



City Council
Regular Meeting

Monday, November 17, 2025, 7:45 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

Cal Finocchiaro
Mark Garipay
Ward Hamilton
Maya Jamaledine
Manjula Karamcheti
John Obremski
Devin Romanul
Robb Stewart
Kimberly Vandiver
Ryan Williams
Leila Migliorelli, President

Meeting was called to order by President Migliorelli at 7:47 pm

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

II. MINUTES APPROVAL

A. City Council Regular Meeting November 10, 2025 7:45 PM

Motion to Approve minutes by unanimous consent without reading made by President Migliorelli.

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

III. PUBLIC COMMENT

When: Nov 17, 2025 07:45 PM Eastern Time (US and Canada)

Topic: City Council Meeting

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose->

[org.zoom.us/j/98343307574?pwd=YCveZqQzuw7mBlmb2ttik8DNF9RS01.1](https://cityofmelrose-org.zoom.us/j/98343307574?pwd=YCveZqQzuw7mBlmb2ttik8DNF9RS01.1)

Passcode:850048

Webinar ID: 983 4330 7574

Motion to Open public comment made by President Migliorelli at 7:49 PM

Comments on the floor:

Shane Egan of Boston Rock Road, Chair of the Melrose Historical Commission, gave an official endorsement of the sensible Demolition Delay Ordinance to protect historic homes in Melrose. This ordinance is currently being proposed, and the endorsement is from the Melrose Historical Commission.

There were no comments via Zoom.

Motion to Close public comment made by President Migliorelli at 7:50 PM

IV. COMMUNICATIONS FROM THE HONORABLE MAYOR & OTHER CITY OFFICIALS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

i. Appropriations

1. **(ID # 2025-614):** Supplemental Appropriation in the amount of \$13,500,000 for the Fiscal Year 2026

Motion to Refer to Appropriations & Oversight Committee made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

ii. Orders

1. **(ID # 2025-408):** Request for a Public Hearing on December 1st regarding the FY2026 Property Tax Classification

Motion for immediate consideration for purposes of setting a public hearing made by Councilor Williams

Seconded by Councilor Romanul

Motion to set a public hearing on 12/1 at 8:00 PM made by Councilor Williams

Seconded by Councilor Finocchiaro

All were in favor and motion passed

RESULTS:	ACCEPTED [UNANIMOUS]
TO:	Public Hearing
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

B. Filings by Members of the Honorable City Council

i. Ordinances

1. **(ID # 2025-571):** That the City Council adopt a Demolition Review Ordinance as set forth herein, to preserve and protect buildings of historical significance in the City of Melrose.

Motion to Refer to Legal & Legislative Committee made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Legal & Legislative

This ordinance is co-sponsored by Councilor Finocchiaro and Councilor Hamilton.

VI. PUBLIC HEARING-NATIONAL GRID PETITIONS

A. Petitions

Motion by unanimous consent to Open the public hearing made my President Migliorelli at 8:00 PM
After discussion with National Grid and Melrose city personnel, there were no comments on the floor or via Zoom.

- i. **(ID # 2025-203):** National Grid Easement Request - Dills Court Parking Lot and Cerretani Way

Motion to Recommend made by Councilor Finocchiaro

Seconded by Councilor Jamaledine

All were in favor and motion passed

RESULT:	PASSED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

- ii. **(ID # 2025-216):** National Grid Petition for 204/206 Tremont Street WR#31174939 to install 1 JO POLE to mount the new transformer for new fire station project.

Discussion on this petition:

Both of the pole petitions for these Tremont Street sites are for a pole and underground conduit work. The detailed documentation states this clearly but it is not mentioned in the shortened titles of the petitions. Councilor Garipay asked about the location of the pole, it will be on Melrose Street and the conduit will go under the street to the fire station.

Motion to Amend to include wording for conduit made by Councilor Williams

Seconded by Councilor Vandiver

All were in favor and motion passed

Motion to Recommend as Amended to include wording for conduit made by Councilor Williams

Seconded by Councilor Romanul

All were in favor and motion passed.

RESULT:	PASSED AS AMENDED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

- iii. **(ID # 2025-217):** National Grid Petition for 14-24 Tremont St WR#31123475 to install underground facilities on Tremont St and to install concrete encased PVC Conduit and 2/4" steel conduit riser under western sidewalk from existing pole #440 located toward 14-24 Tremont Street property. These conduits need to be installed to feed new pad mounted transformer to give power to new development at 14-24 Tremont St Melrose MA.

Discussion on this petition:

Councilor Williams asked about the protection device being installed on the pole. It will be for over current protection. Councilor Garipay asked about the location of this pole. It will be in front of the Melrose pool at 36 Tremont Street and a transformer will be relocated for the new development. The developer will eventually do curb to curb paving of the street upon completion. Councilor Garipay asked about the wires coming off of this pole since it is near the pool, and the wires will be straight tangents, no angles downward.

National Grid's lead time is 4-6 months and they expect to fit it with power June-September 2026. Melrose is finding that most developments need more electrical power due to air conditioning and required code updates.

Councilor Finocchiaro asked if this will require extensive underground digging and they expect only one sidewalk panel to be disrupted.

Councilor Karamcheti asked how long this will take start to finish and National Grid estimates 5 days. There are no safety concerns or issues to be shared with residents. National Grid will notify the abutters when the work will be done.

Motion to Amend to include the pole made by Councilor Williams

Seconded by Councilor Vandiver

Motion to Recommend as Amended made by Councilor Williams

Seconded by Councilor Vandiver
All were in favor and motion passed

RESULT:	PASSED AS AMENDED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

VII. UNFINISHED BUSINESS

A. Appointments/Reappointments

- i. **(ID # 2025-157):** Appointment of David B. Luciano as a Constable in the City of Melrose

Motion for Passage made by Councilor Vandiver
Seconded by Councilor Finocchiaro
All were in favor and motion passed

RESULT:	PASSED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

- ii. **(ID # 2025-218):** Appointment of Adam H. Garfield-Abrams, 14 Wentworth Road, to the Melrose Housing Authority, replacing Steven Douglas, who resigned, for the remainder of the three-year term; said term to expire on the first Monday of March 2028.

Motion for Passage made by Councilor Vandiver
Seconded by Councilor Finocchiaro
All were in favor and motion passed

RESULT:	PASSED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

B. Licenses

- i. **(ID # 2025-214):** Common Victualler Renewals for 2026

Motion to Place on File made by Councilor Romanul
Seconded by Councilor Finocchiaro
All were in favor and motion passed

RESULT:	PLACED ON FILE [UNANIMOUS]
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AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

- ii. **(ID # 2025-215):** NEW Gasoline and Storage Application 288 Main Street

Motion to Place on File made by Councilor Romanul

Seconded by Councilor Finocchiaro

All were in favor and motion passed

RESULT:	PLACED ON FILE [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

- iii. **(ID # 2025-229):** Motor Vehicle Class I and II License renewals for 2026

Motion to Place on File as Amended in Committee made by Councilor Romanul

Seconded by Councilor Finocchiaro

All were in favor and motion passed

RESULT:	PLACED ON FILE AS AMENDED IN COMMITTEE [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

C. Ordinances

- i. **(ID # 2025-123):** Food Truck Operations within the City of Melrose Ordinance. Proposed Ordinance relative to Food Truck Operations within the City of Melrose. (ID# 12951)

Motion for Passage made by Councilor Jamaledine

Seconded by Councilor Williams

Roll call vote was done, all were in favor and motion passed

RESULT:	PASSED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, John Obremski, Devin Romanul, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	Robb Stewart

Motion for 4 minute recess made by Councilor Williams at 7:56 PM

Seconded by Councilor Vandiver

All were in favor and meeting was recessed until the public hearing at 8:00 PM

VIII. REPORTS FROM COMMITTEES

IX. EXPIRIES

X. RULE 36 REPORTS

XI. ADJOURNMENT

President Migliorelli reminded the council of upcoming meetings:

Appropriations & Oversight 11/20 at 7:00 PM for the supplemental budget item

Special City Council Meeting 11/24 at 7:00 PM to vote on the supplemental budget prior to 12/1
City Council at 7:45 PM and Public Hearing at 8:00 PM on 12/1 for the Tax Classification Public
Hearing

Motion by unanimous consent to Adjourn made by President Migliorelli at 8:21 PM

Meeting was adjourned



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: Ballot Question 1A Override: Supplemental Appropriation for the Fiscal Year 2026

CC: Kerri Golden, CFO
Lauren Grymek, Chief of Staff
Shannon Philips, City Solicitor
Cari Berman, Interim Superintendent of Schools
Ken Kelley, Interim Deputy Superintendent for Finance & Operations
Melrose School Committee

With the passage of Question 1A on the November 4, 2025 municipal election ballot, voters of the City of Melrose have authorized a permanent increase to the City of Melrose's tax levy limit by \$13.5 million beginning July 1, 2025 (FY26).

Language of Question 1A:

Shall the City of Melrose be allowed to assess an additional \$13,500,000.00 in real estate and personal property taxes for the purposes of funding: 17 school, 5 public works, and 2 police officer positions (salaries and benefits); city and school employee union contracts and benefits; school technology and curriculum needs; public works, senior center, veterans services, and library programs; and repairs and maintenance to roads, sidewalks, buildings, and parks for which monies from this assessment will be used for the fiscal year beginning July 1, 2025?

Before any of this additional voter-approved taxing authority can be used beginning July 1, 2025, an appropriation by the City Council is required.

To effectuate and further the will of the voters, I am submitting this request for supplemental appropriation to the FY2026 City operating budget.

Supplemental Appropriation for FY 2026:

Below is a summary of the requested supplemental appropriation for FY 2026 by department, consistent with the spending purposes as identified to voters in the above question.¹ A detailed breakdown of each department's appropriation for FY2026 is included at the end of this memo.

As it relates specifically to the School Department, City Council is being asked to vote only on the *total amount* of the appropriation for FY26. Under state law, while City Council must establish the total appropriation to the School Department, it does not have the authority to determine how the appropriation is allocated within the School Department budget or to restrict the School Committee's expenditures of that appropriation. The School Committee will vote and make its decision on the actual allocations of this appropriation amount within the School Department budget at its public meetings in the near future.²

Please also note that there are multiple appropriations in City department budgets, including IT, Public Works, and Employee Benefits, that will directly benefit the Melrose Public Schools as outlined in the ballot question. These appropriations are under the purview of the City Council.

Department	Total Appropriation
Department of Public Works	\$7,347,096
School Department	\$3,818,800
Employee Benefits	\$1,483,579
Information Technology	\$525,000
Police Department	\$200,210
Council on Aging	\$40,000
Library	\$35,315
Veterans Services	\$30,000
Human Resources	\$20,000
TOTAL	\$13,500,000

Pending Council approval, this supplemental appropriation will increase the FY 26 City of Melrose budget to \$121,075,802.00

Thank you for your consideration and support.

¹ By law, any additional funds raised beginning July 1, 2025 must be earmarked for the spending purposes as stated in the question only in the first fiscal year (FY26). See DLS *Proposition 2 ½ Ballot Questions Requirements and Procedures*, pg. 8 (August 2017).

² See Mass. Gen. Laws ch. 71, s, 34

Supplemental Appropriation for the Fiscal Year 2026**(401, 402, 422, 433, 475, 485, 491) Department of Public Works - \$7,347,096.00**

<u>Description</u>	<u>Amount</u>
Restore 5 positions • <i>City Engineer (General fund portion)</i> • <i>Facilities Manager (General fund portion)</i> • <i>Facilities Laborer</i> • <i>HMEO</i> • <i>Mechanic</i>	\$284,521.00
Restore DPW Summer Work Program	\$131,000.00
Restore Overtime Costs for Programs: • <i>Main Street Flower Baskets</i> • <i>City Yard Saturday Hours</i> • <i>Municipal Park & Weekend Downtown Trash Removal</i> • <i>City Event Support & Parklets</i> • <i>Roadway Line Painting</i>	\$63,223.00
School Building Maintenance & Improvements: • <i>MHS Bathroom Renovations Project</i> • <i>MHS Courtyard Stairs Rebuilding</i> • <i>MVMMS Solar Inverter Repairs</i> • <i>MVMMS Front Stairs & Sidewalk Repairs</i> • <i>MVMMS HVAC Controls Upgrades</i> • <i>Winthrop School Doors & Masonry Repairs</i> • <i>Districtwide Asbestos Remediation</i>	\$4,345,052.00
Milano Center Outdoor Lighting	\$40,000.00
Roads & Sidewalks: • <i>Additional Road Paving Projects</i> • <i>Sidewalk Repairs Projects</i>	\$1,240,000.00

• <i>Howard Street Speed Tables</i> • <i>Crosswalk Improvements</i> • <i>Road Flooding Mitigation Projects</i> • <i>Engineering Projects & Repairs</i>	
Parks: • <i>Tree Planting, Trimming, Removals, and Adopt-a-Site</i> • <i>Common & Dutton Park Playground Replacements</i> • <i>Softball & Baseball Fields Improvements</i> • <i>Tennis & Pickleball Courts Repairs</i> • <i>Foss Park Basketball Court Repairs</i> • <i>Citywide Open Space & Playground Maintenance</i>	\$1,243,300.00

(300) School Department - \$3,818,800.00

Description	Amount
Restore 17 Positions	\$1,649,000.00
Current Fiscal Year Contractual Obligations	\$529,000.00
Curriculum Materials	\$1,469,500.00
Instructional Technology	\$171,300.00

(911, 914, 916, 942) Employee Benefits - \$1,483,579.00

Description	Amount
Pension	\$500,000.00
Post Employment Benefits	\$500,000.00
Health Benefits for 24 Positions Restored	\$442,455.00
Medicare Employer Tax for restored positions	\$41,124.00

(155) Information Technology - \$525,000.00

Description	Amount
School Technology Needs: • <i>School Security Cameras</i> • <i>MHS Projector Upgrades</i> • <i>Districtwide PA System Upgrades</i> • <i>Back Up Power Modernization</i> • <i>Elementary Classroom Chromebook Replacements</i>	\$525,000.00

(211) Police Department - \$200,210.00

Description	Amount
Restore (2) Police Officers	\$154,076.00
New Recruit Costs	\$46,134.00

(541) Council on Aging - \$40,000.00

Description	Amount
Program Support	\$40,000.00

(611) Library - \$35,315.00

Description	Amount
Restore Sunday Hours	\$25,315.00
Program Support	\$10,000.00

(543) Veterans Services - \$30,000.00

Description	Amount
Outreach, Events, Commemoration Program Support	\$30,000.00

(152) Human Resources - \$20,000.00

Description	Amount
New Hire Advertising	\$8,000.00
New Hire Physical Exams	\$12,000.00

Budget Line Item	Department #	Description	Amount
011522-520500	152	Advertising	8,000.00
011522-543000	152	Physical Exams	12,000.00
Total Department 152 Human Resources			20,000.00
01155772-551097	155	School IT - Equipment and Infrastructure Upgrades	525,000.00
Total Department 155 Information Technology			525,000.00
012111-511000	211	Restore Police Positions (2 Officers)	154,076.00
012112-540007	211	Recruit Startup Costs (Tuition, Uniforms and Equipment)	46,134.00
Total Department 211 Police Department			200,210.00
013001-511000	300	School Department Appropriation	3,818,800.00
Total Department 300 School Appropriation			3,818,800.00
014011-511000	401	Restore DPW Positions (City Engineer & Facilities Manager)	111,704.00
014011-512000	401	Restore DPW Summer Work Program	21,000.00
014011-513000	401	Restore Overtime	3,905.00
Total Department 401 DPW - Admin/Engineering			136,609.00
01402771-511042	402	Restore DPW Position - Laborer	54,349.00
014021-512004	402	Restore DPW Summer Work Program	69,120.00
01402771-513000	402	Restore Overtime	18,329.00
014023-551094	402	City Building Maintenance/Improvements	40,000.00
01402773-551172	402	School Building Maintenance/Improvements	4,345,052.00
Total Department 402 DPW - City and School Facilities			4,526,850.00

Budget Line Item	Department #	Description	Amount
014221-512004	422	Restore DPW Summer Work Program	4,800.00
014221-513000	422	Restore DPW OT	5,764.00
014222-526900	422	Traffic Markings	10,000.00
014223-551101	422	Road Paving Projects	600,000.00
014223-551190	422	Sidewalk Repair Projects	250,000.00
014222-551183	422	Traffic Calming (RFRBS & Howard St speed tables)	50,000.00
014223-551165	422	Road Flooding Mitigation	330,000.00
Total Department 422 DPW - Highway			1,250,564.00
014331-512000	433	Restore DPW Summer Work Program	2,500.00
014331-513000	433	Restore DPW OT	19,700.00
Total Department 433 DPW - Sanitation			22,200.00
014751-512000	475	Restore DPW Summer Work Program	24,000.00
014751-513000	475	Restore DPW OT	15,525.00
014752-551182	475	Tree Planting	100,000.00
014752-524006	475	Forestry Hired Equipment -Tree Trimming	100,000.00
014752-537640	475	Adopt- A-Site Support	5,000.00
014753-551168	475	Playground and Park Improvements	536,000.00
014752-527806	475	Playground & Equipment Repairs	20,000.00
014752-535200	475	Landscaping Supplies	5,000.00
014753-551169	475	Pickleball/Foss Park/Tennis Courts Improvements	125,000.00
014752- 551177	475	Baseball/Softball Field Improvements	352,300.00
Total Department 475 DPW - Parks and Forestry			1,282,825.00
014851-511000	485	Restore DPW Position - Mechanic	57,124.00
Total Department 485 DPW - Automotive			57,124.00

Budget Line Item	Department #	Description	Amount
014911-511000	491	Restore DPW Position - HMEO	61,344.00
014911-512000	491	Restore DPW Summer Work Program	9,580.00
Total Department 491 DPW - Cemetery			70,924.00
015412-543800	541	Program Support	40,000.00
Total Department 541 Council on Aging			40,000.00
015432-543800	543	Veterans Outreach, Events, and Commemoration Support	30,000.00
Total Department 543 Veterans			30,000.00
016111-511000	611	Restore Sunday Hours	25,315.00
016112-543800	611	Program Support	10,000.00
Total Department 611 Library			35,315.00
019111-511010	911	Pension Obligation - Employee Benefits	500,000.00
Total Department 911 Pension			500,000.00
019142-549201	914	Group Health Providers - Health Insurance (24 Employees)	442,455.00
Total Department 914 Health Insurance			442,455.00
019162-548000	916	Medicare Costs - Employer Portion (1.45%)	41,124.00
Total Department 916 Medicare			41,124.00
019422-561400	942	OPEB Funding - Employee Benefits	500,000.00
Total Department 942 Stabilization Fund			500,000.00
Total Appropriation			13,500,000.00

Supplemental Appropriation for the Fiscal Year 2026 (Override Budget)

City of Melrose
Prepared November 17, 2025

Schools \$8,688,852.00	School Building Maintenance & Improvements \$4,345,052.00	MHS - Bathrooms Renovation MHS - Courtyard Stairs MVMMS - Solar Inverter Repairs MVMMS - Front Stairs and Sidewalk Repairs MVMMS - HVAC Control Upgrades Winthrop School - Doors & Masonry Repairs All Schools - Asbestos Remediation
	Instruction & Learning \$3,818,800.00	Restore 17 Positions \$1,649,000.00 Current Fiscal Year Contractual Obligations \$529,000.00 Curriculum Materials \$1,469,500.00 Instructional Technology \$171,300
	School Technology Needs \$525,000.00	School Security Cameras MHS - Projector Upgrades Districtwide - PA System Upgrades Back Up Power Modernization Elementary Schools - Chromebook Replacements
Department of Public Works \$1,718,744.00	Restore 5 positions \$284,521.00	City Engineer (General fund portion) Facilities Manager (General fund portion) Facilities Laborer Heavy Machinery/Equipment Operator (Cemetery) Mechanic
	Restore DPW Summer Work Program \$131,000.00	
	Restore Overtime Costs for Programs \$63,223.00	Main Street Flower Baskets City Yard Saturday Hours Municipal Park & Weekend Downtown Trash Removal City Event Support & Parklets Roadway Line Painting
	Roads & Sidewalks \$ 1,240,000.00	Additional Road Paving Projects Sidewalk Repairs Projects Howard Street Speed Tables Crosswalk Improvements Road Flooding Mitigation Projects Engineering Projects & Repairs
School / City Employee Benefits & Human Resources \$1,503,579.00	Pension \$500,000.00	
	Post Employment Benefits \$500,000.00	
	Health Benefits for Restored Positions \$442,455.00	
	Medicare Employer Tax for Restored Positions \$41,124.00	
	New Hire Advertising \$8,000.00	
	New Hire Physical Exams \$12,000.00	
Parks & Fields \$1,243,300.00	Tree Planting, Trimming, Removals, & Adopt-A-Site	
	Common Park & Dunton Park Playground Replacements	
	Softball & Baseball Field Improvements	Infield Work at Morelli, Common and Conant Fields Lights at Monk Field Scoreboard at Common Field
	Tennis & Pickleball Court Repairs (Crystal & Tremont Street courts)	
	Foss Park Basketball Court Repairs	
	Citywide Open Space & Playground Maintenance	
Police Department \$200,210.00	Restore 2 Police Officers \$154,076.00	
	New Recruit Costs \$46,134.00	
Council on Aging \$80,000.00	Milano Center Outdoor Lighting \$40,000.00	
	Program Support \$40,000.00	
Library \$35,315.00	Restore Sunday Hours \$25,315.00	
	Program Support \$10,000.00	
Veterans' Services \$30,000.00	Outreach, Events, Commemoration Program Support \$30,000.00	



CITY OF MELROSE

Sarah MacLellan

Chief Assessor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4104
assessor@cityofmelrose.org

To: The Honorable City Council of Melrose

Date: November 7, 2025

From: Sarah MacLellan, MAA
Chief Assessor
Chair, Board of Assessors

Re: Annual Property Tax Classification Public Hearing for Fiscal Year 2026

In accordance with the requirements of Massachusetts General Laws Chapter 40, Section 56, relating to the classification of property, the Board of Assessors requests that a public hearing be scheduled for Monday, December 1, 2025.

The Board of Assessors will provide the City Council with information necessary to make a decision on the adoption of a residential factor and thereby determine the percentages of local tax levy to be borne by each class of real and personal property for the Fiscal Year 2026.

City of Melrose

City Ordinances, Article II. General Legislation

Chapter 132 Demolition review.

1. *Purpose.* The purpose of this ordinance is to preserve and protect significant buildings within the City of Melrose ("city") which constitute or reflect distinctive aspects of the architectural, cultural, political, economic, or social history of the city, and which are outside of designated local historic districts; to encourage owners of such buildings and the Melrose Historical Commission ("commission") to develop strategies to preserve, rehabilitate, or restore such buildings, rather than demolish them; or, in the alternative, to seek out persons willing to purchase and to preserve, rehabilitate, or restore such buildings, rather than demolish them; and to promote the public welfare by making the city a more attractive place in which to live. To achieve these purposes, the issuance of demolition permits for significant buildings is regulated as provided in this ordinance.
2. *Definitions.* For the purposes of this section, the following words and phrases shall have the meanings set forth below:

Abutter means an abutter as defined in M.G.L. c. 40A.

Applicant means any person filing an application for a city permit.

Application means a written application for a permit for the demolition of a building, a building permit, or zoning relief/compliance.

Board of survey means the board ordered to respond, by M.G.L. c. 143 § 8, when an owner of a building does not respond to a notice that the building is unsafe.

Building means any combination of materials forming a shelter for persons, animals or property, as well as any constructed, erected, or placed material or combination of materials in or upon the ground, excluding fences, walls, side & rear decks, sidewalks, stairs and paving on streets, driveways and patios.

Building official means the Building Commissioner, or his/her designee.

Calendar day means any day of the week, including a Saturday or a Sunday or a holiday.

City clerk means the person holding the office of city clerk in the city.

Demolition means the act of pulling down, destroying, removing, moving, or razing a building. Demolition includes commencing the work of the destruction of 50 percent or more of the exterior surface area (including walls and roof) of a building. For the purposes of this section, the term "demolition" shall not include routine maintenance as long as the maintenance undertaken does not fit the definitions of demolition contained in this section. For the purposes of this section, "demolition" does not include:

- (1) Removal, replacement, or installation of siding, roof shingles or windows;
- (2) Routine maintenance as long as the maintenance undertaken does not fit the definitions, of demolition contained in this section;
- (3) Interior renovations (except where the renovation is conducted for the purpose of compromising the integrity of the building);
- (4) Exploratory demolition, to the extent that it does not compromise the structure of the building;
- (5) Interior demolition, to the extent that it does not compromise the structure of the building; or
- (6) Minor projects as defined below.

Demolition by neglect is a situation in which a property owner intentionally allows a property to suffer severe deterioration, until it is beyond the point of repair. A deliberate process of ongoing damage to the fabric, viability and/or functionality of a building leading towards and/or causing its eventual demolition due to decay and/or structural failure and/or severe degradation over a period of time as a

result of a general lack of maintenance, and/or failure to secure the building from pests or vandals, and/or failure to take reasonable measures to prevent the ingress of water, snow, ice, and wind through the roof, walls, or apertures.

Demolition review period means a period of time whereby a window of opportunity is enacted in order to enable the owners of a property, working with the commission or its designees, to determine ways of preserving and/or rehabilitating and/or restoring the property as an alternative to demolition.

Exempt areas means the following:

- (1) The local historic districts as identified in Chapter 131 of the Code of Ordinances; and,
- (2) Buildings owned by the city.

Exploratory demolition is the act of removing or uncovering (non-structural) building materials located on the interior of a building prior to renovation, rehabilitation, restoration, or remodeling in order to verify the existing conditions present in otherwise unexposed areas.

Final determination means a determination that a building is preferably preserved, made by the commission in accordance with subsection (f) of this section.

Illegal demolition means a demolition undertaken by any person without an application having been reviewed and approved by the commission and/or without building or demolition permits from the inspectional services department.

Initial determination means a determination that a building is significant, in accordance with subsection (5) of this section.

Interior demolition is the act of removing non-structural interior building materials for the purpose of renovating, rehabilitating, restoring, or remodeling the interior space.

Minor project is the removal of a portion of a single-, two-, or three-unit structure for the purpose of only accomplishing one or more of the following: adding a dormer, dormer window, entry canopy, bay, or gable; adding an addition to the side or rear of the structure; adding or altering a portico, porch or deck; or, changing the shape, style or structure of a roof.

Owner means the entity with legal title to a building.

Permit means a written permit issued by the Building official that allows for the demolition (as defined herein) of a building pursuant to an application.

Person means an individual, corporation, partnership, association, trust, society, or similar entity.

Preferably preserved (building) means a significant building, which, as the commission determines, as provided in subsection (f) of this section, that it is in the public interest to be preserved or rehabilitated or restored rather than to be demolished.

Premises means the parcel of land upon which the building proposed for demolition is located and all adjoining parcels of land under common ownership or control that are identified in the permit application.

Reasonable economic return means the cost to rehabilitate or restore the building to the point at which a reasonable use or a reasonable profit can be realized from the property. This may mean bringing a building up to code to the point at which it can be occupied, not necessarily to its "highest and best use," preferred use or a restoration project.

Significant (building) means any building within the city which is listed on, or is within an area listed on, the National Register of Historic Places, or which is the subject of a pending application for listing on the National Register, or is at least 100 years old and has been determined by the commission in their initial determination to be a significant building, per subsection (e) of this section.

Voluntary means any act(s) done by design or intention, which is proposed, intended, or not accidental. An act of God is not considered voluntary, but rather is regarded as an act done without the will or

choice of the applicant (or owner, if different from applicant). For the purposes of this section, the destruction of a significant building for failure to properly secure or maintain it shall be considered voluntary.

3. *Review of demolitions.* No building in the city may undergo demolition, as defined in subsection (b) of this section, except through the provisions of this section. Demolition may only be permitted if one of the following apply:
 - A. The building does not meet the prima facie definition of a significant building (i.e. it is less than 100 years old, and is not currently on, or proposed to be placed on, the National Register);
 - B. The building is located within an exempt area;
 - C. The building is determined by the commission or its designee to not be significant, through the procedure of subsection (5) of this section;
 - D. The building is determined by the commission to not be preferably preserved through the procedure of subsection (6) of this section, and has met any condition of such determination per subsection (f)(5)c of this section;
 - E. The commission lifts or shortens a demolition review period per subsection (7) of this section; or
 - F. The demolition review period, per subsection (7) of this section, is exhausted.
4. *Notification.* When the building official or planning director receives an application for a demolition permit, a building permit or a permit for zoning relief (including but not limited to special permit, site plan review or variance), for work that will constitute demolition, as defined in this section, and is on a building that is or could be determined significant, as defined in this section, and is not within an exempt area, then the building official or planning director shall, within ten calendar days, notify:
 - A. the commission or its designees in writing that a relevant application has been received. This notification shall include a copy of the application, and shall be delivered to the commission or its designees by interoffice mail, email, other electronic means, or by in-hand delivery; and,
 - B. the Applicant to complete and submit an application to the commission.
5. *Initial determination (determination of significance).*
 - A. *Determinations by the commission.* The commission shall move to determine if a building is significant, as follows:
 - i. If a building is listed on, or is within an area listed on, the National Register of Historic Places, or the subject of a pending application for listing on the National Register, it shall be automatically determined significant, and shall be scheduled for final determination of this section.
 - ii. Otherwise, for buildings over 100 years old the applicant must submit an application to the commission, using the forms developed per subsection (10)(D) of this section. Upon receipt of an application, the commission or its designee shall make a written determination whether the building, which is the subject of the relevant permit application, is a significant building.
 - B. *Criteria for determination of significance.* To determine if a building over 100 years old is significant, the commission must make a finding by majority vote that the building is:
 - i. Associated with one or more important historic persons or events, or with the broad architectural, cultural, political, economic or social history of the city or the Commonwealth of Massachusetts; or,
 - ii. Historically or architecturally significant (in terms of period, style, method of building construction, or association with a reputed architect or builder) either by itself or in the context of a group of buildings;

and therefore it is in the public interest for the premises to be explored further through the final determination process.

The commission shall consider:

- a. Setting - the character of the location and how the building is situated in relationship to other features, such as the streetscape and neighboring buildings.

- b. Materials - the elements that were originally combined to construct the building, sometimes referred to as historic building fabric.
- c. Design - reflects the historic building style.
- d. Location - the place where the building was originally placed.
- e. Workmanship - evidence of the builder's craft skills and technology.
- f. Feeling - the expression of the aesthetic or historic sense of a particular time period.
- g. Association - the direct link between an important event or person and the building.

C. *Procedure for public meeting, notice and hearing.*

- i. The determination of significance of certain classes or types of buildings including concrete block garages, outbuildings, sheds and similar accessory buildings shall be made at a public meeting. The public meeting shall occur within 21 days of the application submission to the commission. If the commission determines such a building does not meet the criteria of this section, and is therefore not significant, this determination shall be transmitted to the building official. Otherwise, the applicant shall proceed with the request for a final determination in a public hearing per subsection (6) of this section.
- ii. A determination of significance shall be made in a duly noticed public hearing by the commission, except as exempted in subsection (C)(i) or waived per subsection (5)(E) of this section. The public hearing shall be held within 65 calendar days of the commission or its designees receiving a copy of the application, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The commission shall give the public notice of the hearing by publishing the time, place, and purpose of the hearing in a local newspaper, at least 14 days prior to the hearing. The commission shall also mail, in a form designated by the city, a notice to the applicant, the owner of the building and abutters to the subject property, postmarked at least ten days prior to the hearing. The Applicant shall pay the cost of the newspaper notice and postage of mailed notices. The commission shall complete the public hearing within 35 days of opening the public hearing, unless an extension of time is permitted by mutual agreement of the applicant and the commission.

D. *Notice of decision.*

- i. If the commission determines that the building is not a significant building, this determination shall be transmitted to the building official, the applicant, the owner of the building and to the city clerk within 14 calendar days from the date of determination. The applicant shall not be required to take any further steps toward preservation of the building and the demolition may proceed, subject to all other building permit and zoning requirements.
- ii. If the commission determines that the building is significant, it shall notify the building official, the applicant, and the city clerk, of its determination within 14 calendar days from the date of determination. The owner or applicant, or their representatives, shall then be required to attend a subsequent final determination public hearing with the commission during which the commission will determine if the building is to be preferably preserved.
- iii. If the commission fails to act in accordance with this process within the prescribed timeframe, the building official may grant the demolition permit, provided that the applicant has met all other requirements under the filed applications, and shall notify the commission in writing that the permit has been granted.

E. *Waiver of initial determination.* An applicant, when submitting the required documents for an initial determination, may voluntarily select to waive initial determination. If the initial determination is waived, the building shall immediately be determined to be a significant building, without further action from the commission, and shall be scheduled for a final determination per subsection (6) of this section.

F. *Expiration.* An initial determination is valid for three years. If an applicant does not proceed to apply for final determination within three years, the review process must start over from the beginning, prior to

a building being demolished. If an application does not demolish a building within three years of a determination that the building is not a significant building, the review process must start over from the beginning, prior to a building being demolished.

6. *Final determination (determination of preferably preserved).*

- A. *Additional application and plan review materials.* Applicants who did not submit an application for an Initial determination must submit an application to the Commission for a final determination. Applicants that submitted an application for an initial determination may need to provide additional information, in addition to the information requested, in the process of a final determination, as follows.

In the event that the applicant and/or owner seek to take a position that the building is of deficient structural integrity, the applicant shall submit an independent licensed structural engineer's report, from a qualified and experienced structural engineer with proven expertise in historic building techniques.

In the event that the applicant and/or owner seek to take a position that a financial hardship applies to a property, the commission may request any or all of the following. It will be incumbent upon the applicant to provide such information in order for the demolition review process to continue:

- i. The appraised value of the property by a licensed appraiser for the following conditions: in the property's current condition; after completion of the proposed demolition; and after rehabilitation of the existing property for continued use.
- ii. An estimate from an architect, developer, contractor, or appraiser experienced in rehabilitation as to the cost to rehabilitate the building to the point of which a reasonable use or a reasonable profit can be realized from the property. Such considerations may include, but not be limited to, bringing a building up to code so it can be occupied.
- iii. The amount paid for the property, the date of purchase, and the person from whom the property was purchased, a description of the relationship, if any, between the owner of record, the applicant and the person from whom the property was purchased or is being purchased, and the terms of the purchase or proposed purchase, including financing.
- iv. Operation and maintenance expenses, depreciation deduction and annual cash flow before and after debt service, if any.
- v. The name of all mortgagees and the balance of all mortgages or other financing secured by the property and annual debt service.
- vi. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing and ownership of the property.
- vii. Any listing of the property for sale or rent, the price asked and offers received for sale or rent, if any, within the previous five years.
- viii. The assessed value of the property for the previous two assessment years.
- ix. The form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture or other.
- x. Any other information considered necessary by the commission to determine whether the property yields or may yield a reasonable economic return to the property owner(s).
- xi. Proof of the applicant's efforts to obtain financing, tax incentives, preservation grants and other incentives to allow the applicant to earn a reasonable economic return from the property.
- xii. Documents, including copies of invoices, detailing the applicant's efforts in ongoing maintenance and repair.

- B. *Procedure for public notice and meetings.* The commission shall conduct a public hearing on the application within 45 calendar days of the initial determination of significance, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The commission shall give the public notice of the hearing by publishing the time, place, and purpose of the hearing in a local

newspaper, at least 14 calendar days prior to the hearing. The commission shall also mail, in a form designated by the city, a notice to the applicant, the owner of the building and abutters, postmarked at least ten calendar days prior to the hearing. The Applicant shall pay the cost of the newspaper notice and postage of mailed notices.

- C. *Public hearing.* The commission shall complete the public hearing within 35 days of opening the public hearing regarding the determination of “preferably preserved”, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The applicant or their agent must present their demolition request in person to the commission and be prepared to answer questions asked by the commission. If the property applicant, their agent, or property owner is unable to address questions regarding the demolition request or the supporting documentation, the experts/professionals who prepared the information must be present. If the applicant, owner or their agent cannot attend the meeting or adequately address questions, the demolition request will be continued to a later meeting and the commission’s determination will be delayed.
- D. *Peer review.* The commission may call for a peer review of any professional report, should the commission deem it necessary to make a final determination, subject to the availability of funds.
- E. *Final determination.* Upon completion of the public hearing, the commission shall determine if a significant building shall be preferably preserved by majority vote of the commission, as follows:
 - i. The commission may, at their discretion, determine that a building is a preferably preserved building, as follows: by determining that the demolition of the building would be detrimental to the architectural, cultural, political, economic, or social heritage of the city.
 - ii. The commission may, at their discretion, determine that a building is not a preferably preserved building, as follows: by determining that demolition of the building does not merit a finding under subsection (6)(E) above; or, by making a finding that the negative impact on the heritage of the city would be exceeded by the benefit to the city of the development that would occur if the demolition were permitted to go forward.
 - iii. The commission may, at their discretion, place conditions on a determination that a building is not preferably preserved, which may require an applicant to provide one or more of the following to the planning department prior to demolition:
 - 1. photographic documentation of the building to be demolished;
 - 2. architectural renderings of the building to be demolished;
 - 3. identification of materials for salvage of material; and/or,
 - 4. a plan for installation of historic or interpretive signage at or near the site.
- F. *Filing of decision.* Within 14 calendar days following the date of the public hearing, the commission or its designees shall file a final determination, in writing, with the city clerk, and shall inform the building official, the applicant and the owner of the building.
- G. *Expiration.* A final determination that a building is not a preferably preserved building is valid for three years. If an applicant does not demolish a building within three years of a determination that the building is not a preferably preserved building, the process must start over from the beginning prior to a building being demolished.

7. *Process for preferably preserved buildings.*

- A. *Demolition review period.* Upon the commission’s final determination that said building is preferably preserved the building official shall not issue a demolition permit for building during the demolition review period. The demolition review period shall be as follows: The demolition review period shall be a maximum of 12 months. The demolition review period shall begin on the date following the day upon which the commission made the final determination that building is preferably preserved.
- B. *Alternatives to demolition.* During the demolition review period, the applicant, their agent, and/or the owner (if different from applicant), and the commission or its designees are encouraged to actively pursue alternatives to demolition of the preferably preserved building, including but not limited to, finding a buyer for the building that is willing to rehabilitate the property, rather than demolish it. The

applicant, their agent, and/or the owner is encouraged to actively pursue alternatives to demolition by meeting with the commission at a minimum of once per month during the demolition review period.

C. *Shortening/ending the demolition review period.* The commission may shorten or end the demolition period, at its discretion, upon determination that one of the following conditions applies:

- i. The commission determines that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building.
- ii. The commission and the applicant come to a mutually agreeable plan for a more limited demolition that adequately preserves the property and permits the applicant to meet the findings of subsection (6)(E) of this section.
- iii. The commission and the applicant come to a mutually agreeable set of strategies for addressing the heritage on the site, including but not limited to:
 1. photographic documentation of the building to be demolished;
 2. architectural renderings of the building to be demolished;
 3. identification of materials for salvage of material;
 4. a plan for installation of historic or interpretive signage at or near the site; and/or,
 5. the establishment of design standards for a replacement building, provided that the standards are limited to the reflection of elements in the building to be demolished or are intended to complement the character of adjacent buildings of historical significance.

Upon making a determination to shorten or end the demolition review period, the commission shall file a decision and inform the applicant and the building official.

D. *Withdrawal.* If the applicant chooses not to proceed with demolition, the applicant may, at any time, inform the commission and withdraw their application without prejudice.

E. *Expiration.* Upon expiration of a demolition review period, or upon a determination by the commission to shorten or end a demolition review period, an applicant shall have three years to demolish the building. If an application does not demolish a building within three years of the expiration of the review period or the determination to shorten or end the review period, the process must start over from the beginning prior to a building being demolished.

8. *Enforcement.*

A. *Authority.* The Inspectional Services Department is the enforcing authority for this section. The Building official is authorized to institute any and all actions and proceedings, in law or in equity, as they deem necessary and appropriate to obtain compliance with the requirements of this section. This may include, but is not limited to, the complete reconstruction and restoration of the demolished building.

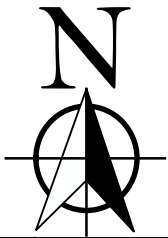
B. *Fines.* The provisions of this section may be enforced by a noncriminal disposition pursuant to M.G.L. c. 40, § 21D. Each violation shall be deemed a separate offense. Each day a violation occurs shall be deemed a separate offense. Unless otherwise provided, any person, firm, corporation, association or other entity violating any provision of this section shall be punished by a fine of \$300.00 per day, per violation, in accordance with section 235-3.4 of the Code of Ordinances. Unpaid fines shall result in a municipal lien against the subject property.

C. *Building permit delay.* No building permit shall be issued for a new building on any premises where a significant building is demolished in violation of this section, for the period specified therein.

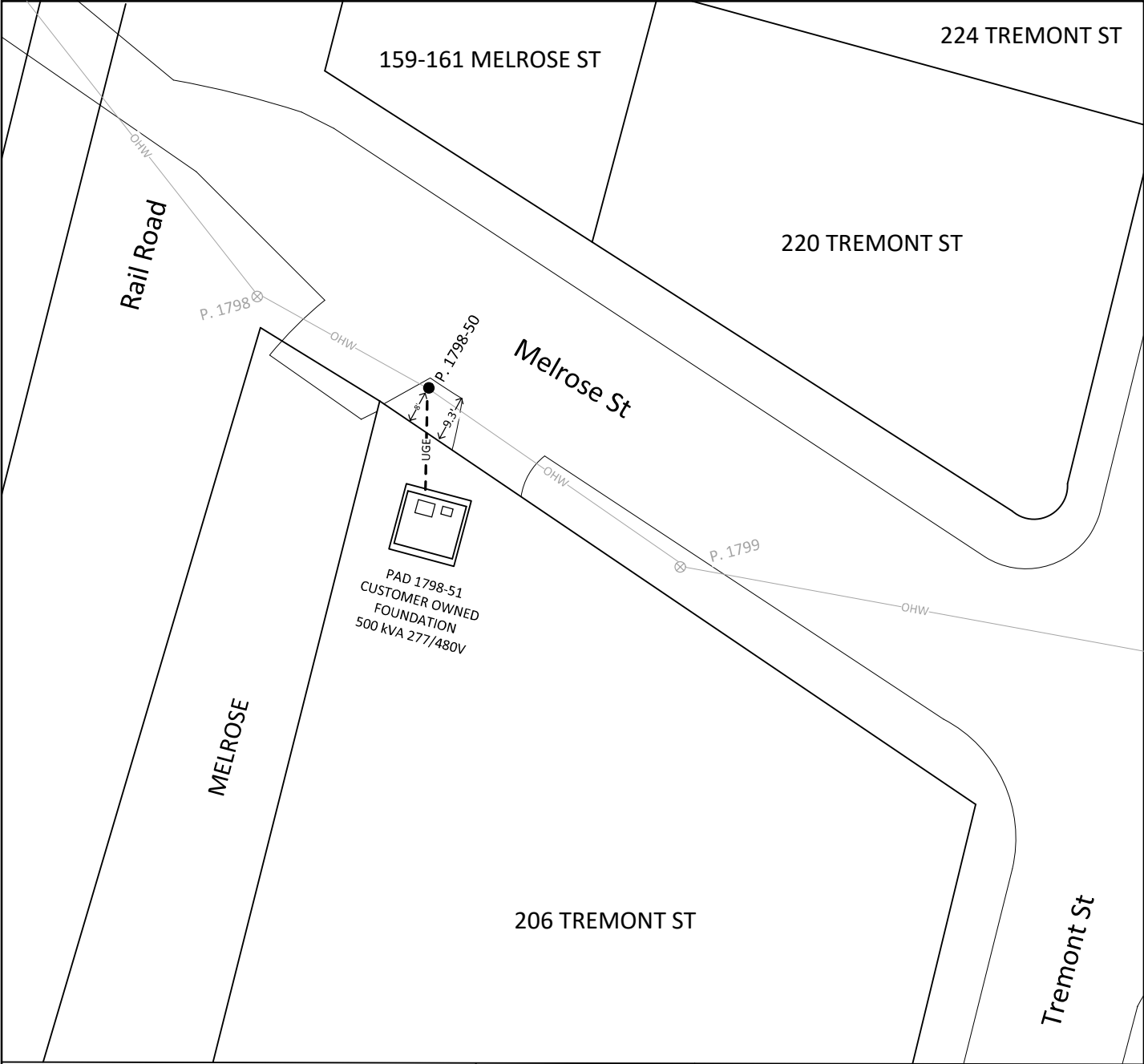
9. *City-owned buildings.*

- A. *Exemption.* As noted in the definition of “exempt area,” buildings owned by the city are not subject to the demolition review process.
 - B. *Historical commission review.* Prior to the demolition of any building owned by the city, the city administration shall submit information about the demolition to the commission for a non-binding review and comment.
 - C. *Comment meeting.* The commission shall schedule, at their next available public meeting, for the city administration to present the building to be demolished and the purpose and need for the demolition.
 - D. *Commission role.* After the presentation by the city administration, the commission may, within 35 days, issue comments on the demolition. Comments will be provided to the city administration and the city council. Those comments may include, but not be limited to: suggestions for photographic documentation or renderings of the building to be demolished, identification of materials for salvage and/or suggestions for installation of historic or interpretive signage at or near the site.
 - E. *City council action on demolition.* The city council may not approve any order, including appropriation of funds, that will permit the demolition of a building owned by the city, until the building has been submitted for review by the commission and either a) the commission has provided comments to the city council or; b) 35 days have elapsed after the date of the presentation to the commission, with no comments submitted by the commission to the city council.
10. *Other provisions.*
- A. *Secure building.* Upon a determination by the commission that a building is a significant and/or preferably preserved building, the owner shall be responsible for properly securing the building in order to protect it from the weather and trespass/vandalism.
 - B. *Emergency demolition.* Nothing in this section shall derogate from the authority of the building official and/or a board of survey to act under M.G.L. c. 143 and the State Building Code.
 - C. *Historic Districts Act.* If any provision of this section conflicts with the “Historic Districts Act,” M.G.L. c. 40(C), the Act shall prevail.
 - D. *Rules and regulations.* The commission may establish rules and regulations of procedure for the implementation of this section, including but not limited to establishment of application fees. The planning staff shall develop application forms to accept and process submittals under this section.
 - E. *Transferability.* Where the owner sells or transfers ownership of a property that is in the middle of the demolition review process, that new owner may continue the review process but may be required to submit updated documentation as required by the commission.
 - F. *Effect.* This section shall take effect upon approval. The Ordinance and amendments thereto do not apply to applications for demolition submitted prior to the approval date.
 - G. *Severability and reinstatement.* In case any section, paragraph or part of this section for any reason shall be declared invalid by any court, every other section, paragraph and part shall continue in full force and effect. If any section, sentence, clause or phrase of this section is held invalid, the relevant section, sentence, clause or phrase in effect prior to the effective date of the section shall be reinstated in full force and effect, without further action from the city council.

Pole & UG Petition/Permit Request Form**City****Town of** _____ **WR #** _____
(circle one)**Install** _____ **SO**
(quantity) **JO** Poles on _____
(circle one) (street name)**Remove** _____ **SO**
(quantity) **JO** Poles on _____
(circle one) (street name)**Relocate** _____ **SO**
(quantity) **JO** Poles on _____
(circle one) (street name)**Beginning at a point approximately** _____ **feet** _____ **of the centerline**
(distance) (compass heading)
of the intersection of _____
(street name)**and continuing approximately** _____ **feet in a** _____ **direction.**
(distance) (compass heading)**Install underground facilities:****Street(s)** _____**Description of Work:****ENGINEER** _____**DATE** _____



NOT TO SCALE



UG PETITION

WR # 31174939 – 158 Melrose St, Melrose
SKETCH TO ACCOMPANY PETITION:
Proposed Installation 5.4 ft of 2-4" Concrete Encased PVC Conduit SCH (Schedule) 40 & 2-4" Steel Riser under western sidewalk from new P.1798-50 toward 206 Tremont St. These riser & conduits needs to be installed to feed future Pad Mounted XFRM to be located in 206 Tremont St property to give power to new Fire Station.

Designer: RAFA KERGUELEN

ABBREVIATIONS

EDGE OF PAVEMENT	EOP
JOINT OWNERSHIP	JO
OVERHEAD WIRE	OHW
PROPERTY LINE	PL
POLYVINYL CHLORIDE PIPE	PVC
SIDEWALK	SW
TO BE REMOVED	TBR
UNDERGROUND ELECTRIC	UGE

LEGEND

	EXISTING	PROPOSED
PROPERTY LINE	PL	
EDGE OF PAVEMENT	EOP	
UNDERGROUND ELECTRIC	UGE	UGE
OVERHEAD WIRE	OHW	OHW
POLE WITH RISER WITH POLE NO.	P.1943	P.1943-1 P.1943 TBR



CITY OF MELROSE
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION



OCT 2025

REV NO. 1

PLAN NO.
1.0

Abutters List

[print this list](#)

Date: October 27, 2025

Subject Property Address: 204 TREMONT ST Melrose, MA
Subject Property ID: C11 0 2

Search Distance: 150 Feet

Owner: CLARE DEREK
Co-Owner: REILLY MEGHAN S. HWTE
Prop ID: B11 0 50
Prop Location: 65 BRUNSWICK PARK Melrose, MA
Mailing Address:

65 BRUNSWICK PARK
MELROSE, MA 02176

Owner: SUTTON, JAMIE P.
Co-Owner: MISTY J. SUTTON, HWTE
Prop ID: B11 0 51
Prop Location: 61 BRUNSWICK PARK Melrose, MA
Mailing Address:
61 BRUNSWICK PK
MELROSE, MA 02176

Owner: JANDEL, MARIAN
Co-Owner: SVETLANA V. REZAYEVA, HWTE
Prop ID: B11 0 52
Prop Location: 55 BRUNSWICK PARK Melrose, MA
Mailing Address:
55 BRUNSWICK PARK
MELROSE, MA 02176

Owner: GARLAND EDGERTON COBLE, IND
Prop ID: B11 0 53
Prop Location: 51 BRUNSWICK PARK Melrose, MA
Mailing Address:
51 BRUNSWICK PK
MELROSE, MA 02176

Owner: ROOSEVELT,SCHOOL
Prop ID: B11 0 54-54A
Prop Location: 253 VINTON ST Melrose, MA
Mailing Address:
253 VINTON ST
MELROSE, MA 02176

Owner: 186 TREMONT ST. MELROSE, LLC
Co-Owner: C/O NEW YORK CAPITAL INVESTMENT GROUP LLC
Prop ID: B11 0 76
Prop Location: 186 TREMONT ST Melrose, MA
Mailing Address:
500 TURNPIKE ST
CANTON, MA 02021

Owner: CITY OF,MELROSE
Co-Owner: CONSERVATION
Prop ID: B12 0 103A
Prop Location: BELMONT ST Melrose, MA
Mailing Address:
BELMONT ST
MELROSE, MA 02176

Owner: ROLLINS,BRUCE A
Prop ID: C11 0 1-1A
Prop Location: 194 TREMONT ST Melrose, MA
Mailing Address:
22 EDYTHE LANE
PEABODY, MA 01960

Owner: TITLEY, DAVID KENNETH
Co-Owner: WANA POPAL, HWTE
Prop ID: C11 0 100-1
Prop Location: 138 MELROSE ST, Unit 138 Melrose, MA
Mailing Address:
138 MELROSE ST#138
MELROSE, MA 02176

Owner: GEORGE, PHILIP G.
Prop ID: C11 0 100-2
Prop Location: 140 MELROSE ST, Unit 140 Melrose, MA
Mailing Address:
140 MELROSE STREET
MELROSE, MA 02176

Owner: PLUNKETT, DAVID J.
Co-Owner: JULIE A. PLUNKETT, HWTE
Prop ID: C11 0 100-2A
Prop Location: 140 MELROSE ST, Unit 140A Melrose, MA
Mailing Address:
140 MELROSE ST UNIT 140A
MELROSE, MA 02176

Owner: SHEA, MATTHEW M.
Co-Owner: ANTONIA SHEA, HWTE
Prop ID: C11 0 101
Prop Location: 144 MELROSE ST Melrose, MA
Mailing Address:
144 MELROSE ST
MELROSE, MA 02176

Owner: HANNAHS WAY, LLC
Prop ID: C11 0 102
Prop Location: 148 MELROSE ST Melrose, MA
Mailing Address:
148 MELROSE ST.
MELROSE, MA 02176

Owner: WILSON, DELWIN C., III
Co-Owner: GARY R. LEBRUN, JTRS
Prop ID: C11 0 103
Prop Location: 205 TREMONT ST Melrose, MA
Mailing Address:
205 TREMONT ST
MELROSE, MA 02176

Owner: SAVAGE, ANDREW T.
Co-Owner: BETH A. SAVAGE, HWTE
Prop ID: C11 0 104
Prop Location: 199 TREMONT ST Melrose, MA
Mailing Address:
199 TREMONT ST.
MELROSE, MA 02176

Owner: BENDER PETER CARROLL
Co-Owner: BENDER KATHRYN HWTE
Prop ID: C11 0 105
Prop Location: 12 UNION ST Melrose, MA
Mailing Address:
12 UNION ST
MELROSE, MA 02176

Owner: DIPIRRO,JAMES M
Co-Owner: MARY A DIPIRRO HWTE
Prop ID: C11 0 3
Prop Location: 159-161 MELROSE ST Melrose, MA
Mailing Address:
31 LAUREL ST
MELROSE, MA 02176

Owner: KOOKEN,MARK G
Co-Owner: MARIANNE MCVARISH JT
Prop ID: C11 0 4
Prop Location: 220 TREMONT ST Melrose, MA
Mailing Address:
220 TREMONT ST
MELROSE, MA 02176

Owner: STRIKE,DANIEL P
Co-Owner: KATHLEEN M STRIKE
Prop ID: C11 0 5
Prop Location: 224 TREMONT ST Melrose, MA
Mailing Address:
224 TREMONT ST
MELROSE, MA 02176

Owner: CULLETON, MARK
Co-Owner: DEMETRA POULOPOULOS HWTE
Prop ID: C11 0 7
Prop Location: 225 TREMONT ST Melrose, MA
Mailing Address:
225 TREMONT ST
MELROSE, MA 02176

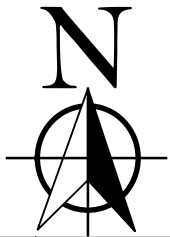
Owner: SONTAKKE AKHIL
Co-Owner: ZHANG EDAN MANDY ,HWTE
Prop ID: C11 0 8
Prop Location: 147 MELROSE ST Melrose, MA
Mailing Address:
147 MELROSE ST
MELROSE, MA 02176

Owner: SULLIVAN,JOHN L
Co-Owner: MARSHA V SULLIVAN
Prop ID: C11 0 9
Prop Location: 143 MELROSE ST Melrose, MA
Mailing Address:
143 MELROSE ST
MELROSE, MA 02176

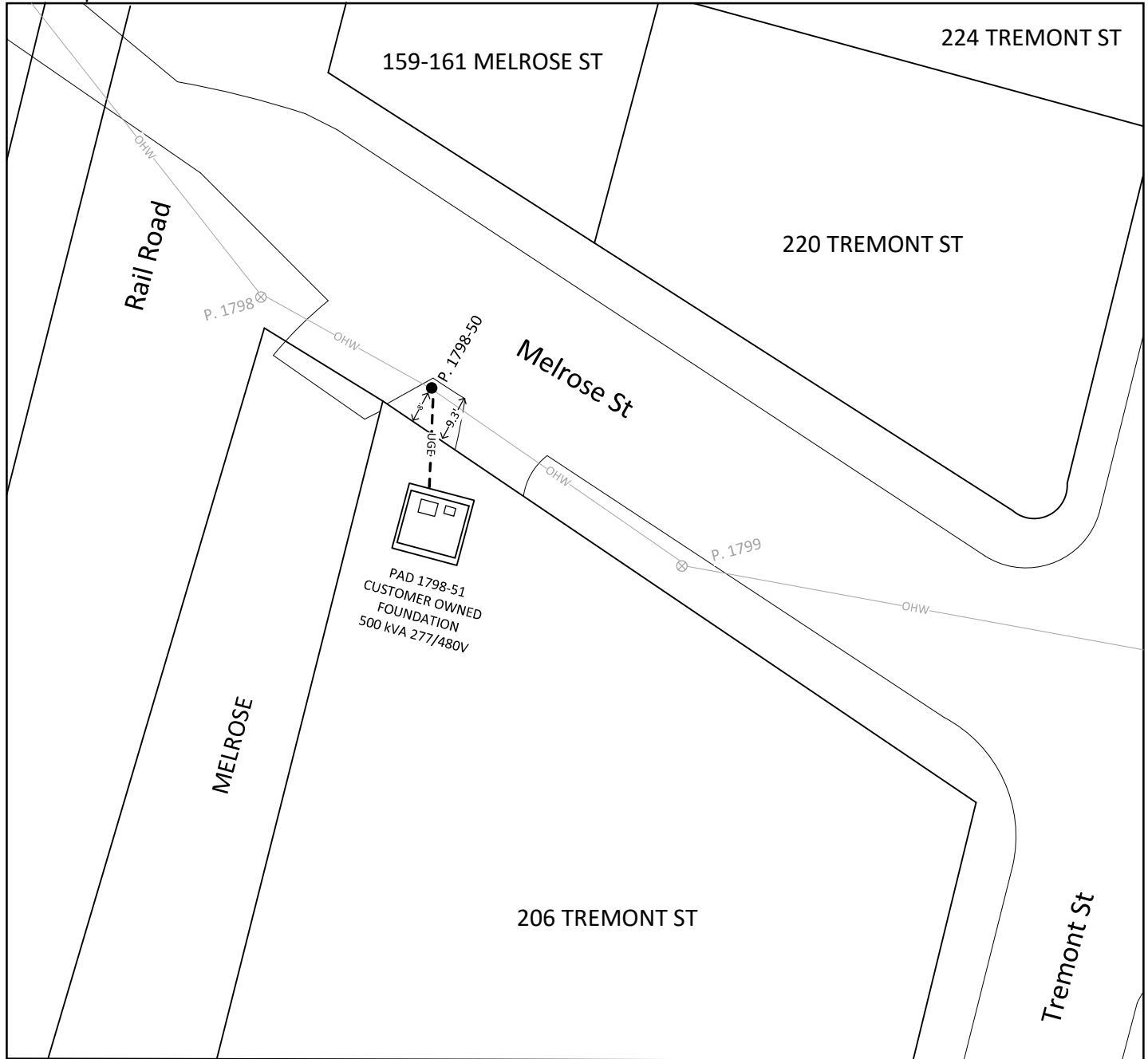
Owner: FORTUNE (50%) FAITH MARIE
Co-Owner: JOSEPH+STEFANIE M. TOPPI (50%) ,TC
Prop ID: C12 0 1
Prop Location: 230 TREMONT ST Melrose, MA
Mailing Address:
230 TREMONT ST.
MELROSE, MA 02176

--

Pole & UG Petition/Permit Request Form**City****Town of** _____ **WR #** _____
(circle one)**Install** _____ **SO**
(quantity) **JO** Poles on _____
(circle one) (street name)**Remove** _____ **SO**
(quantity) **JO** Poles on _____
(circle one) (street name)**Relocate** _____ **SO**
(quantity) **JO** Poles on _____
(circle one) (street name)**Beginning at a point approximately** _____ **feet** _____ **of the centerline**
(distance) (compass heading)
of the intersection of _____
(street name)**and continuing approximately** _____ **feet in a** _____ **direction.**
(distance) (compass heading)**Install underground facilities:****Street(s)** _____**Description of Work:****ENGINEER** _____**DATE** _____



NOT TO SCALE



OH PETITION

WR # 31174939 – 158 Melrose St, Melrose

SKETCH TO ACCOMPANY PETITION:

Proposed Installation 45 ft C2 (Class 2) JO (Jointly Owned) Pole # 1798-50 in the southern sidewalk of Melrose St in front of 204 Tremont St. This pole needs to be installed to feed new proposed Pad Mounted XFRM (Transformer) # 1798-51 for the project of new Melrose Fire Station.

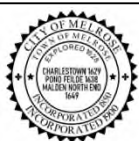
Designer: RAFA KERGUELEN

ABBREVIATIONS

EDGE OF PAVEMENT	EOP
JOINT OWNERSHIP	JO
OVERHEAD WIRE	OHW
PROPERTY LINE	PL
POLYVINYL CHLORIDE PIPE	PVC
SIDEWALK	SW
TO BE REMOVED	TBR
UNDERGROUND ELECTRIC	UGE

LEGEND

	EXISTING	PROPOSED
PROPERTY LINE	PL	PL
EDGE OF PAVEMENT	EOP	EOP
UNDERGROUND ELECTRIC	UGE	UGE
OVERHEAD WIRE	OHW	OHW
POLE WITH RISER WITH POLE NO.	P.1943 ⊗	P.1943-1 ● P.1943 ⊗ TBR



CITY OF MELROSE
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

nationalgrid

OCT 2025

REV NO. 1

PLAN NO.
1.0

Abutters List

[print this list](#)

Date: October 27, 2025

Subject Property Address: 204 TREMONT ST Melrose, MA
Subject Property ID: C11 0 2

Search Distance: 150 Feet

Owner: CLARE DEREK
Co-Owner: REILLY MEGHAN S. HWTE
Prop ID: B11 0 50
Prop Location: 65 BRUNSWICK PARK Melrose, MA
Mailing Address:
65 BRUNSWICK PARK
MELROSE, MA 02176

Owner: SUTTON, JAMIE P.
Co-Owner: MISTY J. SUTTON, HWTE
Prop ID: B11 0 51
Prop Location: 61 BRUNSWICK PARK Melrose, MA
Mailing Address:
61 BRUNSWICK PK
MELROSE, MA 02176

Owner: JANDEL, MARIAN
Co-Owner: SVETLANA V. REZAYEVA, HWTE
Prop ID: B11 0 52
Prop Location: 55 BRUNSWICK PARK Melrose, MA
Mailing Address:
55 BRUNSWICK PARK
MELROSE, MA 02176

Owner: GARLAND EDGERTON COBLE, IND
Prop ID: B11 0 53
Prop Location: 51 BRUNSWICK PARK Melrose, MA
Mailing Address:
51 BRUNSWICK PK
MELROSE, MA 02176

Owner: ROOSEVELT,SCHOOL
Prop ID: B11 0 54-54A
Prop Location: 253 VINTON ST Melrose, MA
Mailing Address:
253 VINTON ST
MELROSE, MA 02176

Owner: 186 TREMONT ST. MELROSE, LLC
Co-Owner: C/O NEW YORK CAPITAL INVESTMENT GROUP LLC
Prop ID: B11 0 76
Prop Location: 186 TREMONT ST Melrose, MA
Mailing Address:
500 TURNPIKE ST
CANTON, MA 02021

Owner: CITY OF,MELROSE
Co-Owner: CONSERVATION
Prop ID: B12 0 103A
Prop Location: BELMONT ST Melrose, MA
Mailing Address:
BELMONT ST
MELROSE, MA 02176

Owner: ROLLINS,BRUCE A
Prop ID: C11 0 1-1A
Prop Location: 194 TREMONT ST Melrose, MA
Mailing Address:
22 EDYTHE LANE
PEABODY, MA 01960

Owner: TITLEY, DAVID KENNETH
Co-Owner: WANA POPAL, HWTE
Prop ID: C11 0 100-1
Prop Location: 138 MELROSE ST, Unit 138 Melrose, MA
Mailing Address:
138 MELROSE ST#138
MELROSE, MA 02176

Owner: GEORGE, PHILIP G.
Prop ID: C11 0 100-2
Prop Location: 140 MELROSE ST, Unit 140 Melrose, MA
Mailing Address:
140 MELROSE STREET
MELROSE, MA 02176

Owner: PLUNKETT, DAVID J.
Co-Owner: JULIE A. PLUNKETT, HWTE
Prop ID: C11 0 100-2A
Prop Location: 140 MELROSE ST, Unit 140A Melrose, MA
Mailing Address:
140 MELROSE ST UNIT 140A
MELROSE, MA 02176

Owner: SHEA, MATTHEW M.
Co-Owner: ANTONIA SHEA, HWTE
Prop ID: C11 0 101
Prop Location: 144 MELROSE ST Melrose, MA
Mailing Address:
144 MELROSE ST
MELROSE, MA 02176

Owner: HANNAHS WAY, LLC
Prop ID: C11 0 102
Prop Location: 148 MELROSE ST Melrose, MA
Mailing Address:
148 MELROSE ST.
MELROSE, MA 02176

Owner: WILSON, DELWIN C., III
Co-Owner: GARY R. LEBRUN, JTRS
Prop ID: C11 0 103
Prop Location: 205 TREMONT ST Melrose, MA
Mailing Address:
205 TREMONT ST
MELROSE, MA 02176

Owner: SAVAGE, ANDREW T.
Co-Owner: BETH A. SAVAGE, HWTE
Prop ID: C11 0 104
Prop Location: 199 TREMONT ST Melrose, MA
Mailing Address:
199 TREMONT ST.
MELROSE, MA 02176

Owner: BENDER PETER CARROLL
Co-Owner: BENDER KATHRYN HWTE
Prop ID: C11 0 105
Prop Location: 12 UNION ST Melrose, MA
Mailing Address:
12 UNION ST
MELROSE, MA 02176

Owner: DIPIRRO,JAMES M
Co-Owner: MARY A DIPIRRO HWTE
Prop ID: C11 0 3
Prop Location: 159-161 MELROSE ST Melrose, MA
Mailing Address:
31 LAUREL ST
MELROSE, MA 02176

Owner: KOOKEN,MARK G
Co-Owner: MARIANNE MCVARISH JT
Prop ID: C11 0 4
Prop Location: 220 TREMONT ST Melrose, MA
Mailing Address:
220 TREMONT ST
MELROSE, MA 02176

Owner: STRIKE,DANIEL P
Co-Owner: KATHLEEN M STRIKE
Prop ID: C11 0 5
Prop Location: 224 TREMONT ST Melrose, MA
Mailing Address:
224 TREMONT ST
MELROSE, MA 02176

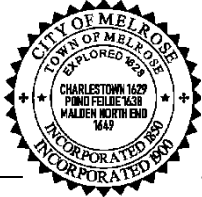
Owner: CULLETON, MARK
Co-Owner: DEMETRA POULOPOULOS HWTE
Prop ID: C11 0 7
Prop Location: 225 TREMONT ST Melrose, MA
Mailing Address:
225 TREMONT ST
MELROSE, MA 02176

Owner: SONTAKKE AKHIL
Co-Owner: ZHANG EDAN MANDY ,HWTE
Prop ID: C11 0 8
Prop Location: 147 MELROSE ST Melrose, MA
Mailing Address:
147 MELROSE ST
MELROSE, MA 02176

Owner: SULLIVAN,JOHN L
Co-Owner: MARSHA V SULLIVAN
Prop ID: C11 0 9
Prop Location: 143 MELROSE ST Melrose, MA
Mailing Address:
143 MELROSE ST
MELROSE, MA 02176

Owner: FORTUNE (50%) FAITH MARIE
Co-Owner: JOSEPH+STEFANIE M. TOPPI (50%) ,TC
Prop ID: C12 0 1
Prop Location: 230 TREMONT ST Melrose, MA
Mailing Address:
230 TREMONT ST.
MELROSE, MA 02176

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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

November 17, 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 #2025-216: National Grid Petition for 204/206 Tremont Street WR#31174939 to install: one jointly owned pole to mount the new transformer for new fire station project and to install +/- 8 ft of 2-4" Concrete Encased PVC Conduit & 2-4" Steel Conduit Riser under southern sidewalk from new Pole # 1798-50 to be located in front 204 Tremont St Property.**

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 allow for adequate service to be provided to the new Engine 2 Melrose Fire Station. The project involves the installation of one 45-foot class 2 pole on the southern sidewalk in front of 206 Tremont Street and 30 feet southeast from existing Pole #1798. The purpose of performing the pole installation is to install a new 3-phase primary riser to feed the new pad-mounted transformer for the new fire station. The conduits need to be installed to feed the new pad-mounted transformer from the new pole.
- 2) Per Melrose Ordinances, Section 202-1.1, Reservation of space for city use; rights and privileges of city therein, please note the following. *In all underground conduits sufficient and necessary space as shall be determined by the City Council, upon consultation with the IT Director, shall be reserved free of expense for the use of the fire, police and other information technology, telegraph and telephone signal wires and/or cables belonging to the city and used exclusively for municipal purposes, and the city, by its inspector of wires and/or other proper servants, shall be allowed access to such conduits at all times. The city shall be allowed equal facilities and privileges with others using such conduits in putting in, taking out and repairing wires. In the alternative, another conduit, also known as a shadow conduit, of equal size and length may be laid along with the permitted conduit, which shall be for the exclusive use, and under the exclusive control of, the city.* Whereas this project is for a new City building and appropriate IT infrastructure conduit will be provided as part of the project, space does not need to be reserved in the underground conduit for the City. Space on the pole for City utilities shall be provided.
- 3) The petitioner(s) 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.

- 4) 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.
- 5) Any new pole locations shall be in compliance with ADA standards.
- 6) 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.
- 7) Police details shall be coordinated with the Melrose Police Department and are the responsibility of the Petitioner for both scheduling and payment.
- 8) 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.
- 9) Any disturbed 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.
- 10) NGRID will clean up all debris to the satisfaction of the DPW.

Questions contact – Rafael Kerguelen (781) 388-5101 or
Rafael.kerguelenstrepo@nationalgrid.com

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID
Of NORTH ANDOVER, MASSACHUSETTS
For Electric Conduit Location:

To the Melrose City Council, Massachusetts

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

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

The following are the streets and highways referred to:

WR# 31123475

Tremont Street - National Grid to install underground facilities on Tremont Street beginning at a point approximately 18 feet West of the centerline of the intersection of Tremont Street and Lake Avenue and continuing approximately 153 feet in a South direction. National grid to install +/- 5.4 ft of 2-4" concrete encased PVC conduit and 2-4" steel conduit riser under western sidewalk from existing pole #440 located toward 14-24 Tremont Street property. These conduits need to be installed to feed new pad mounted transformer to give power to new development at 14-24 Tremont Street. Melrose MA

Location approximately as shown on plan attached.

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

BY _____
Engineering Department

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

Dated: October 28, 2025

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 2nd day of October, 2025.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Tremont Street - Melrose, Massachusetts.

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

WR# 31123475

Tremont Street - National Grid to install underground facilities on Tremont Street beginning at a point approximately 18 feet West of the centerline of the intersection of Tremont Street and Lake Avenue and continuing approximately 153 feet in a South direction. National grid to install +/- 5.4 ft of 2-4" concrete encased PVC conduit and 2-4" steel conduit riser under western sidewalk from existing pole#440 located toward 14-24 Tremont Street property. These conduits need to be installed to feed new pad mounted transformer to give power to new development at 14-24 Tremont Street. Melrose MA

I hereby certify that the foregoing order was adopted at a meeting of the

.....

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

....., 20

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

Book Page

Attest:

.....

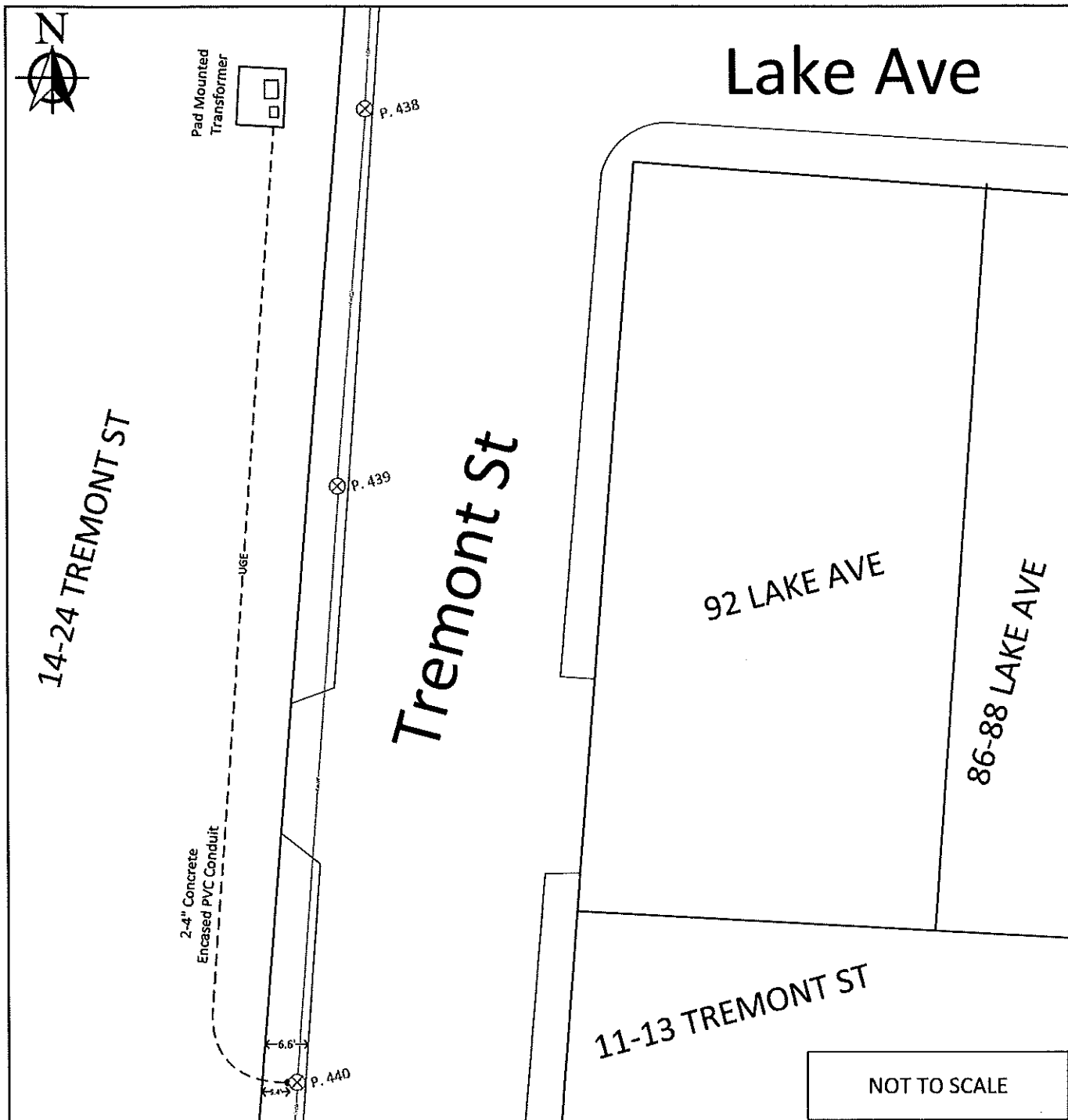
..... hereby certify that on20....., at o'clock,M

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

.....

.....

.....



UG PETITION

WR # 31123475 – 14-24 Tremont St, Melrose

SKETCH TO ACCOMPANY PETITION:

Proposed Installation 5.4 ft of 2-4" Concrete Encased PVC Conduit SCH (Schedule) 40 & 2-4" Steel Riser under western sidewalk from P.440 toward 14-24 Tremont St. These riser & conduits needs to be installed to feed future Pad Mounted XFRM to be located in 14-24 Tremont St property to give power to new development.

ABBREVIATIONS

EDGE OF PAVEMENT
JOINT OWNERSHIP
OVERHEAD WIRE
PROPERTY LINE
POLYVINYL CHLORIDE PIPE
SIDEWALK
TO BE REMOVED
UNDERGROUND ELECTRIC

EOP
JO
OWW
PL
PVC
SW
TBR
UGE

LEGEND

EXISTING

PROPOSED

PROPERTY LINE
EDGE OF PAVEMENT
UNDERGROUND ELECTRIC
OVERHEAD WIRE
POLE WITH RISER WITH POLE NO.



CITY OF MELROSE
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

nationalgrid

SEPT 2025

REV NO. 1

PLAN NO.

1.0

Abutters List[print this list](#)

Date: October 02, 2025

Subject Property Address: 18 TREMONT ST Melrose, MA

Subject Property ID: B9 0 105

Search Distance: 150 Feet

Owner: MCNAMARA FAMILY IRR. TRUST

Co-Owner: SANDRA ROBBINS, TRUSTEE

Prop ID: B9 0 101

Prop Location: 163-169 EMERSON WEST ST Melrose, MA

Mailing Address:

163 EMERSON WEST ST
MELROSE, MA 02176

Owner: 137-139 W EMERSON LLC

Prop ID: B9 0 103

Prop Location: 139 EMERSON WEST ST Melrose, MA

Mailing Address:

145 145 MAIN ST ST, Unit 2
MELROSE, MA 02176

Owner: K&K DEVELOPERS, INC.

Prop ID: B9 0 104

Prop Location: 12 TREMONT ST Melrose, MA

Mailing Address:

820 MORRIS TURNPIKE
SHORT HILLS, NJ 07078

Owner: 36-38 TREMONT STREET, LLC

Prop ID: B9 0 1067A8

Prop Location: 36 TREMONT ST Melrose, MA

Mailing Address:

12 SPENCER ST.
STONEHAM, MA 02180

Owner: MIDHA, SALIL K.

Co-Owner: S AND M REALTY TRUST U/D/T
Prop ID: B9 0 109-1
Prop Location: 50 TREMONT ST #101 Melrose, MA
Mailing Address:
50 TREMONT ST #101
MELROSE, MA 02176

Owner: M&P TOCCO REALTY, LLC
Prop ID: B9 0 109-10
Prop Location: 50 TREMONT ST #201 Melrose, MA
Mailing Address:
18 GLENDALE AVE.
MELROSE, MA 02176

Owner: M&P TOCCO REALTY, LLC
Prop ID: B9 0 109-11
Prop Location: 50 TREMONT ST #202 Melrose, MA
Mailing Address:
18 GLENDALE AVE.
MELROSE, MA 02176

Owner: M&P TOCCO REALTY, LLC
Prop ID: B9 0 109-12
Prop Location: 50 TREMONT ST #203 Melrose, MA
Mailing Address:
18 GLENDALE AVE.
MELROSE, MA 02176

Owner: DON FAMILY TRUST
Co-Owner: SUSAN M. SALT DON, TRUSTEE
Prop ID: B9 0 109-13
Prop Location: 50 TREMONT ST #204 Melrose, MA
Mailing Address:
50 TREMONT ST #204
MELROSE, MA 02176

Owner: DON FAMILY TRUST
Co-Owner: SUSAN M. SALT DON, TRUSTEE
Prop ID: B9 0 109-14

Prop Location: 50 TREMONT ST #205 Melrose, MA
Mailing Address:
50 TREMONT ST #205
MELROSE, MA 02176

Owner: GHABBOUR, MAHMOUD
Prop ID: B9 0 109-15
Prop Location: 50 TREMONT ST #206 Melrose, MA
Mailing Address:
50 TREMONT ST #206
MELROSE, MA 02176

Owner: TREMONT STREET ASSOCIATES-MA, LLC
Co-Owner: TRUSTEE
Prop ID: B9 0 109-2
Prop Location: 50 TREMONT ST #102 Melrose, MA
Mailing Address:
15 CALUMET RD.
WINCHESTER, MA 01890

Owner: TREMONT ST. ASSOCIATES-MA LLC
Co-Owner: TRUSTEE
Prop ID: B9 0 109-3
Prop Location: 50 TREMONT ST #103 Melrose, MA
Mailing Address:
15 CALUMET RD.
WINCHESTER, MA 01890

Owner: MIDHA, SALIL K
Co-Owner: JOSEPH L PENNACCHIO, TRS
Prop ID: B9 0 109-4
Prop Location: 50 TREMONT ST #104 Melrose, MA
Mailing Address:
50 TREMONT ST #104
MELROSE, MA 02176

Owner: MIDHA, SALIL K
Co-Owner: MADHU MIDHA, TR S+MRLTYTRS
Prop ID: B9 0 109-5

Prop Location: 50 TREMONT ST #105 Melrose, MA
Mailing Address:
50 TREMONT ST #105
MELROSE, MA 02176

Owner: ASCH,ALEXANDERJ
Co-Owner: RHONDA S FOGLE,TR ASCH RY
Prop ID: B9 0 109-6
Prop Location: 50 TREMONT ST #106 Melrose, MA
Mailing Address:
50 TREMONT ST #106
MELROSE, MA 02176

Owner: MIDHA SALIL K. ,TRS
Co-Owner: TRUSTEE
Prop ID: B9 0 109-7
Prop Location: 50 TREMONT ST #107 Melrose, MA
Mailing Address:
17 ST. THOMASMORE DRIVE
WINCHESTER, MA 01890

Owner: DEBENEDICTIS, ARTHUR M.
Prop ID: B9 0 109-8
Prop Location: 50 TREMONT ST #108 Melrose, MA
Mailing Address:
50 TREMONT ST. #108
MELROSE, MA 02176

Owner: MIDA,SALIL+MADHU TRS
Co-Owner: S + M RLTY TR
Prop ID: B9 0 109-9
Prop Location: 50 TREMONT ST #109 Melrose, MA
Mailing Address:
50 TREMONT ST #109
MELROSE, MA 02176

Owner: METROPOLITAN, DISTRICT
Co-Owner: COMMISSION
Prop ID: B9 0 112

Prop Location: TREMONT ST Melrose, MA
Mailing Address:
20 SOMERSET ST
BOSTON, MA 02108

Owner: SHAFER MICHELLE G. , IND.
Prop ID: B9 0 113
Prop Location: 93 LAKE AVE Melrose, MA
Mailing Address:
93 LAKE AVE.
MELROSE, MA 02176

Owner: STRINGER, STEVEN JAMES
Prop ID: B9 0 114
Prop Location: 92 LAKE AVE Melrose, MA
Mailing Address:
92 LAKE AVE
MELROSE, MA 02176

Owner: GOODHUE,DAVID+JEANNINE S. TRST
Co-Owner: 13 TREMONT ST. RLTY TRUST
Prop ID: B9 0 115
Prop Location: 11-13 TREMONT ST Melrose, MA
Mailing Address:
11-13 TREMONT ST
MELROSE, MA 02176

Owner: TRINITY,PARISH CHURCH
Co-Owner: EPISCOPAL
Prop ID: B9 0 116
Prop Location: 131 EMERSON WEST ST Melrose, MA
Mailing Address:
131 EMERSON ST W
MELROSE, MA 02176

Owner: TREMBLAY,EDMUND+MARGARET LF ES
Co-Owner: JOYCE TREMBLAY AND
Prop ID: B9 0 86-87

Prop Location: 103 VINTON ST Melrose, MA
Mailing Address:
103 VINTON ST
MELROSE, MA 02176

Owner: VERRICO, PATRICK R.
Prop ID: B9 0 92
Prop Location: 16 CYPRESS PARK Melrose, MA
Mailing Address:
16 CYPRESS PARK
MELROSE, MA 02176

Owner: GOODWIN, ELIZABETH A.
Co-Owner: DONNELLE K. MILLEY, JTRS
Prop ID: B9 0 93
Prop Location: 23 CYPRESS PARK Melrose, MA
Mailing Address:
23 CYPRESS PARK
MELROSE, MA 02176

Owner: KILROE RONALD W.
Co-Owner: JAMES DONNA L. JTRS
Prop ID: B9 0 94
Prop Location: 17 CYPRESS PARK Melrose, MA
Mailing Address:
17 CYPRESS PARK
MELROSE, MA 02176

Owner: CHEN, XUNMING
Co-Owner: WEILING JIN, HWTE
Prop ID: C9 0 21
Prop Location: 86-88 LAKE AVE Melrose, MA
Mailing Address:
4 REEVES RD
BEDFORD, MA 01730

Owner: FERENTINOS MARILEM TRUSTEE
Co-Owner: MARILEM FERENTINOS TRUST
Prop ID: C9 0 22

Prop Location: 89 LAKE AVE Melrose, MA
Mailing Address:
89 LAKE AVE
MELROSE, MA 02176

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

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Melrose City Council

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:

36 Tremont Street - National Grid to install 1 JO (joint owned) pole on 36 Tremont Street beginning at a point approximately 18 feet West of the centerline of the intersection of Tremont Street and Lake Ave and continuing approximately 160 feet in a North direction. Installing 45' class 2 pole on Western sidewalk in front of 36 Tremont Street and 39ft in a Southern direction from existing pole #3162. The purpose of installing the pole is to relocate existing 3PH OH XFRM on pole 437 that exclusively feeds 38 Tremont Street property and re-use pole #437 to install a protective device that will help to give power to new development on 14-24 Tremont Street because all other poles in the street are already busy being used for other purposes. 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 – 36 Tremont Street - Melrose, Massachusetts.

No.# 31123475

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

October 28, 2025

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

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Melrose City Council

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 2nd day of October, 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 – 36 Tremont Street - Melrose, Massachusetts.

No.# 31123475

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:

36 Tremont Street - National Grid to install 1 JO (joint owned) pole on 36 Tremont Street beginning at a point approximately 18 feet West of the centerline of the intersection of Tremont Street and Lake Ave and continuing approximately 160 feet in a North direction. Installing 45' class 2 pole on Western sidewalk in front of 36 Tremont Street and 39ft in a Southern direction from existing pole #3162. The purpose of installing the pole is to relocate existing 3PH OH XFRM on pole 437 that exclusively feeds 38 Tremont Street property and re-use pole #437 to install a protective device that will help to give power to new development on 14-24 Tremont Street because all other poles in the street are already busy being used for other purposes. 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.
20 ____
Massachusetts
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



50 TREMONT ST

Tremont St

TREMONT ST
MELROSE POOL

36 TREMONT ST

93 LAKE AVE

14-24 TREMONT ST

OH PETITION

WR # 31123475 – 14-24 Tremont St, Melrose

SKETCH TO ACCOMPANY PETITION:

Proposed Installation 45 ft C2 (Class 2) JO (Jointly Owned) Pole # 3162-1 in the western sidewalk in front of 36 Tremont St. This pole needs to be installed to relocate existing OH (Overhead) 3PH (three phase) bank XFRM (transformer) on P.439 that feeds 38B Tremont St, and then using P.439 to protective device the will help to feed new 14-24 Tremont St Development.

ABBREVIATIONS

EDGE OF PAVEMENT	EOP
JOINT OWNERSHIP	JO
OVERHEAD WIRE	OHW
PROPERTY LINE	PL
POLYVINYL CHLORIDE PIPE	PVC
SIDEWALK	SW
TO BE REMOVED	TBR
UNDERGROUND ELECTRIC	UGE

LEGEND

	EXISTING	PROPOSED
PROPERTY LINE	PL	PL
EDGE OF PAVEMENT	EOP	EOP
UNDERGROUND ELECTRIC	UGE	UGE
OVERHEAD WIRE	OHW	OHW
POLE WITH RISEA WITH POLE NO.	P.3162	P.3162-1 P.1043 TBR



CITY OF MELROSE
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

nationalgrid

SEPT 2025

REV NO. 1

PLAN NO.
1.0

Abutters List[print this list](#)

Date: October 02, 2025

Subject Property Address: 18 TREMONT ST Melrose, MA

Subject Property ID: B9 0 105

Search Distance: 150 Feet

Owner: MCNAMARA FAMILY IRR. TRUST
Co-Owner: SANDRA ROBBINS, TRUSTEE
Prop ID: B9 0 101
Prop Location: 163-169 EMERSON WEST ST Melrose, MA
Mailing Address:

163 EMERSON WEST ST
MELROSE, MA 02176

Owner: 137-139 W EMERSON LLC
Prop ID: B9 0 103
Prop Location: 139 EMERSON WEST ST Melrose, MA
Mailing Address:
145 145 MAIN ST ST, Unit 2
MELROSE, MA 02176

Owner: K&K DEVELOPERS, INC.
Prop ID: B9 0 104
Prop Location: 12 TREMONT ST Melrose, MA
Mailing Address:
820 MORRIS TURNPIKE
SHORT HILLS, NJ 07078

Owner: 36-38 TREMONT STREET, LLC
Prop ID: B9 0 1067A8
Prop Location: 36 TREMONT ST Melrose, MA
Mailing Address:
12 SPENCER ST.
STONEHAM, MA 02180

Owner: MIDHA, SALIL K.

Co-Owner: S AND M REALTY TRUST U/D/T
Prop ID: B9 0 109-1
Prop Location: 50 TREMONT ST #101 Melrose, MA
Mailing Address:
50 TREMONT ST #101
MELROSE, MA 02176

Owner: M&P TOCCO REALTY, LLC
Prop ID: B9 0 109-10
Prop Location: 50 TREMONT ST #201 Melrose, MA
Mailing Address:
18 GLENDALE AVE.
MELROSE, MA 02176

Owner: M&P TOCCO REALTY, LLC
Prop ID: B9 0 109-11
Prop Location: 50 TREMONT ST #202 Melrose, MA
Mailing Address:
18 GLENDALE AVE.
MELROSE, MA 02176

Owner: M&P TOCCO REALTY, LLC
Prop ID: B9 0 109-12
Prop Location: 50 TREMONT ST #203 Melrose, MA
Mailing Address:
18 GLENDALE AVE.
MELROSE, MA 02176

Owner: DON FAMILY TRUST
Co-Owner: SUSAN M. SALT DON, TRUSTEE
Prop ID: B9 0 109-13
Prop Location: 50 TREMONT ST #204 Melrose, MA
Mailing Address:
50 TREMONT ST #204
MELROSE, MA 02176

Owner: DON FAMILY TRUST
Co-Owner: SUSAN M. SALT DON, TRUSTEE
Prop ID: B9 0 109-14

Prop Location: 50 TREMONT ST #205 Melrose, MA
Mailing Address:
50 TREMONT ST #205
MELROSE, MA 02176

Owner: GHABBOUR, MAHMOUD
Prop ID: B9 0 109-15
Prop Location: 50 TREMONT ST #206 Melrose, MA
Mailing Address:
50 TREMONT ST #206
MELROSE, MA 02176

Owner: TREMONT STREET ASSOCIATES-MA, LLC
Co-Owner: TRUSTEE
Prop ID: B9 0 109-2
Prop Location: 50 TREMONT ST #102 Melrose, MA
Mailing Address:
15 CALUMET RD.
WINCHESTER, MA 01890

Owner: TREMONT ST. ASSOCIATES-MA LLC
Co-Owner: TRUSTEE
Prop ID: B9 0 109-3
Prop Location: 50 TREMONT ST #103 Melrose, MA
Mailing Address:
15 CALUMET RD.
WINCHESTER, MA 01890

Owner: MIDHA, SALIL K
Co-Owner: JOSEPH L PENNACCHIO, TRS
Prop ID: B9 0 109-4
Prop Location: 50 TREMONT ST #104 Melrose, MA
Mailing Address:
50 TREMONT ST #104
MELROSE, MA 02176

Owner: MIDHA, SALIL K
Co-Owner: MADHU MIDHA, TR S+MRLTYTRS
Prop ID: B9 0 109-5

Prop Location: 50 TREMONT ST #105 Melrose, MA
Mailing Address:
50 TREMONT ST #105
MELROSE, MA 02176

Owner: ASCH,ALEXANDERJ
Co-Owner: RHONDA S FOGLE,TR ASCH RY
Prop ID: B9 0 109-6
Prop Location: 50 TREMONT ST #106 Melrose, MA
Mailing Address:
50 TREMONT ST #106
MELROSE, MA 02176

Owner: MIDHA SALIL K. ,TRS
Co-Owner: TRUSTEE
Prop ID: B9 0 109-7
Prop Location: 50 TREMONT ST #107 Melrose, MA
Mailing Address:
17 ST. THOMASMORE DRIVE
WINCHESTER, MA 01890

Owner: DEBENEDICTIS, ARTHUR M.
Prop ID: B9 0 109-8
Prop Location: 50 TREMONT ST #108 Melrose, MA
Mailing Address:
50 TREMONT ST. #108
MELROSE, MA 02176

Owner: MIDA,SALIL+MADHU TRS
Co-Owner: S + M RLTY TR
Prop ID: B9 0 109-9
Prop Location: 50 TREMONT ST #109 Melrose, MA
Mailing Address:
50 TREMONT ST #109
MELROSE, MA 02176

Owner: METROPOLITAN, DISTRICT
Co-Owner: COMMISSION
Prop ID: B9 0 112

Prop Location: TREMONT ST Melrose, MA
Mailing Address:
20 SOMERSET ST
BOSTON, MA 02108

Owner: SHAFER MICHELLE G. , IND.
Prop ID: B9 0 113
Prop Location: 93 LAKE AVE Melrose, MA
Mailing Address:
93 LAKE AVE.
MELROSE, MA 02176

Owner: STRINGER, STEVEN JAMES
Prop ID: B9 0 114
Prop Location: 92 LAKE AVE Melrose, MA
Mailing Address:
92 LAKE AVE
MELROSE, MA 02176

Owner: GOODHUE,DAVID+JEANNINE S. TRST
Co-Owner: 13 TREMONT ST. RLTY TRUST
Prop ID: B9 0 115
Prop Location: 11-13 TREMONT ST Melrose, MA
Mailing Address:
11-13 TREMONT ST
MELROSE, MA 02176

Owner: TRINITY,PARISH CHURCH
Co-Owner: EPISCOPAL
Prop ID: B9 0 116
Prop Location: 131 EMERSON WEST ST Melrose, MA
Mailing Address:
131 EMERSON ST W
MELROSE, MA 02176

Owner: TREMBLAY,EDMUND+MARGARET LF ES
Co-Owner: JOYCE TREMBLAY AND
Prop ID: B9 0 86-87

Prop Location: 103 VINTON ST Melrose, MA
Mailing Address:
103 VINTON ST
MELROSE, MA 02176

Owner: VERRICO, PATRICK R.
Prop ID: B9 0 92
Prop Location: 16 CYPRESS PARK Melrose, MA
Mailing Address:
16 CYPRESS PARK
MELROSE, MA 02176

Owner: GOODWIN, ELIZABETH A.
Co-Owner: DONNELLE K. MILLEY, JTRS
Prop ID: B9 0 93
Prop Location: 23 CYPRESS PARK Melrose, MA
Mailing Address:
23 CYPRESS PARK
MELROSE, MA 02176

Owner: KILROE RONALD W.
Co-Owner: JAMES DONNA L. JTRS
Prop ID: B9 0 94
Prop Location: 17 CYPRESS PARK Melrose, MA
Mailing Address:
17 CYPRESS PARK
MELROSE, MA 02176

Owner: CHEN, XUNMING
Co-Owner: WEILING JIN, HWTE
Prop ID: C9 0 21
Prop Location: 86-88 LAKE AVE Melrose, MA
Mailing Address:
4 REEVES RD
BEDFORD, MA 01730

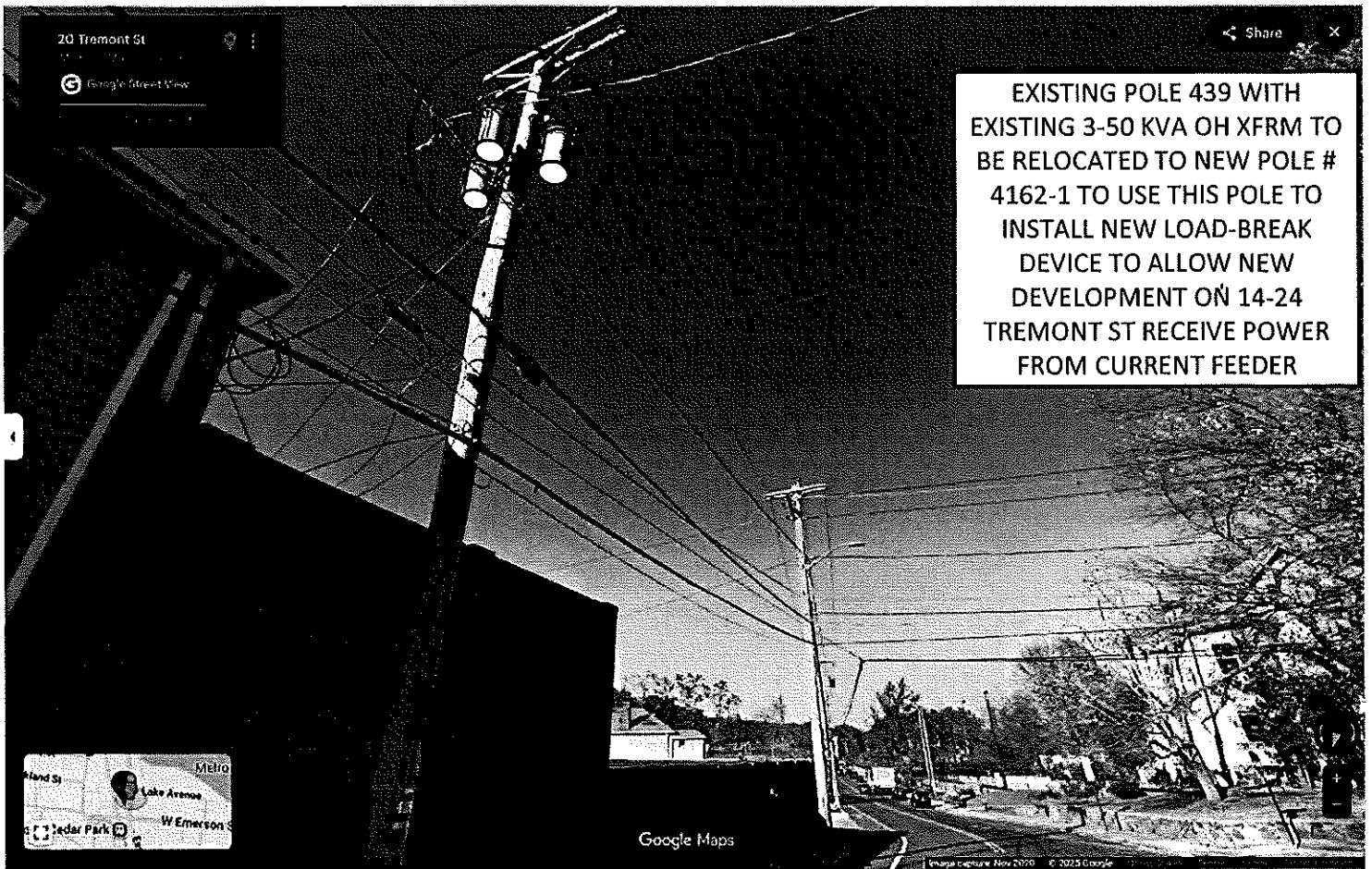
Owner: FERENTINOS MARILEM TRUSTEE
Co-Owner: MARILEM FERENTINOS TRUST
Prop ID: C9 0 22

Prop Location: 89 LAKE AVE Melrose, MA

Mailing Address:

89 LAKE AVE

MELROSE, MA 02176



14 Tremont St
Google Street View
Google Maps

NEW 2-4" SWEEP STEEL
CONDUIT RISER ON WESTERN
SIDE OF EXISTING POLE # 440 &
5.4 FT OF 2-4" CONCRETE
ENCASED CONDUIT UNDER
SIDEWALK FROM POLE # 440
TOWARD 14-24 TREMONT ST

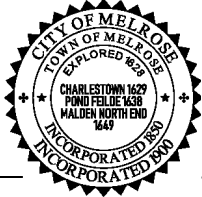
Share



Metrolink
Lake Avenue
W Emerson St
Jader Park

Google Maps

Image captured Nov 10, 2023 © 2023 Google



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**

November 17, 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 #2025-217: National Grid Petition for 14-24 Tremont St WR#31123475 to install underground facilities on Tremont St and to install concrete encased PVC Conduit and 2/4" steel conduit riser under western sidewalk from existing pole #440 located toward 14-24 Tremont Street property and to install +/- 5.4 ft of 2-4" Concrete Encased PVC Conduit & 2-4" Steel Conduit Riser under western sidewalk from existing Pole # 440 located toward 14-24 Tremont St Property.

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 allow for electrical service and transformers for the new development at 14-24 Tremont Street. The project includes installing a 45' Class 2 pole on western sidewalk in front of 36 Tremont Street, 39 feet south from existing Pole # 3162. The purpose of installation the pole is to relocate the existing 3 phase overhead transformer on pole 437 that exclusively feeds 38 Tremont Street property and to re-use Pole #437 to install a protective device that will help to give power to the new development on 14-24 Tremont Street. This is necessary because all other poles on the street are already at capacity and cannot accommodate the new infrastructure.
- 1) The petitioner(s) met with the Acting City Engineer and/or his 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.
- 2) 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.
- 3) Any new pole locations shall be in compliance with ADA standards.
- 4) 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.

- 5) Police details shall be coordinated with the Melrose Police Department and are the responsibility of the Petitioner for both scheduling and payment.
- 6) 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.
- 7) Any disturbed sidewalks shall require in-kind replacement. Disturbed roadway shall require curb-to-curb mill and overlay, given the good condition of the roadway. 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.
- 8) Per Melrose Ordinances, Section 202-1.1, Reservation of space for city use; rights and privileges of city therein, please note the following. *In all underground conduits sufficient and necessary space as shall be determined by the City Council, upon consultation with the IT Director, shall be reserved free of expense for the use of the fire, police and other information technology, telegraph and telephone signal wires and/or cables belonging to the city and used exclusively for municipal purposes, and the city, by its inspector of wires and/or other proper servants, shall be allowed access to such conduits at all times. The city shall be allowed equal facilities and privileges with others using such conduits in putting in, taking out and repairing wires. In the alternative, another conduit, also known as a shadow conduit, of equal size and length may be laid along with the permitted conduit, which shall be for the exclusive use, and under the exclusive control of, the city.* In this regard, the City is waiving this requirement for City space within the underground conduit. Space for City utilities is still required on the applicable utility poles.
- 9) NGRID will clean up all debris to the satisfaction of the DPW.

An Ordinance Amending the Melrose Code of Ordinances to License Food Truck Operations within the City of Melrose

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELROSE AS FOLLOWS:

That current §152-15 Lunch carts, be deleted.

That Chapter 127 Hawkers, Peddlers and Transient Vendors be amended to reflect a new title — **Hawkers, Peddlers, Transient Vendors, and Mobile Food Vendors** — and a new **Article III Mobile Food Vendors** be added as follows:

Article III – Food Trucks

§127-13 License Required; Applicability

No person or business entity shall operate a Food Truck, also known as a Mobile Food Vendor, in any public, private, or restricted space without first obtaining a license from the City Council.

A “Food Truck” is defined as any motorized vehicle from which refreshments are cooked, carried or offered for sale for consumption to the general public.

§127-14 Issuance of License; Fee

1. To operate more than three calendar days in any approved location in one calendar year, applicants shall complete an application provided by the City Clerk and pay a \$500 application fee annually.
 - a. Applicants may also pay a \$150 application fee for a single day of operation on public or private property if they satisfy all permit requirements. An operator who wishes to upgrade from a daily to annual permit must pay the difference between their daily permits and the full annual permit cost.
 - B. If an operator upgrades to an annual permit, the permit renewal date shall be one year from the first date of operation in Melrose.
2. Applicants must obtain all necessary approvals from the Health Department, Parks Department, Public Works Department, Police Department, and Fire Department before appearing at a public hearing before the City Council.
3. In reviewing an application, the City Council shall determine whether the public good requires issuance of the license. The Council shall consider:

- Traffic and pedestrian safety;
 - Impact on nearby parking, residences, and businesses;
 - Application completeness and departmental approvals;
 - Existing number of mobile vendors;
 - History of compliance;
 - Other public safety or community concerns.
4. Upon approval, annual permit holders vendors shall operate only in designated **locations** listed below. The **Traffic Commission and Parks Commission shall confirm these general locations:** .
- (1)Any city-controlled public parking locations adjacent to or within any public park or recreational field, including parking lots attached to said parks or fields, (2) Main St between Winthrop St. north to Lebanon St.. (3) Main Street between Grove & West Wyoming (4) Parking Lots owned by the city of Melrose which are attached to rail transit stations. Nothing in this section shall waive the authority of the Parks Commission or Traffic Commission to exercise their statutory responsibilities.

§127-14(d) Insurance Requirements

All applicants must provide proof of insurance prior to license issuance in accordance with all city laws and ordinances.

§127-15 Commissary and Health Oversight

1. All Mobile Food Vendors must operate from a fixed, licensed base of operation as required by 105 CMR 590.009(8)(12).
2. If the base of operation is located outside Melrose, the applicant must provide documentation that the facility is permitted and inspected by the health department of

the city or town in which it is located.

§127-16 Conditions of Operation

1. Licensees may only operate at specifically approved public or private locations at specifically approved times.
2. A Mobile Food Vendor may not operate for more than **eight (8) hours at any one location per calendar day**.
3. Operating hours on public property shall be between **8:00 AM and 9:00 PM**.
4. Vendors must comply with all ordinances and laws of the City of Melrose and the Commonwealth of Massachusetts.
5. Vendors must follow all posted parking regulations and park only in legal parking spaces, and may not for any reason park:
 - Blocking any fire department connection or fire lane, fire hydrant, crosswalk , loading zone, or within 20 feet of an intersection or blocking any driveway;
 - Within any bike lane, bus stop, or upon any sidewalk.
6. Vendors must maintain a clean site and provide trash/recycling receptacles, and remove all trash and recycling generated by their operation upon departing the site..
7. Licenses are non-transferable and must be clearly displayed.
8. No licensee shall have exclusive rights to a designated operating location. The City may establish rotating schedules or shared use policies for high-demand sites, in order to ensure fair access and prevent monopolization of public space.

§127-17 Enforcement

a. Enforcement Authority

This ordinance may be enforced by noncriminal disposition under M.G.L. c. 40 § 21D. The Police Department, Public Works Department, Fire Department, and Health and Human Services Director are all authorized to enforce this ordinance. Each day of noncompliance shall constitute a separate offense. Violations may be fined at \$100 per day.

b. Revocation or Suspension

The City Council may revoke, suspend, or modify a license following reasonable notice and a hearing.

c. Specific Violations

The following shall constitute specific violations subject to immediate enforcement:

1. Operating **outside of approved Council-designated zones**, or outside of an authorized event location without submission and approval of a Temporary Event Notification Form.
2. Failing to comply with time, location, or waste disposal regulations, or creating a traffic or safety hazard.

The Police Department is authorized to order any vendor in violation to cease operations and vacate the location immediately.

§127-18 Exemptions

The following uses are exempt from license fees but must still comply with all laws, ordinances and regulations of the City of Melrose and the Commonwealth.

- a. Food Trucks hired solely for **one-day events on private or public property** are exempt from obtaining a license , provided they coordinate with the Health and Human Services Department in advance for required approvals. No Food Truck shall operate under this provision more than three days in one calendar year.
- b. Beverage or snack cart services provided by the city or third party contractors at Mt. Hood Golf Course or Belvidere Golf Course are exempt.
- c. Food Trucks hired as part of fundraisers for Melrose Public Schools or PTO events are exempt.
- d. Food truck or food vendor operations that are permitted as part of the Melrose Farmers Market are exempt.
- e. This definition does not include "ice cream truck" as defined and permitted under M.G.L. c. 270, § 25.

§127-19 Renewal

Food Trucks may be renewed annually upon submission of updated application materials and departmental approvals as outlined in this ordinance.

An Ordinance Amending the Melrose Code of Ordinances to License Mobile Food Vendor~~Food Truck~~ Operations within the City of Melrose

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELROSE AS FOLLOWS:

That current §152-15 Lunch carts, be deleted.

That Chapter 127 Hawkers, Peddlers and Transient Vendors be amended to reflect a new title — **Hawkers, Peddlers, Transient Vendors, and Mobile Food Vendors** — and a new **Article III Mobile Food Vendors** be added as follows:

Article III – Mobile Food Vendors~~Food Trucks~~

§127-13 License Required; Applicability

No person, business, religious, or nonprofit entity~~No person or business entity~~ shall operate a mobile food vendor~~Food Truck~~, also known as a Mobile Food Vendor, in any public, private, or restricted space without first obtaining a license from the City Council.

A “Mobile Food Vendor~~Food Truck~~” is defined as any mobile operation that stores, prepares, packages, serves, sells, or otherwise provides for human consumption any prepared or packaged food or beverages from a truck or cart, excluding ice cream products.~~any motorized vehicle from which refreshments are cooked, carried or offered for sale for consumption to the general public.~~

§127-14 Issuance of License; Fee

A. Annual Permit:

1. The applicant must complete an application form prescribed by the city clerk.
2. The fee for such permit shall be \$500 annually.
3. The operator of the vehicle must provide a valid state hawker’s license issued by the Commonwealth of Massachusetts and any applicable local board of health license before a mobile food vendor license will be issued.
4. In the event a state hawker’s license and/or an applicable board of health license is revoked and/or does not otherwise remain in effect, the mobile food vendor license shall automatically become void.
5. If a state hawker’s license and/or applicable board of health license is revoked and/or does not otherwise remain in effect, the licensee shall notify the city clerk that such license has been revoked and/or does not otherwise remain in effect.

6. Failure to notify the city clerk within ten days that such license has been revoked shall constitute a violation of this article.

B. Short-Term Permit:

1. Applicants may pay a \$150 fee for a single day of operation if they satisfy all annual permit requirements.
2. An operator who wishes to upgrade from a daily to annual permit must pay the difference between their daily permits and the full annual permit cost. ~~To operate more than three calendar days in any approved location in one calendar year, applicants shall complete an application provided by the City Clerk and pay a \$500 application fee annually.~~
3. ~~a. Applicants may also pay a \$150 application fee for a single day of operation on public or private property if they satisfy all permit requirements. An operator who wishes to upgrade from a daily to annual permit must pay the difference between their daily permits and the full annual permit cost.~~
4. The Annual permit period shall begin on May 1st and expire on April 30th the following year. All renewal applications shall be submitted to the City Clerk's office by April 1st.
5. If an operator upgrades ~~from a short-term one-day permit to~~ an annual permit, the permit renewal date shall ~~follow the same permitting schedule referenced above. be one year from the first date of operation in Melrose.~~

C. Each permit shall include the following information:

- a. Vehicle/business owner information
- b. Requested hours of operation with
- c. Requested location of operation with
- d. Overall dimensions of vehicle, including all attachments and accessories
- e. Type of fuel source for the vehicle and all equipment, and volume of all fuel containers
- f. Proof of all required inspections from state and local authorities
- g. Proof of application approval requirements as listed in the next section.

D. Application Approval Requirements:

1. All applications ~~Per the application, a~~ must list ~~applicants must obtain all~~ must list ~~necessary~~ approvals from the Health Department, Parks Department, Public Works Department, Police Department, ~~and~~ Fire Department ~~before appearing at a public hearing before the City Council.~~
2. Applicants wishing to operate on school property or streets abutting schools must also receive permission from the School Department.

3. Applicants wishing to operate on park property must also receive permission from the Park Commission.
- E. In reviewing an application, the City Council shall determine whether the public good requires issuance of the license. The Council shall consider:
1. Traffic and pedestrian safety,
 2. Impact on nearby parking, residences, and businesses;
 3. Application completeness and departmental approvals;
 4. Existing number of mobile vendors;
 5. History of compliance;
 6. Other public safety or community concerns.
- F. Approved Locations of Operation:
1. The licensee shall not park within 50 feet of an entrance of a restaurant unless the licensee has received written consent from the owner(s) of any restaurant(s) within 50 feet of the proposed location of a mobile food vendor.
 2. ~~Upon approval, annual permit holders vendors shall operate only in designated locations. Locations in the city-owned public right of way may be established by order of the listed below, approved by the Traffic Commission, and Locations on land controlled by the Parks Commission may be established by the Parks Commission. Approved locations- Locations and hours of operation must be where a are listed in the permit application. shall confirm these general locations: .~~
~~(1) Any city-controlled public parking locations adjacent to or within any public park or recreational field, including parking lots attached to said parks or fields, (2) Main St between Winthrop St. north to Lebanon St., (3) Main Street between Grove & West Wyoming (4) Parking Lots owned by the city of Melrose which are attached to rail transit stations. Nothing in this section shall waive the authority of the Parks Commission or Traffic Commission to exercise their statutory responsibilities.~~
- G. The issuance of a mobile food vendor license does not grant to, or entitle, the licensee the exclusive use of any service route or location, in whole or in part, other than the time and place specified in the license or permit for the term of the license or permit.
- H. Mobile food vendor permits may be renewed upon submission including updated application materials, departmental approvals, and payment of fees as outlined in this ordinance.

§127-14(d) Insurance Requirements

- A. All applicants must provide proof of insurance prior to license issuance in accordance with all city laws and ordinances.
-

§127-15 Commissary and Health Oversight

- A. All Mobile Food Vendors must operate from a fixed, licensed base of operation as required by 105 CMR 590.009(8)(12).
 - B. If the base of operation is located outside Melrose, the applicant must provide documentation that the facility is permitted and inspected by the health department of the city or town in which it is located.
-

§127-16 Conditions of Operation

- A. Licensees may only operate at specifically approved public or private locations at specifically approved times.
- B. A Mobile Food Vendor may not operate for more than **eight (8) hours at any one location per calendar day**.
- C. Operating hours on public property shall ~~not exceed~~ **be between 8:00 AM and 9:00 PM**.
- D. Vendors must comply with all ordinances and laws of the City of Melrose and the Commonwealth of Massachusetts.
- E. Vendors must maintain a clean site and provide trash/recycling receptacles, and remove all trash and recycling generated by their operation upon departing the site. ~~Additionally:~~
 - 1. ~~All vendors are encouraged to provide consumers with compostable single-service articles, such as compostable forks, and paper plates.~~
 - 2. ~~No single-use plastic bags are permitted. All bags must follow requirements established in Chapter 198 Article V of the Melrose City Code.~~
 - 3. ~~Single-use plastic straws are only to be provided upon request as established in Chapter 198 Article VI Melrose City Code.~~
 - 4. ~~No styrofoam or polystyrene products are permitted as established in Chapter 198 Article VII Melrose City Code..~~
 - 5. ~~All mobile food vendors shall inspect adjacent streets, sidewalks and alleys within 50 feet regularly for purposes of removing any litter found.~~
- F. Vendors must follow all posted parking regulations and park only in legal parking spaces, and may not for any reason park:
 - 1. ~~Blocking any fire department connection or fire lane, fire hydrant, crosswalk , loading zone, or within 20 feet of an intersection or blocking any driveway;~~
 - 2. ~~Within any bike lane, bus stop, or upon any sidewalk.~~
- G. Licenses are non-transferable and must be clearly displayed.

~~No licensee shall have exclusive rights to a designated operating location. The City may establish rotating schedules or shared use policies for high demand sites, in order to ensure fair access and prevent monopolization of public space.~~

§127-17 Enforcement Authority

A. ~~Enforcement Authority~~

This ordinance may be enforced by noncriminal disposition under M.G.L. c. 40 § 21D. The Police Department, Public Works Department, Fire Department, and Health and Human Services Director are all authorized to enforce this ordinance. Each day of noncompliance shall constitute a separate offense.

1. Violations ~~shall be~~ **may be fined at** \$100 per day.

B. Revocation or Suspension

1. The City Council may revoke, suspend, or modify a license following reasonable notice and a hearing.
2. The City of Melrose may enforce this ordinance by temporarily suspending a license for up to 30 days for any cause that immediately endangers public health and welfare.
3. The Police Department is authorized to order any vendor in violation to cease operations and vacate the location immediately.
4. The Police Department is authorized to tow any non-compliant vehicle under § 220-95.

C. Specific Violations

1. The following shall constitute specific violations subject to immediate enforcement:
 - a. Operating **outside of permit approved** ~~Council designated locations~~ **zones**, or outside of an authorized event location without submission and approval of a Temporary Event Notification Form.
 - b. Failing to comply with **any city of melrose regulation or ordinance**
 - c. **Failing to abide by permitted** time, location, or waste disposal ~~requirements~~ **regulations**, or creating a traffic or safety hazard.
 2. ~~The Police Department is authorized to order any vendor in violation to cease operations and vacate the location immediately.~~
-

§127-18 Exemptions

- A. The following uses are exempt from license fees but must still comply with all laws, ordinances and regulations of the City of Melrose and the Commonwealth, **and complete a permit application with the City Clerk's office.**
1. **Mobile food vendorFood Trucks** hired solely for **separately permitted one-day events on private or public property**, ~~are exempt from obtaining a license, provided they coordinate with the Health and Human Services Department in advance for required approvals.~~ No mobile food vendorFood Truck shall operate under this provision more than three days in one calendar year.
 2. Beverage or snack cart services provided by the city or third party contractors at Mt. Hood Golf Course or **BellevueBellevuere** Golf Course ~~are exempt.~~
 3. **Mobile food vendorFood Trucks** hired as part of fundraisers for Melrose Public Schools or PTO events ~~are exempt.~~
 4. ~~Food truck or food vendor operations that are permitted as part of the Melrose Farmers Market are exempt.~~
 5. This ordinance does not affect "ice cream trucks" as defined and permitted under M.G.L. c. 270, § 25.

~~§127-19 Renewal¶~~

~~Mobile food vendorFood Trucks may be renewed annually upon submission of updated application materials and departmental approvals as outlined in this ordinance.¶~~

An Ordinance Amending the Melrose Code of Ordinances to License Mobile Food Vendor Operations within the City of Melrose

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELROSE AS FOLLOWS:

That current §152-15 Lunch carts, be deleted.

That Chapter 127 Hawkers, Peddlers and Transient Vendors be amended to reflect a new title — **Hawkers, Peddlers, Transient Vendors, and Mobile Food Vendors** — and a new **Article III Mobile Food Vendors** be added as follows:

Article III – Mobile Food Vendors

§127-13 License Required; Applicability

No person or business entity, including a religious or charitable organization shall operate as a mobile food vendor, without first obtaining a license from the City Council.

A “Mobile Food Vendor” means any mobile operation that stores, prepares, packages, serves, sells, or otherwise provides any prepared or packaged food or beverages for human consumption to the general public from a truck or cart, excluding ice cream trucks.

The purpose of this section is to allow for food trucks or “mobile food vendors” to be licensed to operate in certain designated locations in the City of Melrose and to streamline the process for their operation on a recurring basis within City limits.

A mobile food vendor license is not required with respect to the following mobile food vendors: a) vendors associated with the Melrose Farmers’ Market; b) vendors selling food and beverages on a one-day basis or for special events (up to three calendar days per year per vendor), including charitable and non-profit fundraisers; c) beverage or snack cart services provided at Mt. Hood Golf Course or Bellevue Golf Course; and d) to private events not open to the general public, held on private or public property. All such vendors shall continue to follow necessary permitting through the Melrose Board of Health and any other required City approvals.

§127-14 Issuance of License; Fee; Term

- A. Every mobile food vendor wishing to conduct business in the City of Melrose, except those as indicated above, shall apply for and obtain an annual license. An application on a form prescribed by the City Clerk shall be completed on an annual basis and filed with the City Clerk. Each licensee shall pay an annual fee of \$500 for the mobile food vendor license.
- B. Along with any additional required documentation listed on the application, Applicants shall submit all of the following with the application for a mobile food vendor license:

1. Proof of Annual Food Service Permit issued by the Melrose Board of Health;
 2. Hawkers and Peddlers License issued by the Commonwealth of Massachusetts;
 3. Approvals from the Health Department, Parks Department, Public Works Department, Police Department, Fire Department;
 4. If requested location is on public property, a copy of the permission granted by the necessary City board, commission, agency, or department having jurisdiction over the public property (e.g. Parks Commission, Beebe Board of Trustees, School Department, etc.);
 5. If requested location is on private property, a copy of the lease or agreement from the property owner authorizing the intended use;
 6. Occupancy permit issued by the DPW Engineering Division if parking will be along a public way;
 7. Unless operating on private property, the existence of a general liability policy in effect during the days and times for which the license is sought with coverages as required by the City; and
 8. Unless operating on private property, an agreement absolving the City, its officials, officers and employees from all liability in connection with the proposed use of City property, and indemnifying the City for any damage or expenses as required by the City;
- C. After application materials are reviewed for completeness, the applicant will then be required to appear before City Council for a public hearing.
- D. In reviewing an application, the City Council shall consider the public good and general welfare and convenience of the community and shall take into account factors such as the following:
1. Traffic and pedestrian safety,
 2. Impact on nearby parking, residences, and businesses;
 3. Application completeness and departmental approvals;
 4. Existing number of mobile food vendors;
 5. History of compliance;
 6. Other public safety or community concerns.
- E. Approved Locations of Operation:
1. No applicant shall be approved to park within 50 feet of an entrance of a restaurant unless they have received written consent from the owner(s) of any restaurant(s) within 50 feet of the proposed location;
 2. Licensees shall operate only in designated locations approved for the days and times on the License as approved by Council, and as applicable by the Traffic Commission.
- F. The issuance of a mobile food vendor license does not grant to, or entitle, the licensee the exclusive use of any service route or location, in whole or in part,

other than the time and place specified in the license or permit for the term of the license or permit.

- G. Annual licenses issued shall begin on May 1st and expire on April 30th the following year. All renewal applications shall be submitted to the City Clerk's office by April 1st.
- H. Mobile food vendor licenses may be renewed by the City Clerk on an annual basis upon submission of updated application materials, new departmental approvals, and payment of required fees.

§127-15 Conditions of Operation

- A. Mobile food vendors may only operate at specifically approved public or private locations at specifically approved times.
- B. Mobile food vendor may not operate for more than eight (8) hours at any one location per calendar day.
- C. Mobile food vendors may only operate between the hours of 8:00 AM and 9:00 PM on public property.
- D. Mobile food vendors must maintain a clean site and provide trash/recycling receptacles, and remove all trash and recycling generated by their operation upon departing the site each day. Additionally:
 - 1. All vendors are encouraged to provide consumers with compostable single-service articles, such as compostable forks, and paper plates.
 - 2. No single-use plastic bags are permitted. All bags must follow requirements established in Chapter 198 Article V of the Melrose City Code.
 - 3. Single-use plastic straws are only to be provided upon request as established in Chapter 198 Article VI Melrose City Code.
 - 4. No styrofoam or polystyrene products are permitted as established in Chapter 198 Article VII Melrose City Code.
 - 5. All mobile food vendors shall inspect adjacent streets, sidewalks and alleys within 50 feet regularly for purposes of removing any litter found.
- E. Except as specifically allowed for by the Engineering Division Occupancy permit, mobile food vendors must follow all posted traffic and parking regulations. Under no circumstances shall a mobile food vendor park in an illegal parking space or park:
 - 1. Blocking, or within any restricted distances to, any fire department connection or fire lane, fire hydrant, crosswalk, loading zone, intersection or driveway, as specified in Chapter **220**, Vehicles and Traffic, of this Code;

2. Within any bike lane, bus stop, or upon any sidewalk.
- F. Mobile food vendors may not conduct business with people in vehicles nor shall they serve customers who stop or park vehicles in a vehicle or bicycle travel lane near the mobile food vendor.
- G. Mobile food vendors may not provide or allow any dining area, including but not limited to tables, chairs, booths, bar stools, benches, and standup counters.
- H. Mobile food vendors shall comply with all applicable federal, state, and local laws, regulations and ordinances, and any conditions on the License. Mobile food vendors shall maintain for the term of their License all necessary underlying licenses such as the food establishment permit, state hawker and peddlers' license, and all necessary approvals and insurance coverages for use of the designated location.
- I. Licenses are non-transferable and must be clearly displayed.

§127-16 Enforcement; Modifications; Fines

- A. City Council may modify a mobile food vendor license after the issuance of such license, i) for cause, after reasonable notice to the licensee of the grounds for the proposed modification and the time and place of the hearing regarding such proposed modification, or ii) at the request of the Licensee, subject to Council approval.
- B. In regards to trucks or carts on public property or along the public way, the City reserves the right to temporarily move a truck or cart to a nearby location if there is a need by the City to use the approved location for emergency purposes, snow removal, construction, or other public benefit.
- C. The City Council may suspend, revoke, or decline to renew a mobile food vendor license for cause, after reasonable notice to the licensee of the grounds for the proposed action and the time and place of the hearing regarding such action.
- D. The Police Department, Public Works Department, Fire Department, and Health and Human Services Director are all authorized to enforce this ordinance.
- E. In cases involving an immediate public safety or health hazard, the local health director or other enforcing authority may order an immediate, temporary suspension of the license for 14 days without a prior hearing. A public hearing will be held within that timeframe to review the action.
- F. Any mobile food vendor operating without a valid license as required by this ordinance shall be deemed a public safety hazard and may be ticketed and impounded.
- G. In addition, this ordinance may be enforced by non-criminal disposition under M.G.L. c. 40 § 21D. Any mobile food vendor who refuses, neglects, or fails to

comply with any laws, regulations, ordinances, or codes applicable to the license shall be subject to a fine of \$100 per day. Failure to comply with any provision of this Ordinance, or retain the required licenses, permits, and approvals necessary for operation will constitute grounds for violation. Each day of non-compliance shall constitute a separate offense.

An Ordinance Amending the Melrose Code of Ordinances to License Mobile Food Vendor Operations within the City of Melrose

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELROSE AS FOLLOWS:

That current §152-15 Lunch carts, be deleted.

That Chapter 127 Hawkers, Peddlers and Transient Vendors be amended to reflect a new title — **Hawkers, Peddlers, Transient Vendors, and Mobile Food Vendors** — and a new **Article III Mobile Food Vendors** be added as follows:

Article III – Mobile Food Vendors

§127-13 License Required; Applicability

No person ~~or business entity, including a religious or charitable organization, business, religious, or nonprofit entity~~ shall operate as a mobile food vendor, ~~also known as a Mobile Food Vendor, in any public, private, or restricted space~~ without first obtaining a license from the City Council.

A “Mobile Food Vendor” ~~is defined as means~~ any mobile operation that stores, prepares, packages, serves, sells, or otherwise provides ~~for human consumption~~ any prepared or packaged food or beverages for human consumption to the general public from a truck or cart, ~~excluding ice cream trucks. M.G.L. c. 270, § 25.. excluding ice cream products.~~

The purpose of this section is to allow for food trucks or “mobile food vendors” to be licensed to operate in certain designated locations in the City of Melrose and to streamline the process for their operation on a recurring basis within City limits.

A mobile food vendor license is not required with respect to the following mobile food vendors: a) vendors associated with the Melrose Farmers’ Market; b) vendors selling food and beverages on a one-day basis or for special events (up to three calendar days per year per vendor), including charitable and non-profit fundraisers; c) beverage or snack cart services provided at Mt. Hood Golf Course or Bellevue Golf Course; and d) to private events not open to the general public, held on private or public property. All such vendors shall continue to follow necessary permitting through the Melrose Board of Health and any other required City approvals.

§127-14 Issuance of License; Fee; term

A. Every mobile food vendor wishing to conduct business in the City of Melrose, except those as indicated above, shall apply for and obtain an annual license. An application on a form prescribed by the City Clerk shall be completed on an annual basis and filed with the City Clerk. Each licensee shall pay an annual fee of \$500 for the mobile food vendor license.

B. Along with any additional required documentation listed on the application, Applicants shall submit all of the following with the application for a mobile food vendor license:

1. Proof of Annual Food Service Permit issued by the Melrose Board of Health;
- 1.2. Hawkers and Peddlers License issued by the Commonwealth of Massachusetts;
- 2.3. Approvals from the Health Department, Parks Department, Public Works Department, Police Department, Fire Department; before appearing at a public hearing before the City Council
4. -If requested location is on public property, a copy of the permission granted by the necessary City board, commission, agency, or department having jurisdiction over the public property (e.g. Parks Commission, Beebe Board of Trustees, School Department, etc.);
5. If requested location is on private property, a copy of the lease or agreement from the property owner authorizing the intended use;
6. Occupancy permit issued by the DPW Engineering Division if parking will be along a public way;
7. Unless operating on private property, the existence of a general liability policy in effect during the days and times for which the license is sought with coverages as required by the City; and
8. Unless operating on private property, an agreement absolving the City, its officials, officers and employees from all liability in connection with the proposed use of City property, and indemnifying the City for any damage or expenses as required by the City;

B-C. After application materials are reviewed for completeness, the applicant will then be required to appear before City Council for a public hearing.

A. The fee for such permit shall be \$500 annually.

1. The operator of the vehicle must provide a valid state hawker's license issued by the Commonwealth of Massachusetts and any applicable local board of health license before a mobile food vendor license will be issued.
2. In the event a state hawker's license and/or an applicable board of health license is revoked and/or does not otherwise remain in effect, the mobile food vendor license shall automatically become void.
3. If a state hawker's license and/or applicable board of health license is revoked and/or does not otherwise remain in effect, the licensee shall notify the city clerk that such license has been revoked and/or does not otherwise remain in effect.
4. Failure to notify the city clerk within ten days that such license has been revoked shall constitute a violation of this article.

B. Short Term Permit:

- ~~1. Applicants may pay a \$150 fee for a single day of operation if they satisfy all annual permit requirements.~~
- ~~2. An operator who wishes to upgrade from a daily to annual permit must pay the difference between their daily permits and the full annual permit cost.~~
- ~~3.1. The Annual permit period shall begin on May 1st and expire on April 30th the following year. All renewal applications shall be submitted to the City Clerk's office by April 1st.~~
- ~~4. If an operator upgrades from a short term permit to an annual permit, the permit renewal date shall follow the same permitting schedule referenced above.~~

~~C. Each permit shall include the following information:~~

- ~~a. Vehicle/business owner information~~
- ~~b. Requested hours of operation with~~
- ~~c. Requested location of operation with~~
- ~~d. Overall dimensions of vehicle, including all attachments and accessories~~
- ~~e. Type of fuel source for the vehicle and all equipment, and volume of all fuel containers~~
- ~~f. Proof of all required inspections from state and local authorities~~
- ~~g. Proof of application approval requirements as listed in the next section.~~

~~D. Application Approval Requirements:~~

- ~~1. All applications must list approvals from the Health Department, Parks Department, Public Works Department, Police Department, Fire Department before appearing at a public hearing before the City Council.~~
- ~~2. Applicants wishing to operate on school property or streets abutting schools must also receive permission from the School Department.~~
- ~~3. Applicants wishing to operate on park property must also receive permission from the Park Commission.~~

~~C.D.~~ In reviewing an application, the City Council shall ~~determine~~ consider the public good and general welfare and convenience of the community and shall take into account factors such as the following; whether the public good requires issuance of the license. The Council shall consider:

1. Traffic and pedestrian safety,
2. Impact on nearby parking, residences, and businesses;
3. Application completeness and departmental approvals;
4. Existing number of mobile food vendors;

5. History of compliance;
6. Other public safety or community concerns.

D.E. Approved Locations of Operation:

1. ~~The licensee~~No applicant shall be approved to shall not park within 50 feet of an entrance of a restaurant unless ~~the licensee~~they have has received written consent from the owner(s) of any restaurant(s) within 50 feet of the proposed location ~~of a mobile food vendor~~.
2. ~~Permit Licensees holders~~ shall operate only in designated locations approved for the days and times on the License as approved by Council, and as applicable by the Traffic Commission. ~~Locations in the city-owned public right of way may be established by order of the Traffic Commission. Locations on land controlled by the Parks Commission may be established by the Parks Commission. Approved locations and hours of operation must be listed in the permit application.~~

E.F. The issuance of a mobile food vendor license does not grant to, or entitle, the licensee the exclusive use of any service route or location, in whole or in part, other than the time and place specified in the license or permit for the term of the license or permit.

F.G. Annual licenses issued shall begin on May 1st and expire on April 30th the following year. All renewal applications shall be submitted to the City Clerk's office by April 1st.

G.H. Mobile food vendor ~~permits/licenses~~ may be renewed by the City Clerk on an annual basis upon submission including of updated application materials, new departmental approvals, and payment of required fees.

~~H.~~ **§127-14(d) Insurance Requirements**

- ~~A. All applicants must provide proof of insurance prior to license issuance in accordance with all city laws and ordinances.~~

§127-15 Commissary and Health Oversight

- ~~A. All Mobile Food Vendors must operate from a fixed, licensed base of operation as required by 105 CMR 590.009(8)(12).~~

- A. ~~If the base of operation is located outside Melrose, the applicant must provide documentation that the facility is permitted and inspected by the health department of the city or town in which it is located.~~

§127-15 Conditions of Operation

- A. Mobile food vendors may only operate at specifically approved public or private locations at specifically approved times.
- B. Mobile ~~Food Vendor~~food vendor may not operate for more than eight (8) hours at any one location per calendar day.

~~C. Operating hours on public property shall not exceed~~Mobile food vendors may only operate between the hours of 8:00 AM and 9:00 PM on public property.

~~A. Vendors must comply with all ordinances and laws of the City of Melrose and the Commonwealth of Massachusetts.~~

D. Vendors~~Mobile food vendors~~ must maintain a clean site and provide trash/recycling receptacles, and remove all trash and recycling generated by their operation upon departing the site each day. Additionally:

1. All vendors are encouraged to provide consumers with compostable single-service articles, such as compostable forks, and paper plates.
2. No single-use plastic bags are permitted. All bags must follow requirements established in Chapter 198 Article V of the Melrose City Code.
3. Single-use plastic straws are only to be provided upon request as established in Chapter 198 Article VI Melrose City Code.
4. No styrofoam or polystyrene products are permitted as established in Chapter 198 Article VII Melrose City Code..
5. All mobile food vendors shall inspect adjacent streets, sidewalks and alleys within 50 feet regularly for purposes of removing any litter found.

E. Except as specifically allowed for by the Engineering Division Occupancy permit, mobile food vendors ~~Vendors~~ must follow all posted traffic and parking regulations. Under no circumstances shall a mobile food vendor park in an illegal parking space or and park only in legal parking spaces, and may not for any reason park:

1. Blocking, or within any restricted distances to, any fire department connection or fire lane, fire hydrant, crosswalk, loading zone, intersection or driveway, as specified in Chapter 220, Vehicles and Traffic, of this Code or within 20 feet of an intersection or blocking any driveway;

2. Within any bike lane, bus stop, or upon any sidewalk.

F. Mobile food vendors may not conduct business with people in vehicles nor shall they serve customers who stop or park vehicles in a vehicle or bicycle travel lane near the mobile food vendor.

G. Mobile food vendors may not provide or allow any dining area, including but not limited to tables, chairs, booths, bar stools, benches, and standup counters.

H. Mobile food vendors shall comply with all applicable federal, state, and local laws, regulations and ordinances, and any conditions on the License. Mobile food vendors shall maintain for the term of their License all necessary underlying licenses such as the food establishment permit, state hawker and peddlers' license, and all necessary approvals and insurance coverages for use of the designated location.

F.I. Licenses are non-transferable and must be clearly displayed.

§127-16 Enforcement; Modifications; Fines

A. City Council may modify a mobile food vendor license after the issuance of such license, i) for cause, after reasonable notice to the licensee of the grounds for the proposed modification and the time and place of the hearing regarding such proposed modification, or ii) at the request of the Licensee, subject to Council approval.

B. In regards to trucks or carts on public property or along the public way, the City reserves the right to temporarily move a truck or cart to a nearby location if there is a need by the City to use the approved location for emergency purposes, snow removal, construction, or other public benefit.

C. The City Council may suspend, revoke, or decline to renew a mobile food vendor license for cause, after reasonable notice to the licensee of the grounds for the proposed action and the time and place of the hearing regarding such action.

D. The Police Department, Public Works Department, Fire Department, and Health and Human Services Director are all authorized to enforce this ordinance.

A.E. In cases involving an immediate public safety or health hazard, the local health director or other enforcing authority may order an immediate, temporary suspension of the license for 14 days without a prior hearing. A public hearing will be held within that timeframe to review the action.

F. Any mobile food vendor operating without a valid license as required by this ordinance shall be deemed a public safety hazard and may be ticketed and impounded.

G. In addition, this ordinance may be enforced by non-criminal disposition under M.G.L. c. 40 § 21D. Any mobile food vendor who refuses, neglects, or fails to comply with any laws, regulations, ordinances, or codes applicable to the license shall be subject to a fine of \$100 per day. Failure to comply with any provision of this Ordinance, or retain the required licenses, permits, and approvals necessary for operation will constitute grounds for violation. Each day of non-compliance shall constitute a separate offense.

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~~Health and Human Services Director are all authorized to enforce this ordinance. Each day of noncompliance shall constitute a separate offense.~~

~~C. Violations shall be \$100 per day.~~

~~D. Revocation or Suspension~~

~~E. The City Council may revoke, suspend, or modify a license following reasonable notice and a hearing.~~

~~The City of Melrose may enforce this ordinance by temporarily suspending a license for up to 30 days for any cause that immediately endangers public health and welfare.~~

~~1. The Police Department is authorized to order any vendor in violation to cease operations and vacate the location immediately.~~

~~F. Specific Violations~~

~~1. The following shall constitute specific violations subject to immediate enforcement:~~

~~a. Operating **outside of permit approved locations**, or outside of an authorized event location without submission and approval of a Temporary Event Notification Form.~~

~~b. Failing to comply with any city of melrose regulation or ordinance
Failing to abide by permitted time, location, or waste disposal requirements, or creating a traffic or safety hazard.~~

~~§127-18 Exemptions~~

~~A. The following uses are exempt from license fees but must still comply with all laws, ordinances and regulations of the City of Melrose and the Commonwealth, and complete a permit application with the City Clerk's office.~~

~~1. Mobile food vendors hired solely for separately permitted **one-day events on private or public property**. No mobile food vendor shall operate under this provision more than three days in one calendar year.~~

~~2. Beverage or snack cart services provided by the city or third party contractors at Mt. Hood Golf Course or Bellevue Golf Course.~~

~~3. Mobile food vendors hired as part of fundraisers for Melrose Public Schools or PTO events.~~

~~Food vendor operations that are permitted as part of the Melrose Farmers Market.~~

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Article III – Mobile Food Vendors

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The purpose of this section is to allow for food trucks or “mobile food vendors” to be licensed to operate in certain designated locations in the City of Melrose and to streamline the process for their operation on a recurring basis within City limits.

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§127-14 Issuance of License; Fee; Term

- A. Every mobile food vendor wishing to conduct business in the City of Melrose, except those as indicated above, shall apply for and obtain an annual license. An application on a form prescribed by the City Clerk shall be completed on an annual basis and filed with the City Clerk. Each licensee shall pay an annual fee of \$500 for the mobile food vendor license.
- B. Along with any additional required documentation listed on the application, Applicants shall submit all of the following with the application for a mobile food vendor license:

1. Proof of Annual Food Service Permit issued by the Melrose Board of Health;
 2. Hawkers and Peddlers License issued by the Commonwealth of Massachusetts;
 3. Approvals from the Health Department, Parks Department, Public Works Department, Police Department, Fire Department;
 4. If requested location is on public property, a copy of the permission granted by the necessary City board, commission, agency, or department having jurisdiction over the public property (e.g. Parks Commission, Beebe Board of Trustees, School Department, etc.);
 5. If requested location is on private property, a copy of the lease or agreement from the property owner authorizing the intended use;
 6. Occupancy permit issued by the DPW Engineering Division if parking will be along a public way;
 7. Unless operating on private property, the existence of a general liability policy in effect during the days and times for which the license is sought with coverages as required by the City; and
 8. Unless operating on private property, an agreement absolving the City, its officials, officers and employees from all liability in connection with the proposed use of City property, and indemnifying the City for any damage or expenses as required by the City;
- C. After application materials are reviewed for completeness, the applicant will then be required to appear before City Council for a public hearing.
- D. In reviewing an application, the City Council shall consider the public good and general welfare and convenience of the community and shall take into account factors such as the following:
1. Traffic and pedestrian safety,
 2. Impact on nearby parking, residences, and businesses;
 3. Application completeness and departmental approvals;
 4. Existing number of mobile food vendors;
 5. History of compliance;
 6. Other public safety or community concerns.
- E. Approved Locations of Operation:
1. No applicant shall be approved to park within 200 feet of an entrance of a restaurant unless they have received written consent from the owner(s) of any restaurant(s) within 200 feet of the proposed location;
 2. Licensees shall operate only in designated locations approved for the days and times on the License as approved by Council, and as applicable by the Traffic Commission.
- F. The issuance of a mobile food vendor license does not grant to, or entitle, the licensee the exclusive use of any service route or location, in whole or in part,

other than the time and place specified in the license or permit for the term of the license or permit.

- G. Annual licenses issued shall begin on May 1st and expire on April 30th the following year. All renewal applications shall be submitted to the City Clerk's office by April 1st.
- H. Mobile food vendor licenses may be renewed by the City Clerk on an annual basis upon submission of updated application materials, new departmental approvals, and payment of required fees.

§127-15 Conditions of Operation

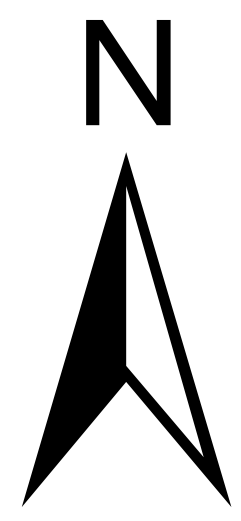
- A. Mobile food vendors may only operate at specifically approved public or private locations at specifically approved times.
- B. Mobile food vendor may not operate for more than eight (8) hours at any one location per calendar day.
- C. Mobile food vendors may only operate between the hours of 8:00 AM and 9:00 PM on public property.
- D. Mobile food vendors must maintain a clean site and provide trash/recycling receptacles, and remove all trash and recycling generated by their operation upon departing the site each day. Additionally:
 - 1. All vendors are encouraged to provide consumers with compostable single-service articles, such as compostable forks, and paper plates.
 - 2. No single-use plastic bags are permitted. All bags must follow requirements established in Chapter 198 Article V of the Melrose City Code.
 - 3. Single-use plastic straws are only to be provided upon request as established in Chapter 198 Article VI Melrose City Code.
 - 4. No styrofoam or polystyrene products are permitted as established in Chapter 198 Article VII Melrose City Code.
 - 5. All mobile food vendors shall inspect adjacent streets, sidewalks and alleys within 50 feet regularly for purposes of removing any litter found.
- E. Except as specifically allowed for by the Engineering Division Occupancy permit, mobile food vendors must follow all posted traffic and parking regulations. Under no circumstances shall a mobile food vendor park in an illegal parking space or park:
 - 1. Blocking, or within any restricted distances to, any fire department connection or fire lane, fire hydrant, crosswalk, loading zone, intersection or driveway, as specified in Chapter **220**, Vehicles and Traffic, of this Code;

2. Within any bike lane, bus stop, or upon any sidewalk.
- F. Mobile food vendors may not conduct business with people in vehicles nor shall they serve customers who stop or park vehicles in a vehicle or bicycle travel lane near the mobile food vendor.
- G. Mobile food vendors may not provide or allow any dining area, including but not limited to tables, chairs, booths, bar stools, benches, and standup counters.
- H. Mobile food vendors shall comply with all applicable federal, state, and local laws, regulations and ordinances, and any conditions on the License. Mobile food vendors shall maintain for the term of their License all necessary underlying licenses such as the food establishment permit, state hawker and peddlers' license, and all necessary approvals and insurance coverages for use of the designated location.
- I. Licenses are non-transferable and must be clearly displayed.

§127-16 Enforcement; Modifications; Fines

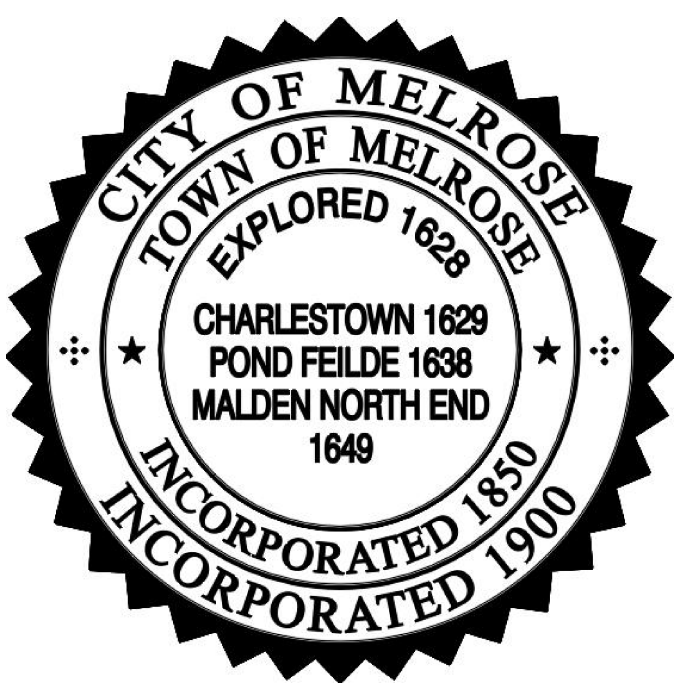
- A. City Council may modify a mobile food vendor license after the issuance of such license, i) for cause, after reasonable notice to the licensee of the grounds for the proposed modification and the time and place of the hearing regarding such proposed modification, or ii) at the request of the Licensee, subject to Council approval.
- B. In regards to trucks or carts on public property or along the public way, the City reserves the right to temporarily move a truck or cart to a nearby location if there is a need by the City to use the approved location for emergency purposes, snow removal, construction, or other public benefit.
- C. The City Council may suspend, revoke, or decline to renew a mobile food vendor license for cause, after reasonable notice to the licensee of the grounds for the proposed action and the time and place of the hearing regarding such action.
- D. The Police Department, Public Works Department, Fire Department, and Health and Human Services Director are all authorized to enforce this ordinance.
- E. In cases involving an immediate public safety or health hazard, the local health director or other enforcing authority may order an immediate, temporary suspension of the license for 14 days without a prior hearing. A public hearing will be held within that timeframe to review the action.
- F. Any mobile food vendor operating without a valid license as required by this ordinance shall be deemed a public safety hazard and may be ticketed and impounded.
- G. In addition, this ordinance may be enforced by non-criminal disposition under M.G.L. c. 40 § 21D. Any mobile food vendor who refuses, neglects, or fails to

comply with any laws, regulations, ordinances, or codes applicable to the license shall be subject to a fine of \$100 per day. Failure to comply with any provision of this Ordinance, or retain the required licenses, permits, and approvals necessary for operation will constitute grounds for violation. Each day of non-compliance shall constitute a separate offense.



City of Melrose

Ward Precinct Map



STONEHAM

SAUGUS

MALDEN

2020 Census Population 29,817	Ward/ Precinct
2,109	1-1
2,030	1-2
2,118	2-1
2,043	2-2
2,040	3-1
2,078	3-2
2,106	4-1
2,176	4-2
2,090	5-1
2,224	5-2
2,196	6-1
2,221	6-2
2,150	7-1
2,236	7-2

Polling Location:
The Melrose Veteran's Memorial Middle School
Enter from the Melrose Street back parking lot.

