



City Council
Regular Meeting

Monday, November 10, 2025, 7:45 PM
City Council Chambers, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

Meeting was called to order by President Migliorelli at 7:56 pm.

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

II. MINUTES APPROVAL

A. City Council Regular Meeting October 20, 2025 7:45 PM

Motion to unanimously Approve the minutes without reading made by President Migliorelli.

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

III. PUBLIC COMMENT

Motion to Open public comment made by President Migliorelli at 7:58 pm.
There were no comments on the floor or via Zoom.
Motion to Close public comment made by President Migliorelli at 7:58 pm.

When: Nov 10, 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/93880569381?pwd=q3HjCqA0avib7l0UcwY7sRpsxEQbVG.1>
Passcode:621864
Webinar ID: 938 8056 9381

IV. NEW BUSINESS

- A. Filings by the Honorable Mayor
 - i. Appointments/Reappointments
 - 1. **(ID # 2025-157):** Appointment of David B. Luciano as a Constable in the City of Melrose

Motion to Refer to Boards & Commissions made by President Migliorelli.

RESULT:	ASSIGN TO COMMITTEE
TO:	Boards & Commissions

- 2. **(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 to Refer to Boards & Commissions made by President Migliorelli.

RESULT:	ASSIGN TO COMMITTEE
TO:	Boards & Commissions

- B. Filings by members of the Honorable City Council
 - i. Pole Petition
 - 1. **(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.

Motion for immediate consideration of this item for purposes of setting a public hearing made by Councilor Williams.
There were no objections.
Motion to set a public hearing on Monday, 11/17, at 8:00 pm made by Councilor Williams.
All were in favor and motion passed.

RESULTS:	ACCEPTED [UNANIMOUS]
TO:	City Council Public Hearing

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

President Migliorelli moved to Public Hearing portion of agenda at 8:01 pm.

2. **(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.

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

There were no objections.

Motion to set a public hearing on November 17 at 8:00 pm made by Councilor Williams.

All were in favor and motion passed.

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

C. APPROPRIATIONS

- i. **(ID # 2025-249):** Acceptance of vote language for Appropriation of Feasibility Study for MSBA Accelerated Repair projects

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

D. Licenses

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

Motion to Refer to Protection & License Committee made by President Migliorelli.

RESULT:	ASSIGN TO COMMITTEE
TO:	Protection & License

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

Motion to Refer to Protection & License Committee made by President Migliorelli.

RESULT:	ASSIGN TO COMMITTEE
TO:	Protection & License

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

Motion to Refer to Protection & License Committee made by President Migliorelli.

RESULT:	ASSIGN TO COMMITTEE
TO:	Protection & License

E. Orders

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

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

There were no objections.

Motion to set a public hearing on November 18 at 8:00 pm made by Councilor Williams.

All were in favor and motion passed.

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

V. PUBLIC HEARING-NATIONAL GRID PETITIONS

Public Hearing opened by President Migliorelli at 8:01 pm.

Discussion and vote occurred for following Pole Petition.

Public Hearing closed at 8:04 pm.

Motion to Recess to go to Appropriations & Oversight meeting made by Councilor Stewart at 8:04 pm.

Seconded by Councilor Karamcheti

Meeting was recessed

A. Petitions

- i. **(ID # 2025-221):** WR# 31177554 371 E Foster Street National Grid Petition. Proposed Installation 40 ft C3 (Class 3) JO (Jointly Owned) Pole #5 in the eastern sidewalk in front 371 E Foster St. (ID# 13038)

Councilor Williams asked what direction they will put the pole and it will be eastbound. He asked who pays for the removal and replacement. This is a customer request so the customer will pay for the work with no charge to the city.

Motion to Approve made by Councilor Williams
Seconded by Councilor Romanul
All were in favor and motion passed.

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

Motion to Close public hearing made by President Migliorelli at 8:04 pm and public hearing was closed.

VI. UNFINISHED BUSINESS

A. Appropriation

- i. **(ID # 2025-126):** An Appropriation from Capital Stabilization in the amount of \$35,000 to DPW Facilities. An Appropriation from Capital Stabilization in the amount of \$35,000 to DPW Facilities to provide emergency temporary shoring at City Hall. (ID# 13004)
From: Appropriations & Oversight

Motion for Passage made by Councilor Garipay
Seconded by Councilor Jamaledine
All were in favor and motion passed.

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

B. Grants

- i. **(ID # 2025-125):** Acceptance of Donation to Support Recycling and Sustainability Initiatives. Acceptance of Donation in the Amount of Five Hundred Dollars (\$500) for the Purposes of Proceeding with Solid Waste and Recycling Initiatives. (ID# 13002)
From: Appropriations & Oversight

Motion for Passage made by Councilor Garipay
Seconded by Councilor Karamcheti
All were in favor and motion passed.

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

C. Orders

- i. **(ID # 2025-63):** Adoption of MGL 203C, Sections 1-11 Prudent Investor
From: Appropriations & Oversight

Motion for Passage made by Councilor Garipay
Seconded by Councilor Stewart
All were in favor and motion passed.

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

D. 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)
From: Legal & Legislative

This item is Held in Committee so no vote was taken on the ordinance.

RESULT:	HELD IN COMMITTEE
TO:	Legal & Legislative

VII. REPORTS FROM COMMITTEES

Councilor Garipay stated that next Thursday, 11/20, there will budget hearings on the successful override with the revised budgets. We will have memos on every department and what their budget will look like.

President Migliorelli mentioned that the affected department budgets will be available this Thursday on the agenda.

Councilor Garipay mentioned that the Veterans Day memorial celebration will be tomorrow at 11:00 at the Knoll Vietnam War Memorial.

Councilor Hamilton was absent so his presentation on the update of the Public Safety Buildings Project will be attached to this agenda.

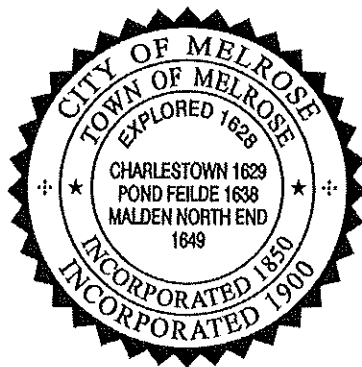
- A. Update on Public Safety Buildings Project

VIII. EXPIRIES

IX. RULE 36 REPORTS

X. ADJOURNMENT

Motion to Adjourn by unanimous consent made by President Migliorelli at 8:36 pm.
Meeting was adjourned.



THE CITY OF MELROSE, MASSACHUSETTS
MAYOR JENNIFER GRIGORAITIS

CONSTABLE APPLICATION 2025

2025 CONSTABLE APPLICATION CHECKLIST

To ensure your application is complete, please make sure you have submitted the following document with your application package:

- ☒ 1. Complete and Sign Constable Application Form
- ☒ 2. Photo Copy of Massachusetts ID
- ☒ 3. Complete Reference Form, attached as Exhibit 1 to Application
- ☒ 4. Letter to Mayor explaining reasons for seeking Constable appointment/reappointment
- ☒ 5. Copy of resume or curriculum vitae
- ☒ 6. Completed Authorization for CORI check
- ☒ 7. Tax Certification
- ☒ 8. Review by Police Department
- ☐ 9. Proof of Bond

GUIDE TO CONSTABLE APPOINTMENT

All applicants interested in serving as a Constable for the City of Melrose must be residents of Massachusetts. Pursuant to M.G.L. Chapter 41 Section 91B, before serving as a Constable in the City of Melrose, the applicant must be approved and appointed by the Mayor, subject to confirmation by the City Council.

The term of the appointment shall be for three years. Said appointment and any authority thereunder shall automatically expire on the date of termination set in the appointment. Constables seeking reappointment shall make a new application..

To complete the application:

1. Fill in all information requested and **sign** the Application for Constable.
2. **Exhibit #1** - In the section marked "Attorney Recommendation," obtain a recommendation and signature from an Attorney who lives in the city attesting to the moral character of the applicant.
3. **Exhibit #1** - In the section marked "Citizen Recommendation," obtain signatures from at least four (4) residents of Melrose attesting to the moral character of the applicant.
4. Fill in the full CORI Check Form (2 pages). **Exhibit #2**
5. Fill in and sign the top half of the Certificate of Good Standing. **Exhibit #3**
 - **If you own property in Melrose**, proceed to the Collector/Treasurer's Office to confirm that all taxes (real estate, excise, etc.) and fees have been paid and have the Collector/Treasurer sign off on the bottom of the Certificate of Good Standing.
6. Deliver finished application and materials to the Mayor's Office (562 Main Street, Melrose, Massachusetts)
 - The Mayor's Office, in consultation with the City Solicitor's Office will review your application, check your recommendations and CORI.
 - If the Mayor recommends approval, you will be notified. **You will be required to attain a certified Constable Bond in the amount of \$5,000.**
7. Once the signed Original bond is received by the City of Melrose, the bond will be reviewed by the City Solicitor for verification. After approval from the City Solicitor, the Mayor will sign the bond and present your application and credentials to the City Council as a Constable for the City of Melrose.
8. The applicant will take the Original Bond and Acceptable Letter to the City Clerk to be sworn in and return a copy to the Mayor's office.

Requirements for Constable Applicants

1. All applicants must be a resident of Massachusetts. For the purposes of this process, "resident" shall mean currently and living at an address within Massachusetts. Any evidence uncovered that shows that the applicant was using a "straw" residence/address for the purposes of this application, shall automatically disqualify the applicant from consideration. All persons appointed to the position of constable shall continue to maintain their actual residence within the Commonwealth; otherwise, the appointment to the position of constable shall be null and void.
2. All applicants shall have obtained at least a high school diploma or G.E.D. and furnish proof thereof.
3. All applicants for appointment must fill out and return a completed constable application form, pass a CORI check and be in good tax standing with the City.
4. All applicants shall have a current and valid Massachusetts State ID and furnish a copy of the front and back thereof.
5. All applicants, once approved, shall secure a constable bond in the amount of \$5,000.
6. All approve applicants for constable must obtain a Constable Identification Card (CIC). All appointed constable must carry this CIC at all times while conducting any business as a constable.
7. Under Massachusetts General Laws Chapter 262, Section 8A, an appointed constable is obligated to file reports and make payments to the City of Melrose for your service of civil process. **Note: Your ongoing appointment as Constable is subject to the timely receipt of these quarterly/annual reports and payments.**
8. The term of an appointed constable is valid from the date of the appointment for three years.
9. Appointed Constables are **NOT** authorized or granted power to make criminal arrest (with or without a warrant or other form of process), serve criminal processes, carry a firearm, operate a vehicle displaying a blue light, obtain criminal history information from the Criminal Justice Information System or

similar databases, or act as a police officer, sheriff, private detective, investigator, watch or guard.

10. Appointed Constables, while performing their duties and services, are to dress and act in a manner that is appropriate and suitable for their appointment and duties. Constables should conduct themselves in a professional manner as their title and position and not in a way that could be interpreted as misrepresentation.
11. Any abuse or deception of representation, intentional or not, as a Constable will result in immediate removal and dismissal from appointment.

SIGNATURE: *David B. Luciano*

I swear under the penalties of perjury that the information provided in this application is true.

David B. Luciano
Name: _____

Oct.6, 2025
Date: _____



CONSTABLE APPLICATION/CALENDAR YEAR 2025

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

☐

CHECK IF RENEWAL

I, David B. Luciano, hereby petition for appointment to the office of Constable in the City of
(Signature)

Melrose.

PART I: APPLICANT INFORMATION

NAME: David B. Luciano
(Please print your full name)

ADDRESS: 16 Alden Ave Stoneham, Massachusetts
(Print Address)

02180
(Zip Code)

Length of years you have been a resident of your city or town. 58

TELEPHONE#: [REDACTED]

EMAIL: [REDACTED]

DATE OF BIRTH: [REDACTED] PLACE OF BIRTH: Revere, MA

SOCIAL SECURITY #: [REDACTED]

If you have lived at your current address less than 3 years, please list all other addresses for the past 5 years:

Have you ever been a suspect or defendant in a criminal investigation or proceeding?

Yes X No _____

If Yes, list date, location, and offense(s):

March 1988 – Boston, MGL C 272 S 53A - dismissed

Are you now, or have you ever been the subject of an Abuse Prevention Order or Harassment Prevention Order?

Yes _____ No X

If Yes, list date, location, and type of order:

Have you ever applied for an appointment of Constable anywhere in the past?

Yes X No _____

If Yes, list date, and location:

Town of Stoneham – elected in 2012 and every 3 years since. Current appointment expires Apr. 6, 2027

NOTES: Applicant must attach documentation proving **actual current residency in Massachusetts** and a copy of one form of photo identification. (*Proof of residency may include a driver's license, passport, or other official documentation stating your current address.*)

All appointed applicants for constable must carry a Constable Identification/ID at all times while conducting any business as a constable.

Appointed constables who also have a license to carry (LTC) permit, are **NOT** allowed to carry while acting as a constable without written request and written approval from the Police Chief.

PART II: REFERENCES

The applicant must obtain the signatures of 5 reputable citizens from the city or town of the applicant's residence, one of whom must be an attorney, certifying that the applicant is personally known to them, is a citizen of high standing and moral character, and is in every way fitted for the position of Constable.

These signatures must be submitted on the form attached hereto as **Exhibit #1**.

Applicants may provide additional reference letters and letters of recommendation by attaching the same to this application.

PART III: REASONS FOR SEEKING APPOINTMENT

Applicant must attach a formal letter to the Mayor explaining your reasons for seeking an appointment as a constable.

PART IV: RESUME OR CURRICULUM VITAE

Applicant must attach a copy of their resume or curriculum vitae to this application.

PART V: AUTHORIZATION FOR CRIMINAL RECORD CHECK

All applicants must fill out the form attached as **Exhibit #2** for submission to the Department of Criminal Justice Information Systems.

PART VI: TAX CERTIFICATION

All applicants must fill out the form attached as **Exhibit #3** for submission to the City Collector/Treasurer.

I swear under the penalties of perjury that the information provided in this application is true.

David B. Luciano

Oct. 6, 2025

Name:

Date:

Reviewed by Chief of Police: _____

[Signature]

Date: 10/16/25

EXHIBIT #1

CONSTABLE APPLICATION REFERENCE FORM

The applicant must obtain the signatures of 5 individuals, one of whom must be an attorney, certifying as follows.

Applicant Name: _____

(please print full name)

I, the undersigned, resident of _____, Massachusetts, certify that the above-named applicant is personally known to me; is a citizen of high standing and moral character, and is in every way fit to serve as a Constable.

YOU MUST BE A MELROSE RESIDENT TO SIGN BELOW

<u>NAME & SIGNATURE</u>	<u>ADDRESS</u>	<u>Occupation</u>	<u>Contact Info</u>
<u>Attorney/Citizen Recommendation.</u>			
<u>Citizen Recommendation</u>			
<u>Citizen Recommendation</u>			
<u>Citizen Recommendation</u>			
<u>Citizen Recommendation</u>			

(See Attached)

I certify that I have completed the above application to the best of my ability, including any information on the back of said application, and that the statements made are true and correct, and may be relied upon in determining whether or not I should be appointed as a Constable.

Date: July 28, 2025 David Lucas
Applicant's signature

We, the five undersigned persons (one of whom must be an attorney-at-law), being residents of the City of Melrose, do hereby certify that in our opinion, the above-named applicant is a person of good moral character and is a fit person to be a Constable for the City of Melrose.

NAME

ADDRESS

1. Michael L. Lyfe 5 Angela Circle
Print name below

Michael Lyfe
2. Robert E. Ditoro Jr 48 Rockland St.
Print name below
ROBERT E. DITORO JR

3. Judith E. Grogan 37 Rockland St
Print name below
JUDITH E. GROGAN

4. Michael Grogan 37 Rockland St
Print name below
Michael Grogan

5. David R. Lucas One Nelson Terrace, Suite D
Print name below
Melrose

EXHIBIT #2

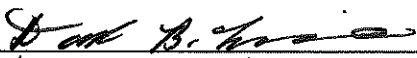
Criminal Offender Record Information (CORI) Acknowledgement Form

The City of Melrose, Massachusetts, is registered under the provisions of M.G.L. c.6 s.172 to receive CORI for the purposes of screening current and otherwise qualified prospective employees and volunteers.

As a prospective volunteer/applicant for the position of Constable, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the City of Melrose to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the City with written notice of my intent to withdraw consent to a CORI check.

The City of Melrose may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that the City must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on page 2 of this acknowledgment is true and accurate.


Signature: _____

Oct. 6, 2025
Date: _____

SUBJECT INFORMATION:

An asterisk (*) denotes a required field.

Luciano	David	Bishop	
Last Name*	First Name*	Middle Name	Suffix

None

Maiden Name or any other names by which you have been known

██████████

*Date of Birth _____ Revere, MA
*Place of Birth _____

* Social Security #: [REDACTED]

Sex: M Height: Feet 5 Inches 4 Eye Color: Brn Race: W

State Driver's License # State of Issue MA

<u>Elizabeth A. Bishop</u> (Mother's Full Maiden Name)	<u>Louis M. Lucinao</u> (Father's Full Name)
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Current & Former Addresses:

16 Alden Ave	Stoneham	MA	02180
Street Number & Name	City/Town	State	Zip

(Address since Aug. 1967)

Street Number & Name	City/Town	State	Zip
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The above information was verified by reviewing the following form(s) of government issued identification:

(ID) _____ (ID) _____

VERIFIED BY: Lauren Grymek
Name of Verifying Employee (print)

Paula H. Smith
Signature of Verifying Employee

Date: 10/7/25

EXHIBIT #3

**CITY OF MELROSE, MASSACHUSETTS
COLLECTOR/TREASURER**

CERTIFICATE OF GOOD STANDING

1. Exact name of the taxpayer/applicant's business:

N/A

2. Address of the taxpayer/applicant's business in Melrose:

N/A

3. Address of the taxpayer/applicant's home in Melrose:

N/A

4. Date of Birth: [REDACTED]

5. Driver's License Number: [REDACTED]

6. Taxpayer/Applicant's phone#: [REDACTED]

I, David B. Luciano, the undersigned Taxpayer, do hereby certify that all the information contained herein is true and correct and all taxes and fees due the City have been paid or that the Taxpayer has entered into an agreement to pay all taxes and fees and is current on said agreement.

SIGNED UNDER THE PENALTIES OF PERJURY

This 6th, day of October, 2025.

[Signature]
(Taxpayer's signature)

CITY'S ACKNOWLEDGEMENT

For City Use Only

DATE: October 21st 2025

CLERK'S INITIALS: JGC

A True Copy Attest
[Signature]
Tanji Cifuni
City Clerk

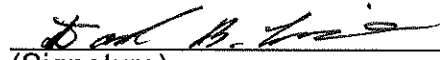
Mayor Jennifer Grigoraitis City of
Melrose
562 Main Street
Melrose, MA 02176

TO HER HONOR THE MAYOR:

I, the undersigned, hereby apply for an appointment as Constable for the following
reason:

For the past thirteen years I have been an elected Constable in Town of Stoneham, providing prompt professional
service. I would like the opportunity to provide the same service to the citizens of the City of Melrose by assisting them
with the service of civil process. I am a current member of the Massachusetts Bay Constables Association,
which allows me the opportunity to interact with other Constables to share information and mutual knowledge.
I also attend ongoing training seminars and workshops which the association sponsors.
Thank you in advance for your consideration of my application.

Yours truly,


(Signature)

David B. Luciano
Printed Name

Oct. 6, 2025
Date

Current Residence: 16 Alden Ave Stoneham, MA 02180

Current Occupation: Signal Operator II - Town of Stoneham, MA

David B. Luciano
16 Alden Avenue
Stoneham, MA 02180

Education:

December 2022

Housing Court Seminar. Training by the Housing Court Chief Justice and staff on changes regarding the eviction process.

May 2013

Constable Training Seminar. Hosted by the Massachusetts Bay Constable Association.

April 1998

Awarded a "Certificate in Management", 27 credit course.
Northeastern University.

March 1990

United States Air Force "Noncommissioned Officer Preparatory Course." Sponsored by the Massachusetts Air National Guard, at Otis Air National Guard Base. Certificate of training received.

March 1990

"Reserve/Intermittent Police Officer" In-service Training Program. Sponsored by M.C.J.T.C., held at the Northeast Regional Police Institute. Certificate of training received.

April 1989

"Reserve/Intermittent Basic Police Training Course", and First-Responder Course. Sponsored by M.C.J.T.C., held at the Northeast Regional Police Institute. Certificate of training received.

October 1987

United States Air Force "Law Enforcement Specialist" Course (263 hours). Conducted at Lackland Air Force Base, TX. Certificate of training received.

1985-1986

Attended Northeastern University, Evening Program Courses.
Received 26 credits toward an Associates Degree in Criminal Justice.

June 1983

Graduated from Stoneham High School.

Employment:

January, 1989 to Present

Town of Stoneham

Signal Operator II

Promoted to this newly established position in January, 1995 which includes responsibility for the duties in my prior position as Civilian Police Dispatcher (see below) plus the following added duties:

- (a) Input/recommendation for hiring of new personnel
- (b) Training/scheduling of current and new employees
- (c) Preparation and Administering of departmental budget
- (d) Implemented combined/central dispatch for Police, Fire and EMS, which were separate operations.

- (e) Supervision of all Civilian Dispatchers.
- (f) Assistant to the Enhanced 9-1-1 Municipal Coordinator
- (g) Database Liaison to Verizon and SETB for the Enhanced 9-1-1 address database.

Town of Stoneham

CIVILIAN POLICE DISPATCHER

Receives and relays emergency and non-emergency requests for service for Police, Fire and EMS via the telephone and radio.

Enters and maintains incident reports on QED Computer

Aided Dispatch System. Operator of CJIS terminal.

Receives and records walk-in reports of incidents.

SPD representative to State Criminal History Systems Board. Responsible for training and certification of department personnel in operation of CJIS system.

Maintains daily shift roster. Monitors fire alarm signals to dispatch other emergency units as necessary. Interfaces with outside police and fire agencies, other municipal departments and public utility companies. Interacts, on a daily basis, with Police and Fire Department personnel and the public. Performs other related duties as required.

OTHER:

AUXILIARY POLICE

I was a volunteer member of the Stoneham Auxiliary Police Department from 1986 to 2020. Promoted to the rank of Lieutenant /Executive Officer on 1/1/2003.

COMPUTER KNOWLEDGE

Knowledge of Microsoft Office Products. Extensive knowledge of QED CAD System products to include both Forge and Acuity applications.

MUNICIPAL OFFICIAL

Elected Constable for the Town of Stoneham, MA. Re-elected in 2015, 2018, 2021 and 2024.

MILITARY:

United States Air Force Reserve

Hanscom Air Force Base, Bedford, MA (August, 1994 to Aug. 2012)

Rank: TSgt.

Duties: Flight Chief

Assigned to the 66 Security Forces Sq. Functioned as shift supervisor for police units on duty. Perform all normal duties and responsibilities of a civilian police department shift supervisor.

Massachusetts Air National Guard (May, 1987 to May 1991)

Installation entry controller and Installation patrolman

MISCELLANEOUS:

CPR qualified through the American Heart Association

First Responder qualified through American Heart Association

LICENSES:

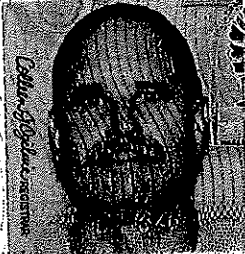
Valid Class D Massachusetts Driver's License

REFERENCES:

Available upon request.

MASSACHUSETTS

DRIVER'S LICENSE



1b ISS 09/29/2022

1b EXP 10/04/2027

2b CLASS DM

3b END NONE

4b END NONE

1 LUCIANO

2 DAVID BISHOP

6 16 ALDEN AVE

STONEHAM, MA 02180-3094

18 EYES BRO *VETERAN

18 SEX M 16 HGT 5'-04"

5 DD 09/29/2022 Rev 02/22/2015

10/04/64

☒ Actual ☐ Estimated

KEEP THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.

nationalgrid



PLEASE PAY BY

Sep 20, 2025

AMOUNT DUE



PO Box 1040
Northborough MA 01532

ENTER AMOUNT ENCLOSED

\$

Write account number on check and make payable
to National Grid

2006962 01 SP 0.78 **SNGLP T9 3 1239 02100 -C12-P06968-112



DAVID LUCIANO
KATHLEEN LUCIANO
16A ALDEN AVE UNIT LEFT, GAS
STONEHAM MA 02180

023501

NATIONAL GRID
PO BOX 371338
PITTSBURGH PA 15250-7338



2006962-01

DAVID B LUCIANO
KATHLEEN T LUCIANO
16 ALDEN AVE
STONEHAM, MA 02180-3094

1250

53-137110 MA
26667

July 28, 2005
Date

Pay To The
Order Of

City of Melrose, MA - \$ 50.00

Fifty 00/100

Dollars

BANK OF AMERICA

ACH R/T 011000138



For Constable Fee

David B. Luciano

1250

Holland Clerk

Adam H. Garfield-Abrams (He/Him/His)

16 Wentworth Road, Melrose MA 02176 • [REDACTED] • [REDACTED]
<https://www.linkedin.com/in/adgarfield>

Education

Masters of Labor Studies, Spring 2017

University of Massachusetts Amherst- Labor Center, Amherst MA

Bachelors in Political Science, Spring 2010

The State University of New York at New Paltz, New Paltz NY

Work Experience

AFSCME Council 93

Boston Metro Region, Massachusetts

Senior Staff Representative

May 2025 – Present

Negotiations: Handled the upkeep of 32 bargaining unit collective bargaining agreements as Chief Negotiator. Drafted proposals, negotiated contracts with municipal governments, facilitated ratification votes, and harmonized changes to final agreements.

Servicing of Membership: Oversaw disputes between Local Unions and Management. Represented Labor Leaders and Rank-and-file members with grievance processes and disciplinary hearings. Advised Labor Leaders on how to investigate grievances, manage contractual and labor law violations as well as non-grievance conflict resolution through Labor-Management meetings.

Assisted Legal Counsel: Identified and collected the intake of evidence for Legal Counsel for the preparation of contractual arbitrations and Unfair Labor Practice (Unfair labor Practice) charges.

Municipal and Regional Government Relations: Cultivated a strong understanding of municipal and regional government through collective bargaining and political action at the regional and municipal levels, while also participating in advocacy of sponsored legislation at the state level. Worked with regional Central Labor Councils to better help Local Unions and foster solidarity with peers in the area.

Education and Consultation: Conducted union trainings for elected Union officers, and stewards, on an annual and biannual basis. Developed training materials to use for regional elected officer and steward trainings and state conferences. Provided guidance to elected Local officers and stewards on a number of issues to cultivate their skill-sets as labor leaders, as well as consulting with them on specific issues to better service their membership.

AFSCME Council 66

Hudson Valley Region, New York

Labor Relations Specialist

January 2018 – May 2025

See above description for details.

Adam H. Garfield-Abrams (He/Him/His)

16 Wentworth Road, Melrose MA 02176 • [REDACTED] • [REDACTED]
<https://www.linkedin.com/in/adgarfield>

Graduate Employees Organization (GEO-UAW Local 2322)
Mobilization Coordinator (Elected Staff Position)

Amherst, Massachusetts
September 2016 – May 2017

Internal Organizing: Maintained and strengthened networks of communication between rank-and-file members in departments, stewards, committees and caucuses with the goals of increasing membership and turnout to Union events.

Education: Held educational workshops and meetings to increase skill-sets of rank-and-file member volunteers in preparation for member drives and bargaining.

Financial and Recording Secretary: Kept track of meetings and managed the financial budget of the Bargaining Unit.

New York Public Interest Research Group (NYPIRG)
Campaign Organizer (Project Coordinator & Political Outreach Director)

Albany, NYC , Long Island
June 2009 – September 2014

Project Coordinator (September-April)

Advocacy: Instructed volunteers in grassroots internal and external organizing tactics for legislative campaigns. Assisted volunteers in coordinating and holding meetings regarding prospective legislation with elected officials. Team leader for multiple delegation visits with elected officials. Represented the organization in regional coalition groups. Helped organize press releases and press conferences.

Political Event Planning: Oversaw and planned events, speakers, and other on-campus programming for the student body at New York State colleges.

Teaching: Ran an internship program with an average of 2 - 6 interns at a time. Purpose was the education and mentoring of above mentioned goals in order for them to become self sufficient organizers of those skill-sets .

Political Outreach Director (May-August)

Interviewed, hired, and trained personnel; oversaw regional offices for the execution of statewide grassroots political and legislative campaigns. Managed an office staff of roughly 20-30 personnel at a time. Conducted daily briefings on campaign issues to staff. Delegated and managed teams with specific organizing goals. Implemented statewide programming for campaigns.

Adam H. Garfield-Abrams (He/Him/His)

16 Wentworth Road, Melrose MA 02176 • [REDACTED] • [REDACTED]
<https://www.linkedin.com/in/adgarfield>

Other Leadership

Independent Union Staff Employees Association (IUSEA)

Vice President (Interim)

March 2023 – December 2023

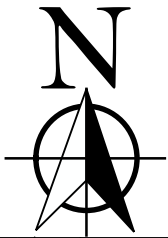
Was elected Interim Vice President of the office Staff Union of my peers at AFSCME Council 66. Was representation for in office disciplinary issues and collective bargaining of the staff union's collective bargaining agreement.

Union President

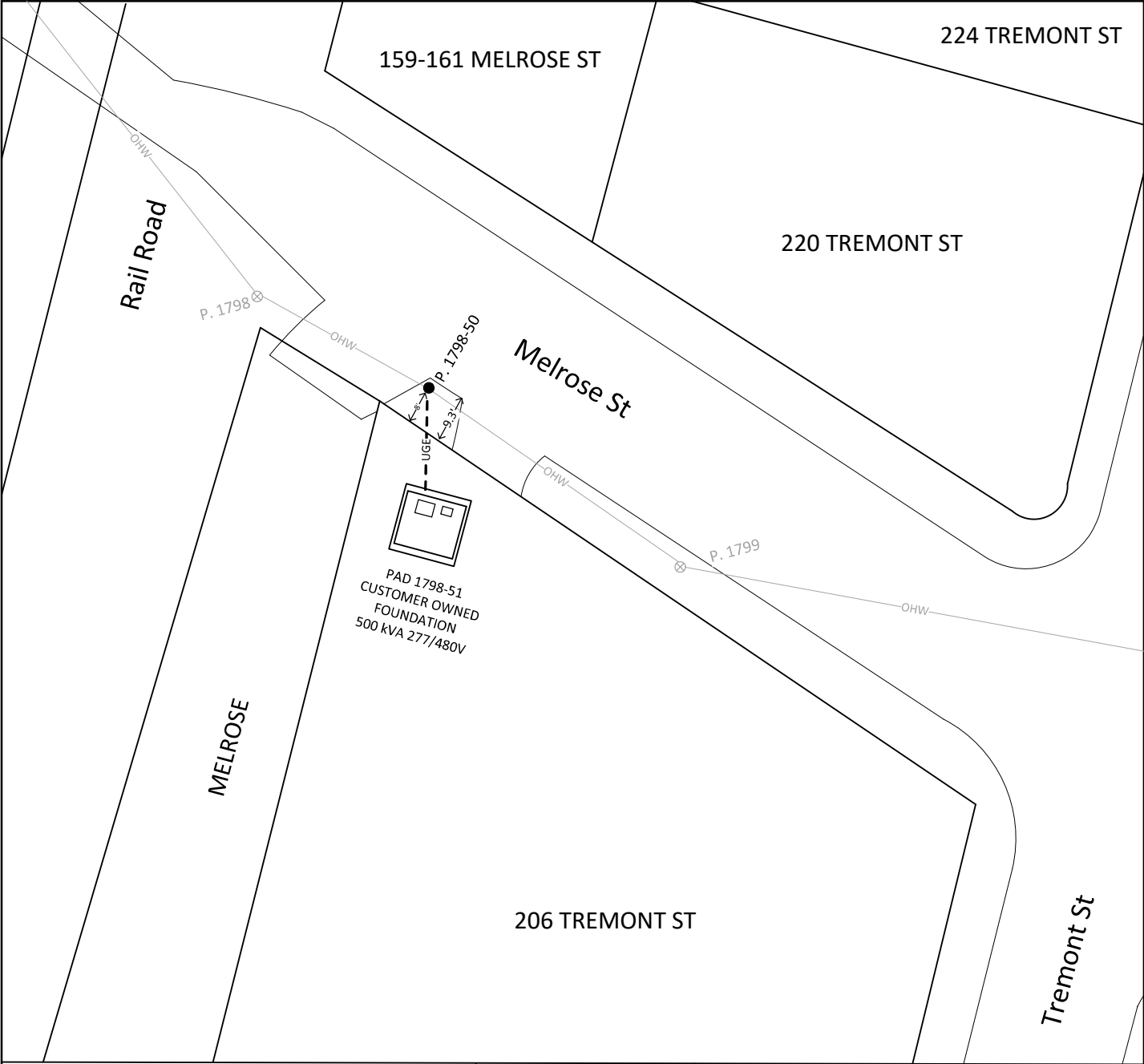
January 2024 – Present

Was elected President of the office Staff Union of my peers at AFSCME Council 66. After ratification of the staff contract, was responsible for union representation of peers and advocate for conflict resolution within the workplace. Held Membership and Labor-Management meetings and assisted both parties shape a direction for success within our workplace for the benefit of the rank-and-file members that we represent statewide.

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

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

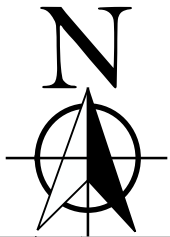
Owner: SONTAKKE AKHIL
Co-Owner: ZHANG EDAN MANDY ,HWTE
Prop ID: C11 0 8
Prop Location: 147 MELROSE ST Melrose, MA
Mailing Address:
147 MELROSE ST
MELROSE, MA 02176

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

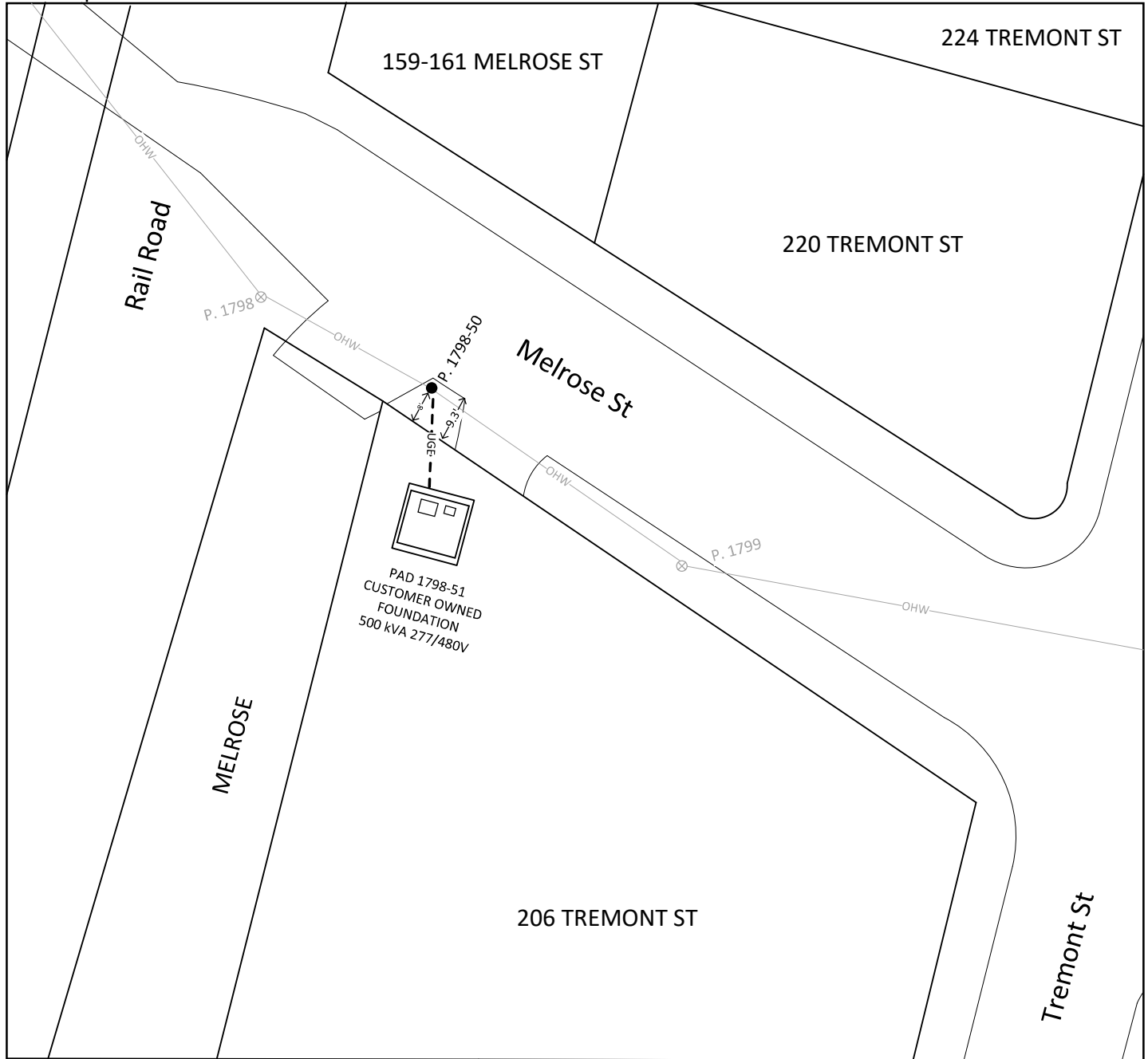
Owner: FORTUNE (50%) FAITH MARIE
Co-Owner: JOSEPH+STEFANIE M. TOPPI (50%) ,TC
Prop ID: C12 0 1
Prop Location: 230 TREMONT ST Melrose, MA
Mailing Address:
230 TREMONT ST.
MELROSE, MA 02176

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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.

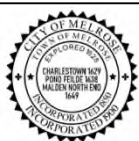
Designer: RAFA KERGUELEN

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
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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
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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

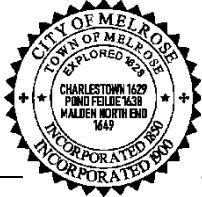
Owner: CULLETON, MARK
Co-Owner: DEMETRA POULOPOULOS HWTE
Prop ID: C11 0 7
Prop Location: 225 TREMONT ST Melrose, MA
Mailing Address:
225 TREMONT ST
MELROSE, MA 02176

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:

.....

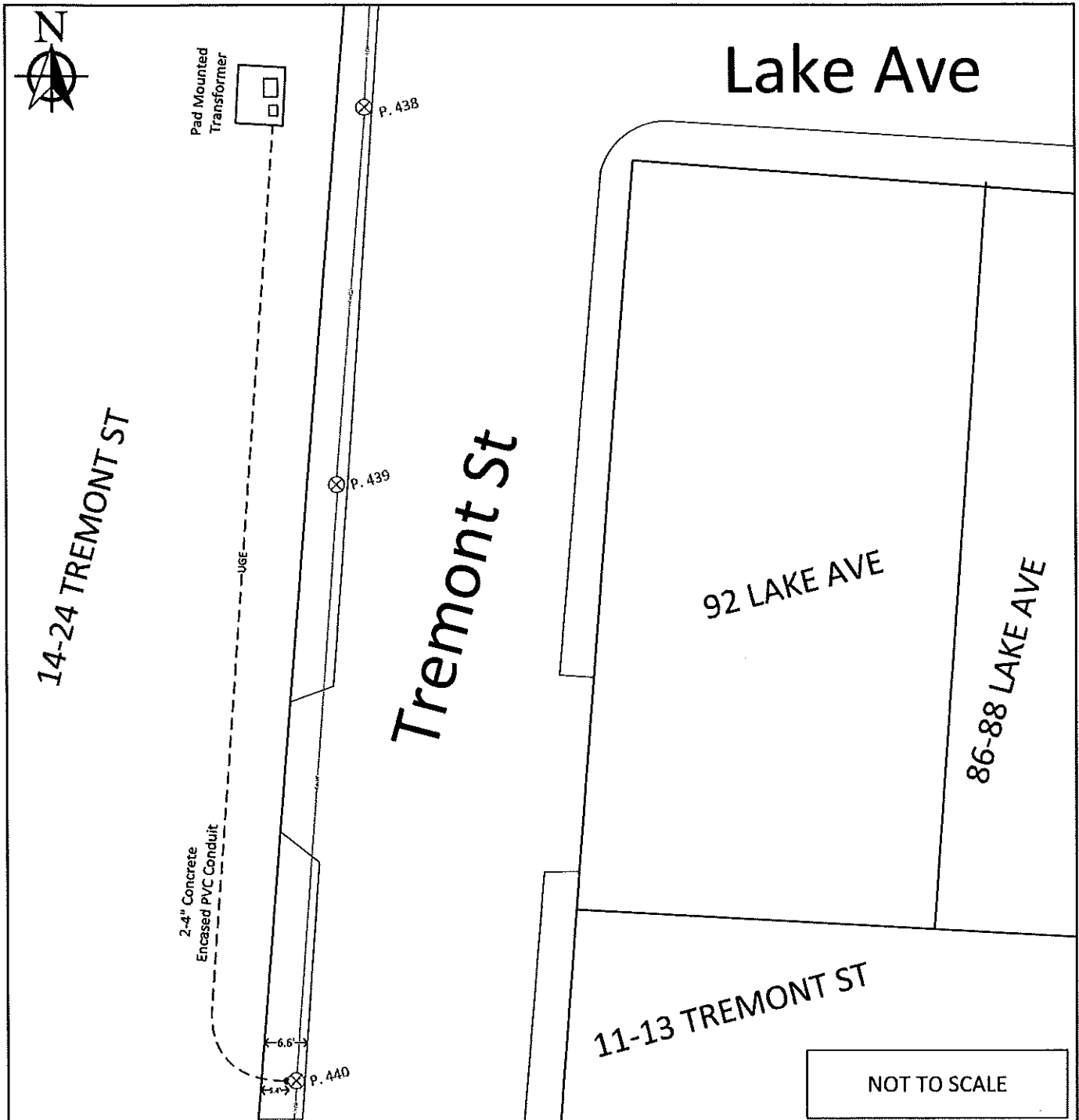
..... hereby certify that on20....., at o'clock,M

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
UG

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.

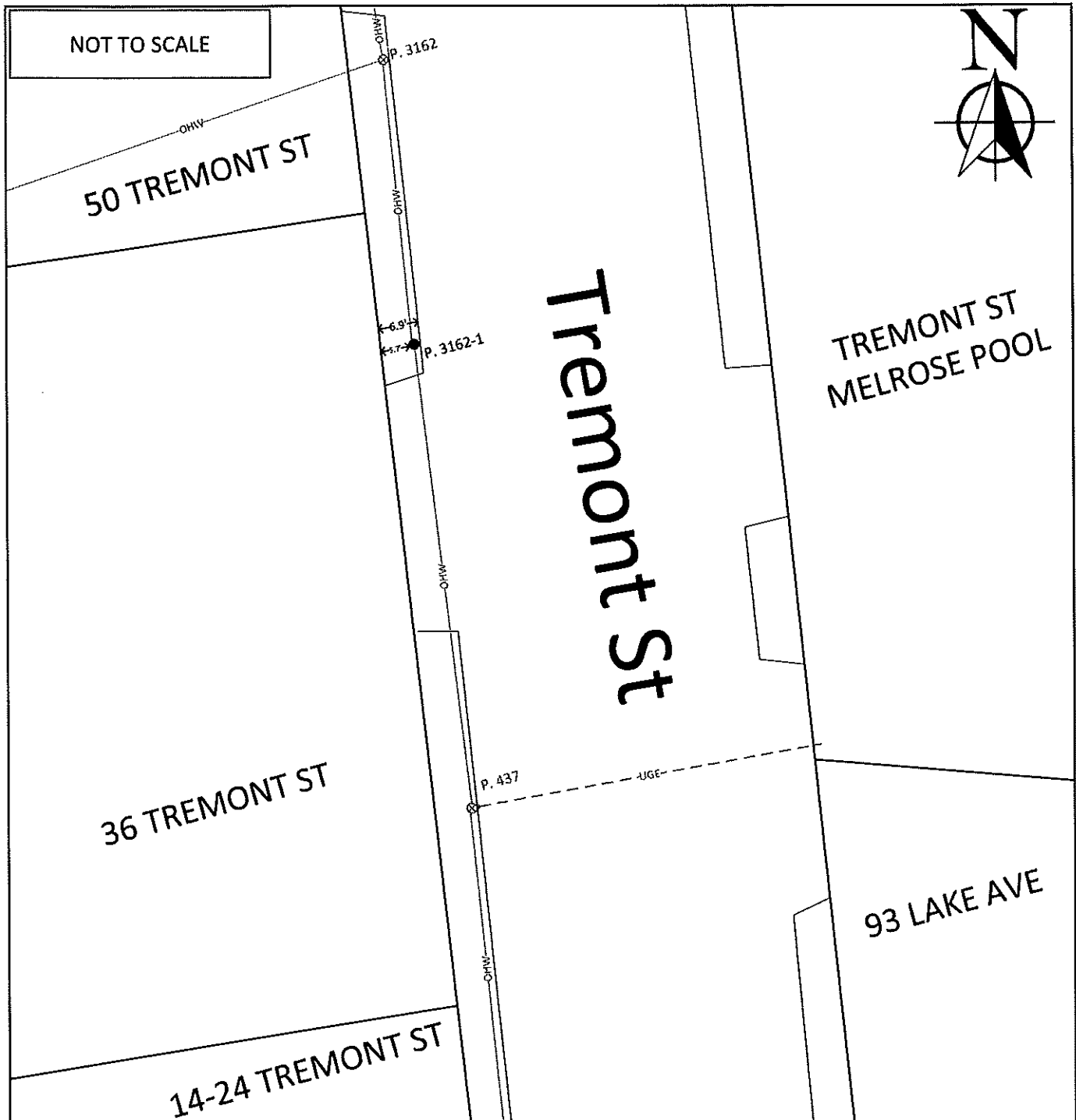
.....
.....
.....
.....

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



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	OHV
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	OHV	OHV
POLE WITH RISEA WITH POLE NO.	P. 3162	P. 3162-1 P. 3163 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

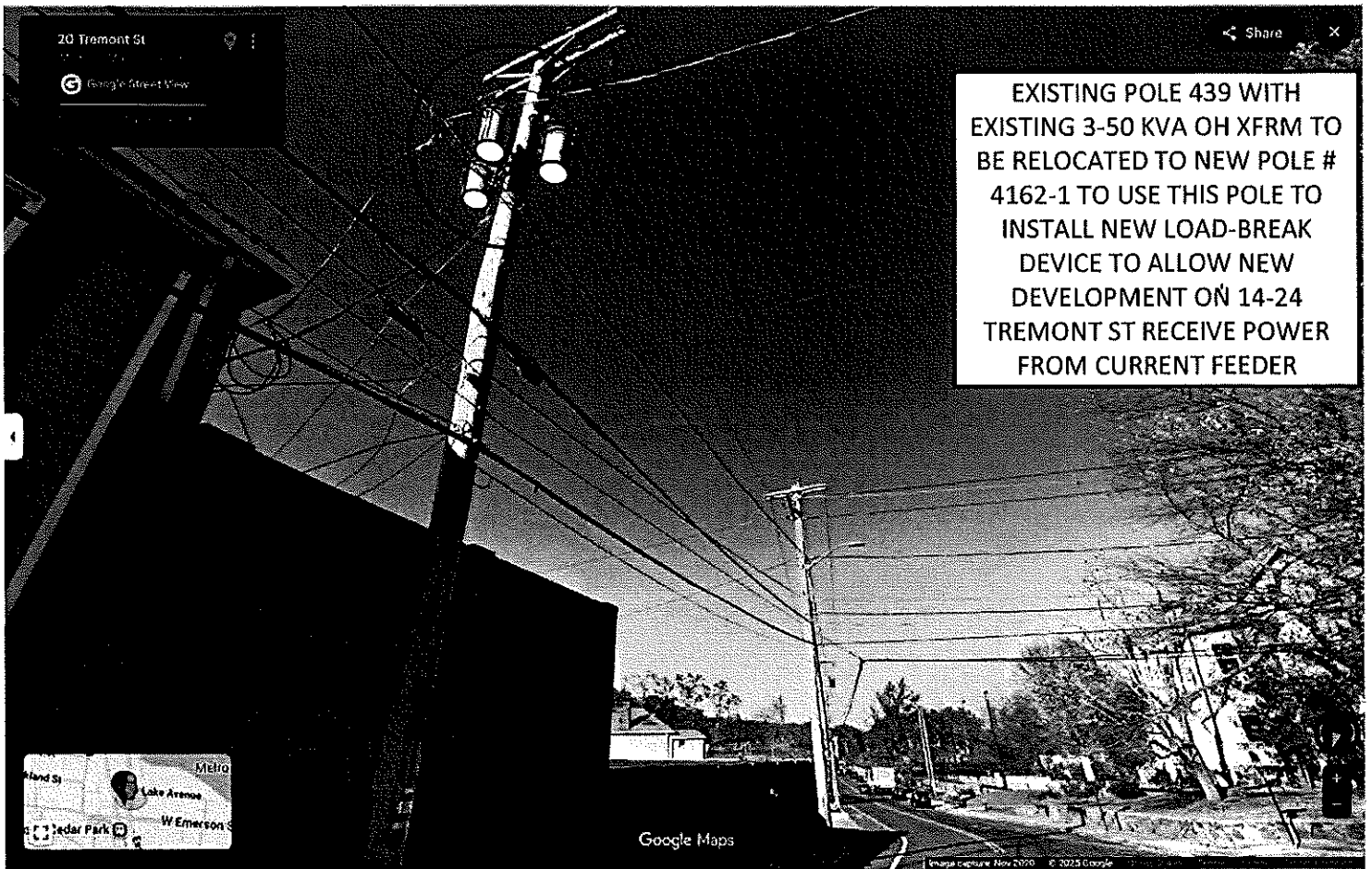
Owner: FERENTINOS MARILEM TRUSTEE
Co-Owner: MARILEM FERENTINOS TRUST
Prop ID: C9 0 22

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.



Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

October 29, 2025

The Honorable Jennifer Grigoraitis, Mayor
City of Melrose
Melrose City Hall
Office of the Mayor
562 Main Street, Second Floor
Melrose, MA 02176

Re: City of Melrose, Early Childhood Center, Melrose High School

Dear Mayor Grigoraitis:

I am pleased to report that on October 29, 2025, the Board of Directors (the “Board”) of the Massachusetts School Building Authority (the “MSBA”) voted to invite the City of Melrose (the “District”) into the Calendar Year 2025 Accelerated Repair Program (the “ARP”) to partner with the MSBA in conducting a Schematic Design Study at the Early Childhood Center for a potential partial roof and partial windows/doors replacement project and at the Melrose High School for a potential partial roof replacement project. The invitation for the potential partial roof and partial windows/doors replacement project at the Early Childhood Center is limited to Roof Sections A-D and Window Section A, as described by the District in its Statement of Interest for the Early Childhood Center. The invitation for the potential partial roof replacement project at the Melrose High School is limited to Roof Sections A and B, as described by the District in its Statement of Interest for the Melrose High School.

The ARP will focus on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for districts. I do want to emphasize that this invitation to partner on a Schematic Design Study is **not** approval of a project but is strictly an invitation to the District to work with the MSBA to explore potential solutions to the building needs that have been identified. Moving forward in the MSBA’s ARP process requires a partnership with the MSBA, and communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute, regulations, and policies, including the ARP requirements, as outlined in this letter, which require MSBA partnership and approval at each step of the process.

Districts that are invited into the ARP will be required to use Owner’s Project Managers and Designers who are pre-selected and randomly assigned by the MSBA. Districts must also adhere

to other requirements that are unique to this Program, such as implementing an accelerated project schedule.

The District's commencement date for Early Childhood Center and the Melrose High School is November 3, 2025, and several prerequisites must be completed in accordance with the schedule on page four of this letter.

The District must secure funding for the Schematic Design portion of this potential project within 90 calendar days of the commencement date. Submission of the properly certified documentation that the District has secured its funding must be submitted to the MSBA within 120 days of the commencement date. Districts will be expected to complete a Schematic Design Study and receive authorization to execute a Project Funding Agreement by the MSBA Board of Directors no later than 14 months from the District's commencement date. Future funding for the total project budget will be required within 90 days after the date of the MSBA's approval to execute a Project Funding Agreement and no later than 16 months from the District's commencement date. Districts seeking reimbursement under the ARP will be allowed to submit requests for reimbursement monthly, but only if the total value of the invoices submitted equals more than \$50,000.

During the Schematic Design Study phase, the MSBA will partner with the District and its assigned Owner's Project Manager and Designer to find the most fiscally responsible, educationally appropriate and sustainable solution to the building needs identified above.

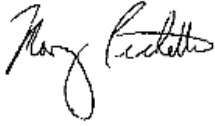
If during the Schematic Design Study phase, the District determines that the potential project does not meet the qualifying criteria of the Board's invitation, the District will be required to remove its Statement of Interest and will not be authorized for a Project Funding Agreement for the project. For the Calendar Year 2025 ARP, the qualifying criteria included roofs of 20 years or more as of Calendar Year 2026 (installed in or before 2006) and window and door systems of 30 years or more as of Calendar Year 2026 (installed in or before 1996). For the Calendar Year 2025 ARP, the qualifying criteria for heat pump conversions included windows of less than 30 years (installed in or after 1997), the school was opened or fully renovated, including replacement of the HVAC system before 2011, and the mechanical heating distribution is not supported by steam distribution piping.

As detailed above, once the District has completed the prerequisites in accordance with the schedule on page four of this letter and to the MSBA's standards, the MSBA will assign an Owner's Project Manager and Designer using the MSBA's list of pre-selected and randomly assigned consultants for the ARP. In the meantime, I wanted to share with you the Board's decision and provide a brief overview of what this means for the City of Melrose.

I look forward to continuing to work with you as part of the MSBA's Accelerated Repair Program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 3
October 29, 2025
City of Melrose Invitation to ARP Board Action Letter

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Pichetti". The signature is fluid and cursive, with the first name "Mary" and last name "Pichetti" clearly distinguishable.

Mary L. Pichetti
Executive Director

Cc: Legislative Delegation
Leila Migliorelli, President, Melrose City Council
Dorie Withey, Chair, Melrose School Committee
Jen McAndrew, Vice-Chair, Melrose School Committee
Cari Berman, Interim Superintendent, Melrose Public Schools
File: 10.2 Letters

**Accelerated Repair Program
Prerequisite Documents Schedule of Deliverables**

**City of Melrose
MSBA Board of Director Meeting – October 29, 2025**

Early Childhood Center, Melrose High School		
Accelerated Repair Program Commences – November 3, 2025		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	90	February 2, 2026 Required
Maintenance and Capital Planning Information	90	February 2, 2026 Required
Local Authorization for Schematic Design Funds	90	February 2, 2026 Required
Certified Copy of Local Vote Authorization of Schematic Design Funds	120	March 3, 2026 Required

GRANT OF EASEMENT

The **CITY OF MELROSE**, a Massachusetts municipal corporation, having a mailing address at 562 Main Street, Melrose, Massachusetts 02176 (hereinafter referred to as the “Grantor”), for consideration of One (\$1.00) dollar, grants to **MASSACHUSETTS ELECTRIC COMPANY**, a Massachusetts corporation with its usual place of business at 170 Data Drive, Waltham, Massachusetts 02451 (hereinafter referred to as the “Grantee”) with quitclaim covenants, the perpetual right and easement to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, lines to consist of, but not limited to, seven (7) poles, (which may be erected at different times) with wires and cables strung upon and from the same and all necessary anchors, guys, and appurtenances (hereinafter referred to as the “OVERHEAD SYSTEM”) and an “UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM” (hereinafter referred to as the “UNDERGROUND SYSTEM”) consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto, and without limiting the generality of the foregoing, but specifically including the following equipment, namely: manholes, manhole openings, bollards, handholes, junction boxes, transformers, transformer vaults, padmounts, padmount transformers and all housings, connectors, switches, conduits, cables and wires, all located over, across, under and upon a portion of the Grantor’s property lying Melrose, Middlesex County, Massachusetts, for the purpose of serving the Grantor’s property and others.

Said “OVERHEAD SYSTEM” and “UNDERGROUND SYSTEM” are located in, through, under, over, across and upon a portion of the Grantor’s (the “Registry”) property situated on the northerly side of West Foster Street, a.k.a. Foster Street West, and the easterly side of Myrtle Street, being more particularly shown as “41350 sq ± City of Melrose Parking Area” on an unrecorded Plan of Land created by Dana F. Perkin and Sons, Inc., dated January 8, 1952, and entitled, “COMPILED PLAN OF LAND IN MELROSE MASS.”, and attached hereto as “Exhibit B”.

Said “OVERHEAD SYSTEM” is to originate from Pole P.3231, which is located on the westerly side of Myrtle Street, then proceed in an easterly direction from said Pole crossing over, upon and across a portion of the Grantor’s property to Poles P.1727, P.3577, P.3578, P.3579,

WR# 310158106

Address of Grantees:
Mass El. – 170 Data Drive, Waltham, Massachusetts 02451

After recording return to:
Jessica White
National Grid USA
Service Company, Inc.
170 Data Drive
Waltham, MA 02451

P.3581, P.3582, and P.3584, to be established by and upon the final installation thereof by the Grantee.

And further, said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" (locations of the electrical equipment and other facilities on the hereinbefore referred to premises of the Grantor) are approximately shown on a sketch entitled: "EASEMENT, Owners: City of Melrose, Parking Lot, 562 Main St, Melrose 02176, Address: 55 Foster West St, Melrose, MA 02176; SKETCH TO ACCOMPANY EASEMENT: Existing assets: (3) – 40'C2 Poles, (3) – 45'C2 Poles, (1) – 45'C H1 Pole: (2) - 3PH 500 kVA Pad Mounted XFRM; (1) – 3-250 kVA OH Ratio XFRM; +/- 492 ft OH 3-1/0 AAAC Cable; +/- 300 ft UG 2-4" PVC Conduit & 3x2 Cu XLPE Cable," dated September 25, 2024, a reduced copy of said sketch is attached hereto as "Exhibit A", copies of which are in the possession of the Grantor and Grantee herein, but the final definitive locations of said "OVERHEAD SYSTEM" shall become established by and upon the installation and erection thereof by the Grantee.

Also with the further perpetual right and easement from time to time without further payment therefore to pass and repass over, across and upon said Grantor's property as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate, patrol and otherwise change said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Grantee, its successors and assigns, and to clear and keep cleared the portions and areas of the Grantor's property wherein the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" are specifically located, as shown on the sketch herein referred to, of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces, as may, in the opinion and judgment of the Grantee, interfere with the efficient and safe operation and maintenance of the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" and other related electrical equipment. However, said Grantee, its successors and assigns, will properly backfill said excavation or excavations and restore the surface of the land to as reasonably good condition as said surface was in immediately prior to the excavation or excavations thereof.

If said herein referred to locations as approximately shown on the sketch herein also referred to are unsuitable for the purposes of the Grantee, its successors and assigns, then said locations may be changed to areas mutually satisfactory to both the Grantor and the Grantee herein; and further, said newly agreed to locations shall be indicated and shown on the sketch above referred to by proper amendment or amendments thereto. The Grantor, for itself, its successors and assigns, covenant and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent shall not be unreasonably withheld.

It is the intention of the Grantor to grant to the Grantee, its successors and assigns, all the rights and easements aforesaid and any and all additional and/or incidental rights needed to install, erect, maintain and operate within the Grantor's property an "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" for the transmission of intelligence and for the purpose of supplying electric service to the Grantor's property, including, without limitation, the building,

buildings or proposed buildings shown on the last herein referred to sketch or amended sketch and the right to service others from said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM".

The easements herein granted are non-exclusive, however, it is agreed that the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" shall remain the exclusive property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns, shall pay all taxes assessed thereon.

[Signature page follows]

For Grantor's title see an order of taking dated November 21, 1949, recorded with the Middlesex South District Registry of Deeds in Book 7520, Page 285; an order of taking dated June 19, 1950, recorded with said Registry in Book 7610, Page 75; a deed dated January 4, 1954, recorded with said Registry in Book 8254, Page 506; and a deed dated August 26, 2015, recorded with said Registry in Book 66009, Page 107.

IN WITNESS WHEREOF, the City of Melrose has caused its corporate seal to be hereto affixed and these presents to be signed in its name and behalf by JENNIFER GRIGORAITIS, its Mayor, being thereto duly authorized this _____ day of _____, 2025.

CITY OF MELROSE

By: Jennifer Grigoraitis
Its: Mayor

Commonwealth of Massachusetts

County of _____} ss.

On this the _____ day of _____, 2025, before me, the undersigned Notary Public, personally appeared Jennifer Grigoraitis, proved to me through satisfactory evidence of identity, which was/were _____, to be the person whose name is signed on the preceding Grant of Easement and acknowledged to me that she signed it voluntarily for its stated purpose, as Mayor of the City of Melrose.

Signature of Notary Public

Printed Name of Notary

My Commission Expires _____

Place Notary Seal and/or Any Stamp Above

national**grid**

EXHIBIT B





CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

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

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

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

cc: Shannon Phillips, City Solicitor
Lauren Grymek, Chief of Staff
Jay Coy, Deputy City Engineer
Lori Massa, Director of Planning and Community Development
James Troup, Deputy DPW Director – Administration & Finance

Date: October 23, 2025

Re: **National Grid Easement Request – Dill's Court Parking Lot and Cerretani Way**

The Department of Public Work is hereby submitting an easement request on behalf of National Grid for infrastructure presently located in the Dill's Court parking lot and Cerretani Way. When the new building at 524-530 Main Street was designed, the DPW and Planning Board required that the transformer installed behind the building for that project be sized to also accommodate the proposed project at 12-16 Essex Street, to avoid having a second pad-mounted electrical transformer in the same vicinity. At that time, National Grid sought and was approved for a Grant of Location for the transformer and a related utility pole.

Upon further investigation in relation to the current 12-16 Essex Street project, National Grid's legal department determined that the parking lot in this vicinity, and the related historic streets of Dill's Court and Cerretani Way, function as a parcel rather than a public right-of-way. Thus, rather than a grant of location, National Grid should have easements for their infrastructure on the City's parcel. The attached easement document has been prepared by National Grid and reviewed by Melrose DPW and Legal Department.

We are hereby recommending approval of the attached easement, to grant permission for National Grid to continue to own and maintain their equipment within this parking lot. There is no equipment in new locations proposed as part of this easement request. Thank you for your consideration of this request.

POLE PETITION / PERMIT REQUEST FORM

City

Town of Melrose WR # 31177554
(circle one)Install 1 SO
(quantity) JO Poles on 371 E Foster St Melrose
(circle one) (street name)Remove 1 SO
(quantity) JO Poles on 371 E Foster St Melrose
(circle one) (street name)Relocate n/a SO
(quantity) JO Poles on n/a
(circle one) (street name)Beginning at a point approximately 935 ft feet EAST of the centerline
(distance) (compass heading)of the intersection of 6th Street and East Foster St
(street name)and continuing approximately n/a feet in a n/a direction.
(distance) (compass heading)

Install underground facilities:

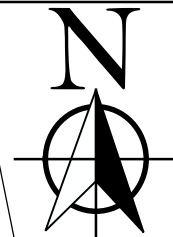
Street(s) n/a

Description of Work:

Customer does not want pole near driveway, relocating existing P5 30 ft away eastside

ENGINEER Anjena DaswaniDATE 8/29/25

NOT TO SCALE



366 E FOSTER ST

372 E FOSTER ST

378 E FOSTER ST

384 E
FOSTER ST

OHW

OHW

P.5

TBR

P.5

371 E FOSTER ST

357 E FOSTER ST

367 E FOSTER ST

385 E FOSTER ST

OH PETITION

WR# 31177554 - 371 E Foster St, Melrose, MA 02176

SKETCH TO ACCOMPANY PETITION:

Proposed Installation 40 ft C3 (Class 3) JO (Jointly Owned) Pole # 5 in the eastern sidewalk in front 371 E Foster St. This pole needs to be installed to remove existing Pole #5 and transfer secondary OH (Overhead) wire, such that Pole #5 is not in front of customer driveway.

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 TBR	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



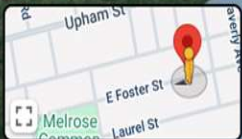
384 E Foster St
Melrose, Massachusetts

Google Street View

Dec 2022

EXISTING P.5 35'C2 WILL BE
REMOVED AS IT IS CLOSE TO
CUSTOMER DRIVEWAY AT 371 E
FOSTER ST, MELROSE

NEW P.5 40'C3 WILL BE INSTALLED
AT APPROXIMATELY 30 FT EAST
DIRECTION OF EXISTING P5



Google Maps

Image capture: Dec 2022 © 2025 Google United States Terms Privacy Report a problem

S/NO.	ADDRESS	OWNER'S INFO	PROPERTY ID
1	367 E Foster St	NAME:ROBY, BARBARA ELLEN, TRSTEE GEORGE W PRATT III TRUSTEE MAILING ADDRESS: 367 FOSTER EAST ST MELROSE, MA 02176	F8 0 61
2	384 E Foster St	NAME: BARTHOLET, CAROLYN VAIL MAILING ADDRESS: 384 FOSTER EAST MELROSE, MA 02176	F8 0 38
3	378 E Foster St	NAME: CLOHERTY, RYAN P.; EMILY H. CLOHERTY, HWTE MAILING ADDRESS: 378 EAST FOSTER ST. MELROSE, MA 02176	F8 0 39
4	385 E Foster St	NAME: MUSE JOANNE MOORE WILLIAM H. JTRS MAILING ADDRESS: 385 EAST FOSTER ST MELROSE, MA 02176	F8 0 63

October 8, 2025

RE: Letter of Support for National Grid Grant of Location Petition WR# 31177554

Dear Members of the Melrose City Council,

I, Anna Lang, a resident and property owner at 371 East Foster Street, am writing to express my full support for the National Grid Grant of Pole Location Petition enclosed herein.

The proposed petition seeks to relocate the existing utility pole approximately 30 feet from its current position in order to remove it from the driveway area. The current pole placement, situated roughly 10 feet from the retaining wall, presents a safety concern and makes it difficult and hazardous to access the driveway.

Relocating the pole will greatly improve safety and accessibility for vehicles entering and exiting the property.

Thank you for your consideration.

Sincerely,
Anna Lang

A handwritten signature in cursive script that reads "Alang".

371 E Foster St, Melrose MA 02176



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

**City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 665-0142**

To: Mayor Jennifer Grigoraitis
Melrose City Council

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

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

Date: October 1, 2025

Re: Appropriation Request – City Hall Entrance

Please accept the request for an appropriation from Capital Stabilization in the amount of thirty-five thousand dollars (\$35,000) for the purpose of placing temporary emergency shoring at the entrance to the ground level of City Hall, reopening the accessible doorway to the public, and designing a more permanent solution.

Over the past several months, the Department of Public Works has worked with several companies to investigate possible solutions to reopen the handicap accessible door at the ground level of City Hall on the Main Street side. The investigation commenced after the ceiling collapsed and revealed significant deterioration to the slab. Preliminary assessments determined that the material was not hazardous. There was a concern that the walkway above would not last through a harsh winter. A structural engineering firm was asked to further test the area and to design a temporary solution that would make the area safe for the public. Upon receiving the design for the temporary solution, DPW reached out to several possible vendors to perform the work. Prices include the construction of the temporary shoring plus the cost for the rental of the equipment.

The engineer was also tasked with moving to the next stage of the project to design a permanent repair. The costs associated with this design are included in this request, along with a small contingency. The City has also asked for cost estimates for the permanent repair, which will be shared when they become more precise, at the conclusion of the design phase.

We formally request an appropriation from Capital Stabilization in the amount of \$35,000 for the purposes of placing temporary shoring at the entrance to City Hall and to design the permanent repair. Funds will be deposited into a dedicated project account to be set up by the City Auditor. The DPW will be the custodian of the account and will be the Project Manager.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

**City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142**

To: Mayor Jennifer Grigoraitis
Melrose City Council

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

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

Date: September 29, 2025

Re: Donation Acceptance Request

Please accept this request to consider accepting a donation in the amount of five hundred dollars (\$500) for the purpose of proceeding with recycling and sustainability initiatives in the Department of Public Works.

For the past several years, Rep. Kate Lipper-Garabedian has hosted a Sustainability Day at Melrose High School. This event has grown in popularity and has provided an outlet to collect and dispose of hard-to-recycle materials. The Department of Public Works has provided some level of support as our sustainability initiatives run parallel with this event's. The primary vendor, Green Team Junk Removal is appreciative of the efforts of the Sanitation Division and has expressed interest in donating monies to go toward our expenses for this day as well as other expenses to help promote recycling and to educate our residents on the values of sustainability.

We formally request acceptance of this donation in the amount of \$500 from Green Team Junk Removal for the purposes of proceeding with Solid Waste and Recycling Initiatives. Funds will be deposited into our Solid Waste and Recycling Enterprise account that has been set up by the City Auditor. There is no cost or encumbrance required to enter into this agreement and there will be no effect on the Department of Public Works Operating Budget.



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: City Council

From: Kathryn Armata

CC: Mayor Grigoraitis, Chief Auditor/CFO Kerri Golden

Date: September 19, 2025

Re: **City of Melrose Trust Funds Investment Policy Statement**

The Treasurer Collector is responsible for the investment of the City of Melrose Trust Funds. The Trust Funds total approximately \$14 million and include 40 separate accounts. The City's Investment Advisor to the Trust Funds is Bartholomew & Co. (<https://www.bartandco.com>).

The Stabilization Funds, which are included in the Trust Fund portfolio for reporting purposes, are excluded from the recommendation in this memo as they are managed under separate rules. Excluding the Stabilization Funds, the amount of assets under discussion is approximately \$4.4 million. Of the \$4.5 million, 71% of the assets are overseen by the Cemetery Commission which must approve any changes to investment policy.

The Trust Funds have a long-term investment horizon and are invested by Bartholomew & Co in the Legal List of Investments (the "Legal List"), which is the list of securities approved for investment by the Commissioner of Banks under the provisions of Massachusetts General Laws ("MGL") chapter 167, sections 15A-15K, inclusive. The Legal List is updated annually, however, additions to the Legal List are infrequent, mergers and acquisitions have decreased the approved equity and fixed income names over time, and investment options are heavily tilted toward government and quasi-government offerings. Investing in the Legal List can be challenging from a diversification perspective and is challenged from a return perspective under many investment scenarios given the restrictions on permissible investments.

To address these challenges, municipalities in Massachusetts have been adopting an alternative investment option for Trusts under MGL 203C, Sections 1-11, inclusive, known as the Prudent Investor Rule. Prudent investment allows for diversified investment in high quality securities and

funds and consideration of all the factors normally taken into account in an investment approach including liquidity needs, investment time frame, economic factors, and market research, among other considerations.

Adoption of the Prudent Investor Rule offers the ability to achieve greater diversification through a variety of investment types and companies and management of the funds in a less constrained investment universe than the Legal List. Given the long-term nature of the Trust Funds and the goal to achieve reasonable growth over time, the Prudent Investor option is appropriate for the portfolio.

CFO Golden and I presented Prudent Investor to the Cemetery Commission this summer and the Commission's approval of the Prudent Investor mandate was received on September 18th.

A summary of the portfolio returns against applicable benchmarks is provided as an attachment. The performance history shows portfolio outperforms shorter term government indices but trails other asset class returns as well as the Consumer Price Index over the long term. This could be attributable to limited options with which to construct a competitive portfolio. Also attached are a Bartholomew & Co white paper on Prudent Investor and a draft of proposed investment guidelines.

Given the benefits of Prudent Investor and limitations under the Legal List of Investments, I respectfully asked for your support of adopting Prudent Investor for the City of Melrose Trust Funds

Attachments:

Bartholomew & Co White Paper on Prudent Investor
Proposed investment guidelines
Trust Funds portfolio review as of 8/31/2025

Order:

To see if the City will vote to accept the provisions of G.L. c.44, §54(b),(c),&(d) to allow the City of Melrose Trust Funds to be invested in accordance with G.L. c.203C, the so-called "Prudent Investment Rule", or take any other action relative thereto.

Bartholomew & Company White Paper – Prudent Investment Rule

What does “prudent” investment actually mean?

“Prudent” investing can be flexible and diverse in terms of its actual application. The key is that investment decisions are based on the specific intentions of the funds being invested. Essentially, Prudent investing means that the investment fiduciary understands the unique goals and objectives of the funds under management and chooses an investment strategy based on available relevant information. Essentially, prudent investing opens the doors to all different investment products, methods, and risk profiles – as long as those decisions were made with as much applicable information as possible.

Example: a community has \$100,000 that can’t be touched for 3 months, but after those 3 months the investor is expecting all principal value back. In this case, you likely will not invest in one single high-risk stock. Instead, you may purchase a Treasury bond that matures in 3 months. On the flip side, a community has \$100,000 they won’t touch for 10 years. A “Prudent” person might say that in this case, it could be perfectly acceptable to invest in a mix of stocks and bonds.

This is a very simple explanation, but it brings to light that “prudent” investing is understanding the nature, goals, and objectives of the assets.

What are some of the pros and cons?

The biggest benefit to communities is that prudent investing allows for much greater diversification opportunities than currently allowed under the MA Legal List of Investments. Where appropriate, investment managers can use US and international mutual funds, ETFs, stocks, bonds, alternative investments, etc. where they previously had to adhere to a very short list of investments.

One of the perceived negatives is that now Trust Funds could be invested more “risky” than on the Legal List. Certainly, the Prudent Investor Rule allows for many types of investments, some of which are certainly high on the risk spectrum. When Prudent investing is properly employed with the specific goals of the funds in mind, there should not be inherently more risk than is appropriate; just more opportunity for diversification.

What should be considered prior to either accepting, or not, the local option?

- *Understand the composition of your community’s assets and if accepting the local option makes sense for some of the community’s assets.*
- *Evaluate goals and objectives for each type of monies.*
- *Evaluate goals in comingled accounts.*
- *Review your Investment Policy Statements.*

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CITY OF MELROSE TRUST FUNDS INVESTMENT POLICY STATEMENT

The primary purpose of this Investment Policy Statement (the “IPS”) is to provide a clear understanding regarding the CITY OF MELROSE’s (the “CITY”) CITY OF MELROSE TRUST FUNDS’s investment objectives, performance goals, risk tolerance, and investment guidelines established for the long-term Prudent Investor funds.

A. Scope

This IPS applies to all funds that are separately designated as CITY OF MELROSE TRUST FUND funds. These funds can be invested as a pooled investment portfolio unless otherwise stated. Any additional contributions of these types of funds will also be maintained in the same manner.

B. Authority

The funds shall be invested pursuant to Massachusetts General Laws 203C (The Massachusetts Prudent Investor Act) unless otherwise stipulated.

C. Diversification

The following asset classes can be included in the CITY OF MELROSE TRUST FUNDS in order to construct a diversified investment portfolio that is both prudent and appropriate given the CITY OF MELROSE TRUST FUNDS target rate of return, investment objective, and risk tolerance. The investment parameters and asset allocation definitions that will govern the Investment Manager of the diversified portfolio are included in the addendums to this IPS.

Equities

The primary objective of the CITY OF MELROSE TRUST FUNDS’s equity allocation is to provide long-term total returns that are, at a minimum, consistent with appropriate broad market indexes through full market cycles.

The Investment Manager of the diversified portfolio can purchase and manage the equity allocation using individual equities, such as domestic common stocks, preferred stocks, and/or American-Depositary Receipts (ADRs).

The Investment Manager can also utilize other investment vehicles such as, mutual funds, exchange traded funds, closed-end funds, etc. Total equity exposure is able to include, both domestic and international equities, both developed and emerging countries and geographic regions, as well as large-, mid-, and small-market capitalization weighted companies. Direct holdings of common stock, preferred stock, and/or ADRs in any one company should not exceed 5% of the market value of the invested portfolio.

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Investing directly in real estate, private placements, letter stock, or initial public offerings is strictly prohibited. The Investment Manager of the diversified portfolio shall not engage directly in margin transactions, short sales, or any other leveraged or inverse investment vehicles. Mutual funds, exchange-traded funds, and closed-end funds, however, may engage in margin, leverage, and/or short sales. Investing directly in unit-investment trusts (UITs) and business development companies (BDCs) are strictly prohibited.

Fixed Income

The primary objectives of the CITY OF MELROSE TRUST FUNDS's fixed income allocation are to preserve capital and generate a reasonable level of cash flow. The secondary objective is to provide price returns that exhibit lower correlation to the broad global equity markets in order to reduce the overall risk of the portfolio.

The Investment Manager of the diversified portfolio can purchase and manage the fixed income allocation using individual bonds that are United States Dollar denominated only. Issuer selection can include domestic corporate bonds and any obligations of the United States Government and/or its agencies.

The Investment Manager can also utilize other investment vehicles such as, mutual funds, exchange traded funds, closed-end funds, etc. Total fixed income exposure is able to include, both domestic and international bonds, both developed and emerging countries and geographic regions. Direct holdings of individual corporate bonds in any one company should not exceed 5% of the market value of the invested portfolio; however, this is not applicable to the United States Government and/or its agencies. Lower-quality investments may only be held through diversified vehicles, such as mutual funds or exchange-traded funds.

Investing directly in real estate, mortgages, collateral or non-collateral loans, private placements, fixed income or interest rate futures, or any other specialized fixed income ventures is strictly prohibited. Investing directly in unit-investment trusts (UITs) and business development companies (BDCs) are strictly prohibited.

Alternative Investments

The primary objective of the CITY OF MELROSE TRUST FUNDS's alternative allocation is to provide long-term capital appreciation that is less correlated to broad global equity and fixed income indexes.

The Investment Manager of the diversified portfolio can only purchase those strategies that are deemed to be alternative through daily-liquid diversified investment vehicles such as, mutual funds, exchange-traded funds, closed-end funds, etc. The only exception to the daily liquidity rule is private equity exposure and investment strategies. Private equity vehicles may also hold private debt as part of a diversified strategy.

Investing directly in unit-investment trusts (UITs) and business development companies (BDCs) are strictly prohibited.

Cash and Cash Equivalents

Cash will be maintained to provide periodic cash distributions, if and when necessary. Cash will not normally be held as a strategic investment asset, although the Investment Manager may seek to allow cash to build to the maximum level in times of market uncertainty.

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D. Specific Risks

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Investment Manager will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations.

In regards to fixed-income investments, the Investment Manager will only purchase investment grade securities. Lower-quality investments may only be held through diversified vehicles, such as mutual funds or exchange-traded funds. Investments in fixed income securities will be made primarily for income and capital preservation.

Custodial Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The CITY will review the financial institution's financial statements and the background of the sales representative. The intent of this qualification is to limit the CITY's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation.

Further, all securities not held directly by the CITY, will be held in the CITY OF MELROSE's name and tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

The Investment Manager will minimize Concentration of Credit Risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized. As stated above, securities of a single corporate issuer (with the exception of the United States Government and its Agencies) will not exceed 5% of the portfolio value.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment.

The Investment Manager will manage interest rate risk by managing duration, as a measure of interest rate sensitivity, in the funds.

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Foreign Currency Risk

Foreign currency risk is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The Investment Manager will, as much as feasible, mitigate foreign currency risk.

E. Standards of Care

The standard of prudence to be used by the Treasurer and/or other authorized person, shall be the “Prudent Person” standard and shall be applied in the context of managing an overall portfolio. The Treasurer and/or other authorized person, acting in accordance with written procedures and this IPS, and exercising reasonable due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this IPS.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

F. Ethics

The Treasurer and/or all other authorized persons shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. The Treasurer and/or all other authorized persons shall disclose to the CITY any material financial interest in financial institutions that do business with the CITY. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the CITY's investments.

G. Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. Brokers should be recognized, reputable dealers. All cash and securities shall be held in either a bank that is allowable for the deposit of public funds, provided funds on deposit are insured by the Federal Deposit Insurance Corporation (FDIC), or in an Investment Brokerage Account that is insured by the Securities Investor Protection Corporation (SIPC). If a banking institution is selected as manager, the CITY will subscribe to Veribanc®, a recognized bank rating service.

The Treasurer and/or all other authorized persons shall require any brokerage houses and broker/dealers, wishing to do business with the CITY, to supply the following information to the Treasurer and/or all other authorized persons:

- Annual financial statements

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- If acting as a Registered Investment Adviser, Form ADV Part II report
- Errors & Omissions insurance amounting to, at a minimum, the total fair market value of the Trust Funds Portfolio.
- A statement that the Advisor has read the CITY's IPS and will comply with it on an annual basis
- Annual review all advisors through www.finra.org: Broker Check

H. Reporting Requirements

On a Semi-Annual basis, a report containing the following information will be prepared by the Treasurer and/or other authorized persons and distributed to the CITY, as appropriate. The Semi-Annual report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this IPS.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the CITY 's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the IPS.

I. Performance Measurement and Evaluation

- The individual and custom benchmarks that will be monitored for performance reporting and analysis of the fund's portfolio are stated and described in the addendums to this IPS.
- It is expected that the respective asset classes of the fund's diversified portfolio will outperform their respective benchmarks, net of fees and expenses, on a long term (market cycle) basis.

J. Supervision

- The Treasurer will meet with the investment manager(s) as frequently as semi-annually to monitor the performance of the funds and the investment manager(s) compliance with these guidelines. The Treasurer will receive and review portfolio management reports semi-annually.
- The Treasurer will review this Investment Policy Statement at least once a year to ensure that it remains appropriate and complete.
- The Treasurer has the option to review the management of funds to consider going out to bid periodically.

K. Legal References

- Massachusetts General Law Chapter 203C, Section 1 through 11

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The below signed Treasurer and/or other authorized persons of the CITY OF MELROSE have reviewed this IPS and will manage the CITY’s CITY OF MELROSE TRUST FUNDS under my control in accordance with this IPS.

Signature

Signature

Printed Name

Printed Name

Date

Date

Signature

Signature

Printed Name

Printed Name

Date

Date

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ADDENDUM #1 INVESTMENT PARAMETERS

The information contained herein shall dictate the long-term asset allocation targets as well as minimum and maximum parameters, when applicable, that will govern the management of the investable portion of the funds. The methodology for determining specific security and investment strategy definitions is detailed in Addendum #2.

<i>Category</i>	<i>Min</i>	<i>Target</i>	<i>Max</i>
Equity	41%	51%	61%
Domestic Equity	21%	31%	41%
International Equity	10%	20%	30%
Balanced	0%	0%	10%
Fixed Income	24%	34%	44%
Domestic Bonds	17%	27%	37%
International Bonds	0%	7%	17%
Alternatives	5%	15%	25%
Private Equity	0%	0%	10%
Real Estate	0%	0%	10%
Cash	0%	0%	10%
Total	---	100%	---

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Treasurer's Signature

Date

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ADDENDUM #2 ASSET ALLOCATION DEFINITIONS

<i>Asset Class</i>	<i>Morningstar Category</i>	
Domestic Equity	Allocation 85% Equity Communications Consumer Cyclical Consumer Defensive Convertibles Energy Financial Health Industrials Large-Cap Blend Large-Cap Growth Large-Cap Value	Mid-Cap Blend Mid-Cap Growth Mid-Cap Value Natural Resources Real Estate Sector Fund Small-Cap Blend Small-Cap Growth Small-Cap Value Technology Utilities
International Equity	Emerging Markets Europe Foreign Large-Cap Blend Foreign Large-Cap Growth Foreign Large-Cap Value Foreign Small/Mid Blend Foreign Small/Mid Growth Foreign Small/Mid Value Global Real Estate	India Infrastructure Japan Latin America Pacific/Asia Pacific/Asia ex-Japan World Large Stock World Small/Mid Stock
Balanced	Allocation 15% to 30% Equity Allocation 30% to 50% Equity Allocation 50% to 70% Equity Allocation 70% to 85% Equity	Retirement Income Tactical Allocation Target Date World Allocation
Domestic Bond	Bank Loans Convertibles High-Yield Bond High-Yield Muni Inflation Protected Bond Intermediate Gov't Bond Intermediate Term Bond Long-Term Bond Long-Term Gov't Bond Multisector Bond	Muni National Intermediate Muni National Long-Term Muni National Short-Term Muni Single State Nontraditional Bond Preferred Stock Short-Term Bond Short-Term Gov't Bond Stable Value Ultrashort Bond
International Bond	Emerging Markets Bond Emerging Markets Local Currency	World Bond
Alternatives	Bear Market Business Development Company Commodities Currency Direct Real Estate Hedge Funds Long/Short Credit Long/Short Equity Managed Futures	Market Neutral Multi-Alternative Options Based Precious Metals Private Debt Private Equity Structured Notes & Annuities Trading/Tactical

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Treasurer's Signature

Date

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ADDENDUM #3
PERFORMANCE REPORTING

Policy Benchmarks

Broad Asset Class	Benchmark Name	Percentage
Equity	MSCI ACWI IMI	51%
Fixed Income	Bloomberg Barclays US Universal Bond	34%
Alternatives	HFRX Global Hedge Fund (USD)	15%
Total		100%

Risk Profile Benchmarks

Broad Asset Class	Benchmark Name	Percentage
Equity	MSCI ACWI IMI	60%
Fixed Income	Bloomberg Barclays US Universal Bond	40%
Alternatives	---	---
Total		100%

Asset Class Level Comparative Benchmarks

Asset Class	Benchmark Name
Domestic Equity	MSCI USA IMI
International Equity	MSCI ACWI ex USA IMI
Domestic Bond	Bloomberg Barclays US Universal Bond
International Bond	Bloomberg Barclays Global Aggregate Bond ex USD (Hedged)
Alternatives	HFRX Global Hedge Fund (USD)
Cash	US Treasury Bills

Benchmark Name	Description
MSCI ACWI IMI	captures large, mid, and small cap representation across Developed and Emerging Markets countries. The index covers approximately 99% of the global investable equity market.
MSCI USA IMI	captures large, mid, and small cap representation of the United States. The index covers approximately 99% of the free float-adjusted US investable equity market.
MSCI ACWI ex USA IMI	captures large, mid, and small representation across Developed (excluding the US) and Emerging Markets countries. The index covers approximately 99% of the global investable equity market outside of the United States.
Bloomberg Barclays US Universal Bond	consists of income securities issued in US Dollars, including US government and investment grade debt, non-investment grade debt, asset-backed and mortgage-backed securities, Eurobonds, 144A securities and emerging market debt with maturities of at least one year.
Bloomberg Barclays Global Aggregate Bond ex USD (Hedged)	a measure of global investment grade debt from local currency markets (excluding the US). This multi-currency benchmark includes treasury, government-related, corporate and securitized fixed-rate bonds from both developed and emerging markets issuers.
HFRX Global Hedge Fund (USD)	is designed to be representative of the overall composition of the hedge fund universe. It is comprised of all eligible hedge fund strategies; including but not limited to convertible arbitrage, distressed securities, equity hedge, equity market neutral, event driven, macro, merger arbitrage, and relative value arbitrage. The strategies are asset weighted based on the distribution of assets in the hedge fund industry.
US Treasury Bills	represents the monthly return equivalents of yield averages, which are not marked to market; this index is an average of the last three three-month Treasury Bill issues.

Treasurer's Signature

Date

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Performance by Asset Class (TWR)

As of 8/31/2025 City of Melrose Trust Funds UA (xxxx4283) - PPS Custom NFS

	MTD (%)	QTD (%)	YTD (%)	1 Year (%)	3 Year (%)	5 Year (%)	10 Year (%)	Since Asset Class Inception (%)
Domestic Equity - Asset Class Inception (08/11/2020)	3.41	3.71	7.07	5.08	11.12	12.83		12.67
Dow Jones Industrial Average	3.42	3.59	8.30	11.45	15.27	12.04		12.46
International Equity - Asset Class Inception (08/11/2020)	8.16	3.32	13.26	0.52	15.50	5.27		5.34
MSCI ACWI ex USA IMI (NR)	3.58	3.35	21.84	15.65	14.99	8.98		9.42
Balanced - Asset Class Inception ("N/A")								
Domestic Bond - Asset Class Inception (08/07/2012)	0.86	0.93	4.17	4.80	4.46	2.10	1.77	1.54
Bloomberg Gov/Credit 1-5 Yr Single-A	1.07	1.16	5.00	5.53	5.09	1.90	2.67	2.51
International Bond - Asset Class Inception (11/21/2019)								1.97
Alternative - Asset Class Inception ("N/A")								
Cash and Equivalents - Asset Class Inception (07/18/2012)	0.31	1.03	3.60	5.84	8.81	5.16	3.50	2.89
Bloomberg 1-3 Month U.S. Treasury Bills	0.38	0.75	2.90	4.56	4.82	2.97	2.04	1.56
Your Portfolio- Inception Date (07/18/2012)	1.11	1.13	4.22	4.52	5.00	3.14	2.22	1.83
Bloomberg US Govt/Credit (1-3 Yr)	0.88	0.86	3.80	4.64	4.14	1.71	1.93	1.67
Consumer Price Index (Seasonally Adjusted)	0.20	0.48	1.80	2.74	2.94	4.48	3.07	2.65
Bloomberg 1-3 Month U.S. Treasury Bills	0.38	0.75	2.90	4.56	4.82	2.97	2.04	1.56

Note: Returns are time-weighted and annualized for any period greater than one year.
Some securities are excluded from performance calculations. View the report disclosure for more detail.
This report is incomplete without the accompanying disclosure page.

Report Generated on: 9/24/2025 12:11:21 PM Eastern Time

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Understand the composition of your community’s assets and if accepting the local option makes sense for some of the community’s assets.

Evaluate goals and objectives for each type of monies.

Evaluate goals in comingled accounts.

Review your Investment Policy Statements.

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

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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 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 vendor~~Food 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 vendor~~Food 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 ~~Bellevue~~~~Bellevueville~~ Golf Course ~~are exempt.~~
 3. Mobile food vendor~~Food 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.

~~B. 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.~~

~~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.~~

~~4. This ordinance does not affect "ice cream trucks" as defined and permitted under M.G.L. c. 270, § 25.~~

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 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

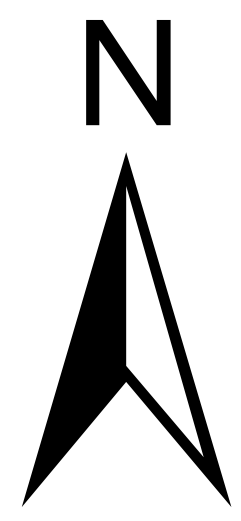
- A. Mobile food vendors may only operate at specifically approved public or private locations at specifically approved times.
- B. Mobile food vendor may not operate for more than eight (8) hours at any one location per calendar day.
- C. Mobile food vendors may only operate between the hours of 8:00 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

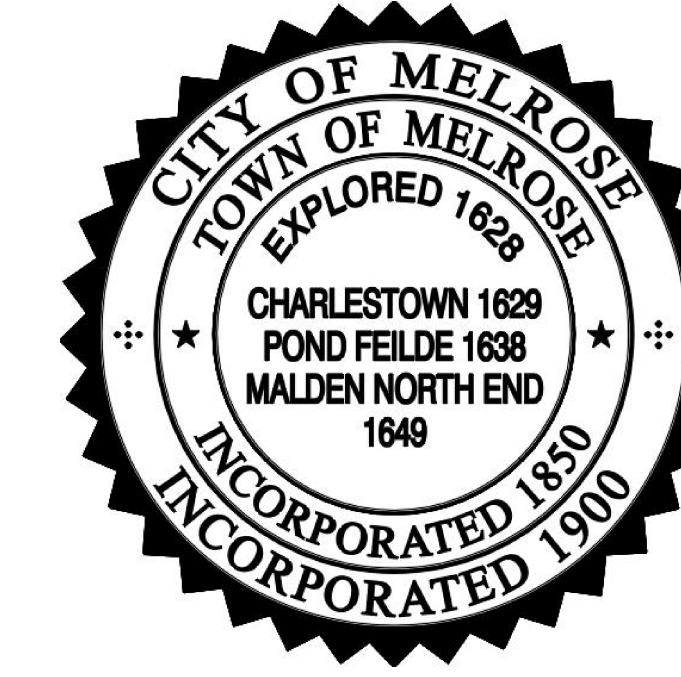
- A. City Council may modify a mobile food vendor license after the issuance of such license, i) for cause, after reasonable notice to the licensee of the grounds for the proposed modification and the time and place of the hearing regarding such proposed modification, or ii) at the request of the Licensee,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

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.



0.5 0.25 0 0.5 Miles

Created June 2022

Phase 1: Police & Engine 02 Design Progress Update October 2025

Work Completed for the Month of October

- Received SOQ's for E2 and completed the prequalification process. See below list of contractors and their qualification status.
- Advertised for E2 bidding.
- Advertised RFQ for Police in Central Registrar

CTA	Prequalified
GVW	NOT Prequalified
LD Russo	NOT Prequalified
Tower	NOT Prequalified
G&R	Prequalified
Delulis	Prequalified
J&J Contractors	Prequalified
M. O'Connor	Prequalified
HV Collins	NOT Prequalified
Colantonio	Prequalified

Key Items for the Month of November

- Receive SOQ's for Police, begin deliberations for Pre-qualifications.
- Receive Trade bids for E2 project.
- Continue to update Design for Police including technology design.

Budget Update

- No update from last presentation. Please see attached full budget report

Schedule Update

- The Schedule has been updated to reflect all phases of the Melrose Public Safety Facilities. Please see attached report.

Design Update Renderings/Plans



3D Rendering Engine 02 Design Update



3D Rendering Police Design Update

Melrose Public Safety Facilities

Project Budget Status Report

9/26/25

	Phase 1	Phase 1	Phase 2	Phase 3	All
Classification NameCode	Police	New Engine 02	New Engine 03	Central Fire Renovation and Addition	TOTAL
	26,958 sf	23,877 sf	19500 sf	18700 sf	
Project Management					
	1,516,304	1,516,304	1,272,500	1,257,500	5,562,608
Architect & Engineers Basic Services					
	3,102,500	3,047,500	2,486,252	2,288,880	10,925,132
Architect & Engineers - Specialty Services					
	900,480	546,300	437,500	468,300	2,352,580
Administration					
	675,000	665,000	665,000	665,000	2,670,000
Construction					
	26,964,554	21,355,463	21,154,367	19,320,472	88,794,856
Fixtures, Furnishing & Equipment					
	2,000,000	1,150,000	900,000	1,080,000	5,130,000
Project Total Excluding Contingencies	35,158,838	28,280,567	26,915,619	25,080,152	115,435,176
Contingencies					
	1,887,519	1,494,882	1,480,806	2,318,457	7,181,663
Project Total - Design and Construction Phases	37,046,357	29,775,449	28,396,425	27,398,608	122,616,839

Est. at Debt Exclusion Vote	35,900,000	32,300,000	34,800,000	26,700,000	129,700,000
Difference from Debt Exclusion Vote	1,146,357	(2,524,551)	(6,403,575)	698,608	(7,083,161)

Alternates not included in Construction figures

- Add for CMR
- Add for CMR Precon
- HVAC Option 3 (Geothermal)
- Add 3,000sf Solar on roof
- Add 2,000sf Solar in parking lot
- Add for COPS spaces
- Add for Radiant
- ALT for Epoxy Flooring
- Add for bridge crane

			1,352,433
			125,000
20,538	224,818		
	254,800		

ID	Task Name	Duration	Start	Finish	Predecessors																																					
						2024	Q1	Q2	Q3	Q4	2025	Q1	Q2	Q3	Q4	2026	Q1	Q2	Q3	Q4	2027	Q1	Q2	Q3	Q4	2028	Q1	Q2	Q3	Q4	2029	Q1	Q2	Q3	Q4	2030	Q1	Q2	Q3	Q4	2031	Q1
1																																										
2	Engine 02	39 mons	Mon 6/3/24	Thu 7/22/27																																						
3	Schematic Design	4.1 mons	Mon 6/3/24	Mon 9/30/24																																						
4	Design Development	4.19 mons	Wed 10/30/24	Fri 2/28/25																																						
5	50% Construction Documents	2.38 mons	Mon 3/3/25	Fri 5/9/25	4																																					
6	Pre-Qualification	1.29 mons	Thu 9/25/25	Fri 10/31/25																																						
7	100% Construction Documents	2.38 mons	Mon 5/12/25	Fri 7/18/25	5																																					
8	Advertise to Central Register	0.05 mons	Wed 11/5/25	Wed 11/5/25																																						
9	File Sub Bids	0.71 mons	Wed 11/5/25	Tue 11/25/25																																						
10	GC Bids	1.19 mons	Wed 11/5/25	Tue 12/9/25																																						
11	Award Bids for FSB &	0.05 mons	Fri 12/12/25	Fri 12/12/25																																						
12	Construction, FF&E, Closeout &	20 mons	Fri 12/12/25	Thu 7/22/27																																						
13																																										
14	New Police Station	41.38 mons	Mon 6/3/24	Thu 9/30/27																																						
15	Schematic Design	3.81 mons	Mon 6/3/24	Fri 9/20/24																																						
16	Design Development	2.86 mons	Fri 10/3/25	Thu 12/25/25																																						
17	Exterior Design Upda	1.9 mons	Mon 1/6/25	Fri 2/28/25																																						
18	Restart Design Development	3.14 mons	Mon 3/10/25	Mon 6/9/25																																						
19	50% Construction Documents	2.38 mons	Mon 6/9/25	Fri 8/15/25																																						
20	Pre-Qualification	1.62 mons	Wed 11/12/25	Mon 12/29/25																																						
21	100% Construction Documents	5 mons	Fri 8/15/25	Thu 1/8/26																																						
22	Advertise to Central Register	0.05 mons	Mon 12/29/25	Mon 12/29/25																																						
23	File Sub Bid	13.19 mons	Tue 1/13/26	Wed 2/3/27																																						
24	General Contractor B	1.1 mons	Tue 1/13/26	Thu 2/12/26																																						
25	Award Bids for FSB &	0.05 mons	Thu 2/19/26	Thu 2/19/26																																						
26	Construction, FF&E, Closeout &	20 mons	Fri 2/20/26	Thu 9/30/27																																						
27	Engine 03	38.33 mons	Sun 2/1/26	Fri 3/2/29																																						
28	Schematic Design	4.14 mons	Sun 2/1/26	Sat 5/30/26																																						
29	Design Development	4.19 mons	Mon 6/1/26	Wed 9/30/26																																						
30	50% Construction Documents	2.86 mons	Thu 10/1/26	Wed 12/23/26																																						
Project: All Phases Schedule Date: Wed 11/5/25		Task		Project Summary		Manual Task		Start-only		Deadline																																
		Split		Inactive Task		Duration-only		Finish-only		Progress																																
		Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress																																
		Summary		Inactive Summary		Manual Summary		External Milestone																																		
Page 1																																										

ID	Task Name	Duration	Start	Finish	Predecessors	2024				2025				2026				2027				2028				2029				2030				2031																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Project: All Phases Schedule
Date: Wed 11/5/25

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			