



Medford City Council  
Medford, Massachusetts

## **The Seventeenth Regular Meeting, October 7, 2025**

### **City Council**

Isaac B. “Zac” Bears  
Anna Callahan  
Kit Collins  
Emily Lazzaro  
Matt Leming  
George A. Scarpelli  
Justin Tseng

Zoom Link: <https://us06web.zoom.us/j/85496222763>

- Call-in Number: +13126266799,,85496222763#

Live: Channel 22 (Comcast), Channel 43 (Verizon), [YouTube](#), and [medfordtv.org](http://medfordtv.org).

To submit written comments, please email [Reliseo@medford-ma.gov](mailto:Reliseo@medford-ma.gov).

### **CALL TO ORDER**

President Isaac “Zac” Bears called the meeting to order at 7:08 P.M. on October 7<sup>th</sup>, 2025 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: Councillor Callahan; Vice President Collins; Councillor Lazzaro; Councillor Leming; Councillor Scarpelli; Councillor Tseng; President Bears. Inside the Rail: Assistant City Clerk Richard Eliseo Jr.

### **SALUTE TO THE FLAG**

### **ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS, AND RECORDS**

#### **Records:**

The tabled records of the Meeting of September 9, 2025 were passed to Councilor Callahan.

Councilor Callahan motioned to approve the records (seconded by Councilor Leming) - Approved on a Voice vote of seven in favor and zero opposed.

The Records of the Meeting of September 30, 2025 were passed to Vice president Collins.

Vice president Collins motioned to table the records (seconded by Councilor Callahan) - Approved on a voice vote of Seven in favor, zero opposed

Acknowledgement of Review and Continued Non-disclosure of City Council Executive Session Minutes dated August 19, 2025, under the Open Meeting Law.

## **Reports of Committees**

### **24-073 and 24-354 - Offered by Matt Leming, City Councilor**

Attendees: Councilor Matt Leming, Committee Chair; Councilor Anna Callahan; Councilor Emily Lazzaro; Councilor Tseng; (Councilor Scarpelli, Vice Chair Absent) Assistant City Clerk Richard Eliseo Jr; other participants as noted in the body of this report.

Chair Leming called the meeting to order at 6:05p.m. on September 30, 2025 in the City Council Chambers on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss Publishing city council newsletter, and to discuss City Council listening sessions (Paper 24-354, 24-073).

Chair Leming gave a summary of work to date on the newsletter. He stated that he sent out another copy to the committee with Councilor Lazzaro's edits to commemoration and acknowledgments. Also added that we didn't meet to constantly justify sending out the monthly one, we followed same pattern last year and this covers June through September 2025 and touches on the most important points from those meetings along with links to YouTube videos.

Councilor Tseng spoke to four points he had, the Skrmetti v. US point asking for state action to pass stronger protects or possible protections for transgender people, resolution to reduce heavy trucking we voted to send to Public works & Facilities Committee, Public health and community resolution to help prepare plans for dependents of those who have been abducted or deported by ICE. Councilor Lazzaro added that I think we can remove the section that says hold immigration enforcement accountable and that the resolution touched on Medford's response to when Ice has had actions in Medford and how the community has responded, and how we are responding to help those dependents of people taken by ICE. Councilor Callahan spoke to the language around the 8,000,000 from free cash to capitalization is confusing and if we could reword to "we moved 8,000,000 from free cash to" and that "we approved 2,346,101 of appropriations". Councilor Tseng asked if we could add the word "reserves" after free cash.

Councilor Tseng asked on the last 3 bullet points under Public Health and Safety committee if it could say "we sent" instead of we passed. Chair Leming asked if anyone else had any other edits on this draft. Seeing none, he asked for any motions.

Councilor Callahan motioned to approve and distribute (seconded by Tseng) – Approved on a voice vote of four in favor, zero opposed and one absent (councilor Scarpelli). Page 4 of 15

Discussion turned to the listening sessions. Chair Leming stated that we can talk about any listening session we attended, what the vibes were and how things went. Councilor Lazzaro spoke to her listening session at the senior center last week and it was well attended and that this session is usually held on the fourth Thursday at lunchtime each month, and we would like to be able to host more at other locations as well. She stated we talked a lot about parking, roads, DPW work and bring that feed back to City Hall. They also brought up zoning proposals and I was able to explain to them the differences in those proposals. She stated that it is often herself or Councilor Leming, and sometimes Councilor Callahan and Tseng attend. Chair Leming stated he had a confession to make that he put a wrong calendar date on his calendar and

missed a session but that he ended up at a chat held by the Veterans Services Director and had a chat with the veterans there and that a month later he did attend a session at the senior center more of an informal one and residents were talking about trees that were growing too tall in front of houses and that it was a much more relaxed environment. Chair Leming stated if any folks or colleagues would like to take it up, they are held at 12:30 end of the month on Thursday at the senior center. Chair Leming asked for any motions.

Councilor Tseng motioned to adjourn (seconded by Councilor Callahan) – approved on a voice vote of four in favor, zero opposed and one absent (Councilor Scarpelli).

Chair Leming adjourned the meeting at 6:45pm.

Respectfully submitted  
Richard Eliseo Jr  
Assistant City Clerk

Councilor Leming motioned to approve (seconded by Councilor Tseng) - Approved on a voice vote of seven in favor, zero opposed.

## **MOTIONS, ORDERS, AND RESOLUTIONS**

### **25-149 - Offered by Issac Bears, Council President**

#### **Recruitment and Hiring Process for City Clerk** **(Updated and Approved 10.7.25)**

##### **Step 1: Human Resources Requisition Form**

- The City of Medford Human Resources Department will develop a job description for the position of City Clerk with minimum and preferred qualifications and attributes for review and approval of the City Council and Mayor.
- **Timeframe: Completed. Description attached.**

##### **Step 2: Advertisement of Position**

- The position will be posted on the City's website and advertised externally as with all department head positions and on specific industry sites such as Massachusetts Municipal Association, Betterteam, and specialty sites if applicable.
- **Timeframe: Job posting will remain active on the City's website for a minimum of two weeks. If there is not enough interest in the position, we will keep it open until filled.**
- After the two-week period, the position will be closed in BetterTeam, unless it becomes designated as "open until filled," in which case it will remain open until sufficient qualified candidates have applied, then it will be closed.
- Human Resources will be responsible for reviewing applications received on BetterTeam. The City Council designees will have access to those applicant submissions that meet the minimum qualifications and requirements of the position.

##### **Step 3: Interview Process**

- All applications will be sent to all City Councilors for review, and City Councilors will submit the names of candidates they want to see interviewed to the Director of HR who will work with the HR Coordinator to schedule interviews.
  - All names of candidates selected for interview will be kept confidential at this stage of the process.

- The City Council has appointed President Bears, Councilor Callahan, and Councilor Lazzaro to serve as City Council designees to participate in the hiring and appointment process after the initial review of applications by City Councilors.
- Initial interviews are conducted by the Chief of Staff, Director of DEI, Elections Manager, and at least one of the City Council designees.
  - Specific questions and/or scenario questions prior to the first interview must be developed by the Director of HR and DEI Director for approval by the three City Council designees.
  - All candidates selected for interviews will be asked the same standard questions.
  - The DEI Director will formulate the Interview Grid associated with the interview questions prior to the interviews.
  - A calendar invitation by the HR Coordinator will be sent to all interviewers which will include a copy of the finalized interview grid/scoring sheet, questions, and applications/resumes of those being interviewed.
  - Following the interview process, all documentation and scoring sheeting will be collected and tabulated by HR and kept on file.
  - The participants in the initial interviews and all City Council designees will decide which candidates should be selected for a second interview.
  - The HR coordinator will contact those candidates selected for a second interview and schedule the time for the second interview.
- The second interviews will be conducted by the Director of HR and an interview panel which will include at least one of the City Council designees, Building Commissioner, and City Solicitor.
  - Specific questions and/or scenario questions prior to the second interview must be developed by the Director of HR and DEI Director for approval by the three City Council designees.
  - All candidates selected for second interviews will follow the same process as the first round.
- The top-ranking 3 candidates will be notified of their selection, and after a reference check, their names will be made public and submitted to the City Council for action.

#### **Step 4: City Council Appointment**

- Once the final candidates are selected, HR will schedule final interviews before the City Council.
- The City Council will appoint one of the candidates by majority vote.
- A Conditional Offer is issued to the person appointed by the City Council by the Director of HR at Salary Step 1, subject to education and experience, and a CORI will be conducted.
- Required Education/License Credentials will be collected during the onboarding process.
- Upon receiving satisfactory results of all conditions, the candidate will be required to complete the onboarding process.

Councilor Callahan Motioned to adopt the amendments (seconded by Councilor Vice President Collins) - Approved on a voice vote of Seven in favor, zero opposed

Councilor Tseng motioned to approve the main paper as amended (seconded by Councilor Callahan) - Approved on a roll call vote of Seven in favor, zero opposed.

**25-152 - Offered by Emily Lazzaro, City Councilor, Matt Leming, City Councilor**

Whereas, the City Council received a letter dated September 28, 2025 from Victoria Borowski, age 10, that highlighted dangerous conditions for pedestrians at the intersection of Boston Avenue and High Street in West Medford; now therefore:

Be it resolved that the Medford City Council request an update on the pavement marking plan for the High Street corridor from Boston Avenue to the West Medford/High Street rotary, and any other potential traffic calming and safety measures available to increase the safety of pedestrians.

Be it further resolved that the Medford City Council invite Traffic and Transportation Director Todd Blake to present said update

Councilor Lazzaro motioned to refer to Public Works and Facilities Committee (seconded by Councilor Leming) - Approved on a voice vote of Seven in favor, zero opposed.

**COMMUNICATIONS FROM CITY OFFICERS AND EMPLOYEES**

**25-153 - Submitted by Election Commission**

Call for Election  
GENERAL MUNICIPAL  
Tuesday, November 4, 2025

BE IT ORDERED: that the Elections Commission be and is hereby authorized and directed to notify and warn such of the inhabitants of the City of Medford, as were qualified by law to vote for candidates at our General Municipal Election on Tuesday, November 4, 2025, to assemble at the polling places in their respective wards and precincts, then and there to give in their votes for:

**MAYOR  
CITY COUNCIL  
SCHOOL COMMITTEE  
QUESTION 1**

and the polls of said GENERAL MUNICIPAL ELECTION shall open at 7:00 A.M. and remain open until 8:00 P.M.

BE IT FURTHER ORDERED: that the following named polling places be, and they are hereby designated for use at the GENERAL MUNICIPAL ELECTION on November 4, 2025.

(The said polling places to be open at 7:00 A.M. to 8:00 P.M.)

Voting Precincts

Ward 1 Precinct 1 Andrew Middle School, 3000 Mystic Vly. Pkwy.  
Ward 1 Precinct 2 Fire Fighters’ Club, 340 Salem Street

Ward 2 Precinct 1 Roberts Elementary School, 35 Court Street  
Ward 2 Precinct 2 Roberts Elementary School, 35 Court Street

Ward 3 Precinct 1 Medford American Legion, 321 Winthrop Street  
Ward 3 Precinct 2 Temple Shalom, 475 Winthrop Street

Ward 4 Precinct 1 Tufts University, Gantcher Center Rear, 161 College Ave.  
Ward 4 Precinct 2 22 Walkling Ct./Auburn and North St. (Fondacaro Center)

Ward 5 Precinct 1 Missituk Elementary School, 37 Hicks Ave.  
Ward 5 Precinct 2 Missituk Elementary School, 37 Hicks Ave.

Ward 6 Precinct 1 West Medford Fire Station, 26 Harvard Ave.  
Ward 6 Precinct 2 Brooks School, 388 High Street

Ward 7 Precinct 1 Mystic Valley Towers, North Building Entrance  
Ward 7 Precinct 2 McGlynn K-8 Public School, 3004 Mystic Valley Parkway

Ward 8 Precinct 1 Senior Center, 101 Riverside Avenue  
Ward 8 Precinct 2 South Medford Fire Station, Zero Medford Street

In-person early voting for the November General Municipal Election

Saturday, Oct. 25 - 8:30AM - 2:30PM  
Sunday, Oct. 26 - 8:30AM - 2:30PM  
Monday, Oct. 27 - 8:30AM - 4:30PM  
Tuesday, Oct. 28 - 8:30AM - 4:30PM  
Wednesday, Oct. 29 - 8:30AM - 7:30PM  
Thursday, Oct. 30 - 8:30AM - 4:30PM  
Friday, Oct. 31 - 8:30AM - 12:30PM

Addressing the Council

James Blatchford - Election Manager

Councilor Scarpelli motioned to approve (seconded by Tseng) - Approved on a roll call vote of Seven in favor, zero opposed.

**25-154 - Submitted by Election Commission**

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR MEDFORD NOVEMBER 2025 GENERAL MUNICIPAL ELECTION SS.**

To the Residents of the City of Medford, MA

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

Ward 1 (P1) Andrews Middle School 3000 Mystic Valley Parkway (Café)  
Ward 1 (P2) Firefighter's Club 340 Salem Street

Ward 2 (P1) Roberts Elementary School Park St & Court St  
Ward 2 (P2) Roberts Elementary School 35 Court St

Ward 3 (P1) American Legion 321 Winthrop St  
Ward 3 (P2) Temple Shalom 475 Winthrop St

Ward 4 (P1) Tufts University, Gantcher Center 161 College Ave  
Ward 4 (P2) WalkLing Court (Fondacaro) Auburn St & North St

Ward 5 (P1) Missituk Elementary School 37 Hicks Ave  
Ward 5 (P2) Missituk Elementary School 37 Hicks Ave

Ward 6 (P1) West Medford Fire Station 26 Harvard Ave  
Ward 6 (P2 & P2A) Brooks Elementary School 388 High St

Ward 7 (P1) Mystic Valley Towers North Building Entrance  
Ward 7 (P2 & P2A) McGlynn K-8 Public School 3004 Mystic Valley Pkwy

Ward 8 (P1) Senior Center 101 Riverside Ave  
Ward 8 (P2) South Medford Fire Station Zero Medford St

On **TUESDAY, THE FOURTH DAY OF NOVEMBER 2025**, from 7:00 A.M. to 8:00 P.M., for the following purpose: To cast their votes in the General Municipal Election for the candidates of the following offices:

**OFFICES**  
MAYOR  
CITY COUNCIL  
SCHOOL COMMITTEE  
QUESTION 1

as thereon at the time and place of said voting. Given under our hands this 7th day of October 2025.

The Medford City Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Posted at each polling location, the library, and City Hall, NO LATER THAN 10/24/2025.

Addressing the Council  
James Blatchford - Election Manager

Councilor Scarpelli motioned to approve (seconded by Councilor Tseng) - Approved on a roll call vote of Seven in favor, zero opposed.

**PUBLIC PARTICIPATION**  
Micah Kesselman 499 Main St  
Maryanne  
Ellen Epstein Grove St  
Andrew Castinetti

President Bears closed public participation 7:58pm

**Adjournment:**

Councilor Lazzaro motioned to adjourn (seconded by Councilor Callahan) -  
Approved on a voice vote of seven in favor, zero opposed.

President Bears adjourned the meeting at 8:00 p.m.

Respectfully Submitted  
Richard Eliseo Jr  
Assistant City Clerk