



Medford City Council
Medford, Massachusetts

The Eighth Regular Meeting April 28th, 2026

This meeting took place in the City Council Chamber, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

To submit written comments, please email REliseo@medford-ma.gov.

CALL TO ORDER

President Bears called the meeting to order at 7:10 P.M. on April 28th, 2026, in the City Council Chamber on the second floor of Medford City Hall, 85 George P. Hassett Drive, Medford, Massachusetts, and via Zoom.

ROLL CALL

Present: President Bears; Councilor Callahan; Vice President Lazzaro; Councilor Leming; Councilor Mullane; Councilor Tseng; Councilor Scarpelli Inside the Rail; Acting City Clerk Richard Eliseo Jr.

SALUTE TO THE FLAG

ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS,

AND RECORDS

26-075 - Offered by Matt Leming, City Councilor, Isaac Bears, Council President

Resolution to Commemorate the Life of Judy Kaplan

Be it resolved that the Medford City Council send condolences to the friends and family of Judy Kaplan, who tragically passed away on April 15th of this year. Judy was a Medford activist, former member of the Medford Human Rights Commission, Co-Facilitator of a National Thyroid Cancer Support Group for over 20 years, Board Member of the World Fellowship Center, one of the original members of Safe Medford, and beloved friend and colleague who touched the lives of many in our community.

Public Participation

Steve Schnape 36 Hillside Av
Munir Jirmanus 3 Summit Rd
Ilene Lerner
Ellen Epstein 15 Grove St

Vice President Lazzaro motioned to approve (seconded by Councilor Callahan) – Approved on a voice vote of Seven in favor, Zero opposed.

26-076 - Offered by Isaac Bears, Council President

Resolution to Celebrate Medford Youth Volunteers for Mass Coalition for the Homeless "A Bed for Every Child" Program

Be it Resolved by the Medford City Council that we commend and celebrate the 18 Medford youth volunteers from St. Raphael's Parish on their project in partnership with the Massachusetts Coalition for the Homeless to raise funds for and build 18 beds for children on the waitlist for the coalition's A Bed for Every Child Program.



(781) 595-7570
www.mahomeless.org
73 Buffum Street, Lynn MA 01902

April 3, 2026

President Isaac B. Bears
Medford City Council
85 George P. Hassett Drive
Medford, MA 02155

Dear President Bears,

We are pleased to share this example of local impact taking place in Medford through the Massachusetts Coalition for the Homeless' A Bed for Every Child program—an initiative committed to ensuring that every child has a safe and comfortable place to sleep.

This past weekend, we had the privilege of partnering with the youth confirmation group at St. Raphael Parish in Medford. Through their dedication and leadership, the group successfully fundraised beyond their initial goal and came together to build 18 beds for children currently on our waitlist.

The energy, teamwork, and sense of purpose demonstrated throughout the build were truly remarkable. I've included a few photos from the day, which capture the spirit of this effort and the meaningful role that volunteers in your community are playing in supporting children and families.

This recognition is part of our "Unsung Heroes from Your Community" initiative, which highlights the individuals and groups whose contributions are making a direct and lasting impact on children and families across the Commonwealth.

Each bed built represents more than a place to sleep—it represents improved health, stronger academic outcomes, and greater stability for children who need it most. We are currently preparing to pair these beds with brand-new mattresses and schedule deliveries to families in need, ensuring that each child receives a complete and supportive sleep environment.

We wanted to take a moment to share this example of local impact and recognize the role that individuals and organizations in Medford are playing in supporting children. We would welcome the opportunity to connect further and explore ways to continue strengthening this work in your community.

Thank you for your continued commitment to the wellbeing of families across Medford.

With gratitude,

Robyn Frost
Executive Director
Massachusetts Coalition for the Homeless

Vice President Lazzaro motioned to Approve (Seconded by Councilor Tseng) – Approved on a Voice Vote of Seven in favor, Zero opposed

Records

The Tabled Records of the Meeting of March 24, 2026 were passed to Vice President Lazzaro

Vice President Lazzaro motioned to Approve (seconded by Councilor Leming) – Approved on a voice vote of Seven in favor, Zero opposed

The Records of the Meeting of April 7, 2026 were passed to Councilor Leming

Councilor Leming motioned to approve (seconded by Councilor Mullane) – Approved on a voice vote of Seven in favor, Zero opposed

The Records of the Special Meeting of April 14, 2026 were passed to Councilor Mullane

Councilor Mullane motioned to Approve (seconded by Vice President Lazzaro) – Approved on a Voice vote of Seven in favor, Zero opposed

Reports of Committees

26-066 - Offered by Isaac Bears, Council President

COMMITTEE OF THE WHOLE MEETING REPORT Wednesday April 7, 2026 @ 6:00 P.M.

Call to Order and Roll Call

President Bears called the April 7th, 2026, Committee of the Whole is called to order. Mr. Clerk, please call the roll.

ROLL CALL

Present: President Bears; Councilor Anna Callahan; Councilor Matthew Leming; Councilor Liz Mullane; Councilor George Scarpelli; Councilor Justin Tseng. Vice President Lazzaro (Absent) 6 present, 1 absent

Paper 26-066 — Residential Property Tax Exemption Discussion

INTRODUCTION

PRESIDENT BEARS

President Bears introduced Paper 26-066, offered by Himself and Councilor Callahan, concerning a request to an implementation of a residential property tax exemption in preparation for a City Council vote in December 2026.

President Bears explained that the evening's discussion centered on municipal property taxation, which he described as the principal source of revenue supporting schools, public safety, City Hall operations, and other municipal services in Medford.

He stated that Medford presently operates under a flat residential tax structure, meaning residential properties are taxed at the same rate, with the total bill varying according to assessed value.

President Bears then explained the concept of a residential exemption, under which certain owner-occupied properties that qualify and properly apply would receive an exemption on a fixed amount of assessed value. He stated that this would effectively convert a flat-rate tax structure into a more progressive one for eligible owner-occupied properties.

Under such a system:

- Lower-valued qualifying homes would generally see tax decreases
- Higher-valued homes would generally see increases
- Non-owner-occupied residential properties would absorb additional burden

He further noted:

- Commercial, industrial, and personal property classes would continue to pay at higher effective rates where applicable
- The policy does not reduce total tax revenue, but redistributes the burden

President Bears stated that other nearby communities have adopted such systems while others have not and said there were substantial policy reasons for Medford to explore the option.

He specifically linked the discussion to:

- Anticipated major capital obligations
- The prospective Medford High School project

He suggested that, while residential exemption is imperfect and not income-based, it could help mitigate tax impacts on owners of smaller, older, lower-valued homes.

President Bears acknowledged the limitations of the policy, emphasizing:

- It does not directly measure income
- It applies only to qualifying owner-occupants who apply

He stated that it was nonetheless an important option for the City to study given the scale of upcoming infrastructure investment.

President Bears then recognized Councilor Callahan.

COUNCILOR CALLAHAN

Councilor Callahan first clarified an apparent error in the committee paperwork that incorrectly attributed the item to Councilor Leming, rather than to the sponsoring members identified by President Bears.

Councilor Callahan stated that there were both arguments in favor of and against a residential exemption, but that in her view:

- Many owner-occupant homeowners in Medford would likely see a reduction in taxes
- Non-resident landlords would more often see increased tax burdens

She acknowledged that the implications for renters remained uncertain, particularly:

- Whether landlords would pass increased costs through in the form of higher rents

Councilor Callahan stated that:

- The policy would likely have beneficial effects for Medford residents
- The impact on residents would be more favorable than on absentee property owners

She emphasized that, in her role:

- Her focus is on Medford residents (homeowners and renters)
- Not absentee landlords

Councilor Callahan underscored that the purpose of the hearing was not only to discuss the policy itself, but also to ensure that the Council is positioned to act.

She referenced prior years where:

- The Council was unable to move forward due to lack of preparation

She emphasized the need for:

- Adequate lead time
- Administrative readiness
- Analytical preparation

She framed the discussion as ensuring the city is prepared to take a meaningful vote in the future.

COUNCILOR SCARPELLI

Councilor Scarpelli stated that his principal concern was whether the policy would in fact help the majority of Medford homeowners who live in their homes.

He noted longstanding concerns regarding:

- Funding mechanisms
- Administrative feasibility
- Potential unintended outcomes

He emphasized the importance of understanding:

- The ratio of beneficiaries vs. those negatively impacted

He provided illustrative thresholds:

- A 70/30 benefit split would support strong consideration
- A 50/50 split would raise significant concerns

He stated that, particularly in the context of rising taxes and future fiscal pressures, the policy must demonstrate clear benefit.

Councilor Scarpelli concluded that:

- If the policy helps residents remain in their homes
- The city should fully evaluate and pursue it

President Bears recognized Medford City Assessor Jared Yagjian

CITY ASSESSOR YAGJIAN

LEGAL FRAMEWORK & OVERVIEW

Assessor Yagjian began by reviewing the statutory authority under M.G.L. c. 59, § 5C, which governs the residential exemption. He explained that the City may exempt up to 35% of the average assessed value of all Class One residential parcels, emphasizing that the exemption is tied to assessed value, not directly to the tax bill itself.

He emphasized:

- The policy does not reduce total levy
- It redistributes tax burden within the residential class

He further noted:

- The exemption applies only to principal residences
- It includes certain owner-occupied multifamily properties

He stated that the policy:

- Originated in communities with high levels of seasonal or non-resident ownership
- Was intended to promote owner occupancy

He also noted:

- Tax bills cannot be reduced below statutory minimum thresholds

ELIGIBILITY CONSIDERATIONS

Assessor Yagjian stated that:

- Property must be owned and occupied as of January 1

He further explained:

- Trust-held properties generally do not qualify under current interpretation
- Renters receive no direct benefit

OWNER-OCCUPANCY DATA & REGIONAL COMPARISON

Assessor Yagjian provided estimated owner-occupancy rates:

- Single-family: approximately 95%
- Two- and three-family: approximately 68%
- Condominiums: approximately 83%
- Apartment-class: overwhelmingly non-owner-occupied

He then noted regional comparisons:

- Cambridge, Somerville, Malden, and Everett:
 - Owner-occupancy rates below 50%
 - Have adopted residential exemption
- Medford:

- Approximately 54.1% owner-occupied
- Winchester:
 - Higher owner-occupancy
 - Has not adopted the exemption

He explained that:

- A larger apartment base allows burden to be more widely distributed

APARTMENT INVENTORY ANALYSIS

Assessor Yagjian stated that Medford has:

- Fewer large apartment buildings
- Less total apartment-class value

He explained that:

- This limits the ability to diffuse tax burden
- Results in more concentrated impacts on fewer properties

BREAK-EVEN ANALYSIS

Assessor Yagjian identified a break-even point of approximately \$1.15 million in assessed value.

Estimated properties above that threshold:

- Single-family: ~720
- Condominiums: ~56
- Two- and three-family: ~912
- Apartment-class: ~127

He noted that:

- In cities with larger apartment bases (e.g., Malden), fewer owner-occupied properties fall above the threshold

COUNCILOR CALLAHAN — CLARIFICATION ON BENEFIT DISTRIBUTION

Councilor Callahan asked whether, assuming eligibility:

- Over 90% of single-family homeowners would benefit
- Over 98% of condominium owners would benefit

Assessor Yagjian confirmed this as an assessed-value exercise.

He emphasized:

- The break-even operates as a sliding scale
- Savings vary by property value

He also indicated:

- Approximately 12,799 parcels may see savings
- Average savings estimated at around \$1,000 annually

RENTER IMPACT & APARTMENT BURDEN

Assessor Yagjian stated:

- Approximately 1,500 multifamily properties may see increases
- Largest apartment buildings could see ~ \$500,000 increase

He referenced research suggesting:

- 50–89% of tax increases may be passed through to renters

He noted:

- Medford has approximately 3,662 rental units
- Renters receive no direct benefit

SENIOR IMPACT DISCUSSION

Assessor Yagjian presented estimates:

- Total seniors: ~7,049
- Potentially eligible: ~3,021
 - Below break-even: ~2,344
 - Above break-even: ~677

He stated:

- Approximately 67% would not benefit or could be adversely impacted
- Approximately 33% would benefit

COUNCIL QUESTIONS ON SENIOR DATA

Council members raised questions regarding:

- Composition of “non-benefiting” seniors

Categories discussed:

- Renters
- Trust-held properties
- Non-taxable housing
- Seniors living with family

Assessor Yagjian stated:

- Additional breakdowns would be provided

STAFFING, APPLICATION PROCESS & IMPLEMENTATION

Assessor Yagjian estimated:

- ~13,000 applications
- ~15 minutes per application
- ~93 weeks of staff time

He emphasized risks related to:

- Application timing
- Tax rate setting
- Financial impacts if misestimated

FIRST-YEAR IMPLEMENTATION CHALLENGES

He identified:

- Staffing and training needs
- Office and equipment setup
- Review of ownership structures
- High application volume

PRE-APPLICATION & STAFFING CONCEPTS

Discussion included:

- Potential pre-application or pre-review process
- Legal feasibility to be confirmed
- Hybrid staffing model:
 - Permanent staff
 - Temporary or retired assessors

ASSESSOR'S POLICY VIEW ON TIMING

Assessor Yagjian stated that:

- Delaying implementation may be beneficial

Rationale:

- Future apartment development would:
 - Raise break-even point
 - Spread burden
 - Increase number of beneficiaries

He also noted:

- Concurrent implementation with major debt exclusions could create volatility

COUNCIL DISCUSSION

PRESIDENT BEARS

President Bears emphasized:

- Importance of proactive planning
- Moving beyond prior constraints

He also discussed:

- Long-term impact of apartment development
- Equity considerations in taxation

He suggested:

- Increased outreach for existing exemptions

COUNCILOR SCARPELLI

Councilor Scarpelli stated:

- Immediate burden likely falls on renters
- Long-term planning is appropriate

He suggested:

- Use of consultants or temporary staffing
- Consideration of future development impacts

COUNCILOR CALLAHAN

Requested:

- Presentation materials
- Underlying data
- Additional senior breakdown

COUNCILOR MULLANE

Focused on:

- Long-term modeling
- Comparison of other municipalities

Requested further:

- Senior data clarification

COUNCILOR TSENG

Councilor Tseng raised:

- Questions regarding rent pass-through assumptions
- Discussion of:
 - Partial pass-through
 - Capitalization into property values

He emphasized:

- Complexity of economic impacts
- Need for broader analysis

MOTION TO KEEP PAPER IN COMMITTEE

President Bears interpreted Councilor Callahan's request as a motion to:

- Keep Paper 26-066 in committee
- Request:
 - Presentation materials
 - Supporting data
 - Expanded senior analysis

PUBLIC PARTICIPATION

President Bears opened public participation.

ANDREW CASTIGNETTI

Andrew Casten of East Medford addressed the Committee.

He stated:

- Long-term advocacy for residential exemption (~22 years)
- Support for full 35% exemption

He argued:

- Policy redistributes, not reduces revenue
- Owner-occupants deserve relief
- Absentee owners should bear more burden

He referenced:

- Other municipalities that have adopted the policy

He also stated:

- Trust eligibility may be broader than presented

He urged the Council to:

- Verify eligibility interpretations
- Move toward adoption

He concluded:

- Policy supports affordability and aging in place

No additional speakers.

ACTION TAKEN

Councilor Callahan motioned to keep paper 26-066 in committee with the presentation from the assessor's office and any spreadsheets used to create the charts in the presentation (seconded by Councilor Scarpelli) – Approved on a Roll call vote of Six in Favor, Zero opposed

ADJOURNMENT

Councilor Tseng moved to adjourn (seconded by Councilor Leming) – Approved on a voice vote of Six in favor, Zero opposed

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk

Councilor Tseng motioned to approve (seconded by Councilor Leming) – Approved on a voice vote of Seven in favor, Zero opposed

24-033 - Offered by Matt Leming, City Councilor

CITY OF MEDFORD
PLANNING AND PERMITTING COMMITTEE
MEETING MINUTES
Date: April 8, 2026

Call to Order and Roll Call

Chair Leming called the meeting of the Medford City Council Planning and Permitting Committee to order and directed the Clerk to call the roll.

Prior to initiating substantive discussion, Chair Leming noted that the meeting represented the formal transition into the next phase of zoning work following completion of the Medford Square zoning process. He stated that the Committee would begin discussion of additional corridors and districts, with particular focus on Boston Avenue and the Tufts University area.

ROLL CALL

Present: Chair Leming; Council President Bears; Councilor Mullane; Vice President Lazzaro (present for a portion of the meeting, departed prior to adjournment).

Absent for Roll call: Councilor Callahan (late arrival)

Addressing the Committee: Emily Innes Innes Land Strategies, Paula Innes Land Strategies, Alicia Hunt PDS Director

DISCUSSION — BOSTON AVENUE CORRIDOR & TUFTS INSTITUTIONAL ZONING (PHASE B INITIATION)

Chair Leming stated that the purpose of the meeting was to initiate Phase B of the Spring 2026 zoning effort, emphasizing that the discussion would be:

- Foundational in nature
- Focused on defining geographic scope
- Intended to guide future zoning proposals rather than finalize policy decisions

He emphasized that the Committee’s role at this stage was to provide direction to staff and consultants on:

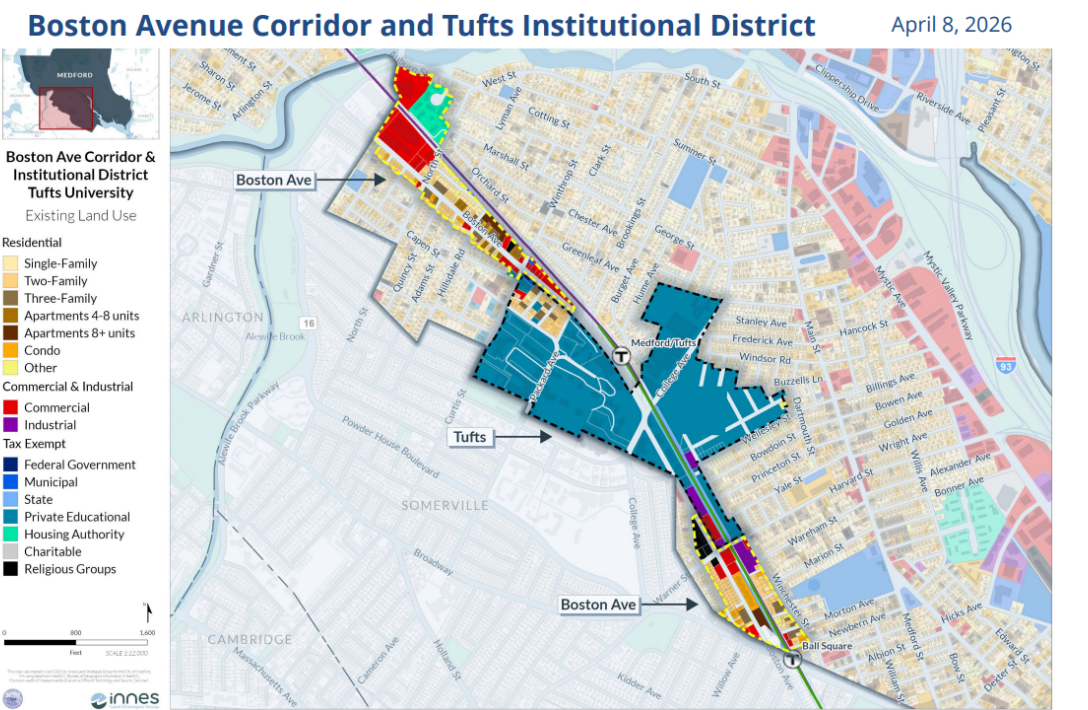
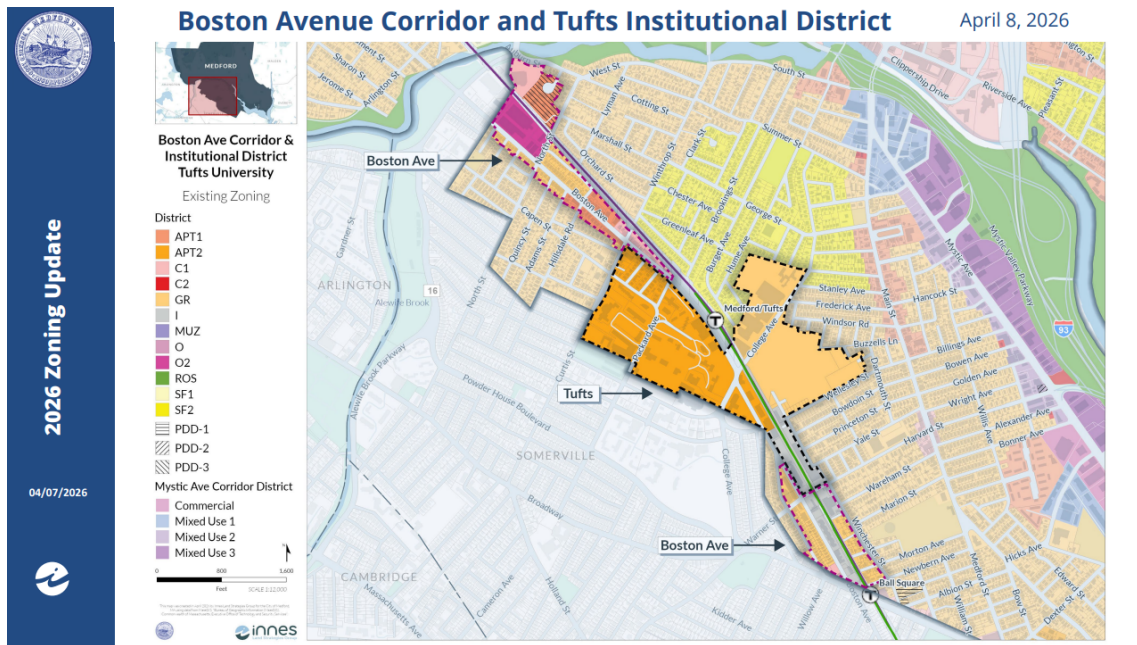
- Boundary definitions
- Policy priorities
- Scope limitations

He acknowledged and welcomed:

- Alicia Hunt, Director of Planning, Development, and Sustainability
- Emily Keys Innes, Innes Land Strategies
- Paula Ramos-Martinez, Chief Resilience Officer

Chair Leming then invited the consulting team to begin.

PRESENTATION — INNES LAND STRATEGIES



Emily Innes introduced the presentation as a kickoff discussion intended to confirm study boundaries and re-establish the zoning process following prior delays and restructuring.

She emphasized that the work ahead involves two geographically related but conceptually distinct efforts:

- Boston Avenue Corridor
- Tufts Institutional District

She stated that, while these areas overlap spatially, they involve:

- Different regulatory frameworks
- Different planning goals
- Different legal considerations (particularly regarding institutional use)
-

MATERIALS & METHODOLOGY

Emily explained that the team had prepared and distributed printed materials to allow for detailed, parcel-level review:

- Existing zoning map
- Existing land use map
- Tufts ownership map

She noted that:

- Parcel sizes in the study area are relatively small
- Digital projection is insufficient for detailed analysis
- Physical maps allow members to annotate and propose boundary adjustments

She explicitly encouraged Council members to:

- Mark boundaries directly
- Provide specific geographic direction
- Identify areas for inclusion or exclusion

PHASE B STRUCTURE & TIMELINE

Emily outlined the structured approach to Phase B

- Immediate boundary confirmation
- Public engagement through community meetings
- Development of zoning concepts
- Iterative Committee review
- Joint hearings with the Community Development Board

She emphasized that:

- The timeline is compressed
- Early clarity on boundaries is critical to maintaining momentum

EXISTING CONDITIONS — BOSTON AVENUE CORRIDOR

ZONING COMPLEXITY

Emily described Boston Avenue as one of the most complex zoning corridors in the city, characterized by:

- Frequent transitions between zoning districts
- Lack of cohesive planning framework
- Legacy zoning that does not reflect current use patterns

Zoning categories present include:

- O2 (Office 2)
- C1 (Commercial)
- GR (General Residential)
- Apartment districts
- Planned development districts
- Institutional overlays

She noted that this level of fragmentation:

- Creates uncertainty for property owners
- Complicates development review
- Presents an opportunity for strategic reorganization

LAND USE VARIABILITY

The land use map demonstrated:

- Fine-grained parcelization
- Block-by-block variation in use
- Coexistence of:
 - Residential
 - Commercial
 - Industrial
 - Mixed-use structures

Emily emphasized that:

- The southern portion exhibits a more mixed, incremental development pattern
- The northern portion shows stronger node-based characteristics anchored by Tufts

TUFTS OWNERSHIP CONTEXT

Emily explained that the Tufts ownership map provides essential context for institutional zoning.

Key points:

- Ownership extends beyond traditional campus boundaries
- Walnut Hill represents affiliated ownership
- Holdings cross municipal boundaries

She emphasized that:

- Ownership alone does not determine zoning
- Zoning must also consider:
 - Existing use
 - neighborhood context
 - long-term planning goals

COUNCIL DISCUSSION — BOUNDARY STRATEGY & POLICY LIMITATIONS

COUNCIL PRESIDENT BEARS — COMPREHENSIVE FRAMEWORK

Council President Bears provided a detailed and structured analysis of the challenges facing the Committee.

He began by situating the current discussion within the broader zoning effort, noting that earlier phases had envisioned a comprehensive corridor-based rezoning strategy, including:

- Boston Avenue
- Broadway
- Main Street
- Mystic Avenue

He stated that the current process reflects a significant narrowing of scope, resulting from:

- The prior pause in zoning work
- Changes in administrative direction
- Reduced policy alignment on broader rezoning initiatives

CORE STRUCTURAL CHALLENGES

He identified several key challenges:

- Boston Avenue does not function as a single, unified corridor
- The corridor contains multiple distinct subareas with different characteristics
- The City lacks alignment to pursue large-scale residential-to-mixed-use transitions

SOUTHERN VS. NORTHERN DISTINCTION

Council President Bears emphasized a fundamental distinction:

Southern Section (Ball Square area):

- More residential in character
- Includes recent condominium development
- Contains active or previously proposed redevelopment sites (e.g., Erickson Oil, Titan Gas)
- More closely tied to Broadway and Ball Square dynamics

Northern Section (Hillside / Tufts area):

- More cohesive as a node
- Anchored by institutional presence
- Contains more clearly defined commercial and mixed-use parcels

RECOMMENDED APPROACH

He recommended:

- Focusing the current phase on the northern Boston Avenue section
- Deferring the southern section to a future Broadway corridor effort

He stated that this approach would:

- Create a more manageable scope
- Produce a more coherent zoning outcome
- Avoid overextending limited policy alignment

POLICY ALIGNMENT CONSTRAINT

Council President Bears emphasized that:

- Prior zoning efforts assumed support for broader transformation
- That support is no longer present

As a result:

- The City must avoid proposing zoning changes that lack executive support
- Boundaries must reflect realistic policy outcomes

BOUNDARY PRINCIPLES

He articulated several guiding principles:

- Focus on areas with clear redevelopment or mixed-use potential
- Avoid inclusion of purely residential areas without policy backing
- Maintain defensible and coherent district boundaries
- Align zoning proposals with achievable political outcomes

COMMITTEE RESPONSE

CHAIR LEMING

Chair Leming raised concerns regarding:

- Potential fragmentation of Boston Avenue
- Public perception and clarity
- Whether dividing the corridor undermines planning goals

He also noted that:

- Boston Avenue functions as a continuous corridor
- Tufts and corridor planning may be interconnected

VICE PRESIDENT LAZZARO

Vice President Lazzaro observed that:

- The corridor has distinct subareas
- The southern portion aligns more with Ball Square
- The northern portion aligns more with Tufts / Hillside

She expressed concern about:

- Over-segmentation
- Lost opportunities for comprehensive rezoning

However, she also stated that:

- If rezoning is feasible now, it should proceed

COUNCILOR MULLANE

Councilor Mullane supported a targeted approach, emphasizing:

- Efficiency
- Focus on high-impact areas
- Avoiding unnecessary complexity

She raised questions regarding:

- Whether partial inclusion of southern parcels is feasible
- How to balance completeness with practicality

40R / 40S — DETAILED POLICY DISCUSSION

DIRECTOR HUNT — PROGRAM EXPLANATION

Director Hunt provided a detailed explanation of Chapter 40R:

- A voluntary smart growth zoning tool
- Encourages higher-density development
- Requires approximately 20% affordable housing

She explained the distinction:

- 40B = developer-driven override
- 40R = municipality-driven zoning incentive

FINANCIAL INCENTIVES

She identified key benefits:

- Upfront state funding
- Per-unit payments
- Potential school funding advantages

She emphasized:

- Potential impact on high school project financing (~1–1.5%)

IMPLEMENTATION PROCESS

Steps include:

1. Concept development
2. State application
3. Conditional approval
4. Local zoning adoption
5. Final state approval

She noted:

- Potential for expedited review
- Importance of timing

STRATEGIC CONSIDERATIONS

Director Hunt noted:

- Must compare overlay to prior zoning baseline
- Developers may not utilize overlay if base zoning is already generous
- Community resistance may arise depending on structure

COUNCIL PRESIDENT BEARS — POLICY POSITION

Council President Bears stated that:

- 40R should be treated separately from Boston Avenue
- The city should identify optimal locations citywide

Potential areas discussed:

- Medford Square
- Mystic Avenue
- Clippership Drive
- Whole Foods area

TUFTS INSTITUTIONAL ZONING — DETAILED ANALYSIS

DIRECTOR HUNT — DOVER AMENDMENT

Director Hunt explained:

- Universities have protections under state law
- Cities cannot fully regulate certain aspects of development

She identified key issues:

- Height limitations are often unenforceable
- Zoning is misaligned with institutional reality
- Inefficient review processes

POLICY PROBLEM

Current zoning:

- Designed for residential use
- Applied to institutional land
- Produces inconsistent outcomes

POLICY SOLUTION

She advocated for:

- A dedicated institutional zoning district
- Clear standards for:
 - Height
 - setbacks
 - scale
 - neighborhood transitions

PUBLIC PARTICIPATION

JEREMY MARTIN — PUBLIC COMMENT

Jeremy Martin (65 Bourne Avenue) raised concerns regarding:

- Lack of Tufts discussion
- Boundary inconsistencies
- Institutional expansion
- Neighborhood impacts

He emphasized:

- Transparency
- Adjacency concerns
- Need for thoughtful scale regulation

COUNCIL RESPONSE

CHAIR LEMING

Clarified:

- Meeting focus was Boston Avenue
- Tufts discussion forthcoming
- Coordination with Tufts underway

COUNCIL PRESIDENT BEARS

Council President Bears stated:

- Meeting notices limited scope to Boston Avenue
- Tufts zoning will be addressed in future meetings

He acknowledged:

- Importance of adjacent property issues
- Need for differentiated zoning approach

He emphasized:

- Boundary decisions must precede policy development
- Scope must remain manageable

MOTIONS

Council President Bears motioned that the Innes Land strategies team come back with a proposal on the Boston Ave corridor based on the discussion and PDS come back before the council with a proposal on the 40R policies, to Keep paper in Committee and adjourn (seconded by Councilor Mullane) – Approved on a Roll call vote of Four in Favor, Zero opposed

ADJOURNMENT

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk

**CITY OF MEDFORD
PLANNING AND PERMITTING COMMITTEE
MEETING MINUTES
April 22, 2026**

Call to Order and Roll Call

Chair Leming called the meeting of the Medford City Council Planning and Permitting Committee to order and directed the Clerk to call the roll.

ROLL CALL

Chair Matthew Leming; Council President Zac Bears; Vice President Emily Lazzaro (late arrival); Councilor Anna Callahan; Councilor Liz Mullane

Also Present: Alicia Hunt Director of Planning and Development; Emily Innes Innes Land Group Planning and Development Staff, Members of the Public

ACTION AND DISCUSSION ITEMS

24-033 - Zoning Ordinance Updates with Innes Associates Team (Boston Avenue Corridor and Tufts Institutional Zone Discussion)

Papers Before the Committee

- Continued discussion of zoning strategy for the Boston Avenue corridor
- Ongoing development of the Tufts Institutional Zone framework
- Consideration of boundary refinements, land use classifications, and dimensional controls

Discussion

The Committee engaged in an extended and highly detailed discussion regarding the evolving zoning framework for the Boston Avenue corridor. The conversation reflected the complexity of aligning existing land use patterns, redevelopment pressures, and long-term planning goals, particularly in areas directly influenced by Tufts University. Throughout the discussion, members repeatedly acknowledged that this corridor represents one of the City's most dynamic and transitional areas, where traditional industrial uses, emerging mixed-use development, and institutional land holdings intersect. As a result, the Committee emphasized the importance of developing a zoning framework that is not only technically sound, but also adaptable, forward-looking, and reflective of real market conditions.

Existing Conditions and Development Context

Director Hunt provided a comprehensive overview of current site conditions, ownership patterns, and redevelopment activity. Her remarks made clear that while zoning plays a critical role in shaping future development, market conditions and ownership behavior are currently the primary drivers of timing and feasibility.

She described several representative properties that illustrate broader trends along the corridor: An older industrial building accompanied by an adjacent vacant parcel, which:

- Remains inactive despite clear redevelopment potential
- Has not yet come forward for zoning relief or formal proposal
- It is widely anticipated to do so once Construction costs stabilize, or There is greater clarity around updated zoning

The Titan Gas and Car Wash Property, which serves as a particularly instructive example, has already secured approvals for:

- A 45-unit residential development
- Ground-floor commercial use intended to support street-level activity

Has not advanced to construction due to:

- Elevated construction costs
- Strategic decision-making by a long-time property owner who is not under pressure to build

This demonstrates a broader pattern in which:

- Property owners obtain approvals but delay execution until conditions are more favorable

Director Hunt further elaborated that several surrounding industrial parcels are currently "in flux," meaning:

- They are not yet committed to a specific redevelopment path
- Owners are actively evaluating options but have not formalized proposals

There has been informal discussion among property owners about whether to initiate development under existing zoning, or wait for the City to establish updated zoning that may allow:

- Greater density
- More flexible uses

She emphasized that the corridor is characterized by long-term ownership, which results in a slower pace of redevelopment and decision-making driven by:

- Financial feasibility
 - Market timing
 - Regulatory certainty
- rather than immediate development pressure

St. Clement Property and Church-Owned Land

Director Hunt identified the St. Clement Church and former school property as a particularly significant site within the corridor, both because of its current underutilization and its potential role in future redevelopment.

She explained that the property currently represents a mismatch between its location and its use. The former school building no longer functions as an active educational facility and is used only intermittently for limited purposes which does not contribute meaningfully to housing supply or economic activity. She provided context on a prior redevelopment effort, An affordable housing proposal around 2018:

- Advanced through multiple stages of review
- Secured funding at one point
- Was ultimately withdrawn and did not proceed

Building on that history, Director Hunt suggested that zoning could play a decisive role in shaping the property's future, and rezoning the site to allow mixed-use residential development could provide a stronger financial incentive for redevelopment and encourage the owner of property to:

- Activate the site more fully, or
- Consider selling to a developer

She emphasized that the City should not treat the property as permanently fixed in its current use and instead, it should be considered as part of the broader redevelopment strategy for the corridor. She also clarified important regulatory distinctions:

- If the property continues to be used for religious purposes, it may:
 - Qualify for protections under the Dover Amendment
- If the property is Sold, or converted to non-religious use:
 - It would be subject to full municipal zoning review

Director Hunt further noted that there is precedent for church properties being converted into housing and maintaining the site in its current limited-use state represents:

- A missed opportunity to address housing demand
- A missed opportunity to strengthen neighborhood vitality

Tufts Institutional Edge and Mixed-Use Considerations

A central and recurring theme of the discussion was how to appropriately zone properties at the edge of the Tufts campus, particularly those that directly interface with residential neighborhoods along Boston Avenue.

Director Hunt emphasized that the traditional concept of a "campus" does not apply uniformly across all Tufts-owned or affiliated properties and certain parcels:

- Function as part of the public-facing urban environment
- Have characteristics more consistent with:
 - Mixed-use development
 - Neighborhood-serving uses

She stressed the importance of distinguishing between core institutional areas, which function internally are appropriately governed by institutional zoning edge conditions which interact directly with the community and Influence of neighborhood character may require a different zoning approach. Key policy questions raised included whether edge parcels should:

- Remain within an institutional framework, or
- Transition to a mixed-use zoning designation

Director Hunt also highlighted the importance of planning for future scenarios like if Tufts retains and uses land for educational purposes:

- It may be protected under Dover

If Tufts sells land or permits private redevelopment:

- The city must rely on its zoning framework to guide outcomes

Boundary Refinement and Zoning Framework

Emily Innes Innes Land Group presented a refined approach to the zoning boundary, emphasizing that the goal is to create a framework that reflects both current realities and anticipated changes. She outlined a proposal to Expand the Boston Avenue zoning boundary to include:

- The St. Clement property
- Adjacent parcels with mixed-use characteristics

She explained that this would Create a more cohesive and rational planning area and avoid fragmented zoning that could:

- Produce inconsistent outcomes
- Complicate future development review

She further noted that expanding the boundary would allow the city to apply consistent standards related to Height, Setbacks and Use compatibility to better manage transitions between:

- Institutional uses
- Residential neighborhoods

She emphasized that the boundary remains flexible and subject to revision, the current objective is to:

- Establish a workable draft
- Enable more detailed zoning language to be developed

Council Deliberation and Policy Direction

Councilor Leming expressed support for a more proactive approach, emphasizing the importance of moving forward efficiently.

He noted that timely zoning updates could:

- Encourage redevelopment
- Improve the City's tax base

Delaying decisions may slow progress unnecessarily. He suggested that including relevant parcels now would:

- Provide clarity
- Reduce the need for repeated adjustments

Council President Bears offered a more measured and structured perspective

He emphasized the importance of maintaining clear distinctions between institutional and non-institutional land. He suggested that Tufts-owned properties should generally:

- Be considered within an institutional zoning framework

However, sub-districts could address edge conditions. He recommended:

- Including the St. Clement property in the Boston Avenue zoning area
- Deferring decisions on certain Tufts parcels until a broader institutional zoning framework is developed

Commercial Uses and Makerspace Demand

Director Hunt highlighted a significant shift in market demand, particularly toward small-scale industrial and maker-oriented uses.

She explained that demand for large-scale commercial or R&D space is limited. But there is increasing demand for:

- Small, flexible production spaces
- Entrepreneurial and maker-type environments

These uses typically require smaller footprints (2,000–3,000 sq ft) and Benefit from:

- Lower-cost, adaptable buildings

She emphasized that this demand reflects a broader shift in the local economy and Zoning should be responsive to:

- Actual market needs

Emily Innes from Innes land Group added that existing commercial spaces:

- Are easier to activate and offer lower rents

New construction:

- Requires higher rents and may struggle to attract tenants

She suggested zoning should encourage flexibility and support adaptive reuse

Public Comment

Judith Weinstock – 144 Brigitte

Expressed concern regarding the inclusion of specific Tufts parcels without a comprehensive institutional framework. She noted that similar conditions exist across the campus and selective inclusion may create inconsistency. She recommended addressing these issues within a broader zoning strategy

Jeremy Martin – 65 Bergen Avenue

Expressed the importance of long-term planning and transparency. He stated that Boston Avenue is likely to become a major growth corridor and a unified zoning approach is preferable. He raised concerns regarding:

- Lack of access to draft proposals

- Transparency in discussions with Tufts

He requested a Greater public visibility into the process

Committee Response

Chair Leming clarified the process and confirmed a meeting with Tufts representatives. He noted that their input will be made public. He also explained delays due to timing constraints.

Council President Bears acknowledged the need to balance:

- Timely action
- Public engagement

Dover Amendment Clarification

Staff clarified that Dover protections depend on use, not ownership and Key distinctions are:

- Educational/religious use → protected
- General residential use → not protected

Motions

President Bears motioned to congratulate staff member, keep paper in committee and Adjourn (seconded by Councilor Callahan) – Approved on a Roll call vote of Five in favor, Zero opposed

Adjournment

Meeting adjourned at approximately 7:45 pm

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk

Councilor Leming motioned to Approve (seconded by Councilor Leming) – Approved on a Voice Vote of Seven in favor, Zero opposed

25-189 & 26-061 - Offered by Isaac Bears, Council President

COMMITTEE OF THE WHOLE MEETING REPORT Tuesday April 14, 2026 @ 6:00 P.M.

CALL TO ORDER

President Bears called the Committee of the Whole meeting to order in the Council Chambers at approximately 6:07 p.m. He opened the session by noting that the evening's agenda would focus primarily on continued deliberation of the proposed Standard Compensation Ordinance, which had been under active review by the Council for several months.

ROLL CALL

Present: President Bears; Councilor Callahan, Councilor Leming, Councilor Mullane, Councilor Scarpelli, Councilor Tseng. Absent at Roll Call: Vice President Lazzaro

President Bears noted for the record that Vice President Lazzaro would be joining the meeting later via Zoom due to a scheduling conflict.

25-189 — STANDARD COMPENSATION ORDINANCE

CONTEXT AND LEGISLATIVE PURPOSE

President Bears reintroduced Paper 25-189 and provided a detailed contextual framing, reiterating that the ordinance is intended to establish minimum labor standards for workers employed through City contracts. He emphasized that although the City has outsourced certain services—particularly janitorial and security functions—the funding for those services remains public, and therefore the City retains a policy responsibility to ensure that those workers are compensated fairly.

He explained that the ordinance is rooted in several guiding principles:

- Public dollars should not subsidize poverty-level wages
- Contracted workers performing municipal functions should receive compensation comparable to regional standards
- The City should avoid incentivizing a “race to the bottom” in procurement practices

President Bears referenced comparable ordinances in other municipalities and federal standards under the Service Contract Act, noting that Medford's proposal was consistent with broader trends in municipal labor policy.

President Bears then walked through the legislative timeline in detail, emphasizing that the ordinance had undergone multiple revisions informed by legal, administrative, and labor perspectives.

He stated that since the February 3 Committee meeting:

- He and Councilor Tseng met directly with KP Law attorneys to review legal concerns
- He engaged in multiple discussions with the administration, including procurement staff

- He consulted with representatives from 32BJ SEIU, who provided industry-specific insight
- Informal feedback was gathered from additional stakeholders

He explained that earlier iterations of the ordinance had already been modified to address legal concerns, including:

- Removing retroactive applications to avoid impairing existing contracts
- Eliminating provisions that could implicate privacy or public records law

However, he expressed concern that subsequent revisions provided by KP Law appeared to move beyond legal clarification and into substantive policy alteration, specifically:

- Lowering wage standards
- Removing labor-related protections
- Expanding administrative discretion through waivers

He stated that this raised a fundamental concern about the role of legal counsel, noting that:

- Legal review should ensure compliance with law—not redefine the policy goals established by the legislative body.

WALKTHROUGH OF REDLINE VERSION

President Bears proceeded through the ordinance in a structured, section-by-section manner, explaining both original intent and changes reflected in the redline draft.

Wage Floor and Compensation Structure

President Bears explained that the Council’s proposed wage standard was originally designed to reflect:

- Prevailing wages in comparable municipalities (notably Boston)
- Federal wage determinations under the Department of Labor

He contrasted this with the KP Law draft, which instead proposed:

- A wage tied to minimum statutory thresholds
- A calculation based on a modest multiplier of the federal poverty level

He emphasized that:

- The revised approach significantly reduced the strength of the ordinance
- It failed to reflect the actual cost of living in the region
- It risked undermining the ordinance’s central purpose of ensuring livable wages

Labor Peace Agreements

President Bears highlighted that labor peace provisions had been reinserted into the Council’s version after being removed in the legal draft.

He explained that these provisions are intended to:

- Preventing labor disputes that could disrupt essential services
- Provide a structured framework for union organizing without interruption to operations

He noted that such provisions are standard in many jurisdictions and are designed to balance worker rights with service continuity.

Worker Retention Protections

President Bears discussed provisions related to contract transitions, explaining that:

- When a City contract changes hands:
 - The outgoing contractor must provide workforce information
 - The incoming contractor must consider retaining existing employees

He emphasized that this protects workers from sudden displacement and ensures continuity in service delivery.

Enforcement Mechanisms

President Bears detailed enforcement provisions, noting that:

- Contractors must notify employees of their rights under the ordinance
- The City is authorized to:
 - Review payroll records
 - Conduct site inspections
 - Interview employees

He further explained that complaint mechanisms are included, with confidentiality protections for workers who come forward.

Waiver Provisions

President Bears expressed concern regarding expanded waiver language in the legal draft, noting that:

- While some exemptions are appropriate (e.g., trainees or specialized programs),
- Broad waiver authority could allow the ordinance to be circumvented

He stressed the importance of maintaining meaningful enforcement.

SHIFT TO LEGAL PROCESS AND GOVERNANCE CONCERNS

The discussion then transitioned into a prolonged and increasingly candid exchange regarding the Council’s access to legal counsel and the handling of privileged information.

ADMINISTRATION RESPONSE

Chief of Staff Nina Nazarian responded to concerns raised by the Council, clarifying that:

- The legal memorandum in question had been clearly marked as confidential and privileged
- The City has a legal obligation to maintain such confidentiality
- Public discussion of the document constituted, in her view, a waiver of privilege

She emphasized that:

- This was not discretionary
- The administration is bound by legal standards governing attorney-client communications

She further stated that the issue had been mischaracterized during discussion and that the administration was acting in accordance with its legal obligations.

COUNCIL RESPONSE

Council members expressed broad and consistent concern regarding their inability to obtain timely and independent legal advice.

Councilor Callahan articulated that:

- The Council is constrained both:
 - Individually, in seeking legal advice
 - Collectively, in discussing legal guidance

She stated that this creates a situation where the Council cannot effectively perform its legislative duties.

Councilor Leming highlighted communication challenges with the administration, noting that:

- Responses to Council inquiries are inconsistent
- Some requests are addressed promptly, while others receive little or no response

He warned that:

- Requiring administrative approval before initiating legal review creates a structural imbalance
- This could function as a de facto veto over Council initiatives

Councilor Scarpelli delivered an extended and detailed statement, drawing on his experience as a long-serving member of the Council.

He explained under prior administrations

- Councilors had direct access to the City Solicitor
- Legal advice was:
 - Immediate
 - Practical
 - Grounded in the law rather than politics

He contrasted this with the current structure and expressed deep concern that:

- The Council lacks the tools necessary to make legally sound decisions
- The absence of accessible legal guidance exposes the City to risk

He referenced a past case involving a proposed gas station, stating that:

- The Council made a decision without adequate legal input and the City subsequently faced legal consequences

He described the current situation as:

- “Frightening”
- “Confusing”
- Unsustainable for responsible governance

MOTION

Councilor Callahan motioned requesting that the administration provide a formal policy outlining, The process by which the Council, as a body, may request legal advice and The process by which individual councilors may request legal advice (seconded by Councilor Mullane) – Approved on a Roll call vote of Seven in favor, Zero opposed

PRESIDENTIAL REMARKS

Following the vote, President Bears made extended remarks expressing concern regarding:

- Selective responsiveness by the administration
- Delays in communication
- A perceived lack of transparency

He stated that:

- The Council has made multiple formal requests for information
- Responses have been inconsistent or delayed

He further stated that:

- Trust between the Council and administration has eroded
- The Council feels it is unable to effectively carry out its responsibilities
-

He described the situation as reaching an “inflection point” and emphasized that the Council would continue its work despite these challenges.

PUBLIC PARTICIPATION

Ralph Klein — 172 Park Street

- Commended the Council for working collaboratively
- Expressed support for the ordinance
- Advocated strongly for the hiring of a dedicated City Solicitor
- Criticized reliance on external counsel

He emphasized that residents deserve transparency and direct legal accountability.

Paul Righi — Former Director of Facilities (via Zoom)

Mr. Righi provided technical feedback on the ordinance, recommending that:

- Contracts be finalized at least 90 days prior to expiration

He explained that this would:

- Improve workforce stability
- Allow employees time to transition or secure new employment
- Reduce operational disruption

President Bears thanked him for refocusing the discussion on the substance of the ordinance.

Councilor Tseng motioned to send updated redline version of the ordinance to Regular Session (seconded by Councilor Scarpelli) – Approved on a Roll call vote of Seven in Favor, Zero opposed

ADJOURNMENT

On motion by Councilor Leming (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk

**COMMITTEE OF THE WHOLE
MEETING REPORT
TUESDAY April 21, 2026 @ 6:00 P.M.**

CALL TO ORDER

The Committee of the Whole meeting of the Medford City Council was called to order at 6:10 PM by Council President Zac Bears. The President stated that the meeting represented the first preliminary budget hearing for the Fiscal Year 2027 budget process and emphasized the importance of early review in identifying operational realities, structural budget pressures, and long-term fiscal considerations.

Roll Call

Present were Councilor Anna Callahan, Councilor Matthew Leming, Councilor Liz Mullane, Councilor George Scarpelli, Councilor Justin Tseng, Vice President Emily Lazzaro, and President Zac Bears.

ACTION AND DISCUSSION ITEM

26-061 - Annual Budget Process – Fiscal Year 2027 (Preliminary Budget Meeting #1)

President Bears provided a comprehensive overview of the FY2027 budget process and framed the meeting as an opportunity for the Council to begin building a detailed understanding of departmental operations ahead of the Mayor's formal submission. He explained that the Council has already submitted its budget recommendations and has begun coordination with the School Committee through a joint meeting held on April 8, 2026. He further noted that the current phase of departmental hearings is intended to:

- Identify cost drivers and recurring increases
- Understand staffing structures and capacity constraints
- Evaluate the sustainability of current service levels
- Surface inconsistencies or gaps in budget documentation

He emphasized that this phase is particularly important for uncovering issues that may not be visible in the final budget document and for ensuring that the Council is fully informed when formal deliberations begin. Departments scheduled for review at this meeting included:

- Treasurer/Collector
- Finance and Procurement
- Information Technology

Chief of Staff Nina Nazarian and Finance Director Bob Dickinson briefly addressed the Council and indicated that they would supplement departmental presentations as needed.

Treasurer/Collector Budget Presentation

Treasurer/Collector Judy Johnston presented the proposed FY2027 budget and provided a detailed explanation of changes from the prior fiscal year. She emphasized that the increases were largely driven by contractual obligations and external cost pressures, rather than discretionary program expansion.

Budget Adjustments

Treasurer/Collector Johnston outlined the following changes in both personnel and operating accounts:

- Permanent employee salaries increasing by \$13,100.25
 - Reflecting contractual COLA adjustments and step increases
- Part-time employee salaries increasing by \$397.04
- Longevity payments increasing by \$2,200
 - Two employees reaching eligibility thresholds

- Equipment maintenance increasing by \$500
 - Attributed to renewal of copier lease agreements
- Professional services and data processing increasing by \$4,000
 - Driven by vendor cost increases across multiple systems
- Postage increasing by \$7,000
 - Reflecting both higher postal rates and volume of required mailings

She noted that these increases are largely fixed in nature and represent baseline operational requirements.

Operational Status

Treasurer/Collector Johnston reported that the Treasurer/Collector's Office is currently fully staffed and functioning efficiently. She stated that the department has made progress in stabilizing internal processes, particularly in coordination with Human Resources on payroll and accrual issues that had required corrective attention.

She emphasized that:

- Daily operations are consistent and reliable
- Collections activity is proceeding without disruption
- Internal systems are continuing to improve

Tax Title and Delinquent Accounts

Treasurer/Collector Johnston provided a detailed update on the status of delinquent tax accounts and tax title activity. She explained that the office is actively working through outstanding accounts for FY2024 and FY2025 and that the process includes multiple statutory steps:

- Issuing required notices to property owners
- Advertising delinquent properties
- Posting notices in accordance with legal requirements
- Initiating tax title takings

She reported that approximately 131 accounts remain outstanding and noted that the number is steadily decreasing as payments are received. She also emphasized that new statutory requirements have increased the administrative burden and extended the timeline for completing tax title actions.

Council Discussion – Treasurer/Collector Budget

Councilor Leming raised concerns regarding an apparent discrepancy in clerk staffing figures between FY2026 and FY2027.

Treasurer/Collector Johnston stated that her budget reflects 3.5 clerical positions and indicated that she did not recognize the higher figure referenced in earlier documentation. She noted that her FY2026 personnel total was approximately \$493,503 and that she could not account for a higher figure that appeared in other materials.

Chief of Staff Nazarian responded that the discrepancy may be related to a transition during the prior fiscal year in which a full-time position was converted to part-time, or alternatively, a clerical or reporting error in prior budget documentation. She indicated that administration would review the issue and provide clarification.

Further discussion clarified that the office transitioned from a structure of four full-time clerks to three full-time clerks and one part-time clerk. Ms. Johnston explained that the part-time position had been vacant for a period following a resignation but has since been filled, restoring the office to full staffing. She stated that the current staffing model is functioning effectively.

President Bears noted that available FY2026 data appears to reflect 3.5 positions and suggested that outdated or inconsistent figures may have been used in the current materials. He stated that such discrepancies are not uncommon in early budget review and should be revisited to ensure accuracy.

Finance and Procurement Budget Presentation

Finance Director Bob Dickinson presented the FY2027 Finance and Procurement budget and explained that the budget is largely stable, with increases primarily attributable to contractual obligations and routine cost adjustments. He noted that a significant portion of the department's work is focused on addressing longstanding financial discrepancies, particularly within special revenue funds and capital project accounts.

Financial System Challenges

Finance Director Dickinson provided an in-depth explanation of the structural challenges associated with these accounts. He noted that many issues stem from:

- Historical misposting of revenues or expenditures
- Improper allocation of grant funds
- Incomplete or inconsistent financial records
- Loss of institutional knowledge due to staff turnover

He explained that resolving these issues often requires extensive review of historical data, sometimes going back 10 to 15 years, in order to reconstruct transactions and identify the source of discrepancies.

He further explained that some deficits appearing in financial reports are not structural but are instead the result of timing differences, particularly when grant reimbursements are delayed beyond reporting deadlines. In such cases, accounts may appear in deficit temporarily even though funding is expected.

Progress and Process Improvements

Finance Director Dickinson reported that the department has made measurable progress in addressing these issues and improving financial controls.

Key improvements include:

- Reduction of free cash impact by approximately \$400,000
- Identification and correction of misallocated funds
- Implementation of improved grant tracking systems
- Monthly reconciliation of incoming funds with departments
- Enhanced documentation of grant sources and expenditures

He emphasized that while progress is ongoing, the remaining issues are increasingly complex and require significant time and expertise to resolve.

Financial Software Initiative

Finance Director Dickinson provided an update on the City's financial software modernization effort, stating that the City is working with CliftonLarsonAllen to develop a comprehensive needs assessment. He noted that:

- Meetings are expected to begin in early May
- The goal is to identify system requirements and priorities
- A future request for proposals will be developed
- Transitioning to a new system will require careful management of legacy data

Discussion – Staffing and Retention

Councilor Leming raised concerns regarding turnover within the Finance Department, particularly the Assistant Finance Director position.

Finance Director Dickinson stated that he had three individuals in that role during his tenure and explained that departures were primarily driven by:

- Higher compensation offered by state-level positions
- Availability of remote work opportunities
- Additional benefits not available at the municipal level

He emphasized that municipal finance positions require specialized knowledge and that training new staff is both time-intensive and resource-intensive. He noted that turnover reduces efficiency and institutional continuity.

Councilor Leming asked whether changes to compensation or workplace policies, including remote work, could improve retention.

Finance Director Dickinson responded that compensation is generally competitive with other municipalities but acknowledged that the City cannot match state-level benefits, particularly remote work.

Chief of Staff Nazarian added that the city prioritizes hiring qualified candidates and that some turnover reflects professional advancement. She noted that the size of the organization limits opportunities for upward mobility and that most positions require in-person presence due to operational needs.

Information Technology Budget Presentation

IT Director Rich Lane presented the FY2027 Information Technology budget and explained that while the budget is largely level-funded, certain increases are required due to the expiration of federal funding sources. He stated that the City must now absorb costs previously covered by federal funds, including:

- Help desk support services
- Office 365 licensing
- Cybersecurity tools

He emphasized that these are essential operational services.

Infrastructure and Modernization Efforts

IT Director Lane provided a detailed overview of ongoing IT initiatives and noted that the City is working to address significant legacy infrastructure challenges.

He reported progress on:

- Implementation of a new City Hall network
- Development of a citywide fiber network
- Data center improvements
- Replacement planning for aging financial systems

He explained that these foundational improvements are critical to supporting long-term efficiency and modernization.

Operational Capacity and Constraints

IT Director Lane noted that the IT Department operates as a one-person operation and emphasized that this limits the number of projects that can be undertaken simultaneously. He stated that prioritization is necessary and that larger projects are often spread across multiple fiscal years.

Cybersecurity and Risk Management

IT Director Lane stated that the City has not experienced significant cybersecurity incidents and that staff are generally well-trained in identifying phishing attempts.

He emphasized that:

- Most threats are automated and broad-based
- Social engineering poses a greater risk than email phishing
- Ongoing staff awareness and training are critical

Cost Management

IT Director. Lane explained that:

- Software and licensing costs are largely fixed
- Vendor options are limited
- Efforts are ongoing to manage costs through:
 - Licensing adjustments
 - Vendor negotiations
 - System consolidation

He also noted that many IT expenses occur later in the fiscal year due to renewal cycles and project timing.

Closing Discussion

Chief of Staff Nazarian stated that the administration is working to schedule upcoming budget meetings and suggested holding the next session on Wednesday of the following week.

She also noted ongoing efforts to:

- Address the School Department budget gap
- Identify additional funding sources
- Evaluate key funding priorities

President Bears requested that the results of the classification and compensation study be shared with the Council.

Adjournment

Vice President Emily Lazzaro motioned to keep paper in committee and adjourn (seconded by Councilor Leming)- Approved on a roll call vote of Seven in Favor, Zero opposed

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk

Councilor Tseng motioned to Approve (seconded by Vice President Lazzaro) – Approved on a Voice Vote of Seven in favor, Zero opposed

24-354, 24-053 and 26-024 - Offered by Liz Mullane, City Councilor

**RESIDENT SERVICES AND PUBLIC ENGAGEMENT COMMITTEE
MEETING REPORT
TUESDAY, April 14th, 2025 @ 7:30pm**

Call to Order and Roll Call

Chair Mullane called the meeting of the Residential Services & Public Engagement Committee to order at approximately 8:35 p.m. and requested that the Clerk call the roll.

Present:

Chair Liz Mullane; Vice Chair George Scarpelli; Councilor Matt Leming; Councilor Justin Tseng; Councilor Anna Callahan.
A quorum was established.

24-354 - CITY COUNCIL NEWSLETTER

Chair Mullane introduced the first item of business: continued work on the City Council newsletter. She summarized the standing resolution authorizing the Committee to draft, approve, and publish a newsletter summarizing Council activities without requiring full Council approval for each issue. She further noted that the newsletter had been placed on the Committee's standing agenda to ensure regular updates.

Chair Presentation

Chair Mullane explained that due to a previously cancelled meeting, the Committee had fallen behind in reviewing newsletter content and was now working to compile updates spanning:

- February
- March
- Early April

She stated that:

- She had drafted the February content
- Councilor Leming contributed additions for March and April
- The goal was to consolidate multiple months of Council activity into a single, readable format

The Chair shared her screen and walked members through the draft, explaining that the newsletter was organized into structured sections, including:

- Commemorations and acknowledgements
- General City Council business
- Resolutions and legislative activity
- Financial approvals and appropriations
- Licensing approvals
- Committee work across multiple bodies
- Joint meetings (including Community Development Board sessions)

She emphasized that the document aimed to:

- Condense a significant volume of legislative activity
- Maintain clarity and accessibility for residents
- Complement, but not replace, information already available on the City website

Committee Discussion

Councilor Callahan suggested including additional recent activity to ensure completeness, specifically referencing:

- A Public Works and Facilities meeting related to snow operations

She recommended adding a brief summary at the end of the newsletter to "close the loop" on that topic.

- Chair Mullane agreed and committed to drafting a short addition and circulating it for review.

Councilor Singh offered two substantive recommendations:

- Add reference to the City Council's consolidated budget request document, including:
 - Noting that the Council formally transmitted budget priorities to the Mayor
 - Including a link when published

- Included mentioning that the Planning and Permitting Committee advanced the Vacant Properties Ordinance out of committee

Chair Mullane agreed with both suggestions and noted she would incorporate:

- A reference to the Council's unified budget priorities document
- Clarification on the Vacant Properties Ordinance action

Additional clarification:

- Councilors confirmed that a recent appropriation for the Elections Commission (approximately \$13,800) was for voting pads and agreed that specifying the purpose would improve transparency in the newsletter.

Motion and Vote

Councilor Leming motioned to Approve the newsletter draft, as amended and Request that the Chair designate another Councilor to assist in drafting future editions, to distribute workload more equitably
(Seconded by Counselor Tseng) – Approved on a Roll call vote of Five in favor, Zero opposed

24-073 - WARD-BASED NEIGHBORHOOD MEETINGS — STRATEGY DISCUSSION

The Committee next took up a continued discussion regarding the establishment of City Council ward-based neighborhood meetings.

Chair Presentation

Chair Mullane explained that she had compiled a draft strategy document based on prior Committee discussions, which included:

- An executive summary of the initiative
- A proposed two-year framework to host at least one meeting in each of Medford's eight wards
- A draft schedule aligned with major policy or development issues affecting specific wards
- Preliminary location suggestions
- Considerations for format, outreach, and logistics

She noted that the intent was to create:

- A structured but flexible engagement model
- Opportunities for direct resident input
- A consistent and transparent approach to community outreach

Key Framework Elements

Chair Mullane outlined several proposed principles:

- Pairing two Councilors per meeting to co-facilitate
- Using an open, discussion-based format rather than rigid agendas
- Soliciting resident input in advance to guide conversation topics
- Providing at least one month's notice for each meeting
- Utilizing multiple communication channels for outreach

Committee Discussion

Hybrid vs. In-Person Format

A significant portion of the discussion focused on whether meetings should be:

- Fully hybrid (in-person + Zoom)
- In-person only
- A flexible mix depending on location

Councilor Leming raised operational concerns:

- Hybrid meetings require significant setup and technical support
- Logistical burdens often fall on a small number of individuals
- Councilors already face capacity constraints

He emphasized that while hybrid access is valuable, it may not be feasible for every meeting.

Councilor Singh suggested a pilot approach:

- Start with hybrid meetings where possible
- Evaluate participation levels
- Adjust format based on actual engagement

He noted that it is difficult to predict participation without testing the model.

Location Strategy

Discussion highlighted challenges in identifying suitable locations:

- Need for accessible, geographically relevant venues within each ward
- Consideration of technology capabilities for hybrid meetings
- Constraints related to:
 - Cost
 - Availability
 - Room size relative to expected attendance

Suggestions included:

- Medford Public Library (noted as favorable due to infrastructure and cost structure)
- School cafeterias (preferred over large auditoriums for atmosphere)
- Firehouse community spaces (Ward 5 suggestion)
- Restaurants or informal venues for smaller gatherings
- Churches and community-based institutions

Public Comment — Micah (499 Main Street)

A resident offered several suggestions:

- Maintain consistency in which Councilors attend specific ward meetings
- Consider a “light hybrid” model, such as:
 - Video presence
 - Text-based question submission
- Prioritize hosting meetings in underserved areas
- Explore nontraditional venues, including:
 - Community spaces near subsidized housing
 - Religious institutions (e.g., churches)

Additional Considerations

- Advance scheduling: Councilors emphasized reserving locations months in advance due to high demand
- Coordination: Chair Mullane offered to:
 - Contact venues
 - Secure dates
 - Centralize scheduling logistics
- Councilor participation: Members discussed having Councilors:
 - Sign up for specific ward meetings
 - Assist with outreach once meetings are scheduled

Emerging Consensus

The Committee generally agreed on:

- Moving forward with a flexible hybrid model where feasible
- Prioritizing logistical practicality over uniformity
- Advancing scheduling and venue coordination centrally through the Chair
- Having Councilors assist with community outreach and engagement

NEXT STEPS

Chair Mullane summarized planned actions:

- Finalize and distribute the updated newsletter
- Revise the ward meeting strategy document based on feedback
- Circulate the plan to all Councilors for sign-up
- Begin outreach to potential venues and secure dates
- Return with updates at the next Committee meeting

PUBLIC COMMENT

Miccah Kessleman provided input on ward meeting structure and accessibility

Councilor Callahan Motioned to keep paper in committee and adjourn (seconded by Councilor Leming) – Approved on a Roll call vote of Five in favor, Zero opposed.

ADJOURNMENT

The meeting was adjourned at approximately 9:30p.m.

Respectfully submitted,

Richard Eliseo Jr.
Acting City Clerk

Councilor Mullane motioned to Approve (seconded by Councilor Leming) – Approved on a Voice vote of Seven in favor, Zero opposed

Councilor Leming Motioned to take **26-079, 26-080 & 26-081** out of order (seconded by VP Lazzaro) – Approved on a Voice vote of Seven in favor, Zero opposed

COMMUNICATIONS FROM THE MAYOR

26-079- Submitted by Mayor Breanna Lungo-Koehn

Capital Stabilization Fund Appropriation Request (Missituk and Brooks MSBA Accelerated Repair)



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

April 23, 2026

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Capital Stabilization Fund Appropriation Request

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body approves the following appropriation from the Capital Stabilization Fund:

That the City of Medford (the "City") hereby appropriates the aggregate amount of four hundred thousand (\$400,000) Dollars for the purpose of paying feasibility study and schematic design costs related to a potential Accelerated Repair Project involving a potential roof and heat pump conversion replacement project at the Missituk Elementary School, located at 37 Hicks Avenue in the amount of two hundred thousand (\$200,000) Dollars, and Brooks Elementary School, located at 388 High Street in the amount of two hundred thousand (\$200,000) Dollars,, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City has applied for a grant from the Massachusetts School Building Authority (the "MSBA"), said amount to be expended under the direction of the Medford School Committee.

To meet this appropriation, the Mayor, with the approval of the City Council, is authorized to use funds from the Capital Stabilization Account in said amount.

The City acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City of Medford.

The Capital Stabilization Fund currently has a balance of \$9,950,051.00.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council

Jenny Graham Building Committee Chair MSC
Ken Lord COO MPS
Sharon Deso Mass av & Circuit Rd

Councilor Callahan motioned to Approve (seconded by Councilor Mullane) – Approved on a Roll call vote of Six in favor, Zero opposed (VP Lazzaro Absent)

26-080 - Submitted by Mayor Breanna Lungo-Koehn

Medford Public Schools Capital Improvements Plan

Medford High School Building Project

- Project Web site - <https://medfordhsproject.com/>

PROJECT INTRODUCTION
 Welcome to the Medford High School Building Project!
 This website is your resource for information about the project, the partnership with the Massachusetts School Building Authority (MSBA), the schedule process and upcoming steps.
 The project team are currently conducting the feasibility study which will include the status of the current conditions, and development and evaluation of potential alternative solutions, and how they align with a final preferred option. They will then continue through the Schematic Design Phase to determine the most educationally appropriate and fiscally responsible option for the school.
 Medford High School is the largest public high school serving 9th grade - 12th grade enrollment in the City of Medford. As a result of the collaborative analysis with the Massachusetts School Building Authority of enrollment projections and space capacity needs, the design alternatives will be evaluated as part of the feasibility study based on an enrollment of 1,300 students.
 The entire Feasibility Study process is estimated to take 18-24 months.

SPRING EVENTS

Medford High School Building Committee Meeting
 April 18, 2026 on Zoom

Project Timeline



Feasibility Study Key Dates
 Preliminary Design Program (PDP) 2/25/2026 submitted to MSBA
 Preferred Schematic Report (PSR) 6/25/2026 submittal due to MSBA

Schematic Design Key Dates
 Schematic Design (SD) Deliverable 2/2027 submittal to MSBA

Medford High School Building Project
SPRING EVENTS

March 17	Finalize Evaluation Criteria Matrix Building Committee Meeting	March 18	Abutters Meeting #1 6:30 p.m. at MHS
March 23	Narrow Down to 3-5 Design Options Building Committee Meeting	March 28	Building Tours of MHS Led by MHS Students
April 15	Community Forum #3 Feedback on 3-5 Design Options	April 27	Review Scope of Space Summary Building Committee Meeting
May 11	Community Forum #4 Feedback on Design Elements	May 13	Abutters Meeting #2 6:30 p.m. at MHS
May 20	Review & Discuss Design Options Building Committee Meeting	May 27	Review & Discuss Design Options Building Committee Meeting
June 3	Community Forum #5 Feedback on Design Elements	June 10	Select Preferred Design Option Building Committee Meeting
June 18	Approve PSR Submission Building Committee Meeting	Scan QR Code for More Project Information 	



MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN

April 23, 2026

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Capital Stabilization Fund Appropriation Requests

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body approves the following appropriations from the Capital Stabilization Fund:

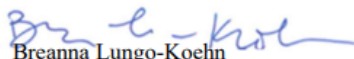
Project	School(s)	Amount
Fire Alarm Replacement	Brooks	\$45,000.00
Fire Alarm Replacement	Missituk	\$45,000.00
Fire Alarm Replacement	Roberts	\$45,000.00
Phase II of network refresh	McG/AMS/BES/MES/RES/HS	\$425,000.00
Intercom Upgrade	Andrews	\$60,000.00
Intercom Upgrade	McGlynn	\$110,000.00
Cafeteria Tables	McGlynn	\$35,000
Condenser replacement	McGlynn	\$40,000
Doors & Windows	Andrews	\$384,525
Doors & Windows	McGlynn	\$269,282
Add railings to Caron Theater	HS	\$20,000
Flooring/Rug replacement Auditorium/Library	McGlynn	\$100,000.00
Drainage at Field/Turf Repair	Brooks	\$30,000.00
Curtain/Shade replacement	McGlynn	\$10,000.00
Window Screens	McGlynn	\$10,000.00
Auditorium Seating Repair	McGlynn	\$50,000.00
Auditorium add seating to front row	HS	\$30,000.00
McGlynn/Andrews Commisioning Repairs	McGlynn/Andrews	\$50,000.00
Caron Theater Lighting	HS	\$100,000.00

As of the submission of this request, the Capital Stabilization Fund has a balance of \$9,950,051.00.

A representative from the School Department will be available to speak to these requests.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council

Jenny Graham Building Committee Chair MSC
Ken Lord COO MPS

Vice President Lazzaro motioned to Approve (seconded by Councilor Tseng) –
Approved on a Roll call vote of Seven in favor, Zero opposed

26-081 - Submitted by Mayor Breanna Lungo-Koehn
FY25 Prior Year Unpaid Bills (Medford Public Schools)



MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN

April 23, 2026

Via Electronic Delivery

To The Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Unpaid Bills of Previous Fiscal Years

Dear President Bears and City Councilors:

I respectfully request and recommend that your Honorable Body approve the expenditure of fiscal year 2027 school departmental appropriations in the amount of Forty-Eight Thousand, Eight Hundred Sixty-Six Dollars and Seventeen Cents (\$48,866.17) for the payment of prior fiscal years' bills, in accordance with M.G.L. c. 44, §64, as detailed in the enclosed documents.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Enclosures



Medford Public Schools

489 Winthrop Street, Medford, Massachusetts 02155

Kenneth Lord, Chief Operating Officer

TO: Noel Velez
FROM: Kenneth Lord
RE: Gone Green Unpaid Bills
DATE: April 1, 2026

We have received invoices totaling \$48,866.17 from our electrical/fire alarm contractor Gone Green from FY25 and earlier. We completed the work and received invoices via email, and the invoices never processed for payment. It is unclear if failing to process these invoices was because of facilities or accounts payable staff error. Gone Green sent the invoices, but never followed up on payment until now. I would recommend that we request permission to pay these invoices from this year's budget.

I met with our staff in the facilities department to discuss the process and procedures for ensuring they properly pay invoices. They had already implemented improved record keeping this year prior to these overdue invoices being discovered. Going forward, we will implement a process of regularly checking in with vendors to ensure they receive and pay invoices. Let me know if you have questions.



Medford Public Schools

489 Winthrop Street, Medford, Massachusetts 02155

Noel Velez, Director of Finance
Kenneth Lord, Chief Operations Officer

Gone Green Electric				
Invoice Number	Date	Fiscal year	Amount	Department
7994	12/30/2022	2023	\$ 740.00	School Department
8770	12/4/2023	2023	\$ 1,292.51	School Department
9461	8/13/2024	2025	\$ 2,320.00	School Department
9484	8/22/2024	2025	\$ 724.99	School Department
9466	8/16/2024	2025	\$ 660.00	School Department
9549	9/13/2024	2025	\$ 1,106.45	School Department
9513	9/16/2024	2025	\$ 1,945.79	School Department
9550	9/20/2024	2025	\$ 5,133.84	School Department
9553	9/20/2024	2025	\$ 392.49	School Department
9548	9/27/2024	2025	\$ 590.00	School Department
9542	9/26/2024	2025	\$ 472.00	School Department
9816	12/27/2024	2025	\$ 901.12	School Department
9814	12/27/2024	2025	\$ 2,681.35	School Department
9800	12/17/2024	2025	\$ 472.00	School Department
9797	12/17/2024	2025	\$ 4,283.32	School Department
9796	12/17/2024	2025	\$ 472.00	School Department
9795	12/17/2024	2025	\$ 472.00	School Department
9766	12/11/2024	2025	\$ 1,335.30	School Department
9774	12/13/2024	2025	\$ 7,335.45	School Department
9794	12/17/2024	2025	\$ 2,927.56	School Department
9783	12/17/2024	2025	\$ 510.00	School Department
9782	12/17/2024	2025	\$ 960.00	School Department
9815	12/27/2024	2025	\$ 2,236.07	School Department
9835	1/6/2025	2025	\$ 3,723.81	School Department
10114	5/15/2025	2025	\$ 1,246.61	School Department
10110	5/23/2025	2025	\$ 1,223.45	School Department
10153	6/25/2025	2025	\$ 960.00	School Department
10152	6/25/2025	2025	\$ 720.00	School Department
10156	6/26/2025	2025	\$ 486.16	School Department
10130	6/27/2025	2025	\$ 541.90	School Department
Total			\$ 48,866.17	

Addressing the Council

Ken Lord COO MPS

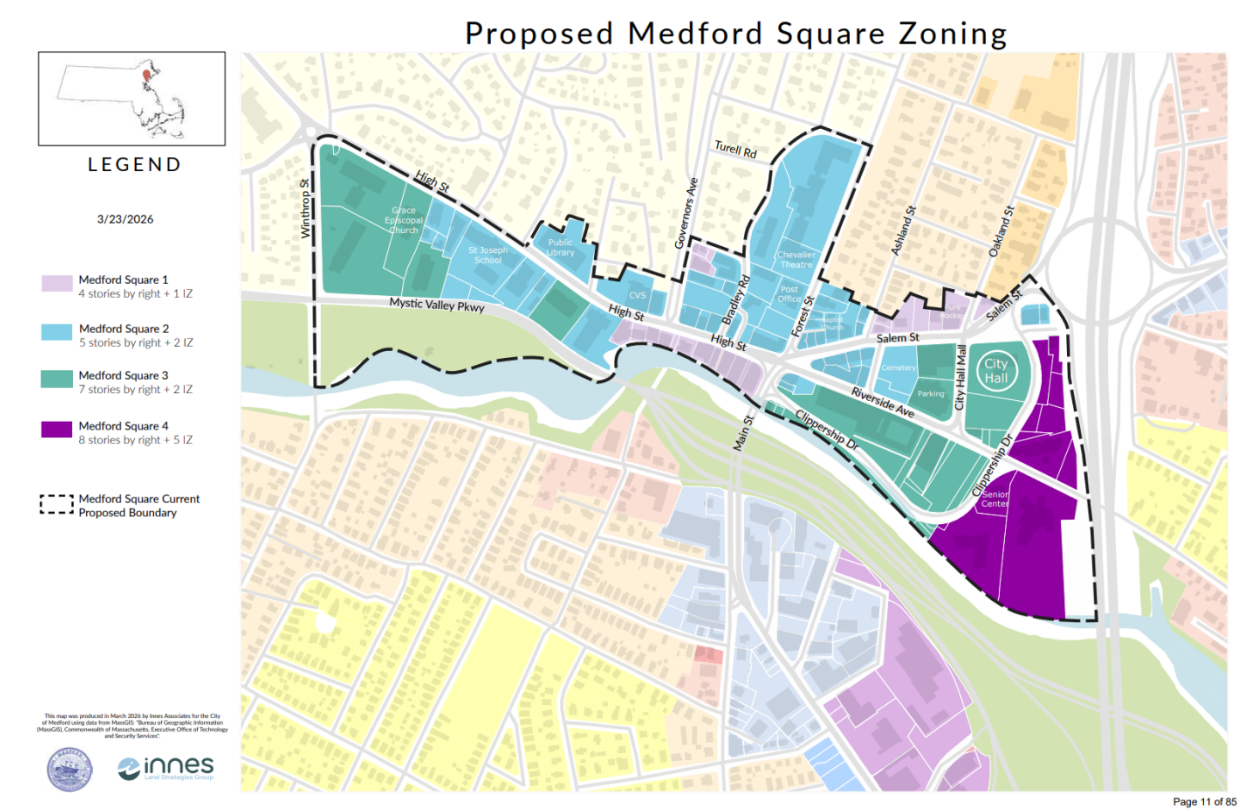
Noel Velez Finance Director MPS

Councilor Scarpelli motioned to Approve (seconded by Vice President Lazzaro) –
Approved on a Roll call vote of Seven in favor, Zero opposed

MOTIONS, ORDERS, AND RESOLUTIONS

26-023 - Offered by Matt Leming, City Councilor

Proposed Amendments to the Medford Zoning Ordinance, Chapter 94



Addressing the Council

Alicia Hunt PDS Director

Councilor Leming Motioned to accept all the recommendations of the CDB, Zoning map and Ordinance to be Ordained (seconded by Councilor Tseng) – Approved on a Roll call vote of Seven in favor, Zero opposed

25-189 - Offered by Isaac Bears, Council President

Amendment to Chapter 2, Article V, Division 2 - Medford Standard Compensation Ordinance

City of Medford Standard Compensation Ordinance 4-28-26

1) Sec. 2-935—Medford Standard Compensation Ordinance

a) This Ordinance shall be known as the “Medford Standard Compensation Ordinance.”

The purpose of this Ordinance is to ensure that employees of building service contractors and subcontractors who contract with the City earn an hourly wage that is sufficient to ensure that City dollars are not used to undercut the prevailing standards that have been attained by building service workers and to promote labor peace in building service work contracted by the City of Medford.

2) Sec. 2-936 – Definitions.

For the purposes of this Ordinance, the following terms shall mean:

BUILDING SERVICES or BUILDING SERVICE WORK. Work performed in connection with the cleaning and maintenance of buildings and security guard services.

CONTRACTING DEPARTMENT. Any City Department that awards a covered building service contract.

COVERED BUILDING SERVICE CONTRACT. A contract or subcontract to provide building services to the City.

COVERED BUILDING SERVICE EMPLOYEE. Any person employed, directly or indirectly, to perform building service work in the performance of a covered building service contract.

COVERED BUILDING SERVICE VENDOR. An employer providing building services pursuant to a covered building service contract. **LABOR ORGANIZATION.** An organization with the characteristics set forth in subdivision (5) of section 152 of title 29 of the United States Code.

LABOR PEACE AGREEMENT. An agreement between a Covered Building Service Vendor and a labor organization that seeks to represent employees who perform one or more classes of work to be performed pursuant to a Covered Building Service Contract or subcontract, where such agreement: (1) requires that the Covered Building Services Employers and the labor organization and its members agree to the uninterrupted delivery of services to be rendered pursuant to this contract and to refrain from actions intended to or having the effect of interrupting such services; and (2) includes any other terms agreed to by the parties, which may relate to, but need not be limited to: (i) alternate procedures related to recognizing the labor organization for bargaining purposes, (ii) public statements, (iii) workplace access, and (iv) the provision of employee contact information. The term "labor peace agreement" may include a collective bargaining agreement that is in effect.

PERSON. One or more of the following or their agents, employees, servants, representatives and legal representatives: individuals, corporations, partnerships, joint ventures, associations, labor organizations, educational institutions, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, trustees in bankruptcy, receivers, fiduciaries and all other entities recognized at law by this commonwealth.

COVERED SECURITY GUARD. Armed or unarmed Covered Building Service Employees that perform security duties. **STANDARD COMPENSATION.** The hourly rate of pay, benefits, and paid leave that shall be provided to a Covered Building Service Employee pursuant to the formula set forth in Subsection 2-939.2.

STANDARD HOURLY WAGE RATE. The rate established by the Procurement Department as the minimum hourly wage rate that shall be paid to a Covered Building Service Employee by a Covered Building Service Vendor pursuant to the formula set forth in Section 2-939.1.

YOUTH PROGRAM. Any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part-time programs.

3) Sec. 2-937—Applicability and Exemptions.

a) Sec. 2-937.1—Applicability

i) The provisions of this Ordinance shall apply to all Covered Building Service Vendors as defined in this Ordinance, not including exemptions listed in Sec. 2-937.2.

b) Sec. 2-937.2—Exceptions

i) The following positions are exempt from the requirement of Standard Compensation payments upon certification in an affidavit signed by the authorized signatory of the Covered Building Service Vendor that the positions are as follows:

(1) Youth hired pursuant to a city, state, or federally funded program which employs youth as defined by city, state, or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part-time programs;

and

(2) Work-study or cooperative educational programs.

4) Sec. 2-938—Duties of Contracting Departments and Covered Building Service Vendors

a) Sec. 2-938.1—Notification

i) All City Contracting Departments engaged in the awarding of contracts shall provide a copy of this Ordinance in all requests for bids for Covered Building Service Contracts with the City.

All persons who have signed a Covered Building Service Contract with the City shall forward a copy of such requirements to any person submitting a bid for a subcontract on the Covered Building Service Contract.

ii) All Covered Building Service Contracts and all solicitations for building services issued by the City shall specifically state that all requirements of this Ordinance applicable to Covered Building Service Contracts, including enforcement mechanisms unless a waiver is provided, are applicable to the contract and incorporated by reference, and state that Covered Building Service Employees may not be paid less than standard compensation for the relevant classification and indicate:

(1) The anticipated number of hours of work required for the relevant classifications under the contract;

(2) The Standard Compensation for the relevant classification, or classifications, that is applicable to the Covered Building Service Employees;

(3) The process for annual price adjustments to accommodate increases in the required compensation; and

(4) A statement that the violation of the Standard Compensation Ordinance may constitute a breach of contract.

iii) All solicitations for building services issued by the City shall further require prospective Covered Building Service Vendors to submit pricing on a standard worksheet that breaks down the proposed hourly rates.

iv) Covered Building Service Employers shall provide each Covered Employee with a fact sheet about this Chapter and shall post a notice about the Chapter in a conspicuous location visible to all employees. The fact sheet and poster shall be provided to the Covered Building Service Employer by the Contracting Department and shall include:

(1) Notice of the Standard Compensation requirements;

(2) A summary of the provisions of this Chapter;

(3) A description of the enforcement provisions of the Chapter;

(4) The name, address, and phone number of a person designated by the Contracting Department to whom complaints of noncompliance with this Chapter should be directed.

b) Sec. 2-938.2—Maintenance and Reporting of Payroll Records

i) Maintenance of payroll records. Each Covered Building Service Vendor shall maintain accurate payrolls for all covered employees for a period of three years. The records shall contain the name of each employee, the job title and classification, the number of hours worked each day, the gross wages, deductions made, actual wages paid, a copy of the Social Security returns and evidence of payment thereof, a record of fringe benefit payments including contributions to approved plans, funds or programs and/or additional cash payments and such other data as may be requested for inspection by the designated City Department from time to time.

ii) Inspection of payroll records. Each Covered Building Service Vendor shall permit representatives of the applicable City Department, or their designee, to examine the payroll records, to observe work being performed upon the work site, or to interview employees within ten (10) days of receiving a request in writing from the designated City Department.

iii) Certified Payroll Reporting. On an annual basis, each Covered Building Service Vendor shall file with the applicable City department a certification prepared by the Vendor certifying that the Covered Building Service Vendor's payroll records are in compliance with this Ordinance.

c) Sec. 2-938.3-- Covered Building Service Contracts

i) At the time of signing a Covered Building Service Contract with the City or subcontract with a vendor, the contract must include the following:

- (1) A local contact name, address, e-mail address and phone number for the Covered Building Service Vendor
- (2) A written commitment by the Covered Building Service Vendors to pay all Covered Building Service Employees not less than the applicable current standard compensation, subject to adjustment as necessary 1 and in compliance with the provisions of this Ordinance; and
- (3) A list of all service subcontracts either awarded or that will be awarded to vendors with funds from the Covered Building Service Contract. Any covered vendor awarded a service contract shall notify the Contracting Department within three business days of signing a service subcontract with a Covered Building Service Vendor.

d) Sec. 2-938.3 – Transitional Employment Period

i) Within 14 days of the award of a Covered Building Service Contract, a Covered Building Service Vendor shall request that the City provide the name, address, and telephone number of the terminated predecessor Covered Building Service Vendor. The terminated predecessor Covered Building Service Vendor shall, within five days after receipt of notice from the city, provide to the successor Covered Building Service Vendor, the name, address, date of hire, and employment occupation classification of each employee employed at the site or sites covered by the building service contract at the time of receiving said notice. Where a successor Covered Building Service Vendor has not been identified by the City thirty days prior to expiration of the prior contract, a terminated Covered Building Service Contractor shall provide the information to the City at that time. On the same date, the terminated Covered Building Service Vendor shall provide each affected employee with notice of his/her right to obtain employment with the successor Covered Building Service Vendor.

ii) Where a Covered Building Service Vendor is awarded a contract to perform services that are substantially the same as services that have been rendered under a predecessor contract, such Covered Building Service Vendor shall retain, for a period of ninety days, all Covered Building Service Employees who had been employed by the predecessor to perform services under such predecessor Covered Building Service Contract, except that the successor Covered Building Service Vendor need not retain Covered Building Service Employees who worked less than fifteen hours per week or who had been employed at the site for less than sixty days. During such ninety-day period, the successor Covered Building Service Vendor shall not discharge without just cause a Covered Building Service Employee retained pursuant to this subsection. If the performance of a Covered Building Service Employee retained pursuant to this subsection is satisfactory during the ninety-day period, the successor Covered Building Service Vendor shall offer the Covered Building Service Employee continued employment for the duration of the successor

Covered Building Service Contract under the terms and conditions established by the successor Covered Building Service Vendor, or as required by law.

e) Sec. 2-938.3 – Labor Peace

i) No later than 90 days after the award or renewal of a Covered Building Service Contract or approval of a building service subcontractor, such Covered Building Service Vendor or Subcontractor, shall either:

(1) submit an attestation to the Contracting Department, signed by one or more labor organizations, as applicable, stating that the Covered Building Service Vendor has entered into one or more labor peace agreements with such labor organizations, and identify: (i) the classes of covered employees covered by the labor peace agreements, (ii) the classes of covered employees not currently represented by a labor organization and that no labor organization has sought to represent, and (iii) the classes of covered employees for which labor peace agreement negotiations have not yet concluded; or

(2) submit an attestation to the Contracting Department stating that the Covered Building Service Vendor's covered employees are not currently represented by a labor organization and that no labor organization has sought to represent such covered employees.

ii) Where a labor organization seeks to represent the Covered Employees of a Covered Building Service Vendor or Subcontractor after the expiration of the 90-day period following the award date of the Covered Building Service Contract or the approval of a Subcontractor, and the labor organization has provided notice to the contracting agency and the Covered Building Service Vendor or Subcontractor regarding such interest, the Covered Building Service Vendor or Subcontractor shall then submit an attestation signed by the labor organization to the Contracting Department no later than 90 days after the date of notice stating that it has entered into a labor peace agreement with such labor organization or that labor peace agreement negotiations have not yet concluded.

5) Sec. 2-939—Standard Compensation Payment

a) Sec. 2-939.1— Calculation of Standard Hourly Wage Rate

i) The "Standard Hourly Wage Rate" for Covered Building Service Employees other than armed or unarmed Covered Security Guards shall be the greater of the following:

(1) The hourly rate of wages required for work performed within the city of Boston under the collective bargaining agreement covering the largest number of hourly nonsupervisory Building Service Employees providing janitorial services employed within the Commonwealth provided the collective bargaining agreement covers no less than five hundred employees; or

(2) The hourly rate of wages for the relevant classification as established by the United States Secretary of Labor pursuant to chapter 67 of 41 U.S.C. § 6701 et seq., as amended, set forth in the locality wage determination issued by the Administrator of the Wage and Hour Division of the Employment Standards Division of the U.S. Department of Labor for the area that includes the City of Medford.

ii) The "Standard Hourly Wage Rate" for Covered Security Guards shall be the greater of the following:

(1) The hourly rate of wages required for work performed within the city of Boston under the collective bargaining agreement covering the largest number of hourly nonsupervisory security employees employed within the Commonwealth, provided the collective bargaining agreement covers no less than five hundred employees; or

(2) The hourly rate of wages prescribed for Guard 1 classification established by the United States Secretary of Labor pursuant to chapter 67 of 41 U.S.C. § 6701 et seq., as amended, set forth in the locality wage

determination issued by the Administrator of the Wage and Hour Division of the Employment Standards Division of the U.S. Department of Labor for the area that includes the City of Medford.

(b) Sec. 2-939.2—Calculation of Standard Compensation

(1) All Covered Building Service Vendors shall provide all Covered Building Service Employees with no less than the Standard Compensation.

(2) The Standard Compensation shall include, for the relevant classification: 1) the standard hourly wage rate, and 2) standard paid leave and 3) the standard benefit rate.

(a) The “standard hourly wage rate” for Covered Building Service Employees shall be no less than the rate as defined in Sec. 2-939.1.

(b) “Standard paid leave” for Covered Building Service Employees other than for unarmed or armed security guards shall be equal to the greatest of the following:

(i) The paid vacation and holidays determined by the United States Department of Labor pursuant to the “Service Contract Act of 1965” (41 U.S.C. §351, et seq.) for the area that includes the City of Medford; or

(ii) The paid leave provided under the prescribed rate of wages as determined by Director of the Department of Labor Standards pursuant to G.L. c. 149, § 27H.

(c) “Standard paid leave” for unarmed or armed security guards shall be equal to the greatest of the following:

(i) The paid vacation and holidays determined by the United States Department of Labor pursuant to the “Service Contract Act of 1965” (41 U.S.C. §351, et seq.) for the area that includes the City of Medford; or

(ii) The paid leave provided under the prescribed rate of wages as determined by the Director of the Department of Labor Standards pursuant to Section 3 of Ordinance 195 of the Acts of 2014.

(d) The “standard benefit rate” for Covered Building Service Employees other than for unarmed or armed security guards shall be an hourly supplement furnished by a Covered Building Service Employer to a Covered Building Service Employee in one of the following ways:

(i) In the form of health and other benefits (not including paid leave) that cost the Covered Building Service Employer the entire required hourly supplemental amount;

(ii) By providing a portion of the required hourly supplement in the form of health and other benefits (not including paid leave) and the balance in cash; or

(iii) By providing the entire supplement in cash.

(e) The required hourly supplemental rate for Covered Building Service Employees other than for unarmed or armed security guards shall be equal to the greater of the following:

1. The monetary value of the health and other benefits conferred upon employees (not including paid leave) for work performed within the city of Boston under the collective bargaining agreement covering the largest number of hourly nonsupervisory building service employees providing janitorial services employed within the Commonwealth, provided the collective bargaining agreement covers no less than five hundred employees; or

2. the health and welfare rate determined by the United States Department of Labor pursuant to the “Service Contract Act of 1965”,

41 U.S.C. § 351, et seq., for the geographic area that includes the city of Medford.

(f) The “standard benefits” for unarmed or armed security guards shall be an hourly supplement furnished by a Covered Building Service Employer to a covered building service employee in one of the following ways:

- (i) In the form of health and other benefits (not including paid leave) that cost the Covered Building Service Employer the entire required hourly supplemental amount;
- (ii) By providing a portion of the required hourly supplement in the form of health and other benefits (not including paid leave) and the balance in cash; or
- (iii) By providing the entire supplement in cash.

(g) The required hourly supplemental rate for unarmed and armed security guards shall be equal to the greater of the following:

- 1. The monetary value of the health and other benefits conferred upon employees (not including paid leave) for work performed within the city of Boston under the collective bargaining agreement covering the largest number of hourly nonsupervisory security building service employees employed within the Commonwealth, provided the collective bargaining agreement covers no less than five hundred employees; or
- 2. the health and welfare rate determined by the United States Department of Labor pursuant to the “Service Contract Act of 1965”, 41 U.S.C. § 351, et seq., for the geographic area that includes the city of Medford.

(h) For the purposes of this Ordinance, “benefits” shall mean the total cost to the employer on an hourly basis for providing health, welfare, and retirement benefits, including, but not limited to: (A) medical, surgical, hospital care and/or prescription benefits; (B) death benefits; (C) pension or 401(k) benefits; (D) training and education benefits; and (E) legal service benefits, and may include payments made directly to employees, payments to purchase insurance, and the amount of payment or contributions paid by the employer on behalf of each employee to any employee benefit fund. “Benefits” shall not include paid sick leave, workers compensation or other legally mandated insurance, or any other benefit the Covered Building Service Employer is required to provide under federal, state or local law, nor shall it include the value of any benefit for which the Covered Building Service Employee is eligible, but for which no payment is actually made by a Covered Building Service Employer to the Covered Building Service Employee or to any other party on the Covered Building Service Employee’s behalf because the Covered Building Service Employee either does not actually utilize or does not elect to receive the benefit for any reason.

6) Sec. 2-940—Enforcement.

a) Sec. 2.940.1—Private Right of Action

- i) Any Covered Building Service Employee may seek private relief to privately enforce the provisions of this Ordinance in any court of competent jurisdiction within three (3) years of the most recent alleged violation.

b) Sec. 2.940.2—Complaints

- i) A current or former Covered Building Service Employee may file a complaint with the designated City of Medford Department. Complaints by Covered Building Service Employees of alleged violations may be made at any time within three (3) years of the most recent alleged violation.

ii) A complaint of noncompliance with this Ordinance may be filed by a Covered Building Service Employee with the designated City Department, which shall provide a copy of the complaint to each Covered Building Service Vendor against whom the complaint is made within five business days for its review and response. Statements written or oral, made by an employee, shall be treated as confidential and shall not be disclosed to the Covered Building Service Vendor without the consent of the employee, except insofar as complaints received by the City are subject to the Massachusetts Public Records Law, and thus, may be subject to public disclosure to the extent required by law.

c) Sec. 940.3— Review.

i) The designated City Department shall review all complaints of alleged noncompliance. Such review may include routine reviews, inquiries, and Covered Building Service Vendor's responses to complaints. The designated City Department, or its designee, may request to inspect documentation from the vendor within thirty (30) days of receiving a complaint, in furtherance of any complaint review.

ii) The designated City Department may, in conjunction with the City Solicitor, and in accordance with the powers herein granted, issue subpoenas, compel the attendance and testimony of witnesses and require the production by the employer of such evidence as required to determine compliance, to the extent allowed under the law.

7) Sec. 2-941 – Penalties and Remedies.

a) Penalties. In the event that the designated Department determines, after notice and a hearing that any Covered Building Service Vendor has failed to provide Standard Compensation or has otherwise violated the provisions of this Ordinance, the applicable City Department may order any or all of the following penalties and relief:

i) This Ordinance may be enforced through any lawful means in law or in equity, including, but not limited to non-criminal disposition pursuant to G.L. c. 40, § 21D. Fines in the amount of \$300 for each Covered Building Service Employee for each day that the Covered Building Service Vendor is in violation of this Ordinance. The contracting Department head or its designee may enforce this Ordinance pursuant G.L. c. 40, § 21D;

ii) The filing of a complaint with the pertinent state or federal agency by the complainant employee;

iii) Review of ongoing contract payments; and

iv) Potential ineligibility for future contracts with the City for three years or until all penalties and restitution have been paid in full to a complaining employee and the vendor verifies such payments. In addition, all Covered Building Service Vendors having any principal officers who were principal officers of a barred Covered Building Service Employer shall be ineligible under this section.

b) Remedies herein non-exclusive. No remedy set forth in this Ordinance is intended to be exclusive or a prerequisite for a private employee to assert a private claim or cause of action under applicable state or federal law.

8) Sec. 2-942-- Discrimination Against Covered Employees Barred.

a) If a Covered Building Service Vendor discharges, reduces the compensation of, or discriminates against any Covered Building Service Employee for making a complaint to the City or otherwise asserts their rights under this Ordinance, participating in any of its proceedings, or using any civil remedies to enforce their rights under the Ordinance, the Covered Building Service Vendor shall be considered in violation of this Ordinance. The

applicable City Department shall review allegations of retaliation or discrimination and shall, if found to be true, after notice and a hearing, order appropriate relief to the employee or person under this Ordinance.

9) Sec. 2-942-- Severability.

a) In the event any provision of this Ordinance shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

10) Sec. 2-943-- Effective date.

a) This Ordinance shall be effective upon its adoption and will only apply prospectively. Each Covered Building Service Contract entered into by the City after adoption of this Ordinance must comply with this Ordinance.

Addressing the Council:

Paul Righi, former Director of Facilities

Councilor Tseng motioned to Approve for First reading (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-077 - Offered by Isaac Bears, Council President, George Scarpelli, City Councilor, Justin Tseng, City Councilor

Resolution to File a Public Records Request for Comprehensive Litigation Report Due to Administration's Failure to Respond to Resolution 26-043

Whereas, on February 24th, 2026 the Medford City Council unanimously voted to approve Council Resolution 26-043 to request that the Mayoral administration produce a Comprehensive Litigation Report on all legal matters since 2019; and,

Whereas, in spite of the Council's resolution and over 60 days having passed for the administration to reply, the administration has not responded; and,

Whereas, President Barack Obama said, "The Freedom of Information Act should be administered with a clear presumption: In the face of doubt, openness prevails. The Government should not keep information confidential merely because public officials might be embarrassed by disclosure, because errors and failures might be revealed, or because of speculative or abstract fears;" and,

Whereas, the residents of Medford who fund our city government through taxes and fees deserve to know how money is being spent and whether the administration's strategic and procedural approach to litigation is prudent and effective; now, therefore:

Be it Resolved by the Medford City Council that we, as a body, make a request for public records to the City of Medford under the provisions of the Massachusetts Public Records Act, G. L. c. 66, § 10 et seq. asking that the City produce records pertaining to all lawsuits, claims, administrative proceedings, arbitration proceedings, and/or other legal actions in which the City of Medford and/or Breanna Lungo-Koehn, in her capacity as Mayor of the City of Medford, is or was a named party.

Be it Further Resolved that we respectfully request that our colleagues on the Council support this resolution and the draft public records request attached. Page 53 of 85
RECOMMENDATION FISCAL IMPACT ATTACHMENTS

1. Public Records Request 04-28-26

April ____, 2026

Law Department
Public Records Request
City Hall
85 George P. Hassett Drive
Medford, MA 02155

Dear Ms. Spencer:

Pursuant to the Massachusetts Public Records Act, G. L. c. 66, § 10 et seq., the City Council of the City of Medford hereby requests that it be provided with copies of the public records as set forth herein.

As you are aware 950 CMR 32.02 defines "public record" as

"Public Record. All books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by a governmental entity unless such materials or data fall within one or more of the exemptions found within M.G.L. c. 4, § 7, clause Twenty-sixth or other legally applicable privileges."

Please note that this request for public records includes all those records that were created during the period commencing January 1, 2020 and ending on the date of this request.

Requested Public Records

(a) All public records that contain any reference to lawsuits, claims, administrative proceedings, arbitrations, and/or other legal actions in which the City of Medford and/or Breanna Lungo Koehn, in her capacity as Mayor of the City of Medford, is or was a named party, whether as plaintiff, defendant, respondent, or intervenor, in any court, tribunal, or administrative body, including but not limited to: the United States District Court; the Massachusetts Superior Court, District Court, and Land Court; the Massachusetts Appeals Court and Supreme Judicial Court; the Civil Service Commission; the Department of Labor Relations; the Massachusetts Commission Against Discrimination; the Housing Appeals Committee; the State Ethics Commission; the Equal Employment Opportunity Commission; and any other federal, state, or local forum;

(b) For each lawsuit, claim, administrative proceeding, arbitration, or other legal action that is included in the response to subsection (a) of this request, please provide all public records that contain any reference to each matter including the full case name, docket or case number, forum, date filed, nature of the claim, and present status (for example whether it is presently "pending", or has been "settled", "dismissed", "adjudicated" or resolved in any fashion);

Page 1 of 4

(c) All public records that contain any indication of the costs of representation and related litigation costs paid by the City of Medford regarding each lawsuit, claim, administrative proceeding, arbitration, or other legal action that is included in the response to subsection (a) of this request, including all records indicating fees paid to outside counsel (identified by firm name and total amount per firm), expert witness fees, court costs, mediation and/or arbitration fees, and any other litigation related expenditures;

(d) All public records that contain any indication of the costs of representation and/or related litigation costs paid by the City of Medford using of funds received by the City pursuant to the American Rescue Plan Act of 2021 ("ARPA") for each lawsuit, claim, administrative proceeding, arbitration, or other legal action that is included in the response to subsection (a) of this request. This request includes all records relating to fees paid to outside counsel (identified by firm name and total amount per firm), expert witness fees, court costs, mediation and arbitration fees, and any other litigation-related expenditures;

(e) All public records that contain any indication of settlement payments, judgments, awards, and other monetary consideration paid by the City for each lawsuit, claim, administrative proceeding, arbitration, or other legal action that is included in the response to subsection (a) of this request, including all payments made by insurance carriers pursuant to policies of insurance that provided coverage to the City of Medford or its employees;

(f) All public records that contain any indication of any payments or cost reimbursements or other consideration paid by the City to any private investigation service, detective service or for surveillance services of any kind or for any purpose since January, 2020. This includes any payments or cost reimbursements or other consideration paid to any person or entity who, on behalf of the City of Medford, then hired, maintained or employed any private investigation service, detective service or surveillance services of any kind since January, 2020;

(g) All public records, including but not limited to emails, memoranda, reports, meeting minutes, and internal communications, that refer or relate to the deletion, destruction, removal, alteration, or any other disposition of records that relate to each lawsuit, claim, administrative proceeding, arbitration, or other legal action that is included in the response to subsection (a) of this request;

(h) All logs, reports, memoranda, system-generated data, or other records that track or document the deletion or destruction of records that relate to each lawsuit, claim, administrative proceeding, arbitration, or other legal action that is included in the response to subsection (a) of this request;

(i) Copies of all "non-disclosure agreements" (a/k/a "NDAs") that are currently in effect or were entered into by the City of Medford after January 1, 2020 to the date of this request. This includes, but is not limited to, confidentiality agreements, settlement agreements containing non-disclosure provisions, and any other agreements that contain confidentiality or non-disclosure clauses to which the City of Medford and/or Breanna Lungo Koehn in her capacity as Mayor of the City of Medford, is or was a named party, whether as plaintiff, defendant, respondent, intervenor or in any other capacity.

If there are any fees for searching or copying these records, please inform the Council President if the cost will exceed \$100.00.

Please note that the Council is requesting a waiver of all fees on the basis that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the Administration's litigation history and expenditures since 2020.

The public's understanding of this history/expenditures is especially important in light of the Administration's failure to respond to City Council Resolution 26-043, that was passed on February 24, 2026, in which the Council essentially requested similar records.

The request of the Council for "non-disclosure agreements" anticipates the need for possible redactions but as Justice Botsford said for the Court in *Champa v Weston Public Schools*, 473 Mass. 86, 39 N.E.3d 435, (a case that involved student records) the inclusion of a contractual confidentiality clause does not override the public records law. Specifically, Justice Botsford stated:

"Although the agreement may have served as a private settlement of a dispute between the school district and one of the families living in the school district, the fact that the school district and the family contractually agreed to keep the settlement private cannot, by itself, trump the public records law and the school district's obligation to comply with the law's requirements."

In regard to "non-disclosure agreements", please note that on January 27, 2025, Governor Healey, in collaboration with State Auditor Diana DiZoglio, issued a written policy regarding the use of settlement agreements which formally prohibited the use of "non-disclosure agreements". The Governor issued this written policy as a formalization of a policy that she had put into effect on the first day of her administration in 2022.

This information requested is not being sought for commercial purposes.

The Massachusetts Public Records Act requires a response to this request within 10 days. If access to the records the Council is requesting will take longer than this amount of time, please contact the Council President with information about when the Council might expect copies of the requested documents.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify the Council President of the appeal procedures available to the Council under the law.

Thank you.

Respectfully Submitted,
Medford City Council

Council President: Isaac B. "Zac" Bears Council
Email: ibears@medford-ma.gov

Vice President: Emily Lazzaro
Email: elazzaro@medford-ma.gov

Matt Leming
Email: mleming@medford-ma.gov

Councilor: Anna Callahan Councilor:
Email: acallahan@medford-ma.gov

George A. Scarpelli
Email: scarp@comcast.net

Councilor: Liz Mullane Councilor:
Email: lmullane@medford-ma.gov

Councilor: Justin Tseng
Email: jtseng@medford-ma.gov

A copy of this request is also being sent by email to: publicrecords@medford-ma.gov
Cc: Mayor Breanna Lungo Koehn, City Auditor Bob Dickenson

Addressing the Council:
Miccah Kesselman 499 Main St
Andrew Castignetti
Sam Goldstein 29 Martin St

Councilor Tseng motioned to Approve and deliver to the Public Records officer (seconded by Councilor Scarpelli) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-078 - Offered by Isaac Bears, Council President, George Scarpelli, City Councilor

Resolution to Update Council on 2026 Common Victualler License Process

Be it Resolved by the Medford City Council that we request an update from the Acting City Clerk on any outstanding Common Victualler License applications for 2026 that have not been submitted.

Be it Further Resolved that we discuss methods to support the team in the City Clerk's Office to ensure that all businesses comply with the city's licensing requirements.

Addressing the Council:

Richard Eliseo Jr. Acting City Clerk

Vice President Lazzaro motioned to send to Administration and Finance Committee (seconded by Councilor Leming) – Approved on a Roll call vote of Seven in favor, Zero opposed

COMMUNICATIONS FROM THE MAYOR Cont.

26-082 - Submitted by Mayor Breanna Lungo-Koehn

FY27 Community Preservation Act Budget Reserve



MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN

April 23, 2026

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: FY27 CPA Budget Reserve

Dear President Bears and City Councilors:

On behalf of the Community Preservation Committee, I respectfully request and recommend that your Honorable Body approves on recommendation of the Community Preservation Committee the Community Preservation Fund Revenues in the amount of Two Million, Three Hundred Eighty-Three Thousand, Three Hundred and Eighty-Seven Dollars (\$2,383,387.00).

In addition, I respectfully request that your Honorable Body approve on recommendation of the Community Preservation Committee the Community Preservation Fund expenditures in the amount of \$2,383,387.00 as follows:

Open Space/Recreation -	\$238,338.70
Community Housing -	\$595,846.75
Historic Preservation -	\$238,338.70
Administration -	\$119,169.35
General Remainder -	<u>\$1,191,693.50</u>
Total -	\$2,383,387.00

Community Preservation Act Manager Theresa Dupont will be in attendance to address the Council.

Thank you for your consideration.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council:

Theresa Dupont CPA Manager

Vice Preesident Lazzaro motioned to Approve (seconded by Councilor Mullane) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-083 - Submitted by Mayor Breanna Lungo-Koehn

FY26 CPA Appropriation Request - Tufts Park Garden Expansion



MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN

April 23, 2026

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: FY26 CPA Appropriation Request – Tufts Park Garden Expansion

Dear President Bears and City Councilors:


On behalf of the Community Preservation Committee, I respectfully request and recommend that your Honorable Body approve the following FY26 recommendation of the Community Preservation Committee:

Requesting the appropriation of \$4,000.00 from the CPA General Reserve to the Medford Community Garden Commission, to fund the expansion of the Tufts Park Community Garden.

The project will be tracked in the Community Preservation Fund. The CPC recommendation letter is attached and incorporated. Community Preservation Act Manager Theresa Dupont will be in attendance to address the Council.

Thank you for your consideration.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Enclosure



Funding Recommendation Decision

April 21, 2026

Applicant Name: City of Medford Community Garden Commission

Applicant Address: 85 George P. Hassett Drive, Medford MA 02155

Project: Expansion of the Tufts Park Community Garden

Award Amount: \$4,000.00

On April 14, 2026, the City of Medford Community Preservation Committee (“CPC”) voted 7-0 to recommend to City Council that the City of Medford’s Community Garden Commission be awarded \$4,000.00 of Community Preservation Act (“CPA”) funds to expand the existing community garden at Tufts Park. In reaching their decision, the CPC found that the project meets the CPA objective of creating and supporting community recreation.

Conditions of Approval:

- 1. The Community Garden Commission shall obtain approval from the Parks Commission to expand the existing garden perimeter, prior to any work commencement.

Signed by:


F08445EDF6B4472...
Roberta Cameron, Chair
Community Preservation Committee

Addressing the Council:

Theresa Dupont CPA Manager

Councilor Scarpelli motioned to Approve (seconded by Councilor Mullane) – Approved on a roll call vote of Seven in favor, Zero opposed

26-084 - Submitted by Mayor Breanna Lungo-Koehn

Amendments to Personnel Ordinance - Director of Elections; Director of Diversity, Equity and Inclusion; Director of Veterans' Services

April 23, 2026

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Personnel Ordinance

Dear President Bears and City Councilors:

I respectfully request and recommend that the City Council approve the following amendments to the Revised Ordinances Chapter 66 entitled "Personnel," Article II entitled "Reserved" (the city's "Classification and Compensation Plan)," formerly included as Art. II §§, 66-31—66-40, by adopting the following changes, effective July 1, 2026.

As the Council is aware, as a part of the City's recent compensation and classification study, we have identified several director level positions that appear to be misaligned with appropriate salary classifications when compared to similarly structured communities.

Specifically, this review indicates that certain department head roles are currently placed below the market average for positions with comparable scope, responsibility, and organizational impact.

Because these positions function as department heads, they would typically be aligned with the salary levels above their current classification. Our market analysis confirmed that, in peer communities, these roles are consistently classified and compensated at a higher level than is currently reflected in the City's salary structure.

To promote internal equity, market competitiveness, and appropriate recognition of departmental leadership, we are recommending adjustments to their classifications and corresponding salary ranges.

Amendment A

The language of "CAF-12" shall be amended to remove "Elections Manager" and the language of "CAF-15" shall be amended to include the following position:

"Director of Elections"

Amendment B

The language of "CAF-13" shall be amended to remove the following positions and the language of "CAF-15" shall be amended to include the following positions:

**"Director of Diversity, Equity and Inclusion"
"Director of Veterans' Services"**

HR Director Lisa Crowley will be available to speak to these requests.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council:

Lisa Crowley HR Director

Vice President Lazzaro motioned to Approve for First Reading as amended by Councilor Scarpelli (seconded by Councilor Tseng) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-085 - Submitted by Mayor Breanna Lungo-Koehn

Litigation Settlement - SubroIQ-Norfolk & Dedham a/s/o Jadine Bernadin for \$2,500



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

**REQUEST FOR EXPENDITURE FROM LAW DEPARTMENT CLAIMS OVER
\$2,500.00 ACCOUNT #010-151-5762**

Date: April 23, 2026

To: The President and Members of the
Honorable Medford City Council

From: Breanna Lungo-Koehn, Mayor

Claimant Name: SubroIQ-Norfolk & Dedham a/s/o Jadine Bernadin
Law Department File No. 26-46

Date of Accident: October 25, 2024
Date of Settlement: March 23, 2026
Date of Trial Result: N/A
Amount of Request: **\$3,414.38**
Claimant’s Attorney: N/A

Description of Alleged Claim:

The claimant, SubroIQ-Norfolk & Dedham a/s/o Jadine Bernadin, seeks reimbursement for damages to their insured’s motor vehicle as a result of a motor vehicle accident with a Fire Department employee at the intersection of Main Street and Charles Street.

The necessary Release has or is being obtained from the claimant.

Breakdown of Amount Requested:

Medical Cost:	\$2,000.00
Lost Wages:	-0-
Property Damage:	\$1,414.38
Other:	-0-
Total Settlement:	\$3,414.38

Addressing the Council:

Tom Lane KP Law

Vice President Lazzaro motioned to Approve (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

Public Participation

None

Adjournment

Vice President Lazzaro motioned to Adjourn (seconded by Councilor Callahan) –
Approved on a Voice vote of Seven in favor, Zero opposed

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk