\$50	Single family: 0.5/linear ft (50 min, 250 max) Other: 0.5/linear ft (50 min, 500 max)
Request for Permit Extension	2007	\$50	Single family: \$200 Other: \$500
Amendments to Orders of Condition	2007	\$50	Single family: \$50 Other: \$200
Certificate of Compliance (COC)	2025	none	Single family: \$100 Other: \$200

Proposed Fee Changes for the Zoning Board of Appeals, Planning Board and Conservation Commission

8/11/2025

Amend ARTICLE I, Administrative Legislation, **Board of Appeals** SECTION 15-4, as follows.

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

§15-4 Fee for hearing

Before a hearing is held on any appeal or request under this article, the administrative fees listed henceforth shall be deposited with the City Treasurer and paid into the City treasury and belong to the City.

A. Special permits, variances, and administrative appeals. For one to three family dwellings, the appellant shall deposit a fee of \$350 for one to three families residential. For all others, and \$500 plus \$100 for each additional variance over one for all others. Repetitive Petitions shall be subject to the same fee structure plus an additional \$100 fee. with the City Treasurer, who shall give a receipt therefor and shall certify on the notice of the appeal that such fee has been paid. Fees deposited in accordance with this section shall be paid into the City treasury and belong to the City.

B. Comprehensive Permits. For-profit Developers, \$3,000 plus \$300 per proposed dwelling unit. Non-Profit Organizations, \$1,500 fee plus \$150 per proposed dwelling unit.

C. Time Extensions for the rights authorized by a previous permit or approval issued by the Board of Appeals: \$100.

D. Revisions to previously approved plans. For minor revisions, \$200. For major revisions, \$250.

Amend ARTICLE II, Administrative Legislation, **Planning Board** SECTION 15-7, as follows.

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

§15-7 Planning Board fees

Before a hearing is held on any appeal or request under this article, the administrative fees listed henceforth shall be deposited with the City Treasurer and paid into the City treasury and belong to the City.

A. ~~Before a hearing is held on any application under design review procedures, the applicant shall deposit a fee of \$100 with the City Treasurer, who shall give a receipt therefor and shall certify on the application that such fee has been paid. Fees deposited in accordance with this section shall be paid into the City treasury and belong to the City.~~

BA. There shall be an administrative a fee for all s-Site Plan Review Applications: in the amount of \$500, plus \$0.10 per square foot of gross floor area for every development proposal with a gross floor area of 5,000 over 2,000 square feet or more. For a site plan review application for an Accessory Dwelling Unit, there shall be a fee of \$500.

C. B. Slope Protection Special Permit Application: ~~There shall be an administrative fee of \$600 for each slope protection special permit application,~~ except in cases where a site plan review application and a slope protection special permit application are filed jointly, in which case the ~~administrative~~ fee for the slope protection special permit application shall be \$300.

C. Density Incentives in the BA-1 and BA-2 districts Special Permit: \$500.

D. Marijuana Establishment special permit and a Registered Marijuana Dispensary special permit: \$500, plus \$0.10 per square foot of gross floor area for every development proposal with a gross floor area over 2,000 square feet or more.

E. Alteration of a nonconforming lot special permit. For residential lots with one to three dwelling units, \$350. For all other uses, \$500.

F. Time Extensions for the rights authorized by a previous permit or approval issued by the Planning Board: \$100.

G. Revisions to previously approved plans. For minor revisions, \$200. For major revisions, \$350.

H. Repetitive Petitions: \$100 plus the original application fees.

I. Subdivision Application. Preliminary Plans: \$500. Definitive Plans: \$2,000 plus \$250 per lot.

J. Approval Not Required (ANR): \$150 plus \$100 per lot.

Amend General Legislation, Chapter 231, **Wetlands Protection**, SECTION 231-4 Applications and fees, as follows.

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

§231-4. Applications and fees

C. Filing fees.

(2) The following fee schedule has been determined by the Commission to be commensurate with the expense of providing review services to applicants, exclusive of consultant fees as set forth in Subsection D, notification costs as described in § 231-7A(1), and legal advertisement costs as described in § 231-7A(1):

(a) Request for determination of applicability: no charge. Single Family \$100, Other \$250.

(b) ~~Request for permit: \$50.~~ Notice of Intent: Single Family \$200, Multi-family or subdivision \$1,000 plus \$500 per unit/lot, Other \$1,000.

(c) Abbreviated Notice of Intent: Single Family \$200, Multi-family or subdivision: \$1,000 plus \$500 per unit/lot, Other \$1,000.

(d) Abbreviated Notice of Resource Area Delineation: Single Family 0.5/linear ft (50 min, 250 max), Other 0.5/linear ft (50 min, 500 max).

(e) Request for permit extension: ~~\$50~~ Single Family \$200, Other \$500.

(f) ~~Modification/amendment request~~ Amendments to Orders of Condition: \$50 Single Family \$50, Other \$200.

(g) Certificate of compliance: ~~no charge~~ Single Family \$100, Other \$200.

(h) Emergency certification request: no charge.



CITY OF MELROSE

In City Council

September 2, 2025

AN ORDER

(ID # 12851)

Requesting Transfer of Funds from Department of Public Works' Parks and Forestry Salary Accounts to Parks and Forestry Expense Accounts For Contracted Tree Services

The Department of Public Works formally requests to transfer thirty-three thousand one hundred eighty-one dollars (\$33,181) from Parks and Forestry Salaries and Wages Accounts to Parks and Forestry Hired Equipment Account for the purpose of contracted tree trims and removals.

A detailed memo has been attached for your information and consideration.

HISTORY:

08/18/25 City Council

ASSIGN TO COMMITTEE

{FinancialImpact}

Transfer (ID # 12851)

Meeting of September 2, 2025

In the City Council
Ordained Roll Call

Passed September 2, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

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

7.E.1.a

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

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

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

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

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
James Troup, Deputy DPW Director – Administration & Finance
Joseph Hobbs, Operations Manager

Date: July 2, 2025

Re: Request for Transfer of Funds – Parks and Forestry Salaries to Contractual

The Melrose Department of Public Works appreciates your support of our FY26 budget requests and looks forward to continuing to provide public works services to the community during this new fiscal year.

One of our essential functions is the care of the City’s existing street trees, including assessments, trims, and removals. The DPW has been working toward relieving a backlog in these work orders in recent years. Unfortunately, the role of Forestry Foreman has recently become vacant, with our employee having left Melrose in June for a different opportunity. This position is budgeted with a salary of \$66,362.87 in the FY26 budget.

The work of this position is essential to our mission, to keep up on our tree work and to minimize the City’s liability from tree failures. However, given the current financial challenges faced by the City, and the possible need to cut more from our budget when we enter FY27, we are hesitant to advertise and hire for this vacancy at this time.

We are seeking the City Council’s support to transfer half of the salary of the Forestry Foreman role (\$33,181) from the general fund Parks and Forestry Salary & Wages line item (014751-511000) to the Forestry Hired Equipment line item (014752-524006). This transfer would allow us to continue to advance tree trims and removals during the period when the position is vacant.

Please feel free to contact me if you have any questions. Thank you for your consideration of this request.

Attachment: 2025-07-02 Memo Re Forestry Transfer (12851 : Transfer of Funds for FY26 Parks and Forestry Salaries to Contractual)