



## CITY OF MELROSE

### DEPARTMENT OF PUBLIC WORKS

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

**Jay Coy, P.E., PMP**  
*Deputy City Engineer*

**City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone – (781) 979-4172**

## MEMORANDUM

**Date:** 2/17/2024

**To:** Rita Mercado, Chairman Melrose Board of Appeals  
Maya Noviski, Assistant Planner

**From:** Jay Coy, P.E., Deputy City Engineer

**Cc:** Denise Gaffey, Director, Office of Planning and Community Development  
Lori Massa, Planning Coordinator  
Elena Proakis Ellis, Director of Public Works  
Vonnie Reis, City Engineer

**Subject:** ZBA Case #24 004 – 9 Park Street

Please be advised that the Public Works Department has reviewed the above referenced case and offers the following comments relative to the project for your consideration:

1. Information provided reflects a request to construct a driveway in the front yard.
2. A new water meter has been installed and all water and sewer payments are current.
3. Please be aware that City records reflect that the water service from the water main to the curb box is copper pipe installed in 1946 and is lead pipe from the curb box to the building installed in 1920. Records further reflect that the sanitary sewer service is 5” clay pipe (partially encased in concrete), installed in 1943. The property owner may wish to replace said antiquated water and sewer services while other work is occurring on the property.
4. Neither water nor sewer utilities appear to be in the vicinity of the proposed driveway. However, utility mark-outs should be requested prior to any construction that may be approved.
5. Please note that any/all utility replacement, upgrade work and/or changes required to the sidewalk or driveway would require that a permit be obtained by a bonded and insured contractor through the Engineering Division of Public Works.