



Medford City Council
Medford, Massachusetts

The Thirteenth Regular Meeting, June 25, 2024

City Council

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

This meeting will take place at 7:00 P.M. in the City Council Chamber, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

Zoom Link: <https://us06web.zoom.us/j/87111284355>

Call-in Number: +13126266799,,87111284355# US

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

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

CALL TO ORDER & ROLL CALL

SALUTE TO THE FLAG

ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS, AND RECORDS

24-429 - Offered by Isaac Bears, Council President

Resolution Celebrating Tom Lincoln's Service as Brooks Estate President

24-430 - Offered by Isaac Bears, Council President

Resolution Congratulating Sylvia DiPlacido on Her Retirement

24-431 - Offered by Isaac Bears, Council President

Resolution Congratulating Janice DePace on Her Retirement

24-419 - Offered by Justin Tseng, City Councilor

Resolution Congratulating Donna Laskey on Her Retirement

24-435 - Offered by George Scarpelli, City Councilor

Resolution to Send our Deepest Condolences to the Family of Former Medford Police Detective Lauren Kane

Records

The Records of the Meeting of June 11, 2024 were passed to Councillor Scarpelli

Reports of Committees

24-033 - Offered by Kit Collins, Council Vice President

Planning and Permitting Committee, June 12, 2024, Report to Follow

Refer to Committee for Further Discussion

24-422 - Offered by Emily Lazzaro, City Councilor

Resolution to Host Discussion of MassDOT Plans for Medford Square/Main Street Intersection

PETITIONS, PRESENTATIONS, AND SIMILAR PAPERS

24-358

Petition For a Special Permit For Hours - The Great American Beer Hall, LLC

24-420

Petition For a Common Victualler License - Raising Cane Restaurant LLC

MOTIONS, ORDERS, AND RESOLUTIONS

24-426 - Offered by George Scarpelli, City Councilor

Resolution Regarding Licenses, Permits, and Zoning of Methodone Clinics

COMMUNICATIONS FROM THE MAYOR

24-417

Offered by Mayor Breanna Lungo-Koehn

Community Preservation Committee Annual Budget Request – FY25

24-418

Offered by Mayor Breanna Lungo-Koehn

Recommendation for the Medford Affordable Housing Trust Fund Board of Trustees

24-421

Offered by Mayor Breanna Lungo-Koehn

Ordinance Creating a South Street Historic District

24-423

Offered by Mayor Breanna Lungo-Koehn

Recommendation for the Community Preservation Committee - Appointment Request

24-424

Offered by Mayor Breanna Lungo-Koehn

Recommendation for the License Commission - Re-Appointment Requests

24-425

Offered by Mayor Breanna Lungo-Koehn

Community Preservation Committee Appropriation Request

24-427

Offered by Mayor Breanna Lungo-Koehn

Appropriation for Medford High School MSBA Feasibility Study

24-428

Offered by Mayor Breanna Lungo-Koehn

Fund General Stabilization & Establish and Fund Capital Stabilization Funds

24-432

Offered by Mayor Breanna Lungo-Koehn

Acceptance of Shared Service Statute

24-433

Offered by Mayor Breanna Lungo-Koehn

Fiscal Year 2024 Year End Transfers

24-434

Offered by Mayor Breanna Lungo-Koehn

Proposed Wage Adjustment for Non-Union Personnel

24-436

Offered by Mayor Breanna Lungo-Koehn

Medford Housing Authority Appointment

PUBLIC PARTICIPATION

To participate outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

Public Participation - Cheryl Rodriguez

UNFINISHED BUSINESS

23-412

Petition to Amend Deed Restriction - 12 Dell Avenue

IN CITY COUNCIL

SEPTEMBER 19, 2023

TABLED

24-031

Request a Representative from BJ's Wholesale Club Meet to Discuss Construction and Neighborhood Concerns

IN CITY COUNCIL

FEBRUARY 6, 2024

TABLED

24-352

Petition For a Class II Auto Body License - Finest Auto Body, Inc

IN CITY COUNCIL

MAY 14, 2024

TABLED

Reports Due/Deadlines

16-574

University Accountability Spring 2017-Report (Next Report Due in November 2024)

22-026

Quarterly Presentation on City's Financial Health by Chief Financial Officer/Auditor

22-027

Monthly Copy of Warrant Articles from Chief Financial Officer/Auditor

Adjournment



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

24-429 - Resolution Celebrating Tom Lincoln's Service as Brooks Estate President

FULL TEXT AND DESCRIPTION

Whereas, Tom Lincoln has served as the President of Medford Brooks Estate Land Trust (M-BELT) since its founding; and

Whereas, Tom Lincoln led the efforts for the permanent preservation and conservation of the Medford Brooks Estate, including both the historic buildings and open space; and

Whereas, Tom Lincoln has volunteered tens of thousands of hours to Medford over the past 30 years helping to draft legislation to establish M-BELT, run hundreds of meetings and events, recruit volunteers, raise funds, write grants, and be the public face of M-BELT to the Medford and regional community; and

Whereas, after decades of service Tom Lincoln recently stepped down as M-BELT President and returned to the ranks of volunteers and citizen advocates; now, therefore:

Be it Resolved by the Medford City Council that we congratulate Tom Lincoln on his storied career preserving and restoring this essential city-owned property for future generations.

Be it Further Resolved that we invite Mr. Lincoln to attend a future City Council Meeting to present him with a citation for his achievement.

Be it Further Resolved that we invite the entire Medford community to attend the annual Brooks Estate Picnic on Saturday, July 13, 2024 from 12PM-3PM at the Shepherd Brooks Manor to enjoy food, community, and to celebrate Tom Lincoln's work to preserve and conserve the Medford Brooks Estate for all time.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

24-430 - Resolution Congratulating Sylvia DiPlacido on Her Retirement

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that we congratulate Sylvia DiPlacido on her retirement as Assistant City Clerk and thank her for her decades of public service to the City of Medford.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

24-431 - Resolution Congratulating Janice DePace on Her Retirement

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that we congratulate Janice DePace on her retirement as Principal Clerk and thank her for her decades of public service to the City of Medford.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

Justin Tseng, City Councilor

AGENDA ITEM

24-419 - Resolution Congratulating Donna Laskey on Her Retirement

FULL TEXT AND DESCRIPTION

Be it Resolved that the Medford City Council congratulate Donna Laskey on her retirement from her long and storied career as a teacher in the Medford Public Schools and thank Mrs. Laskey for her years of service and care for Medford's students.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

George Scarpelli, City Councilor

AGENDA ITEM

24-435 - Resolution to Send our Deepest Condolences to the Family of Former Medford Police Detective Lauren Kane

FULL TEXT AND DESCRIPTION

Be it Resolved that the City Council send our deepest condolences to the family of former Medford Police Detective Lauren Kane on her recent passing.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

Emily Lazzaro, City Councilor

AGENDA ITEM

24-422 - Resolution to Host Discussion of MassDOT Plans for Medford Square/Main Street Intersection

FULL TEXT AND DESCRIPTION

Whereas the Massachusetts Department of Transportation is planning to make changes to a busy intersection in the heart of Medford Square which will impact drivers, cyclists, and pedestrians for many years to come, and;

Whereas the Medford Bicycle Commission attended an informational meeting and expressed concerns with the plans made thus far; now, therefore:

Be it Resolved that a representative from the Massachusetts Department of Transportation familiar with the plan shall meet with the Medford City Council, a representative of the Medford Bicycle Commission, and a representative of the City of Medford Traffic and Transportation department in committee to discuss said plans.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

AGENDA ITEM

24-358 - Petition For a Special Permit For Hours - The Great American Beer Hall, LLC

FULL TEXT AND DESCRIPTION

**LEGAL NOTICE
MEDFORD CITY CLERK'S OFFICE
NOTICE OF PUBLIC HEARING**

The Medford City Council will hold a public hearing in the Howard F. Alden Chambers on the second floor of Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom on Tuesday, June 25, 2024 at 7:00 p.m., a link to be posted no later than Friday, June 21, 2024, on a petition for a Special Permit for Hours filed by The Great American Beer Hall, LLC, 142 Mystic Avenue, Medford, MA 02155. The petitioner is seeking to open an eat-in restaurant and a beer hall in a commercial (C-2) Zoning District at 142 Mystic Avenue, Parcel ID. Q-10-9.

The petition seeks a:

Special Permit For Hours
Monday – Sunday 11:00 p.m. to 1:00 a.m.

The Petition and Site Plans for this project may be viewed in the Office of the City Clerk, Room 103, Medford City Hall, Medford, MA. The site plans can also be viewed on the City's website at <http://www.medfordma.org/boards/community-development-board/> by clicking on "Current CD Board Filings."

Call 781-393-2435 for any accommodations/aids. The City of Medford is an EEO/AA/504 Employer.

By the order of the City Council

S/Adam L. Hurtubise
City Clerk

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

AGENDA ITEM

24-420 - Petition For a Common Victualler License - Raising Cane Restaurant LLC

FULL TEXT AND DESCRIPTION

ON FILE

Business Certificate 2023 #106

Petition - received

Letter of Compliance - received

State Tax ID - received

Worker's Compensation - received

Treasurer/Collector - pending final approval

Building Department - pending final approval

Fire Department - pending final approval

Police Department – Traffic Impact - pending final approval

Health Department - pending final approval

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

George Scarpelli, City Councilor

AGENDA ITEM

24-426 - Resolution Regarding Licenses, Permits, and Zoning of Methadone Clinics

FULL TEXT AND DESCRIPTION

Be it so ordered the City Council enact a temporary moratorium on the issuance of licenses and permits for the purpose of operating a Methadone Clinic/Distribution facility in the City of Medford, and

Be it resolved, this moratorium remain in effect until a recommendation is received from the Mayor's Office proposing amendments to the Zoning Use Chart to establish safe access to said facilities in the City of Medford, and

Be it further resolved all meetings related to this topic be held in a hybrid fashion, accessible to citizens both in person and virtually.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

June 10, 2024

Via Electronic Delivery

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

Re: Community Preservation Committee Annual Budget Request – FY25

I respectfully request and recommend that your Honorable Body approve, on the recommendation of the Community Preservation Committee (CPC), the Community Preservation Fund revenues in the amount of \$2,068,920.

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 \$2,068,920 as follows:

Open Space	\$ 206,892
Community Housing	\$ 310,338
Historic Preservation	\$ 206,892
Administration	\$ 103,446
General Remainder	<u>\$ 1,241,352</u>
Total	\$ 2,068,920

Furthermore, the CPC is enclosing its updated Annual Plan by reference as documentation to support the budget submission.

CPA Manager Theresa Dupont and CPC Chairperson Roberta Cameron will be in attendance to address any questions.

Thank you for your consideration.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Enclosure

**85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org**



Medford Community Preservation Committee

2024 Annual Report

ACKNOWLEDGEMENTS

Prepared by Medford Community Preservation Committee:

Roberta Cameron, Chair
Joan Cyr, Vice Chair
Doug Carr
Craig Drennan
Ari Gofman Fishman
Caileen Foley
Reg Graham

Community Preservation Manager, Theresa Dupont

Mayor Breanna Lungo-Koehn

May 2024

For additional information on the CPA statute and how it is being applied in municipalities across the State, visit the Community Preservation Coalition website at www.communitypreservation.org.

For information on Medford's Community Preservation activity, visit the City website:

<https://www.medfordma.org/boards-commissions/community-preservation-committee> or www.preservemedford.com

All citizens are welcome to attend the Committee's meetings. The times and locations of these meetings are posted at City Hall and on the City website, www.medfordma.org.

Written comments or questions are welcome and may be submitted via email to or directed to the Community Preservation Committee, City Hall, 85 George P. Hassett Dr., Room 308, Medford, MA 02155.

Cover Photo: *Community Preservation Anniversary Celebration*

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The City of Medford Community Preservation Committee is pleased to present an update on its recent activities and a summary of the needs and priorities that will guide the funding round in 2024. This plan was last updated in 2021, and the following is a review that considers the changes in community needs while navigating a post-COVID environment.

INTRODUCTION

The Community Preservation Act, M.G.L. c. 44B, (“CPA”) is a Massachusetts law that allows participating cities and towns to create a dedicated fund for important projects that can greatly impact a community’s character and quality of life. Communities raise money locally for the CPA through a small surcharge on property taxes (between 1% and 3%, as selected by the community). In addition to the property tax surcharge, the state provides matching funds between 5% and 100% of the funds raised by the community. The actual percentage of matching grants varies from year to year, depending on the availability of funds in relation to the local contributions of participating communities, and the number of communities participating in the CPA.



POMP’S WALL RESTORATION

Community Preservation Act funds must be used for public community preservation purposes. The CPA requires that communities spend, or set aside for future spending, a minimum of 10% of annual CPA receipts for each of the following concentrations: open space

and recreation, historic preservation, and community housing, with 5% reserved for administrative costs. The remaining 65% of funds may be allocated to any one or a combination of the three main uses at the discretion of the Community Preservation Committee and subject to the approval of the City Council.

Medford adopted the CPA with a 1.5% property tax surcharge at the November 2015 election. The CPA ordinance in Medford exempts the first \$100,000 of residential or commercial property value from the surcharge and offers an additional exemption for “low-income households” and

“low- and moderate-income senior households”, as defined by Section 2 of the Community Preservation Act¹.

Appointed in May 2017, the nine-member Community Preservation Committee (CPC) has the responsibility to evaluate community needs in the areas for which CPA funding can be used, and to make recommendations to City Council for the use of CPA funds. The City Council must approve the appropriation and distribution of all CPA funds. A description of the projects funded by the CPC in 2023 is provided on the following pages.

The CPC consults with various committees and City staff that are knowledgeable about each of the community preservation program areas and gathers information from the public. The CPC established an application process by which it evaluates proposals submitted by individuals, City boards and commissions, and community groups for use of CPA funds. The CPC developed a Community Preservation Plan and launched applications for the first round of funding in late 2017. After completing the funding decisions for 2023, the CPC undertook a review of the application process, the results of which are summarized in this report.

ANNUAL REVIEW PROCESS

Annually, the CPC conducts a review period where they consult with city staff, community partners, residents, and other members of the public, to identify changes in community needs and priorities. Methods for consultation include tabling events at prominent public locations, hosting a public hearing, circulating a feedback survey, and other public planning processes.

2023 ACTIVITY SUMMARY

In 2023, Medford’s Community Preservation Committee (CPC) recommended the allocation of CPA funds to 16 projects. The funds for 11 projects that applied through the regular funding cycle were approved by City Council in January and February 2024. Funds were also distributed to three small grants considered on a rolling basis and two off-cycle urgent applications. All but three of the projects that applied in the 2023 funding round were recommended by the CPC and approved by City Council; the three applications not funded were found ineligible.

¹ Those wishing to apply for an income-based exemption must apply annually through the City Assessor’s office.

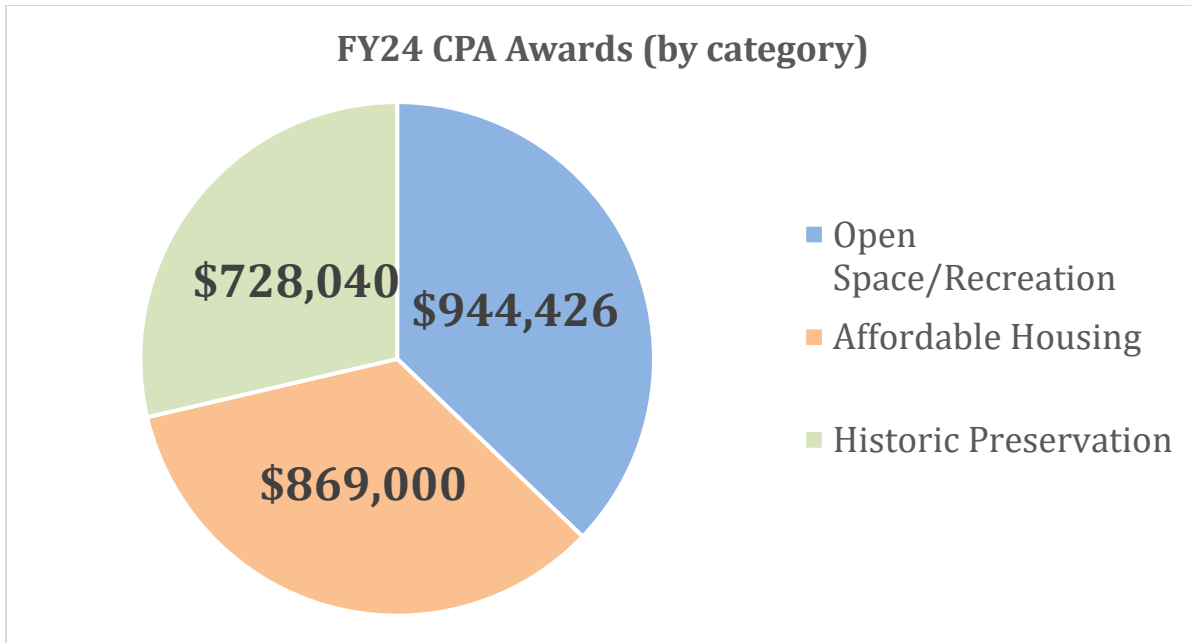


Figure 1: Expenditures by program area during FY 2023

Summary of funding awards:

- \$2,541,466 total funds committed in 2023 funding round
- 19 full applications received during the regular funding cycle
 - 5 Open Space and Recreation projects
 - 12 Historic Preservation projects
 - 2 Affordable Housing projects
- 3 applications were received for small grants, all of which were funded.
 - 1 Open Space and Recreation project
 - 2 Historic Preservation projects
- There were three projects for which Eligibility Determination Forms were received but either elected not to proceed or were found not to meet criteria for eligibility.

Table 1: CPA-funded projects FY 2024 by program area

Applicant	Project	Program Area	Committed
Parks Department	Tufts Park Basketball Court Resurfacing	Recreation	\$205,525
Parks Department	Capen Park Basketball Court Resurfacing	Recreation	\$106,625
Office of Planning, Development, and Sustainability	Logan Park Natural Play Area	Recreation	\$229,000
Office of Planning, Development, and Sustainability	McGlynn School Universally Accessible Playground	Recreation	\$400,000
Recreation Department	Condon Shell Electrical Upgrade	Recreation	\$3,276
Housing Families	Rental Assistance	Housing	\$69,000
Medford Housing Authority	Walkling Court Pre-Development	Housing	\$800,000
Historical Commission	Thomas Brooks Park Archaeological Cap	Historic Preservation/Recreation	\$5,000
Historical Commission	Cross Street cemetery Conditions Assessment	Historic Preservation	\$4,800
Medford Brooks Estate Land Trust (MBELT)	ADA Parking and Pathways	Historic Preservation	\$98,726
Medford Brooks Estate Land Trust (MBELT)	East Elevation Accessibility Restoration	Historic Preservation	\$99,500
Cemetery Division	Oak Grove Cemetery Buildings Restoration – Phase 1	Historic Preservation	\$200,000
Cemetery Division	Oak Grove Cemetery Access Road Study	Historic Preservation	\$50,000
Dept. of Public Works	Salem Street Burying Ground Restoration Study	Historic Preservation	\$10,000
Shiloh Baptist Church	ADA Accessibility Improvements	Historic Preservation	\$145,000
Royall House & Slave Quarters	Royall Mansion Roof and Gutter Restoration	Historic Preservation	\$115,000

CPA-FUNDED PROJECTS OVERVIEW

From FY18 – FY24, the Community Preservation Act generated \$10,305,059 in local CPA funds, which have been matched by a total of \$2,514,242 from the State’s Community Preservation Act Trust Fund, for a total of \$12,819,301. The State’s CPA Trust is funded by a portion of real estate transactions captured at Registry of Deeds for the previous fiscal year, as well as any surplus state budget dollars.

For FY25, the Department of Revenue provided guidance that CPA communities should anticipate a lower match due to lack of state budget surplus and reduction in real estate transaction fees in FY23.

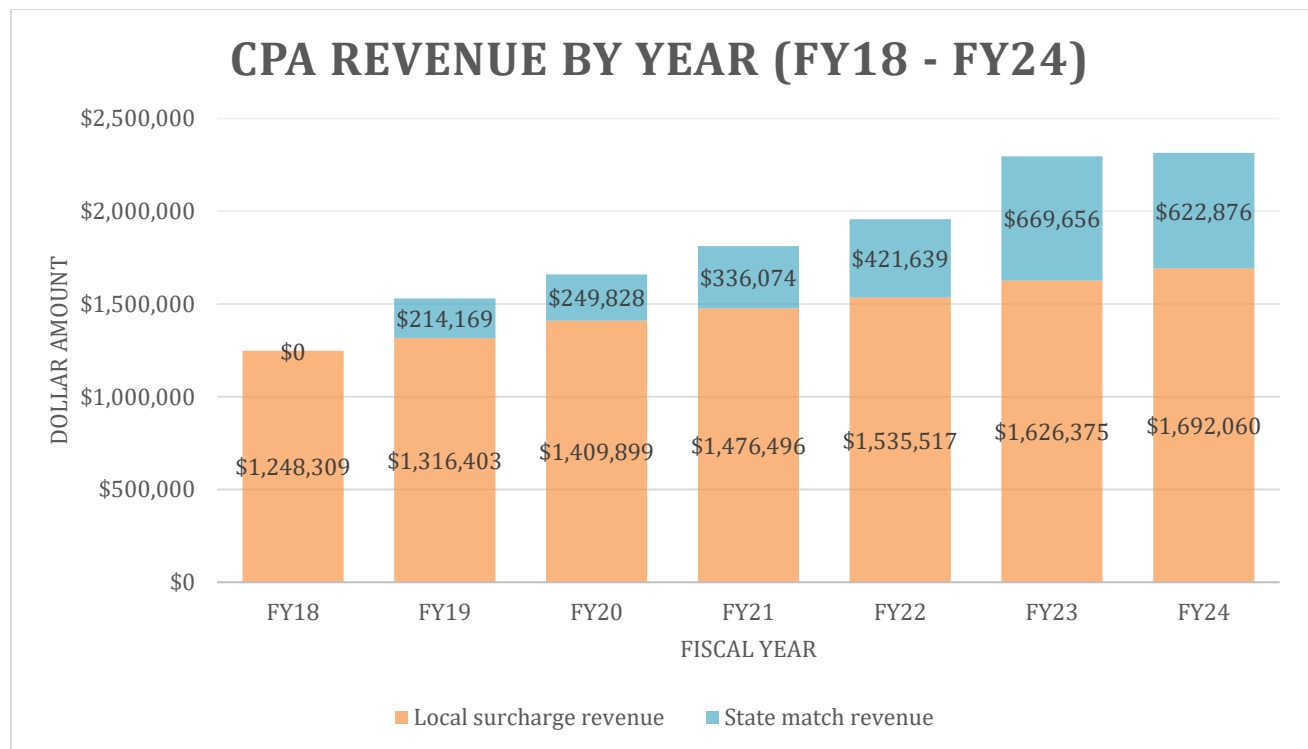


Figure 2: Revenue and State Match funds from FY 2018 - FY 2024

Over this time, these revenues have funded 100 projects in Medford, of which a comprehensive list can be found in Appendix 1. In Figure 2, the locations of each project are mapped and color-

coded to reflect the program area to which the project belongs: green is Open Space/Recreation, blue is Affordable Housing, and orange is Historic Preservation.

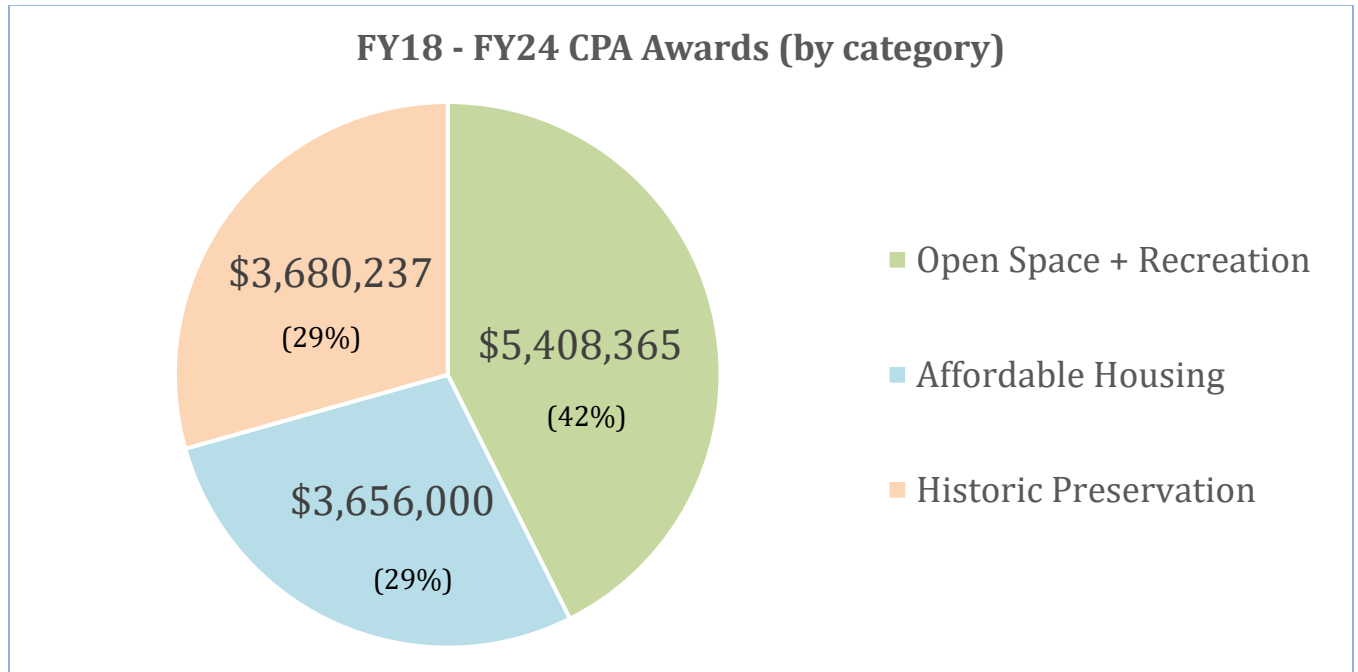


Figure 3: Expenditures by program area, FY2018 - FY2024

Of the program areas, funding supporting Open Space and Recreation may go to the greatest variety of projects. In review of existing projects, a few categories emerge. Several projects have addressed rehabilitation of existing parks, playgrounds, and recreation spaces like the ongoing renovation of Gillis Park and Hickey Park. Other projects involve facilities improvements via irrigation and stormwater drainage installation, procurement of new benches, playground resurfacing, and other facility or trails renovations or restorations. Some projects focus on the removal of invasive plant species, and nurturing Medford's tree canopy. CPA funding has also been granted to projects that create or renovate public athletic facilities, which include improvements to Tufts Pool, Hormel Stadium Street Hockey Rink, various playground elements, and the upcoming Carr Park pickleball courts, to name a few.

affordability of housing and sustain tenants at risk of homelessness, which is an expanding issue locally and nationally.

CPA funds have been used on various Historic Preservation projects. Restoration has ranged from decorative detailing to structural undertakings, projects restoring entryways, windows, trim, roof, and addressing accessibility challenges in public buildings. Recently, Shiloh Baptist Church was one such recipient, utilizing CPA funding to install an elevator and improve accessibility for visitors. This improvement project has several benefits, but importantly will result in allowing the space to be eligible for a childcare provider. Childcare is an immediate and urgent need in the Medford family community.

Further, funding has been used to both implement and develop rehabilitation plans across different historic spaces in Medford.

FY25 Funding Available

Category	FY25 Allotment	Percent of Total Budget
Open Space/Recreation	\$193,293	10%
Affordable Housing	\$289,940	15%
Historic Preservation	\$193,293	10%
General Reserve	\$1,159,762	60%
Administrative	\$98,750	5%
Total for FY25	\$1,932,934	

Figure 5: Chart of estimated FY25 budget

The projected FY25 CPA funding available is an estimated total of \$1.93 million, which can be appropriated to CPA projects. This includes \$1,692,060 in local surcharge revenue and \$380,713 in state match funds, which are conservatively projected to be 15% of Medford's surcharge revenue from 2023. As shown in Figure 5, 10 percent of the projected revenue is reserved for Historic Preservation and Open Space/Recreation, 15 percent is reserved for Affordable Housing, and up to 5 percent can be used for administration. The remaining \$1.15 million General Reserve funds may be spent in any program area.

Open Space and Recreation



Figure 6: Completed Riverbend Labyrinth

In 2019, the City of Medford completed its Open Space and Recreation Plan Update, covering the planning horizon of 2019-2026. There is a significant overlap of the goals and priorities outlined in this Plan versus those identified in the CPA Plan, mutually reinforcing their importance.

The Open Space and Recreation Plan describes four overarching community priorities, which in turn inform the goals and objectives it details. These priority areas include (1) climate change resilience, (2) maintenance and capital improvements, (3) management of City open spaces, and (4) public awareness and stewardship. The Plan specifies the following goals:

1. Serve the active recreation needs of all residents throughout Medford by expanding its open space resources and upgrading the conditions of existing facilities.
2. Establish connections to and along the City's natural resources.
3. Expand / diversify recreational programming for the City within the existing open space resources.
4. Improve the ecological quality of the City.
5. Develop a system for park facility management / maintenance.
6. Strengthen Medford's climate change resilience through park and open space design and preservation.

The OSRP helped to prioritize projects in the queue for park and open space improvements. **Since 2020, the City has completed nearly 40 park projects, with an additional 27 in progress.** Of the completed, 13 projects were partially or fully funded by CPA, as shown in Figure 7 below. These projects range from small enhancements, such as electrical improvements at Condon Shell to large-scale renovation projects, like the fieldstone wall restoration along Thomas Brooks Park/Brooks Estate, and the cleanup of environmental contamination in Riverbend Park along the Clippership Connector. Active park projects with CPA funding range from small enhancements, such as the upcoming Dugger Park tennis/lacrosse bounce back wall, to large-scale renovation projects, like the Carr Park redevelopment, Gillis Park renovations, and the McGlynn School Universally Accessible playground. The impact of CPA-funded park improvements can be seen in neighborhoods across the city.

	Completed Projects since 2020	Active Projects
Number of projects	40	27
Projects funded with CPA	13	14
Funding Source (% of all park projects)		
CPA	35%	44%
CDBG	27%	15%
ARPA	5%	19%
Other State/Federal Grants	19%	43%

As an urban community within the Greater Boston area, Medford’s recreation space is one of our most-prized community amenities. With increasing need to provide denser housing and other development, the CPC recognizes the importance of improving parks to meet the changing and growing needs of residents. The City has taken the community’s feedback on expanding and improving our public facilities, with thoughtful design and modernization.

Residents have identified numerous desires, needs, and opportunities for Medford. Examples include an interest in:

- **expanding bike and pedestrian paths with greater connection to existing active transit networks and green space,**
- an environmental need to increase tree canopy and provide outdoor cooling amenities, as we face a changing climate with extreme weather
- **expand the inclusivity of recreational spaces and programming to better accommodate Medford community members of all abilities and ages**
- **The protection of existing and creation of new community “third spaces” - places for community members to gather beyond their home or work**

“My kid loves splash pads, I wish we had more of those in the city. Playstead would be a great spot for one (this is my home park)” – Survey Participant

Medford residents recognize the City’s open space and recreational spaces as community assets to be preserved, celebrated, and expanded. Many have advocated for continuing to extend access to these resources, particularly for communities historically underserved. **The CPC can leverage its application process to ensure that applicants seek expert input regarding accessibility during project design and/or before construction.**

“[I’d like to] see more dog parks. The only one [in the city] is not easy to get to.” – Survey Participant

Historic Preservation

Historic preservation goals and priorities remain consistent with those of previous years. CPA can fund projects that preserve historic buildings and sites protect, restore, and enhance public access to historical records and artifacts, and increase public awareness about local history. Historical sites and projects made up 29% of allocated CPA funding in 2023.

Medford has many sites which are recognized on the National Register of Historic Places which are historically significant but do not have any effective protection. Local historic districts offer some degree of regulatory protection. Three sites in Medford have been designated as local historic districts: Hillside Avenue Historic District, Marm Simonds Historic District, and King House Historic District, all of which are under the jurisdiction of the Medford Historic District Commission (MHDC), who has oversight over all exterior changes to the properties within the Districts.

In the last few years, several local historic districts have been proposed. The MHDC intends to create a series of single-house Historic Districts to ensure that Preferably Preserved historic buildings are protected in perpetuity as important cultural and architectural resources. In 2017, the MHDC created the first single-house Historic District at King House (21 Touro Avenue). Two additional Historic Districts have been proposed by MHDC at the Haskell-Cutter House (another single-house Historic District) and Forest Street. In late 2023, a South Street Historic District was presented to the public and is currently in the approval process with the City Council. "The Office of Planning, Development, and Sustainability and Economic Development team is reviving the Medford Square Revitalization Plan, known as Transforming the Square which will be considering the generation of a Medford Square Historic District.

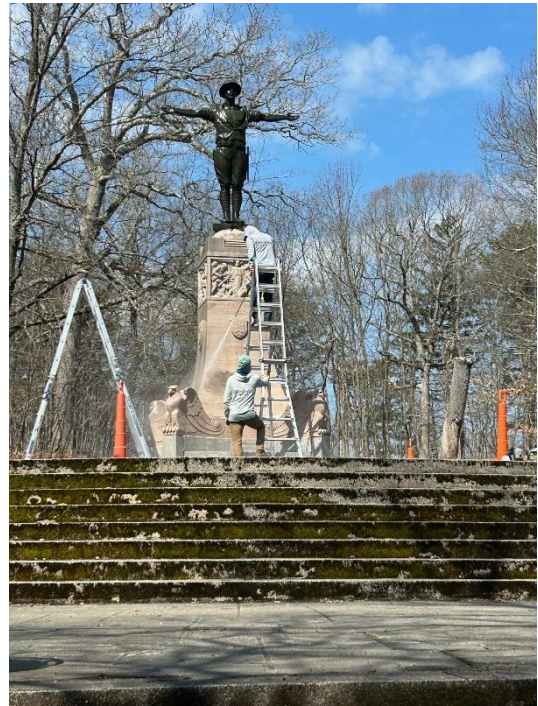


Figure 7: WWI Memorial at Oak Grove Cemetery

In addition, the Historical Commission has surveyed several areas of Medford to identify historic resources that merit protection. Recent projects included the completion of survey work in neighborhoods which are high priority for documentation and preservation through historic districts. These include properties along Forest Street, within the Hall-Bradlee Estates behind Medford Square, and the Winter Hill and Brickyards neighborhoods. The Commission is currently completing a survey of the Fulton Heights neighborhood.

In recent funding rounds, CPA funds used for the preservation of privately-owned buildings were granted with the condition that the properties be placed under Preservation Restrictions to permanently protect the historical integrity of buildings or other assets in which CPA funds are invested. A PR is an interest in ownership held by a separate organization or government entity that helps to ensure that a property's historic value will be preserved by restricting the alteration of its historic features. Similar to the LHD, major changes to buildings with PRs would have to be reviewed by the commission that has jurisdiction over PRs that the City holds.

As part of the annual review process in 2023 the CPC hosted a conversation with City Department Heads, Cemetery Trustees and staff to explore potential projects centering the preservation of Medford's historic public buildings as a part of its 2023 Review Process. Discussion of opportunities and challenges identified several sites for further consideration, including: three historic fire stations, the Curtis Tufts school, City Hall (especially the basement, bathrooms, and water

fountains), and the continued restoration efforts at Oak Grove Cemetery. In addition, there has been discussion of developing an archive for Medford historic records and artifacts as there is currently no designated City space for these items. This past fiscal year, the City hired its first Facilities Director, who has been working with administration on prioritizing restoration of historic city-owned buildings.



Figure 8: Chevalier Theater

One recent historic preservation project worth highlighting is the condition assessment and ADA improvements at Shiloh Baptist Church, a historic shingled church nestled in West Medford. Church buildings have long served needs for community services and functions. Shiloh Baptist, like many religious organizations, has experienced changes in its community which make it challenging to keep up with the costs of operating its large, historic building. With CPA funding, the church will be outfitting their structure with an elevator; this helps bring the space into ADA compliance so that a childcare provider can occupy the building. By leveraging CPA dollars strategically, the Committee was able to help address two community concerns: accessible community space for all abilities and the growing demand for additional childcare options.

Affordable Housing



Figure 9: Rendering of Walking Court Redevelopment

Community Preservation Act funds can be used to acquire, create, or support affordable housing, or to rehabilitate affordable housing units which were created using CPA funds. CPA funds can only be used for the purposes of housing that is affordable to households earning up to 100 percent of Area Median Income (AMI). To be included in the Subsidized Housing Inventory (SHI) that is maintained by the Massachusetts Department of Housing and Community Development, housing units must have a long-term deed restriction to ensure that they will be affordable to households earning up to 80 percent of AMI and must be sold or rented through a lottery following a Fair Housing Marketing Plan. There is not a requirement that CPA funds be used to create SHI units, so long as they are used for a purpose which is eligible under CPA.

To date, Medford's CPA program has supported two major housing construction projects. The CPA-supported Walking Court Redevelopment will generate nearly 100 additional deeply-affordable units and construction is nearly complete for the Fellsway West housing development, bringing 3 affordable units to the Fulton Heights neighborhood. The CPA program has also contributed funding to programs that support renters accessing housing they can afford. In May of 2020 Medford was one of the first communities to respond to the Covid-19 emergency by establishing a CPA-funded emergency rental assistance program administered through ABCD. Medford has also partnered with Housing Families Inc to provide ongoing support paying rental arrears for families receiving legal assistance to prevent evictions.



Figure 10: Fellsway West housing development

Also on Medford's horizon are several non-CPA funded potential developments that may result in the addition of new affordable housing units. The City adopted an Inclusionary Housing Ordinance in 2019 which requires projects with over ten (10) units to set aside 10-15% of the units as affordable in accordance with the Commonwealth's Local Initiative Program. The City has also fully approved one 40B project that will bring an additional 350 units; two more 40B projects representing an additional 650 units are beginning the permitting approval process.

In 2023, the City finalized its Housing Production Plan (HPP), which assesses the City's housing needs and puts forth goals and priorities for meeting the state's 10% affordable housing standard. Following a robust engagement and research effort, the plan details the following community five-year goals:

- Address local housing needs and meet production goals. Work to meet the 40B goals and then continue to promote initiatives to address local housing needs.
- Promote a welcoming, diverse, intergenerational, and inclusive city with an ideal mix of housing choices that offer diverse options to residents with varying needs and preferences.
- Foster safe, well-designed, and sustainable housing. Ensure new homes of all types are sensitive and compatible in scale, siting, and design to neighborhood context.

- Integrate affordable and diverse housing options throughout the city at a scale that is compatible with the built environment.
- Preserve the affordability of existing affordable homes.
- Expand local capacity to implement housing initiatives.
- Promote transparency and engagement and increase awareness of fair housing issues.

The HPP establishes what the CPC priorities will be for housing in the next 5 years, with respect to recommendations that align with CPA criteria for funding eligibility.

Medford's housing needs, as summarized in the HPP:

- **Rising housing and living costs, static income:** Medford has seen some of the highest price increases of any community in Massachusetts, a rate exasperated by the post-pandemic effects. About 42 percent of Medford households (over 9,000 households) may be eligible for subsidized housing, but there are only 2,116 units listed on the City's SHI.
- **Constrained housing supply:** Throughout the state, rising housing prices are exacerbated by a limited housing supply. Medford has had low overall housing growth in recent decades and vacancy rates are significantly lower than the thresholds considered "healthy" for a stable housing market.
- **Need for small households:** While two-thirds of Medford's households are one or two people, only 16 percent of housing units are studios or one-bedroom units.
- **Geographic inequity:** Medford's multifamily and rental options are primarily concentrated in the City's southern neighborhoods which also include Environmental Justice (EJ) populations. These neighborhoods also tend to be nearer to industrial development and areas prone to environmental hazards such as flooding.
- **Development concerns and considerations:** Maintaining the City's open space and natural resources and its historic and scenic assets is important to the character of the community. As an urban-suburban community with many impermeable surfaces, controlling harmful stormwater runoff and maximizing neighborhood-level open space is an ongoing priority.

The HPP, in mapping city capacity and resources, reviews Medford's local housing partners, which include the municipal Community Development Department, Medford Housing Authority, the CPC, nonprofit Medford Community Housing, and advocacy group Housing Medford. Housing Medford is a grassroots resident group established in late 2018 that advocates for addressing housing needs. The group was established with assistance through CHAPA's Municipal Engagement Initiative.

Given the limited capacity of Medford-based nonprofit organizations to support or construct affordable housing, partnership with regional nonprofits could help to address local housing needs. To date, two organizations, Housing Families Inc. and ABCD have used CPA funds to provide rental assistance to Medford residents. Aside from an unsuccessful bid by the Somerville Community Corporation to convert properties owned by the Catholic Diocese to affordable housing (awarded CPA funds in 2017 but subsequently canceled and returned), there has not been any affordable housing constructed or acquired by regional nonprofit organizations in Medford in recent decades.

Affordable housing projects tend to be more costly and complex than other types of CPA projects, as market volatility is at a historic high. Due to the nature of affordable housing development, the city may expect to see requests for affordable housing funds less frequently but in higher amounts than other CPA program areas. To ensure that CPA funds are available at increments needed to support affordable housing projects, the CPC may opt to transfer additional funds to the Housing Reserve (beyond the required 10 percent) if there are no affordable housing projects within a funding round. In the 2019 funding round, for example, the CPC recommended the transfer of \$250,000 additional funds to the Affordable Housing reserve.

In April 2023, the City Council passed an ordinance that would allow for the establishment of an Affordable Housing Trust (AHT) - one of the key strategies to address housing issues identified within the HPP. The AHT could enable the City to pool CPA funds together with funding from other sources to enhance local coordination of affordable housing initiatives. As of May 2024, the City is in the process of appointing a Board to serve the AHT, which is anticipated to be fully functioning by summer 2024.

There has been much recent community discussion around the sources that would fund the AHT. CPA funds may contribute a significant source of funding for the AHT (as to be determined by the CPC and City Council). According to state law, between 10% and 75% of Medford's CPA revenues could be dedicated to affordable housing (reserving 5% needed for program administration). However, even at the highest allowable proportion, CPA would not be impactful as a stand-alone funding source for the AHT. Meanwhile, maximizing the CPA distribution to affordable housing would reduce the resources available to meet other priority community needs, limiting the benefits of CPA for the broader community. The CPC must continue to strike a balance in funding to meet community needs in each of the program areas. Meanwhile, additional funding sources beyond what CPA can provide must be identified and supported to make substantial impacts in tackling affordable housing.

To increase funding available for each of the program areas, Medford could consider adopting an increase in the CPA surcharge. Currently, the surcharge is 1.5% of collected property taxes; an increase to 3% could double the surcharge revenue and make Medford eligible for a larger state match distribution. The increase in revenue would expand the CPA program’s flexibility with respect to supporting affordable housing alongside other program area needs. This change would be a ballot-initiative, meaning that it would have to be approved by voters in a general election.²

GOALS AND PRIORITIES

Funding Distribution

The distribution of CPA funds should be balanced flexibly but evenly among the three categories, Open Space and Recreation, Historic Preservation, and Affordable Housing.

Overall Goals for CPA Funding

1. Projects should be highly visible and accessible, generating broad benefits to the community.
2. As appropriate, the application should demonstrate public input or gathering of support.
3. Projects must not replace funding from the City budget or other sources.
4. Priority is given to projects that leverage funding from other sources and/or fill a gap where other sources are not available.
5. Projects should demonstrate cost-sensitivity both in the short-term use of CPA funds, and the long-term maintenance or lifespan of the resource for which the funds are used.
6. Priority is given to projects with a public sector or non-profit applicant or co-applicant above private individuals or for-profit applicants.

Goals	Priorities
Open Space + Recreation	
● Expand and enhance open space as distinguishing features of Medford’s landscape, especially along the Mystic River and other bodies of water. ● Make Medford Square and neighborhoods greener and more attractive. ● Protect neighborhoods and natural resources from the impacts of flooding and climate change. ● Improve access to open space and recreational resources for all Medford residents. ● Expand bicycle and pedestrian paths, connecting neighborhoods and recreational/community resources ● Provide diverse recreation opportunities, serving residents of all ages	First: Enhance open space as a land use asset, while improving connectivity, access, safety and function. Second: Support resiliency through open space.

² As a note, based upon single family homes in 2024, the average Medford household pays less than \$100 annually in CPA surcharge and exemptions are available for low-income households.

Affordable Housing	
● Preserve Medford's income and demographic diversity through sustaining and increasing Medford's supply of affordable housing for families, seniors, individuals, and people with disabilities. ● Facilitate investments in affordable housing that preserve and complement the character of Medford's neighborhoods. ● Support low and moderate income households in accessing housing that they can afford.	First: Increase supply of affordable housing Second: Provide support for households to access affordable housing.
Historic Preservation	
● Preserve historic buildings and sites. ● Protect, restore and enhance public access to historical records and artifacts. ● Increase public awareness about local history and historical sites.	First: Preserve City-owned historic resources Second: Preserve non-City owned historic resources

PROCEDURES

A procedures document was created in 2019 in consultation with CPC members, city staff, and prior applicants. This document outlines committee rules, procedures, and the CPA application process. The document has evolved each year, with minor changes to the application process and rules being made and recorded to address situations as they arise.

2024 Community Preservation Committee Timeline	
Step	Approx. Timeline/Deadline
Submit recommended applications to City Council for appropriation approval	January 2024
Discuss annual review and plan for public engagement	February 2024
Annual Public Hearing to gather input on community needs	March 2024
Review findings, finalize annual report	April 9, 2024
Approve Application forms and instructions	May 14, 2024
Informational Meeting about fund availability	June 11, 2024
Eligibility Determination Forms Due (Short form to determine whether projects are eligible)	July 31, 2024
Full Applications Due	September 6, 2024
Review Full Applications (Long form with complete project description, scope, and budget)	September 10, 2024
Applicants presentations and Q&A (typically 2 meetings)	October 8 & 22, 2024
CPC deliberates and votes on recommendations	November & December

Table 3: CPC FY25 Timeline

Application details as well as project eligibility and scoring criteria are outlined in the Application Packet, of which a copy of the 2024 version is included in Appendix 3. Applications are now only available to be submitted through an online form. Applicants who are unable to access the online form can contact the Community Preservation Manager for assistance with completing an online application.

Off-Cycle Applications

Under extraordinary circumstances, the CPC may vote to accept applications that require consideration outside of the normal funding cycle. To be considered as an off-cycle application, projects must be:

- Considered “high priority” and
- Must be driven by an external deadline, such as real estate transaction or matching grant opportunity.

Applicants who believe their circumstances call for such unusual action may contact the Community Preservation Manager to discuss the possible submission of an off-cycle application.

Small Grant Applications

Applicants seeking grants of up to \$5,000 for projects with a total cost of up to \$10,000 should use the Small Grants Combined Eligibility and Application form. Applications for small grants are accepted on a rolling basis. Applicants may submit up to four small grant applications per fiscal year, with no more than one application per quarter.

While Off-Cycle Applications and Small Grant Applications may be submitted throughout the year, funding requests may not be approved by City Council between July 1 and September 30.

FY25 Updates

The CPC strives to be consistent with the funding process year over year; however, there are a few updates applicants should consider:

- 1) Addition of listening sessions, for applicants to address any questions on CPA’s application or funding process
- 2) Introduction of a claw back provision in funding agreements, which would apply to CPA-funded projects that are demolished or otherwise taken out of the public inventory. This provision would have an associated depreciation schedule, as determined on a project-by-project basis by the CPC.

ANNUAL REVIEW PROCESS

Each year the Community Preservation Committee undergoes a review process with the goals of disbursing information about the CPC and gathering input from the community to inform an annual plan update. The review process consists of several elements: several community outreach/tabling events, an annual public hearing, a survey, and consultation with City staff and stakeholders.

Throughout the year, the Community Preservation Committee coordinated with various City staff, elected officials, other boards and committees, and stakeholder organizations to facilitate a successful process of developing funding recommendations and oversee the management of CPA funds. The CPC also advertised information about meetings and prospective funding proposals and invited public inquiries and comments. Throughout the year, the CPC reviewed community needs and priorities and the application process. They solicited input through the following activities:

- Tabling events:
 - Circle the Square – June 2023
 - Oktoberfest – September 2023
 - Harvest Your Energy Festival – October 2023
 - Medford Public Library March 20, 2024
 - Medford Senior Center March 26, 2024
- Online and hardcopy survey – March 2024
- Targeted outreach and discussion to City Department Heads regarding application process feedback March 7th, 2024
- Virtual listening session – March 10, 2024
- Targeted outreach and discussion to City Facilities Director and Diversity, Equity, and Inclusion Director regarding prioritized public building historic preservation projects April 3, 2024
- Annual Public Hearing - April 9, 2024
- Monthly Park project planning meetings (ongoing/continuous)

In April 2023, the City expanded the city staff member role from part-time to a full-time position. The CPA Manager has more time in which to manage projects, assist in finding alternative funding sources for program, etc. The focus of the new CPA Manager has been to increase public awareness and engagement in the funding process. In 2024, the CPC hopes to produce additional ways to reach residents by engaging in social media efforts and increasing print materials around the community. An effective way to engage with the community is by

“going to where they are” - whether that is YouTube or while walking around their neighborhoods.

Conversations with various stakeholders, including past applicants and city staff, lead to some slight updates to the CPA grant Application Materials for the upcoming FY25 and are hereby incorporated herein by reference. The updates were minute but will facilitate a more streamlined application process for applicants.

Overall Funding Priorities



Figure 10: Hickey Park Athletic Court Ribbon Cutting

The survey wasn't heavily responded to, but the responses received were substantive. The survey opened by asking the respondent to identify which park or public space they had visited previously, of a list of CPA-funded projects. The most popular destinations included Condon Shell, Wright's Pond, and Dugger Park.

We amended the survey's flow to include a question about personal experience utilizing housing assistance, whether the respondent had personally used this service or knew of someone who had. Knowledge about personal experience as it relates to housing helps inform the Committee on community needs, for a first-hand account. Of the respondents, only 20% indicated that either themselves or someone they knew benefited from housing assistance resources.

The next section asked respondents to rank, in level of priority, where they would like to see CPA funds directed, by program area. Historically, the annual survey has indicated a mid-range support for Affordable Housing, with Open Space and Historic Preservation projects typically trading off for first rank. This year, a sharp increase in Affordable Housing support was strongly indicated through the survey, as well as rankings collected during tabling sessions. The question was worded to allow for open-ended answers:

- 1) Twenty (20%) of respondents supported directing the funds evenly across the three program areas.
- 2) An overwhelming 70% of respondents indicated to prioritize Affordable Housing more heavily than the other two program areas.
- 3) One respondent suggested dedicating half of the CPA budget to Affordable Housing, then split the remaining funds amongst Open Space/Recreation and Historic Preservation.
- 4) One suggestion on dividing the budget was to select one area of concentration per year and to divert the majority of the budget to that area (ie: one year focus on Historic Preservation, the next would be Open Space//Recreation, then Affordable Housing and cycle through). The rationale behind this was so that recipients could plan and balance their future projects accordingly.

Overall, the responses collected correlate with local and national Affordable Housing commentary and show strong support for shifting a larger allocation of the CPA budget towards housing development efforts. Open Space and Recreation projects were also heavily favored, especially by the large number of families with young children.

APPENDIX 1, TABLE OF CPA-FUNDED PROJECTS

Project	Year	Program Area	Grant Amount	Project Status
Harris Park Rehabilitation Phase 1	2017	Open Space/Recreation	\$300,000	Complete
Brooks Estate-Access Drive Design	2017	Historic Preservation	\$90,000	Complete
Brooks Estate-Invasive Plant Removal	2017	Open Space/Recreation	\$3,000	Complete
Brooks Estate-Restoration of East Entryways	2017	Historic Preservation	\$50,000	In-Progress
Condon Shell renovation and restoration	2017	Open Space/Recreation	\$80,265	Complete
Medford Community Housing: Early Construction Tasks-3 affordable housing units	2017	Affordable Housing	\$250,000	In-Progress
LaPrise Village Natural Gas Conversion	2017	Affordable Housing	\$452,000	Complete
Medford Community Housing: Pre-development costs: 3 affordable housing units	2017	Affordable Housing	\$30,000	In-Progress
Preserve textile collection at the Medford Historical Society Museum	2017	Historic Preservation	\$9,110	Complete
Rehabilitate Medford Historical Society Museum HVAC system	2017	Historic Preservation	\$82,817	Complete
Roberts Elementary School Playground surface replacement	2017	Open Space/Recreation	\$109,540	Complete
St Clement School/St. Clare convent creation of affordable housing	2017	Affordable Housing	\$200,000	Canceled
Brooks Estate Stone Wall restoration	2017	Historic Preservation	\$45,000	Complete
Brooks Estate Third Floor Trim restoration	2017	Historic Preservation	\$63,000	Complete
Brooks Estate trail restoration	2017	Open Space/Recreation	\$10,000	Canceled
Chevalier Theater Air Conditioning	2018	Historic Preservation	\$300,000	Complete
City of Medford Bocce Courts	2018	Open Space/Recreation	\$51,825	Complete
Gillis Park Improvements	2018	Open Space/Recreation	\$22,500	Complete
Harris Park Design PH2	2018	Open Space/Recreation	\$121,900	Canceled
Hickey Park Canopy Gathering Area	2018	Open Space/Recreation	\$5,000	Complete

Oak Grove Cemetery Landscape Rehabilitation	2018	Historic Preservation	\$16,000	In-Progress
Thomas Brooks Park and Old Slave Wall Rehabilitation Plan Development	2018	Historic Preservation/Recreation	\$25,000	Complete
Wrights Pond Beautification	2018	Open Space/Recreation	\$5,000	Complete
Chevalier Theater Window Restoration Phase I	2019	Historic Preservation	\$88,000	Complete
North Riverbend Park Remediation Phase 1	2019	Open Space/Recreation	\$138,743	Complete
Royall House Slave Quarters Window Restoration	2019	Historic Preservation	\$45,000	Complete
Brooks Estate Electrical Upgrades	2019	Historic Preservation	\$16,000	Complete
Brook Estate Porte Cochere Copper Roof restoration	2019	Historic Preservation	\$129,921	Complete
Brooks Estate Interior Rooms restoration	2019	Historic Preservation	\$19,000	Complete
Brooks Schoolyard Restoration	2019	Open Space/Recreation	\$125,429	Complete
Missituk School Playground Restoration	2019	Open Space/Recreation	\$107,432	Complete
McGlynn Elementary School Playground design	2019	Open Space/Recreation	\$40,000	Complete
David Osgood House Window/door/exterior restoration	2019	Historic Preservation	\$132,800	Complete
Medford Library Local History Room	2019	Historic Preservation	\$296,074	Complete
Grace Episcopal Exterior Door Restoration	2019	Historic Preservation	\$15,000	Complete
North Riverbend Park Remediation Phase 2	2019	Open Space/Recreation	\$147,306	Complete
Oak Grove Cemetery WWI Monument restoration study	2019	Historic Preservation	\$50,000	Complete
Riverbend Community Garden Fence Improvements	2019	Open Space/Recreation	\$8,064	Complete
Stone Wall Restoration Phase 2	2019	Historic Preservation	\$42,000	Complete
City Parks tree plantings	2019	Open Space/Recreation	\$84,800	In-Progress
Wrights Pond Irrigation Installation/ Invasive plant removal	2019	Open Space/Recreation	\$45,000	Complete
Medford Historical Society electrical upgrades	2019	Historic Preservation	\$4,000	Complete
Duggar Park Benches	2019	Open Space/Recreation	\$3,000	In-Progress
Emergency Rental Assistance	2019	Affordable Housing	\$250,000	Complete

Emergency Rental Assistance	2019	Housing	\$20,000	Complete
Dugger Park Tennis Courts	2020	Open Space/Recreation	\$293,000	Complete
Library Exterior Space	2020	Open Space/Recreation	\$275,000	Complete
Playground Surfacing at Tufts, Capen, and Cummings parks	2020	Open Space/Recreation	\$15,000	Complete
Playstead Basketball Court	2020	Open Space/Recreation	\$76,000	Complete
Riverside Ave. Stormwater Improvement	2020	Open Space/Recreation	\$40,000	Canceled
Tufts Pool Improvements	2020	Open Space/Recreation	\$322,000	Complete
Carr Park Master Plan	2020	Open Space/Recreation	\$100,000	Complete
Gillis Park Master Plan	2020	Open Space/Recreation	\$100,000	Complete
Rental Assistance	2020	Affordable Housing	\$10,000	Complete
Medford Move-in Project	2020	Affordable Housing	\$60,000	Complete
Thomas Brooks Park Phase 1 Implementation	2020	Historic Preservation/Recreation	\$300,000	Complete
Oak Grove Cemetery Tree Survey	2020	Historic Preservation/Recreation	\$3,500	Complete
Medford Historical Society and Museum Electrical Upgrade	2020	Historic Preservation	\$4,000	Complete
Markey Memorial	2020	Historic Preservation	\$2,385	Complete
Brooks Estate Grove Street Wall Restoration	2020	Historic Preservation	\$30,000	Complete
Royall House + Slave Quarters Roof and Chimney Restoration	2021	Historic Preservation	\$80,000	Complete
Medford Community Housing: Pre-development costs: 3 affordable housing units (increased appropriation)	2021	Affordable Housing	\$355,000	In-Progress
Fire Station 4 Roof Restoration	2021	Historic Preservation	\$120,000	Complete
Medford Housing Authority: Walkling Court Pre-design	2021	Affordable Housing	\$350,000	Complete
Chevalier Theater ADA Improvements	2021	Historic Preservation	\$54,000	Complete
Riverbend Remediation Phase II (additional funds)	2021	Open Space/Recreation	\$148,000	Complete
Fire Stations 4, 5, and 6 Window Study	2021	Historic Preservation	\$75,000	In-Progress
Shepherd Brooks Manor East Elevation Restoration	2021	Historic Preservation	\$100,000	In-Progress
Oak Grove Cemetery WPA Garage Study	2021	Historic Preservation	\$50,000	Complete
Oak Grove Cemetery WWI Memorial	2021	Historic Preservation	\$400,000	In-Progress

Restoration				
Memorial Park Equipment Storage/Concession Stand	2021	Open Space/Recreation	\$17,000	In-Progress
McNally Community Garden Expansion	2021	Open Space/Recreation	\$20,000	Complete
Hickey Park Tennis/Basketball Court Rehabilitation	2021	Open Space/Recreation	\$187,400	Complete
Capen Park Splash Pad Restoration	2021	Open Space/Recreation	\$75,000	Complete
Chevalier Theater Façade Restoration	2021	Historic Preservation	\$100,000	Complete
Hormel Street Hockey Rink	2021	Open Space/Recreation	\$238,000	Complete
Wright's Pond Aeration System	2021	Open Space/Recreation	\$76,000	In-Progress
Brooks Estate Landscape Restoration	2021	Open Space/Recreation	\$24,000	In-Progress
Brooks Estate Invasive Plant Removal PH2	2021	Open Space/Recreation	\$22,000	In-Progress
Thomas Brooks Park Fieldstone Wall (additional funds)	2022	Historic Preservation	\$65,500	Complete
Brooks Schoolyard Element Replacement	2022	Open Space/Recreation	\$5,000	Complete
Roberts Schoolyard Element Replacement	2022	Open Space/Recreation	\$5,000	Complete
Shiloh Baptist Church Building Assessment and Window Restoration (non-religious)	2022	Historic Preservation	\$150,000	In-Progress
Housing Families' Homelessness Prevention Program	2022	Affordable Housing	\$10,000	Complete
Carr Park Pickleball Court Construction	2022	Open Space/Recreation	\$402,000	In-Progress
Gillis Park Fitness and Picnic Area Construction	2022	Open Space/Recreation	\$96,864	Complete
COVID Memorial Grove Design	2022	Open Space/Recreation	\$28,000	In-Progress
Dugger Park Tennis Bounceback Wall	2022	Open Space/Recreation	\$9,000	Complete
Walkling Court Predevelopment	2022	Affordable Housing	\$800,000	Complete
Isaac Hall House Building Assessment and Window Restoration	2022	Historic Preservation	\$85,000	In-Progress
Brooks Estate Access Drive Design PH2	2022	Historic Preservation	\$35,000	In-Progress
Oak Grove Cemetery Caretaker's Quarters Study	2022	Historic Preservation	\$50,000	Complete
McGlynn Middle School Accessible Playground Construction	2022	Open Space/Recreation	\$500,000	In-Progress
Hickey Park Dugout Shelter Construction	2022	Open Space/Recreation	\$90,000	In-Progress
Thomas Brooks Park Archaeological Cap	2023	Historic Preservation	\$5,000	In-Progress
Condon Shell Electrical Upgrade	2023	Open Space/Recreation	\$3,276	Complete
McGlynn Accessible Playground PH2	2023	Open Space/Recreation	\$400,000	In-Progress
Walkling Court Pre-development PH2	2023	Affordable Housing	\$800,000	Complete
Tufts Park Basketball Court Resurfacing	2023	Open Space/Recreation	\$106,625	In-Progress

Capen Park Basketball Court Resurfacing	2023	Open Space/Recreation	\$205,525	In-Progress
Shepherd Brooks Manor – East Elevation PH2	2023	Historic Preservation	\$45,000	In-Progress
Logan Park Natural Play Area	2023	Open Space/Recreation	\$229,000	In-Progress
Housing Families’ Homelessness Prevention Program	2023	Affordable Housing	\$69,000	In-Progress
Oak Grove Cemetery Access Road Study	2023	Historic Preservation	\$50,000	In-Progress
Oak Grove Cemetery Building Restoration PH1	2023	Historic Preservation	\$200,000	In-Progress
Royall House Roof and Gutter Restoration	2023	Historic Preservation	\$115,000	In-Progress
Shiloh Baptist Church ADA Improvements	2023	Historic Preservation	\$145,000	In-Progress

To view all CPA-funded projects across Medford, please view our map of all project sites at:
https://www.google.com/maps/d/viewer?mid=1hg1tsceMDGCBs7iDdxUO_NYwVO4nkhg&usp=sharing



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

June 10, 2024

Via Electronic Delivery

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

Re: Recommendation for the Medford Affordable Housing Trust Fund Board of Trustees

I respectfully request and recommend that your Honorable Body approve the following candidates to serve on the Board of Trustees for the Medford Affordable Housing Trust Fund.

In accordance with the Medford Affordable Housing Trust Fund Ordinance, the Board of Trustees shall be appointed by the Mayor upon approval from the City Council. The Board must consist of seven members, including the Mayor or their designee. The Ordinance stipulates that the initial appointment of trustees must be staggered, with three members serving a one-year term and the remaining four serving a two-year term. Subsequent appointments and re-appointments (except for the Mayor's seat) will be for two-year periods.

Below are the six recommended candidates with their initial staggered terms:

1. Kayla Lessin: 2-year term
2. Roberta Cameron: 2-year term
3. Lisa Anne Davidson: 2-year term
4. Kerri Weaver: 1-year term
5. Penelope Taylor: 1-year term
6. Lisa Sun: 1-year term

Furthermore, information on each candidate is enclosed to support the candidate recommendation submission.

Thank you for your consideration.

Respectfully submitted,


Breanna Lungo-Koehn

Mayor

**85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org**

To: Members of the City Council

From: Mayor, City of Medford

Date: June 10, 2024

RE: Recommendation for the Medford Affordable Housing Trust Fund Board of Trustees

In accordance with the Medford Affordable Housing Trust Fund Ordinance, the Board of Trustees shall be appointed by the Mayor upon approval from the City Council. The Board must consist of seven members, including the Mayor or their designee. The Ordinance stipulates that the initial appointment of trustees must be staggered, with three members serving a one-year term and the remaining four serving a two-year term. Subsequent appointments and re-appointments (except for the Mayor's seat) will be for two-year periods.

The Office of Planning, Development, and Sustainability has received and reviewed applications for the Board of Trustees and has met with applicants to understand their backgrounds and interests in affordable housing.

The Affordable Housing Trust Fund will convene once a month on a Wednesday, with its first meeting to be scheduled in July 2024. The specific date for monthly meetings will be determined after consultation with the Trustees. The Trust may establish a sub-committee or a working group that will meet more frequently to develop an Action Plan for the Trust.

Below are the six recommended candidates with their initial staggered terms:

1. Kayla Lessin (2-year term)

Kayla Lessin is a resident of South Medford and works as an asset manager with a legal background. Kayla has 13 years of experience working for a real estate company that owns mixed-income (market rate and affordable) apartment buildings in the Greater Boston area. Kayla has worked with MassHousing and Housing and Urban Development (HUD) regulators to manage regulatory compliance. She is well-versed in affordable housing policies and programs initiated by MassHousing, EOHLC (former Department of Housing and Community Development), and MassDevelopment.

2. Roberta Cameron (2-year term)

Roberta Cameron, a Medford Hillside resident, is the Community Preservation Act Manager with the City of Somerville and serves as a chairperson on Medford's Community Preservation Committee. As a former planning consultant, Roberta has 25 years of experience working with Massachusetts cities and towns. Her areas of expertise include affordable housing, economic development, land use, public facilities, and impact assessment. She has also established and advised affordable housing trusts and community preservation committees across the region.

3. Lisa Anne Davidson (2-year term)

Lisa Anne Davidson is a South Medford resident and the Deputy Housing Director with the City of Somerville. In the past, Lisa has served as a Trustee on the Somerville Affordable Housing Trust Fund and as a Director of the Somerville Homeless Coalition. She has created five permanent support housing programs and has worked with the unhoused population for nearly 20 years.

4. Kerri Weaver (1-year term)

Kerri Weaver resides in Glennwood, Medford, and works as a childcare professional. She is passionate about affordable housing and currently lives in an affordable home. Kerri is eager to share her lived experience in affordable homes. She has also assisted the Medford Housing Authority in administering the Family Self-Sufficiency Program for voucher holders.

5. Lisa Sun (1-year term)

Lisa Sun is a South Medford resident and works as an architectural designer specializing in sustainability and affordable housing. She holds a dual master's degree in architecture and urban planning with a focus on Ecological Design. Lisa has worked with local housing authorities to retrofit affordable housing in order to achieve net zero carbon emissions by 2050. She also has experience reviewing development projects and has volunteered at Homeless Outreach and Habitat for Humanity.

6. Penelope Taylor (1-year term)

Penelope Taylor, from Medford Hillside, works at the City of Somerville's Office of Housing Stability as a Program Development, Policy, and Outreach Coordinator. She advocates for low-income clients with housing needs and assesses the effectiveness of housing programs. She serves on the Somerville Residential Anti-Displacement Task Force, researching housing policy suggestions for the city, and has also served on the Union Square Neighborhood Council Board for three terms, focusing on affordable housing.



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

June 14, 2024

Via Electronic Delivery

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

Re: Ordinance Creating a South Street Historic District

I respectfully request and recommend that your Honorable Body adopt the enclosed ordinance proposed by the Medford Historical District Commission, in accordance with Massachusetts General Law c. 40C, §3, creating a South Street Historic District. A map of the South Street Historic District, dated November 9, 2023, is also enclosed.

In accordance with the requirements of establishing a historic district:

- an investigation and report was made by the Medford Historic District Commission with the support of a consultant, Skelly Preservation Services, and transmitted to the Community Development Board and the Massachusetts Historical Commission for their respective consideration and recommendations. Both entities have considered and recommend approval of the proposed South Street Historic District. Enclosed is a copy of the Community Development Board Recommendation to Approve the creation of the South Street Local Historic District and the Massachusetts Historical Commission discussed the proposed district at their September 13, 2023 meeting for which they ultimately concluded and incorporated into their minutes that the "...Massachusetts Historical Commission encourages the City of Medford to establish the South Street Local Historic District";
- the Medford Historic District Commission held a public hearing on February 8, 2024 and notices were mailed in accordance to the statute to owners as they appear on the real estate tax list; and
- a final report dated February 20, 2024, with recommendations by the Medford Historic District Commission is also enclosed.

The above ordinance has been reviewed by Attorney Robin Stein at KP Law, P.C. and the recommended changes have been incorporated. Further, the sufficiency of the vote required by the Council would be a two-thirds (2/3) majority.

Medford Historic District Commission Chairperson Christopher Bader will be in attendance to present this proposed ordinance to the Council and answer any questions from the Council.

**85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org**



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

Thank you for your consideration.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Enclosures (4)

ORDINANCE CREATING A SOUTH STREET HISTORIC DISTRICT

The City of Medford hereby amends the City's Ordinances, as set forth below to create the following Historic District pursuant to Mass. General Laws, c. 40C:

- 1) That the South Street Historic District is and shall hereby be created, with the boundaries of the said South Street Historic District being as shown on the map entitled "South Street Historic District", prepared by the City of Medford Historic District Commission, dated November 9, 2023, a copy of which is on file with the City Clerk and is to be recorded at the Middlesex South District Registry of Deeds.
- 2) That Medford Municipal Code, sections 48-51 and 48-52, be amended as follows with language to be deleted in strikethrough and language to be added in bold and underlined:

- **Sec. 48-51. - Establishment.**

(a) Under the authority of MGL, c. 40C, § 3, there is hereby established a Hillside Avenue Historic District ~~and the~~, a Marm Simonds Historic District, and a South Street Historic District, bounded as respectively shown on the maps entitled "Hillside Avenue Historic District", ~~and~~ "Marm Simonds Historic District", and "South Street Historic District", which are on file in the City Clerk's office and made a part of this article by reference.

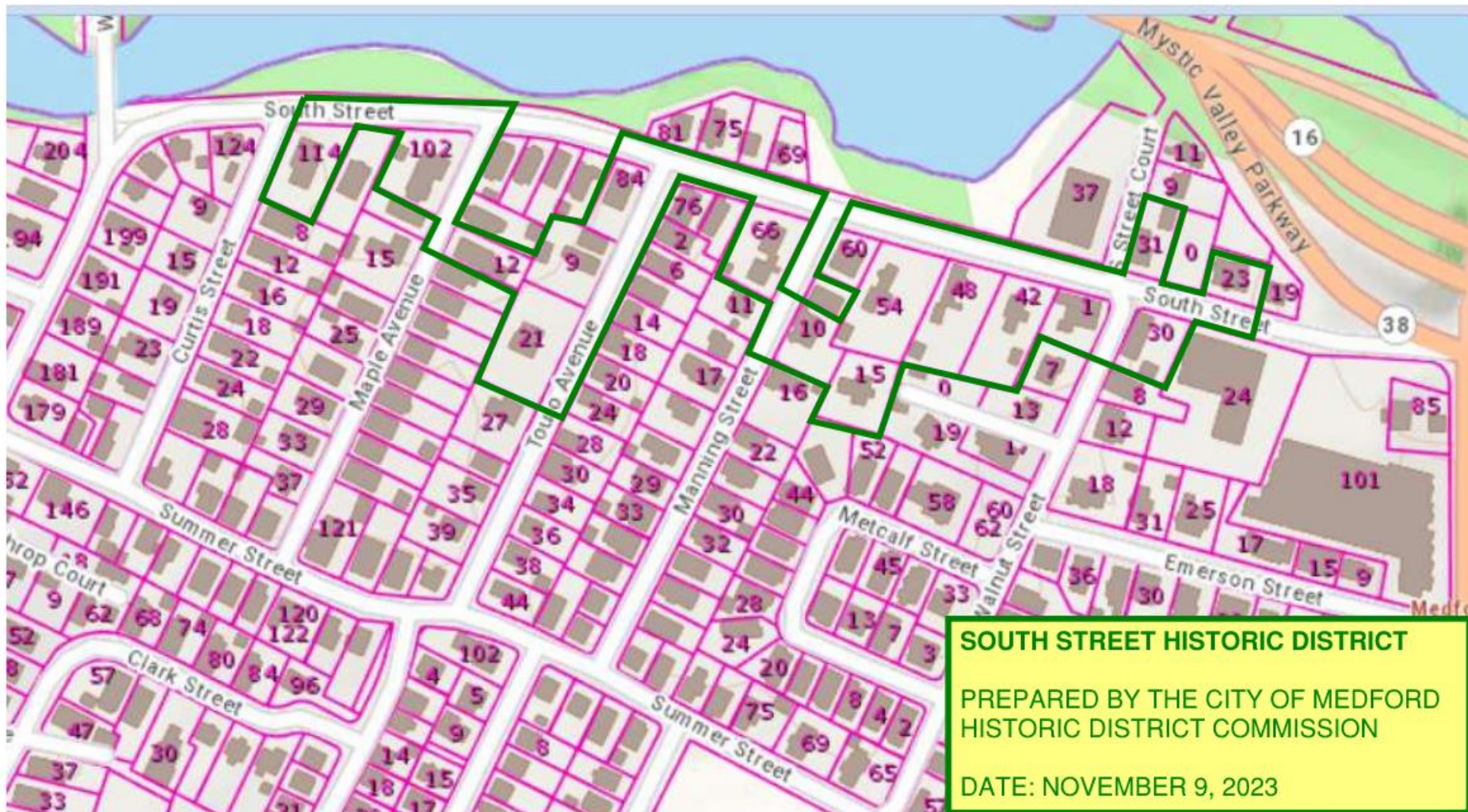
(b) Under the authority of MGL, c. 40C, §§ 4 and 14, c. 40, § 8D and MGL. c. 43, § 5, there is hereby established a Historic District Commission, as a commission of the City.

- **Sec. 48-52. - Function.**

(a) It shall be the function of the Historic District Commission to administer the Hillside Avenue Historic District, ~~and the~~ Marm Simonds Historic District, and South Street Historic District consistent with general laws, and any additional historic districts established in accordance with law.

(b) It shall be the function of the Historic District Commission to preserve, promote and develop historical and archaeological assets of the City in accordance with law.

State Law reference— Establishment of historical districts, MGL, c. 40C, § ~~2~~ 3.





City of Medford

Office of Planning, Development and Sustainability

City Hall - Room 308
85 George P. Hassett Drive
Medford, Massachusetts 02155

Contact:
(781)393-2480
Fax: (781)393-2342
ocd@medford-ma.gov

To: City Council President Zac Bears and Honorable Members of the City Council

From: Danielle Evans, AICP, Senior Planner, Office of Planning, Development, and Sustainability *on behalf of the City of Medford Community Development Board*

Date: May 23, 2024

RE: Community Development Board Recommendation to Approve the creation of the South Street Local Historic District

At the request of the Medford Historic District Commission and in accordance with [MGL Chapter 40C](#), the matter to consider and make a recommendation to City Council on the creation of the proposed South Street Local Historic District was placed on the April 17, 2024 Community Development Board (CDB) agenda which was posted in accordance with the requirements of Massachusetts Open Meeting Law. In advance of the meeting, the CDB and the public were provided the opportunity to review the [South Street Local Historic District Preliminary Study Report](#) prepared by Skelly Preservation Services in cooperation with the Medford Historic District Commission and dated August 10, 2023.

Present at the April 17, 2024 meeting were Vice Chair Emily Hedeman, Clerk Peter Calves, Ari Fishman, Sally Akiki, Pam Maryanski, and Sharad Bajracharya. Chair Jacquie McPherson was absent. Christopher Bader, Chair of the Medford Historic District Commission appeared before the Board and gave a presentation of the proposed new district including a summary of the aforementioned report, providing a background of the process, how the proposed boundaries were determined, and answering clarifying questions from the Board. No members of the public provided comments at the meeting.

After taking into consideration the study report, Chair Bader's presentation, public discussion, and a positive recommendation from PDS staff, Sally Akiki made a motion to recommend to City Council the approval of the South Street Local Historic District. Peter Calves seconded the motion. The motion to recommend approval passed with five (5) members voting in favor, zero (0) members opposed, and one (1) abstention (Sharad Bajracharya).

cc: Alicia Hunt, Director of Planning, Development, and Sustainability
Jacquie McPherson, AICP, Chair, Community Development Board
Breanna Lungo-Koehn, Mayor
Adam Hurtubise, City Clerk
Christopher Bader, Medford Historic District Commission

South Street Local Historic District Final Study Report

Medford Historic District Commission



February 20, 2024

Project Consultant

Chris Skelly

Skelly Preservation Services

Community Planning and Preservation

www.skellypreservationservices.com

in cooperation with the Medford Historic District Commission

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Summary Sheet

Contact Information:

Chris Bader, Chairperson
Medford Historic District Commission
cbbader@gmail.com

Historic District Commission/Study Committee:

Christopher Bader, *Chair*
Charlotte Scuderi, *Vice Chair*
Frederick Soule
Joseph Ronayne
Chris Donovan
Melanie Tringali
Joyce Paul

Dates of Public Hearings: November 8, 2023 and February 8, 2024

Date of City Council Vote: Anticipated-April 2, 2024

Total Properties: 17 Properties

Conclusion:

The Medford Historic District Commission voted on February 8, 2024 to recommend that the South Street Local Historic District be established based on the map included within this study report. The Medford Historic District Commission recognizes a local historic district expansion will best protect the many significant properties located in the South Street area.

Introduction

Local Historic Districts

Over 120 cities and towns in Massachusetts have established a local historic district as a means of protecting irreplaceable buildings, villages, neighborhoods and downtowns from demolition and inappropriate alterations. Created through passage of a city ordinance, a local historic district requires that certain projects, when visible from the public way, receive a certificate from a local historic district commission before work progresses.

Local historic districts are one of the oldest and effective forms of protection for historic properties. The first local historic districts in the country were established in Charleston, South Carolina and New Orleans, Louisiana in the 1930s. In Massachusetts, the first local historic districts were established on Beacon Hill and Nantucket in 1955. Today, there are over 200 local historic districts in Massachusetts. Since 1960, most local historic districts in Massachusetts were created under Massachusetts General Law Chapter 40C-the Local Historic Districts Act. This is the case for the local historic districts of Medford.

Under MGL Chapter 40C, local historic districts can vary greatly in size. In Massachusetts, local historic districts can be as small as one property or as large as the entire city or town. The city of Somerville has dozens of single building local historic districts, protecting buildings scattered throughout the city. The town of Nantucket has a local historic district that includes the entire island. Most local historic districts, statewide and nationwide, are smaller in size, protecting whole neighborhoods or downtowns.

It is important to note that local historic districts do not stop change nor do they attempt to freeze a period in time. The purpose of a local historic district is not to thwart growth, but to guide growth, to allow for thoughtful consideration of change by having a locally appointed historic district commission part of the process. New housing, new construction and building additions all occur within local historic districts.

Local Historic Districts in Medford

The Medford Historic District Commission is responsible for administering two local historic districts, the Marm Simonds Local Historic District and the Hillside Local Historic District. The districts contain about thirty properties and were established in 1985. Over the decades, these local historic districts have done a remarkable job at making sure that these exceptional places remain intact.

The Medford Historic District Commission has worked with many homeowners and developers over the years to help them make modifications and additions to the historic properties in these districts that are in keeping with their historic character.

Other areas of Medford have not fared so well. Alterations, demolitions and incompatible development have meant that some areas of Medford are hardly recognizable from even just a few decades ago.

Benefits of Local Historic Districts

The overarching benefit of a local historic district is the community-based review process that protects significant buildings from demolition and inappropriate alteration. Through local historic districts, the unique character of an area can remain, while adapting to change over time. Where demolitions are common, local historic districts have offered residents, homeowners and business owners the opportunity to protect their communities and neighborhoods from destruction. As such they improve the quality of life for residents, providing stability, pride in the neighborhood, a visual sense of the past and peace of mind that the historic environment will remain. The buildings remain part of the community, perhaps continuing as a home, a business, or perhaps adapting to a new use. New construction, such as for housing, can be incorporated into the neighborhood so that the design is compatible with existing historic buildings.

There are many environmental benefits to rehabilitation over demolition. Local historic districts offer additional environmental benefits when they encourage investment in neighborhoods that favor walkability and transit. Added benefits of local historic districts may be economic in nature, such as increased tourism, additional tax revenue and new opportunities for growth.

Establishing Local Historic Districts

Through the local democratic process of city government, local historic districts are established as well as expanded. The key word is local. While cities and towns in Massachusetts must follow the steps outlined in MGL Chapter 40C to establish a local historic district, ultimately, the decision on whether to have or not have a local historic district lies solely with the local community.

This local historic district preliminary study report has been prepared to meet the requirements of MGL Chapter 40C-the Local Historic Districts Act. Under the requirements of the Act, a study report must be prepared and submitted to the Massachusetts Historical Commission and the Planning Board sixty days before a public hearing is held regarding the local historic district.

Local Historic Districts and National Register Districts

There are two kinds of historic districts in Massachusetts and there are substantial differences between these designations. The National Register of Historic Places is a listing of buildings, structures, sites, objects, and districts significant in our nation's history, culture, architecture or archeology and that are worthy of preservation. It is a federal designation from the Secretary of the Interior and the National Park Service.

The city of Medford contains National Register listed individual buildings and national register districts. Examples of national register districts in Medford include the Middlesex Canal Historic and Archaeological District and the Old Ship Street Historic District

Generally, the National Register of Historic Places is an honorary designation. As a result, most of Medford, even including the National Register Districts, is not well protected from alterations and demolitions.

A local historic district, on the other hand, is established locally through a 2/3s affirmative vote of town meeting or city council. It provides a review process for changes to exterior architectural features visible from a public way. This report is focused solely on the establishment of a local historic district.

It is possible for an area to be designated both as a national register district and local historic district. Hillside Avenue includes areas that are both a national register district and a local historic district.

Methodology

The need to better protect the significant historic resources of the South Street area has been recognized for some time. More recently, neighborhood concerns over the potential loss of significant historic resources led to a renewed interest in protecting the area through a local historic district ordinance.

The Medford Historic District Commission began discussing with concerned residents a potential local historic district. Based on the concerns, the Medford Historic District Commission initiated the establishment of a South Street Local Historic District.



A walk of the proposed district area took place in February, 2023 to investigate the historic resources present, their significance and whether a local historic district would be a useful protection strategy. The Historic District Commission recommended the proposed boundary found in this report. More information on how this boundary was chosen is found in the Justification of the Boundaries chapter.

Many of the properties were already documented on MHC Inventory Form Bs. For those that were not, properties were documented on Form Bs by John Clemson in June, 2023.

Direct outreach efforts to property owners were led by a concerned resident of the district.

In accordance with MGL 40C, the Medford Historic District Commission sent out notice by US Mail to all residents and abutters of the proposed historic district. Public Hearings, each with the required 14-day notice, were held on November 8, 2023 and February 8, 2024.

Public comments at the hearings were generally positive, but, in response to homeowner concerns, one 20th century house (6 Manning St.) was removed from the proposed district. The developer of 23 South Street, the Fanny Richardson House (1849), also expressed concerns. Commission members assured him that we would work with him, as we have with homeowners and developers in the past.

On February 8, 2024, the Commission voted to forward the proposed historic district to City Council for approval, which requires a two-thirds vote of City Council, i.e. five of the seven members.

The Commission will submit a Paper for consideration at the April 2 or April 16, 2024 City Council meeting.

Significance

The South Street area, located adjacent to the Mystic River, was at the heart of 19th Century shipbuilding in Medford.

The Mystic River offered adequate depth at high tide and the nearby Middlesex Canal provided access to timber from the north. With these favorable conditions, the shipyards located in Medford grew, constructing 568 vessels, particularly large ships suitable for trade.

As other locations for shipbuilding became more profitable and larger steam powered vessels increased in number, the shipyards began to close during the latter half of the 19th Century. While the shipyards are no longer standing, the early residential homes of the South Street area provide a remaining, visible link to this period in Medford's history. Many of these properties have a connection to the adjacent shipyards, either occupied by those in shipbuilding and/or built by carpenters employed in the yards.

The Paul Curtis House, located at 114 South Street, was listed on the National Register of Historic Places in 1975. Facing the Mystic River, it is an exceptionally well-preserved example of a Greek Revival home. Curtis was a shipwright, arriving in Medford in 1819 to apprentice with Thatcher Magoun. Over his career, 27 vessels were constructed in his nearby Medford shipyard. The earliest property in the district is likely the Bradbury Nichols House, a well-preserved example of the Federal style, dating from circa 1803. Its later 19th Century alterations demonstrate the changing residential design patterns of Greek Revival and Italianate styles.

William Bradbury was a cooper, an important ancillary occupation to the ship building of the area.



Bradbury Nichols House located at 1 Walnut Street

As the South Street area transitioned from a nexus of shipbuilding to a residential neighborhood, new streets were laid out southward, connecting South Street to Summer Street. These 19th Century homes add a layer to the story of South Street and are significant as well. Architectural styles and forms here include Italianate, Queen Anne, Colonial Revival and Four Square.

Many of the properties in the proposed district are exceptionally well preserved. Although some

buildings have been altered with the introduction of artificial siding, replacement windows or removal of architectural trim, the district, as a whole, conveys a distinct era of Medford's history and reflects the industry, occupations and hardworking individuals that were the economic drivers of Medford's growth and success. Nearly every house in the proposed district pre-dates the Civil War, providing a unifying theme of significance.

The establishment of a local historic district in this area seeks to protect these irreplaceable historic resources.

Justification of the Boundaries

Based on the goals of the Medford Historic District Commission, the boundaries of the proposed South Street Local Historic District focus on the early to mid-19th Century properties still extant along the banks of the Mystic River. Many of these properties have associations to the shipbuilding industry on the Mystic River.

While some early 19th Century properties can be found outside of the proposed district, they are dispersed such that a multi-property local historic district boundary would appear disjointed.

To the north, the Mystic River is a logical boundary for the local historic district. Progressing southward away from South Street, the residential buildings on Touro, Maple, Manning and Walnut Streets largely date from the late 19th and early 20th Century. This is also true for several South Street properties excluded from the boundary between Maple and Manning Streets. These later architectural styles differ from those in the proposed local historic district and so were not included in the proposed district.

The Medford Historic District Commission may consider a larger local historic district that would include additional areas as future needs arise. However, at this time, the Commission believes the most prudent and expedient approach to protecting historic resources in Medford is to move forward with the proposed boundary.

Options and Recommendations for the Ordinance

The Local Historic District ordinance for the city of Medford was established in 1985 as part of the establishment of the Marm Simonds and Hillside Avenue Local Historic Districts. It has had minor changes since that time.

As part of this proposed local historic district establishment, recommended changes to the ordinance are minimal.

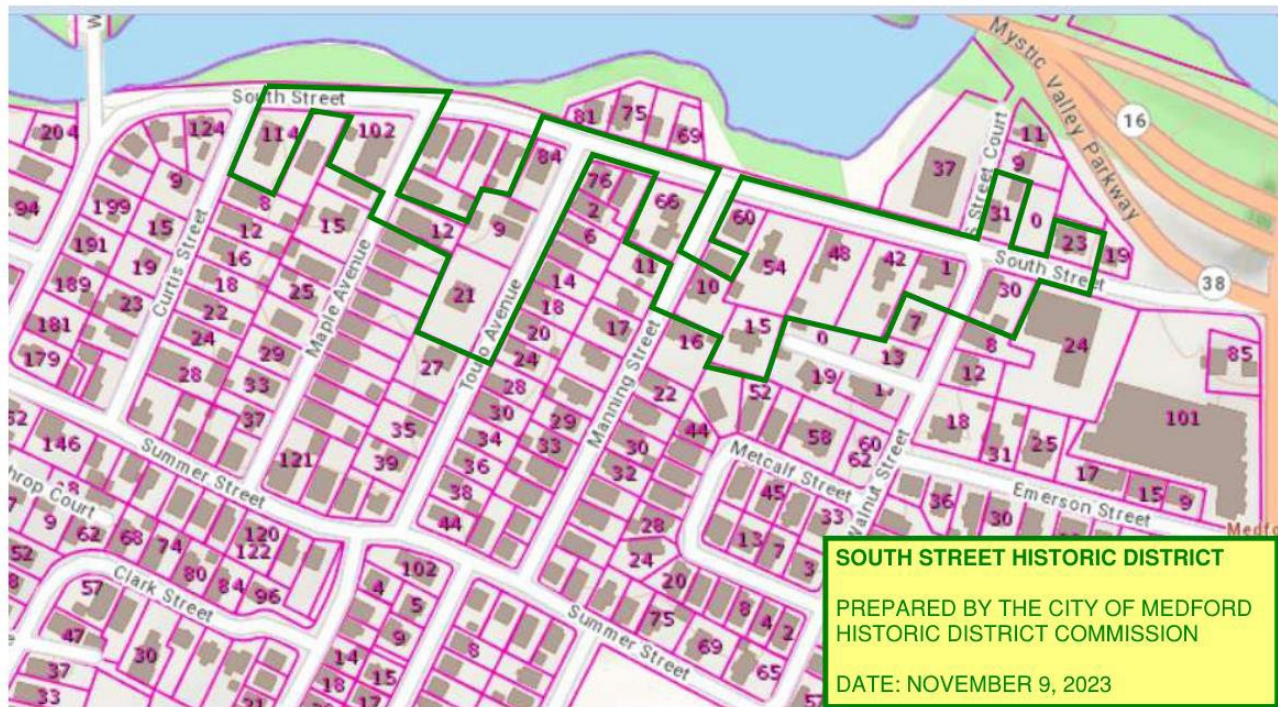
The ordinance will need to be revised to state that under MGL Chapter 40C, Section 3, there is hereby established a Hillside Avenue Historic District, a Marm Simonds Historic District and a *South Street Local Historic District*.

The map referenced as part of the existing ordinance will need to be revised to include the Hillside Avenue Historic District, Marm Simonds Historic District and the *South Street Local Historic District*.

Where the ordinance references that it shall be the function of the historic district commission to administer the two existing local historic districts, language here will need to be revised to include the South Street Local Historic district.

Aside from referencing a new local historic district, no further ordinance recommendations are put forth at this time.

Map of the Proposed District



The Proposed South Street Local Historic District

Appendices

Appendix A

Medford

South Street Local Historic District

Property Index for Proposed Local Historic District

[Survey Form](#) [Photo](#) [New Photo](#)

Buildings

10 Manning Street

Historic Name: Joseph Manning Foster House

Arch Style/Form: Queen Anne

MHC #: MDF.1539

Date of Construction: 1896-1898



Notes: The Joseph Manning Foster House is an well-preserved example of the Queen Anne style. With its four square hip block and low profile tower, it is unique in its interpretation. The original owner of the house, Joseph Manning Foster, was a salesman with F.E. Foster Co. The property remained in the Foster family until 1988.

12 Maple Avenue

Historic Name: Capt Redman House

Arch Style/Form: Greek Revival

MHC #: MDF.60

Date of Construction: 1845-1855



Notes: The Redman House still retains much of its characteristic Greek Revival style. St. Croix Redman was a successful and well-connected master mariner and ship captain. The house was likely constructed shortly after acquisition of the lot by Redman in 1845.

23 South Street

Historic Name: Richardson-Hayes House

Arch Style/Form: Greek Revival

MHC #: MDF.173

Date of Construction: r 1849



Notes: The Richardson-Hayes House still retains much of its characteristic Greek Revival style and form, such as its pediments on the side elevations. According to the MHC Inventory Form, Fanny Richardson acquired the property in 1843. However, it is unclear if the building was present or constructed upon acquisition.

30 South Street

Historic Name: Manning-Foster House

Arch Style/Form: Italianate

MHC #: MDF.175

Date of Construction: prior to 1855



Notes: The Manning-Foster House still retains much of its characteristic Italianate form, such as its notable deep eaves. Joseph Manning owned extensive land on the south side of South Street including this lot. While the house is noted on the 1855 map as owned by Joseph Manning, he apparently did not reside at this location. Manning was in the wholesale grocery business and later the lumber business. The property was sold to his lumber business partner, FE Foster, in 1856.

31 South Street

Historic Name: Luther and Elizabeth Turner House

Arch Style/Form: Italianate

MHC #: MDF.174

Date of Construction: c 1852



Notes: The Luther and Elizabeth Turner House retains characteristics of the Italianate style such as its low pitched gable overhanging roof. According to the MHC Inventory Form, the Turner House was likely built by Erastus Fowler in 1851, a carpenter and ship joiner. In 1857, Fowler sold the property to Luther Turner, a carpenter, ship joiner and shipwright.

42 South Street

Historic Name: Butters-Rogers House

Arch Style/Form: Queen Anne

MHC #: MDF.177

Date of Construction: 1874-1880



Notes: The Butters-Rogers House retains characteristics of the Queen Anne style such as its interesting skirted window hoods. In 1874, Ann Butters, a widow of trader Albert Butters, purchased the property. By 1880, Anne Butter's daughter and son-in-law, Anna Rogers and Albert Rogers, resided here. Albert Rogers was a grocer.

48 South Street

Historic Name: George and Sarah Fuller House

Arch Style/Form: Greek Revival

MHC #: MDF.178

Date of Construction: prior to 1851



Notes: The George and Sarah Fuller House is an exceptionally well-preserved example of the Greek Revival style. According to the MHC Inventory Form, Fuller acquired the property in 1818 from William Buckman, George Fuller was a prominent shipwright, building 29 ships at his nearby shipyard.

54 South Street

Historic Name: Goodwin House

Arch Style/Form: Greek Revival

MHC #: MDF.179

Date of Construction: pre-1855

Notes: The George T. Goodwin House, is a well-preserved example of the Greek Revival style. According to the MHC Inventory Form, it is likely that the house was built for his own use. George Torrey Goodwin was a surveyor, carpenter and ship joiner.



60 South Street

Historic Name: John Hughes Duplex

Arch Style/Form: Colonial Revival

MHC #: MDF.1852

Date of Construction: C 1912

Notes: The John Hughes Duplex, is a well-preserved example of the early 20th Century residential construction that took place in the neighborhood. According to the MHC Inventory Form, John Hughes was a railroad foreman, occupying half of the duplex with his wife. His son and family occupied the remaining unit.



66 South Street

Historic Name: Riley-Hemphill House

Arch Style/Form: Greek Revival

MHC #: MDF.1853

Date of Construction: prior to 1855

Notes: The Riley-Hemphill House, still retains much of its characteristic Greek Revival style and form. According to the MHC Inventory Form, Hugh Riley was a slate dealer and resided here with his family. The building was sold in 1864. Starting in about 1873, Amos Hemphill begun subdividing the property for residential lots.



84 South Street

Historic Name: James-Ciardi House

Arch Style/Form: Undefined

MHC #: MDF.1878

Date of Construction: 1830-1840 or e

Notes: The James-Ciardi, House may include a mid 19th Century structure. Further investigation is needed to determine if the current structure dates from 1830-1840 or the early 1920s. Milton James and Joseph James were residing at the property in 1840. Both were lumber merchants. A building permit was issued in 1921 for an addition, suggesting that the current structure includes 19th Century portions. John Anthony Ciardi resided here as a child. Ciardi is noted as an American poet, translator and etymologist.



102 South Street

Historic Name: Jotham Stetson House

Arch Style/Form: Greek Revival

MHC #: MDF.59

Date of Construction: c 1822



Notes: The Jonathon Stetson House still retains much of its characteristic Greek Revival style and form, including porch columns, enclosed pediments and main entry. According to the MHC Inventory Form, Jotham Stetson, was a prominent Medford ship carpenter and builder. He is the likely builder of the house and its early occupant.

114 South Street

Historic Name: Paul Curtis House (Grandfather's House)

Arch Style/Form: Greek Revival

MHC #: MDF.51

Date of Construction: c 1839



Notes: The Paul Curtis house is an exceptionally well-preserved example of the temple-front form of the Greek Revival style. This property was listed on the National Register of Historic Places in 1975. Curtis was a shipwright, arriving in Medford in 1819 to apprentice with Thatcher Magoun. Over his career, 27 vessels were constructed in his nearby Medford shipyard.

11 Touro Avenue

Historic Name: Stetson House and O'Brien Store

Arch Style/Form: Greek Revival

MHC #: MDF.1857

Date of Construction: c 1840



Notes: The Stetson House and O'Brien Store still retains the form of a Greek Revival side gable residential building from the 19th Century. According to the MHC Inventory Form, John Stetson was a shipwright or ship carpenter. During the first half of the 20th Century, a subsequent owner operated a grocery store here.

21 Touro Avenue

Historic Name: King Gates House

Arch Style/Form: Greek Revival

MHC #: MDF.54

Date of Construction: 1839



Notes: The King-Gates House is sited on a prominent location, setback on a large lot, providing context for the appearance of the 19th Century neighborhood prior to the denser turn of the century development pattern. According to the MHC Inventory Form, the likely builder is John King, a master mariner.

1 Walnut Street

Historic Name: Bradbury Nichols House

Arch Style/Form: Federal

MHC #: MDF.176

Date of Construction: C 1803



Notes: One of the earliest surviving properties in the area, the Bradbury Nichols House is a well-preserved example of Federal style. The later 19th Century Greek Revival and Italianate alterations provide additional insight into changing architectural preferences and are significant features to the building. William Bradbury was a cooper, an important ancillary occupation to the ship building of the area.

15 Walnut Street

Historic Name: Louisa Richardson House

Arch Style/Form: Federal

MHC #: MDF.1548

Date of Construction: R 1830



Notes: According to the MHC Inventory Form, the Louisa Richardson House dates from the Federal period and was likely moved to this site in the late 19th Century. At that time, exterior changes were made that provided a contemporary appearance. These later Victorian alterations are significant architectural features, adding to the storyline of the neighborhood.

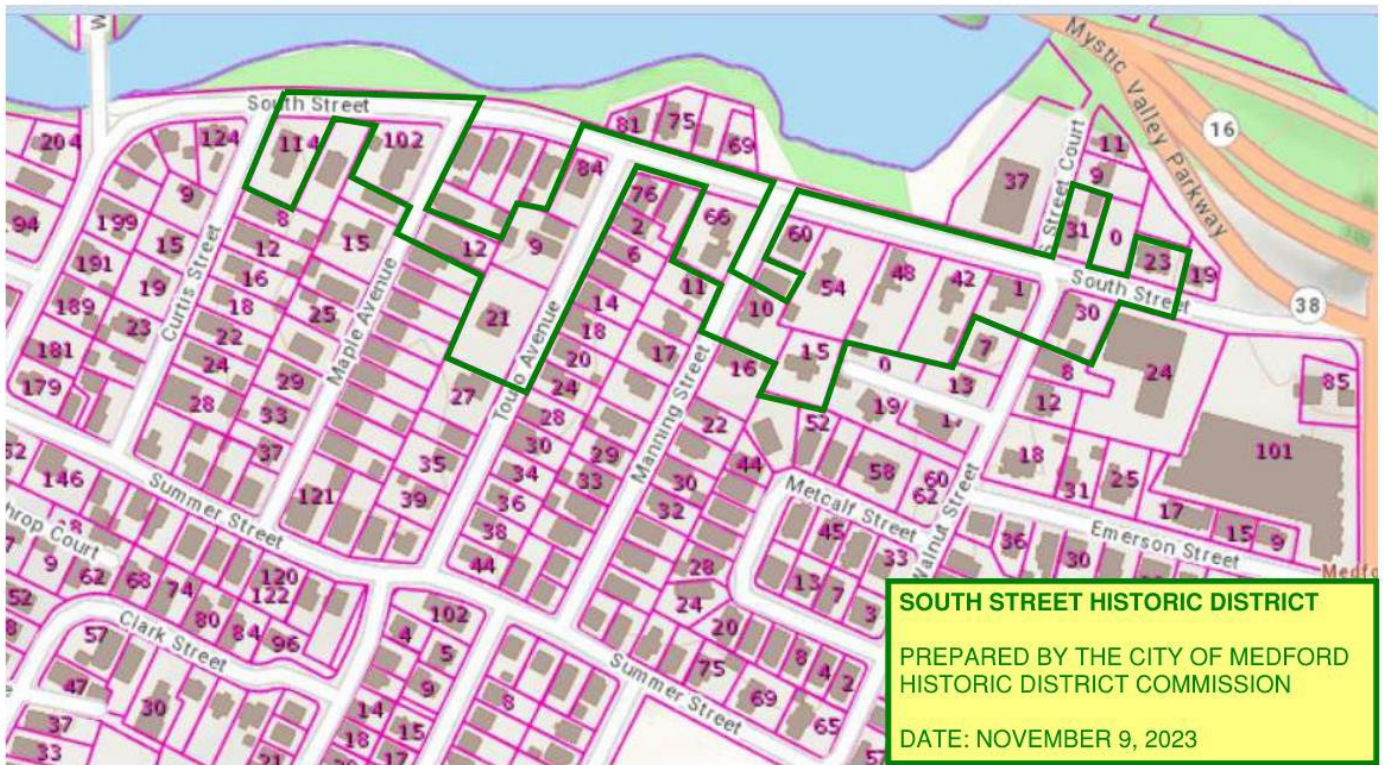
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Appendix B

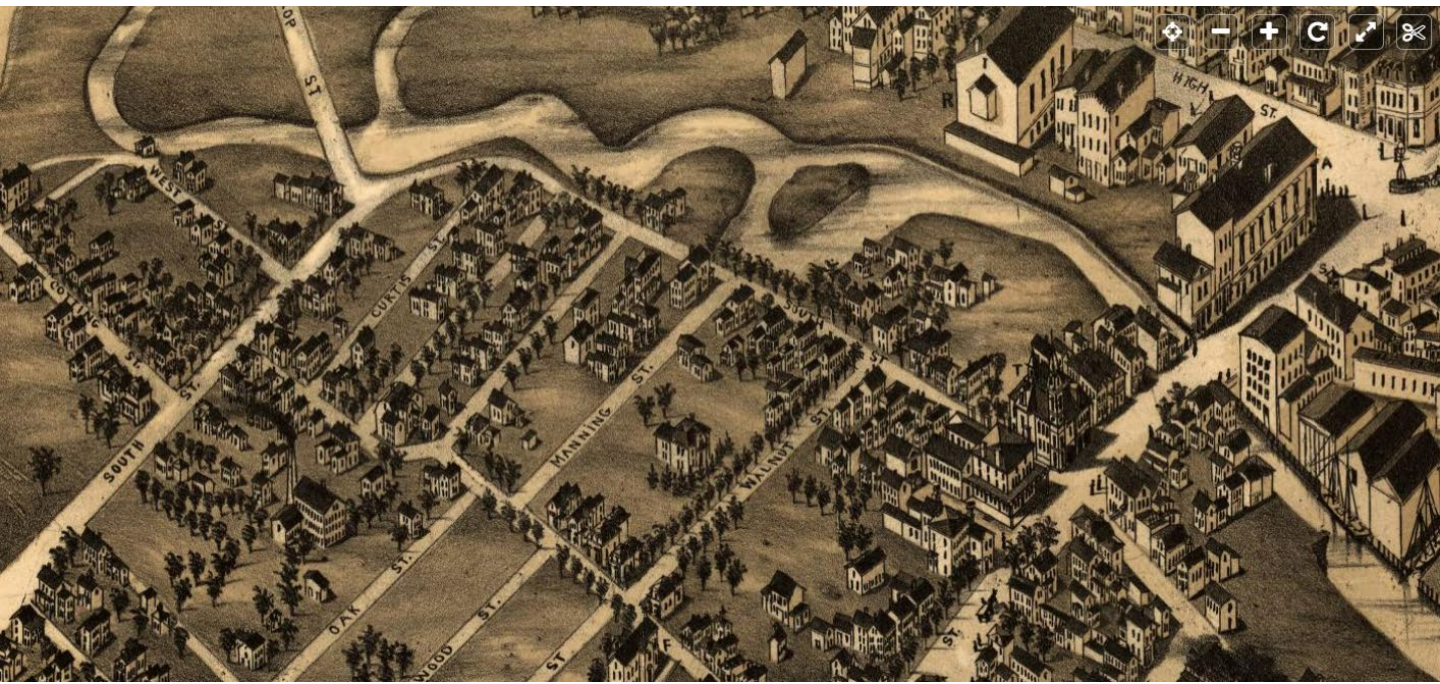
Digital Images

**for the
Proposed South Street
Local Historic District
Medford, MA**

**Local Historic District
Final Study Report**



Map of the Proposed South Street Local Historic District



Medford, MA Map, Library of Congress Webpage



12 Maple Avenue
Captain Redman House, 1845



114 South Street
Paul Curtis House, 1839
(Grandfather's House)



48 South Street
George Fuller House, 1851



21 Touro Avenue
Captain John King House, 1839



11 Touro Avenue
John Stetson House, 1840



1 Walnut Street
William Bradbury House, 1803

Appendix C

Existing Ordinance

**Local Historic District
Medford, MA**

ARTICLE III. - HISTORIC DISTRICT COMMISSION^[3]

Footnotes:

--- (3) ---

State Law reference— *Historic districts act, M.G.L.A. c. 40C, § 3.*

Sec. 48-51. - Establishment.

- (a) Under the authority of M.G.L.A. c. 40C, [§ 3](#), there is hereby established a Hillside Avenue Historic District and the Marm Simonds Historic District, bounded as respectively shown on the map entitled "Hillside Avenue Historic District" and "Marm Simonds Historic District" which are on file in the city clerk's office and made a part of this article by reference.
- (b) Under the authority of M.G.L.A. c. 40C, §§ 4 and 14, c. 40, § 8D and M.G.L.A. c. 43, [§ 5](#), there is hereby established a historic district commission, as a commission of the city.

(Ord. No. 489, § 1, 10-15-1985)

Sec. 48-52. - Function.

- (a) It shall be the function of the historic district commission to administer the Hillside Avenue Historic District and Marm Simonds Historic District consistent with general laws, and any additional historic districts established in accordance with law.
- (b) It shall be the function of the historic district commission to preserve, promote and develop historical or archaeological assets of the city in accordance with law.

(Ord. No. 489, § 2, 10-15-1985)

State Law reference— Establishment of historical districts, M.G.L.A. c. 40C, [§ 2](#).

Sec. 48-53. - Number of commissioners; appointing authority; term.

- (a) The historic district commission shall consist of five members and two alternates appointed by the mayor for terms of three years.
- (b) If additional historic districts are established by the city council, provision is hereby made for an increase in membership on the historic district commission to include residents of the additional districts. The maximum number of historic district commission members added in this manner shall be two commissioners and one alternate. Additional commissioners and alternates shall be appointed by the mayor in the same manner as the original appointments to the historic district commission.
- (c) In case of absence, inability to act or unwillingness to act because of self-interest on the part of a member of the historic district commission, his place shall be taken by an alternate member designated by the chairman.

(Ord. No. 489, § 3, 10-15-1985)

Sec. 48-54. - Duties and responsibilities.

It shall be the duty and responsibility of the historic district commission to:

- (1) Issue certificates of appropriateness, certificates of nonapplicability and certificates of hardship with respect to construction or alteration of buildings and structures within the historic district when such construction or alteration affects exterior architectural features. Such certificates shall be issued as prescribed in M.G.L.A. c. 40C, [§ 6](#).
- (2) Consider factors as prescribed in M.G.L.A. c. 40C, § 7, in passing upon matters before it.
- (3) Issue such certificates, make such recommendations, keep such records and have such powers, functions and duties as are prescribed in M.G.L.A. c. 40C, § 10, except that officers and employees necessary for the proper administration of the historic district

commission shall be appointed and removed by the mayor in accordance with M.G.L.A. c. 43, § 105. All gifts shall be subject to approval of the mayor and city council.

- (4) Call and conduct meetings and to hold such public hearings as are prescribed in M.G.L.A. c. 40C, § 11.
- (5) Conduct researches for places of historic value; to coordinate the activities of unofficial bodies organized for similar purposes; to advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work; and to make such recommendations as are described in M.G.L.A. c. 40C, § 8D.
- (6) Propose from time to time to the mayor as it deems appropriate, the establishment in accordance with the provisions of this article and M.G.L.A. c. 40C, [§ 3](#), of additional historic districts and changes in historic districts.
- (7) Cooperate with and advise the planning board, the office of community development and other city agencies in matters involving historic sites and buildings.
- (8) Advise owners of historic buildings in the city on problems of preservation.
- (9) Perform such other duties as may be prescribed under state law.

(Ord. No. 489, § 4, 10-15-1985)

Sec. 48-55. - Exclusions from review.

The authority of the historic district commission shall not extend to a review of the following:

- (1) Temporary structures or signs; subject, however, to such conditions as to duration of use, location, lighting, removal and similar matters as the historic district commission may reasonably specify.
- (2) Terraces, walks, driveways, sidewalks and similar structures, or any one or more of them, provided that any such structure is substantially at grade level.
- (3) Storm doors and windows, screens, window air conditioners, lighting fixtures, antennae and similar appurtenances, or any one or more of them.
- (4) The color of paint.
- (5) The color of materials used on roofs.
- (6) Signs of not more than one square foot in area in connection with use of a residence for a customary home occupation or for professional purposes, provided only one such sign is displayed in connection with each residence and, if illuminated, is illuminated only indirectly; and one sign in connection with the nonresidential use of each building or structure which is not more than 12 square feet in area, consisting of letters painted on wood without a symbol or trademark and, if illuminated, is illuminated only indirectly; or either of them.
- (7) Reconstruction of a building, structure or exterior architectural feature which has been damaged or destroyed by fire, storm or other disaster, provided that the exterior design is substantially similar to the original.

(Ord. No. 489, § 5, 10-15-1985)

Sec. 48-56. - Rules and regulations.

The historic district commission, under the authority of M.G.L.A. c. 40C, shall keep a permanent record of its resolutions, transactions and determinations and of the vote of each member participating therein, and may adopt and amend such rules and regulations not inconsistent with the provisions of M.G.L.A. c. 40C and prescribe such forms as it shall deem desirable and necessary for the regulation of its affairs and the conduct of its business.

(Ord. No. 489, § 6, 10-15-1985)

Sec. 48-57. - Maintenance and repair.

Nothing in this article shall be construed to prevent the ordinary maintenance and repair of buildings, structures or grounds within the district, nor prevent actions by duly authorized public officers as described in M.G.L.A. c. 40C, § 9.

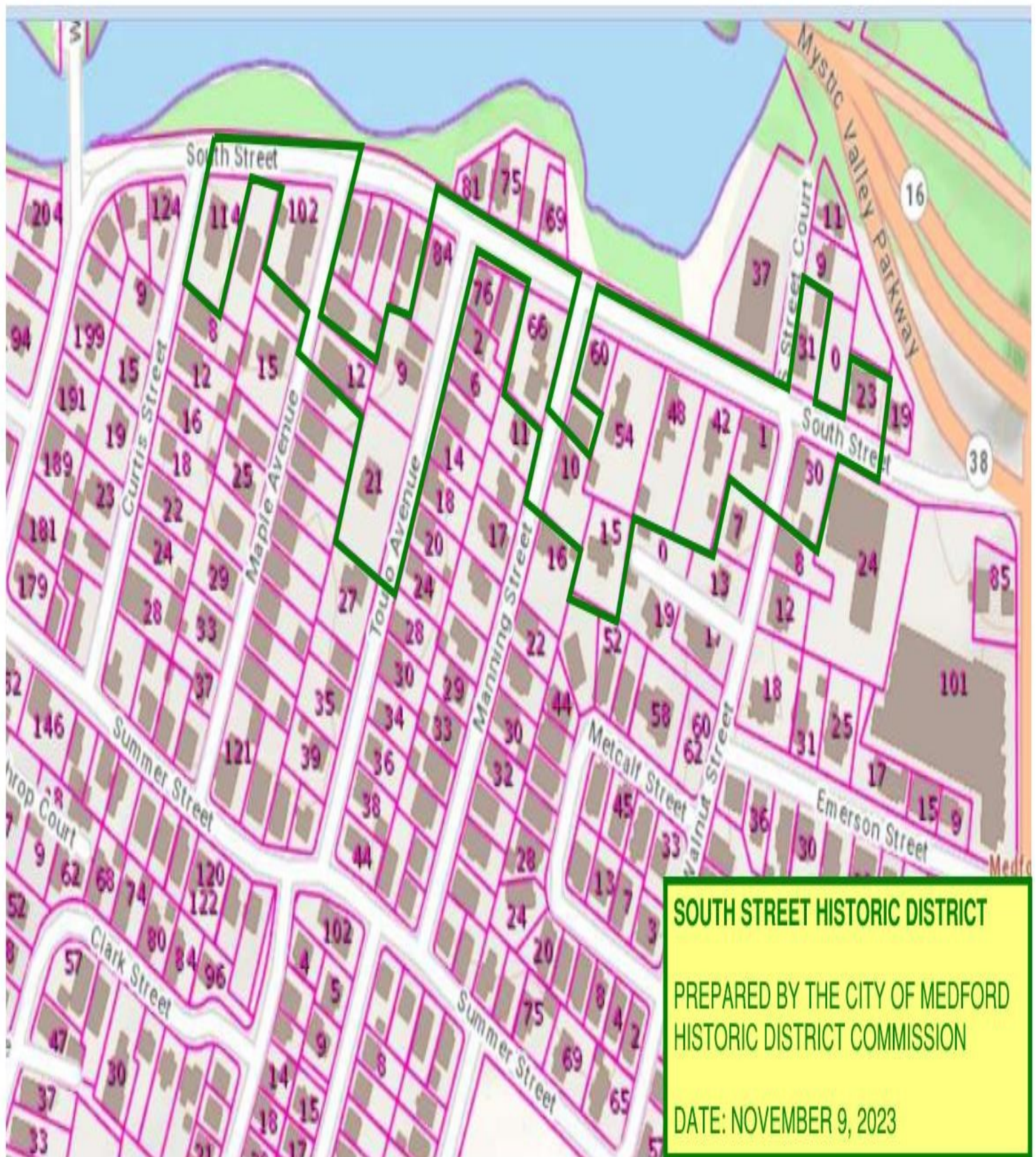
(Ord. No. 489, § 7, 10-15-1985)

Sec. 48-58. - Appeals.

Any applicant aggrieved by a determination of the historic district commission may file a written request with the historic district commission for review by a person or persons of competence and experience in such matters designated by the Metropolitan Area Planning Council as prescribed in M.G.L.A. c. 40C, § 12 and may further appeal such determination to the county superior court as prescribed in M.G.L.A. c. 40C, § 12A.

(Ord. No. 489, § 8, 10-15-1985)

Secs. 48-59—48-75. - Reserved.





Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

AGENDA ITEM

24-423 - Recommendation for the Community Preservation Committee - Appointment Request

FULL TEXT AND DESCRIPTION

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2024-06-10_LettertoCityCouncil_Appointments (1)
2. Gunning_Resume_6.17.21



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

June 14, 2024

Via Electronic Delivery

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

Re: Recommendation for the Community Preservation Committee - appointment request

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body confirm the appointment of **Ada Gunning** of 40 Magoun Avenue to the Community Preservation Committee for a term of 3 years, effective July 1, 2024.

A copy of Ada's resume is attached.

Thank you for your kind attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Breanna Lungo-Koehn", is written over a horizontal line.

Breanna Lungo-Koehn
Mayor

Enc: Resume for Ada Gunning

Ada Gunning, LICSW

Phone: (551) 206-5307 Email: Ada.Gunning@gmail.com

www.AdaGunning.com

SPANISH FLUENCY

EDUCATION

Boston College Graduate School of Social Work
Pomona College, Claremont, CA

Masters in Social Work, 2013
B.A. Politics, High Honors, 2007

EXPERIENCE

Self-Employed Clinical Social Worker, Somerville, MA

2018-current

- Provide individual, couples, and family therapy for members of the Somerville and surrounding communities
- Provide EMDR and CPT protocols for clients with trauma
- Provide CBT protocols for insomnia and panic
- Provide EFT-based couples therapy

Field Advisor, Boston College School of Social Work

2019-2020

- Supported first and second year social work students in successfully completing their required internships
- Facilitated a monthly seminar for first year students

Clinical Social Worker, Massachusetts General Hospital, Chelsea, MA

2014-2019

- Provided clinic-based individual and family assessments and treatment for mental illness and/or behavioral issues
- Provided individual, family, and school-based outpatient psychotherapy to youth at Chelsea High School
- Designed curriculum and facilitated groups for youth (including two DBT groups), a peri-natal groups for women, behavioral change groups in the context of chronic illness, and others
- Engaged in research, including an IRB-approved study on the youth population at Chelsea High School
- Supervised interns and provided support with ongoing education for interns

Bilingual Clinician, North Suffolk Mental Health Association, Chelsea, MA

2013-2014

- Provided individual, couples, and family assessment, and in-home therapy services in both Spanish and English for youth with severe mental illnesses, behavioral issues, and developmental delays
- Provided individual school-based outpatient psychotherapy and school-based case-management services
- Facilitated multi-systemic treatment team meetings for clients involving parents, teachers, therapists and psychiatry services to coordinate treatment planning

Clinical Intern, The Guidance Center, Somerville, MA

2012-2013

- Provided individual, couples, and family assessment, diagnosis, and psychotherapy services in Spanish and English

Advocate, Rosie's Place, Boston, MA

2012 & 2013

Advocacy Intern, Rosie's Place, Boston, MA

2011-2012

- Provided bilingual counseling and complex case management services for impoverished and/or homeless women

ADVANCED TRAINING:

- Cognitive Processing Therapy (CPT)
- EMDR for trauma processing
- OCD and Body Dysmorphia
- CBT for Insomnia Treatment
- EFT for couples therapy
- Spanish for Social Workers
- Internal Family Systems
- Motivational Interviewing
- Problem-Solving Therapy
- Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) for Children with PTSD

Ada Gunning, LICSW

Phone: (551) 206-5307 Email: Ada.Gunning@gmail.com
www.AdaGunning.com

- Mindfulness-Based Stress Management and Self-Care Techniques
- Suicide Risk Management and Safety Planning
- Multi-Generational Trauma in Immigrant Families

PROFESSIONAL APPOINTMENTS

Chair, Legislative Action Committee, National Association of Social Workers (NASW)

2013-2014

PUBLIC SPEAKING

- Panelist, 2016 National School-based Health Center Conference in Washington, DC
- Presenter, 2016 National Association for Social Workers Symposium
- Guest lecturer at Harvard Law School and Boston College School of Social Work in 2016

ACKNOWLEDGEMENTS:

- Recipient of the 2016 Shining Star Team Award for work with behavioral health emergency response in the Chelsea Public Schools
- Recipient of the Unsung Hero Award presented by the MGH Domestic Violence Working Group
- Chelsea Record story on immigrant adolescent girls group can be found at:
<http://www.chelsearecord.com/2014/08/14/unravelling-the-trauma-of-the-journey-north-suffolk-forms-support-group/>



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

June 10, 2024

Via Electronic Delivery

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

Re: Recommendation for the License Commission - re-appointment requests

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body, in accordance with Massachusetts General Law Chapter 138, Sections 4 & 5, approve the re-appointments of:

- Allan Martorana (registered Republican), 25 Blakely Road, Medford, MA 02155
- Ben O'Sullivan-Pierce (registered Democrat), 10 Turell Road, Medford, MA 02155

to the License Commission for a term of 6 years each, to expire June 1, 2030.

Both Allan and Ben will be present via Zoom. Copies of their resumes and appointment letters are attached.

Already serving:

- Robert Dellafano (registered Unenrolled / Independent), 65 Hume Avenue, Medford, MA 02155

Thank you for your kind attention to this matter.

Sincerely,

Breanna Lungo-Koehn
Mayor

Enc: Resume for Allan Martorana
Resume for Ben O'Sullivan-Pierce

ALLAN K. MARTORANA
25 Blakely Road
Medford, MA 02155
781-254-5565
amartorana@comcast.net

PROFESSIONAL SUMMARY

Forty-two years' banking experience emphasizing financial analysis, exceptional customer service and in-depth mortgage product knowledge. Handled over \$1 Billion dollars in real estate purchase and refinance transactions.

EXPERIENCE

Brookline Bank Brookline, MA **(RETIRED)**
3/1997-04/01/2024, SVP Mortgage Banking & Team Leader, NMLS#786204

The Federal Savings Bank Waltham, MA
2/1995-2/1997, Mortgage Representative

The Co-operative Bank of Concord Acton, MA
4/1986-1/1995, Regional Lending Manager

Medford Savings Bank Medford, MA
9/1985-3/1986 Operations Representative
6/1983-8/1985 Pension Specialist
9/1982-5/1983 Teller

EDUCATION **Boston State College** Boston, MA
Bachelor of Science Degree, June 1982

Medford High School Medford, MA
High School Diploma, June 1978

OTHER PROFESSIONAL

Medford Spartan's Football Association
Treasurer-1980

North Medford Minor League Umpire-1981

District Campaign Coordinator/State Representative Anthony Giglio-1982

American Institute of Banking Accreditation Committee-1985

MA State Treasurer's American Dream Task Force-1988-1989

Eastern Middlesex Board of Realtors, Reading
Member 1987-1993

Merrimack Valley Affordable Housing Partnership-1992

Arlington Affordable Housing Committee-1993

Kiwanis Club of Arlington
Member 1993-1999
Director, 1994-1996
Treasurer, 1996-1999

Candidate for Medford City Council, 1999, 2001

The Salvation Army- Mystic Valley Corps, Malden
Advisory Board, 1997-2002
Chair of Finance Committee, 2000-2002
Christmas Bell Ringer, 1997-2002

The Royall House Association, Medford
Treasurer, 1998-2002
President, 2002-2005
Chair, Capital & Restoration Campaigns-2001-2005

Blacklab Festival and Craft Show, Medford
Treasurer, 2002

Medford Chamber of Commerce
Executive Board Member, 1999-2004
Board Member, 2005- 2009
Co-chair, Clippership Day Fundraiser, 2001-2004
Committee member, Discovering Medford Book Fundraiser, 2000
Committee member, "Crusin the Mystic" Fundraiser, 2006
Co-chair, Mystic River Duck Race Fundraiser, 2007
Chair, Fundraising Committee, 2007
Chair, Scholarship Committee, 2008

Licensed Real Estate Agent (inactive status)

Easter Seals Volleyball Tournament, Winchester
Team Member 2001-2003

City of Medford Water & Sewer Commission
Commissioner, 2002-2004
Commission Chair 2004-2007

Greater Medford Visiting Nurses Association
Director, 2001-2018
Chair, Strategic Planning Committee, 2004-2005
Chair, Building Committee, 2005- 2014
Treasurer, 2008- 2014

Medford Historical Society
Financial Advisory Committee 2006, 2007

Rotary Club of Medford
Member, 2007-present
Treasurer-2009-present
Paul Harris Fellow 2014
Fundraising Committee, Casino Night 2014-2019

American Cancer Society, Malden
Relay For Life Participant--2007, 08, 09, 10, 11

SCM Community Transportation, Somerville
Board Member 2010- 2013
Co-chair, Taste of Somerville Fundraiser 2011
Chair, Fundraising Committee, 2012- 2013
Vice President 2012- 2013

City of Medford License Commission
Commissioner 2012-present
Chair, License Commission 2022-present

Medford Community Housing Workshops 2016, 2017, 2018

Allston/Brighton CDC Home-Buying Workshops 2020, 2022, 2023

Visiting Nurse & Community Care, Arlington
Board, 2018-2022
Investment Committee 2022 -present

Martorana Strong 33 Cancer Foundation
Board, 2021-present

BEN O'SULLIVAN-PIERCE

10 Turell Rd. Medford, MA · 617-877-5582

ben@freshstartcorp.net

Below is my career and educational information. I have been self-employed for the past 18 years which is much of my work experience.

EXPERIENCE

2005 – 2006

COLLEGIATE ENTREPRENEURS, BRANCH MANAGER

CAMBRIDGE, MA

While in college, running a summer painting company where I was responsible for selling work, hiring people and dealing with client finances. Most work was performed in the Cambridge and Somerville area.

2006 – 2024

CO-FOUNDER/CO-OWNER, FRESH START CONTRACTING CORP.

BURLINGTON, MA

Residential General Contractor specializing in home renovations, custom carpentry, new construction and repairs. Our company has 30 full time staff and services areas all over New England.

Website: www.freshstartcontracting.net

ADDRESS: 30 B STREET BURLINGTON, MA 018032006 – 2024

2019 – 2024

LICENSING COMMISSIONER,. CITY OF MEDFORD, MA

MEDFORD, MA

One of 3 licensing commissioners. We have faithfully met monthly (or more) to assist with the business of Medford. I believe that we have made a positive impact on the business community and general population of Medford with good decision making. The businesses know that we are fair and provide them with a clear way to grow their businesses with the safe sale of alcohol. We also approved the city's first Brewery and many new establishments.

EDUCATION

2004

HIGH SCHOOL DIPLOMA, CAMBRIDGE RINDGE & LATIN SCHOOL

CAMBRIDGE, MA

Studied Spanish, Italian, AP Literature and History. I also took trade classes like Carpentry and Automotive. Was captain of the hockey team during my senior year.

2008



BACHELOR OF SCIENCE, BENTLEY UNIVERSITY WALTHAM, MA

Majored in Business Management and learned the skills to go into business for myself. Studied accounting, marketing and entrepreneurship to name a few. Started my business, Fresh Start Contracting, while attending school.

SKILLS

- Licensing Board Member since 2019
- Licensed General Contractor in MA
- Real estate experience
- Financial experience running multi-million-dollar company
- People skills, communication and project management

ACTIVITIES

I enjoy running and have run in 2 full marathons in 2015 (New York) and 2017 (Boston). I enjoy spending time with my wife Catherine and 3 kids (Cameron -4, Taylor-2 and Cassidy- 3 months). I enjoy golfing and spending time with my parents and brothers. I was born and raised in Cambridge, MA and have lived in the area all my life. I have been a resident of Medford since 2008.



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

June 20, 2024

Via Electronic Delivery

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

Re: Community Preservation Committee Appropriation Request

Dear President Bears and Members of the City Council:

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

Requesting the appropriation of \$20,000.00 from the CPA General Reserve to Medford Public Schools for the purchase and installation of bicycle repair stations at the McGlynn, Andrews, and Medford High schools.

Requesting the appropriation of \$5,000.00 from the CPA General Reserve to the Roberts Elementary School PTO, Inc. for the purchase and installation of a basketball hoop at the Roberts Elementary School.

Requesting the appropriation of \$5,000.00 from the CPA General Reserve to Medford Public Schools for the purchase and installation of a gaga ball pit for the McGlynn Elementary School.

The project will be tracked in the Community Preservation Fund.

The CPC recommendation letters are attached and incorporated. Community Preservation Act Manager Theresa Dupont and Chairperson Roberta Cameron will be in attendance; Dr. Peter Cushing and Principal Andrew O'Brien from Medford Public Schools have been invited to speak on the projects.

Thank you for your consideration.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Breanna Lungo-Koehn", is written over a horizontal line.

Breanna Lungo-Koehn
Mayor

Enclosures

**85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org**



Funding Recommendation Decision

June 14, 2024

Applicant Name: Medford Public Schools

Applicant Address: 489 Winthrop Street, Medford, MA 02155

Project: Bicycle Infrastructure Improvements

On June 11, 2024 the City of Medford Community Preservation Committee (“CPC”) voted 6-0-0 to recommend to City Council that Medford Public Schools be awarded \$20,000 of Community Preservation Act (“CPA”) funds to purchase and install bicycle repair stations at the McGlynn, Andrews, and Medford High schools. In reaching their decision, the CPC found that the project meets the CPA objective of the conservation of open space and recreation.

Conditions of Approval:

1. Fixtures installed using CPA funds will be made available to the public during non-school hours.

DocuSigned by:

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Roberta Cameron, Chair
Community Preservation Committee



Funding Recommendation Decision

June 14, 2024

Applicant Name: Roberts Elementary Parent Teacher Organization Inc. (PTO)

Applicant Address: 35 Court Street, Medford, MA 02155

Project: Roberts Elementary Basketball Hoop/Playground Enhancements

On June 11, 2024 the City of Medford Community Preservation Committee (“CPC”) voted 6-0-0 to recommend to City Council that the Roberts Elementary PTO Inc. be awarded \$5,000 of Community Preservation Act (“CPA”) funds to purchase and install a basketball hoop at the Roberts Elementary School. In reaching their decision, the CPC found that the project meets the CPA objective of the conservation of open space and recreation.

Conditions of Approval:

1. CPA funds will be applied after funds received through the Community Fund grant are expended.
2. Fixtures installed using CPA funds will be made available to the public during non-school hours.

DocuSigned by:

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Roberta Cameron, Chair
Community Preservation Committee



Funding Recommendation Decision

June 14, 2024

Applicant Name: Medford Public Schools - McGlynn Elementary School

Applicant Address: 3002 Mystic Valley Parkway, Medford, MA 02155

Project: McGlynn Elementary GaGa ball pit

On June 11, 2024 the City of Medford Community Preservation Committee (“CPC”) voted 6-0-0 to recommend to City Council that the McGlynn Elementary School be awarded \$5,000 of Community Preservation Act (“CPA”) funds to purchase and install a Gaga ball pit for the McGlynn Elementary School. In reaching their decision, the CPC found that the project meets the CPA objective of the conservation of open space and recreation.

Conditions of Approval:

1. Fixtures installed using CPA funds will be made available to the public during non-school hours.

DocuSigned by:

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Roberta Cameron, Chair
Community Preservation Committee



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

AGENDA ITEM

24-427 - Appropriation for Medford High School MSBA Feasibility Study

FULL TEXT AND DESCRIPTION

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2024.06.25_FreeCashforHighSchoolMSBAProject



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

June 20, 2024

Via Electronic Delivery

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

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body vote the following as reviewed by the Massachusetts School Business Authority:

That the City of Medford appropriates the amount of Three Million Dollars (\$3,000,000) for the purpose of paying costs of the feasibility study for Medford High School currently located at 489 Winthrop St. Medford, Massachusetts, including the payment of all costs incidental or related thereto, and for which the City of Medford may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Medford Comprehensive High School Building Committee. To meet this appropriation, the Mayor, with the approval of the City Council, proposes the use of \$3,000,000 in free cash. The City of Medford acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the City of Medford incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the City of Medford, and that the amount authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the City of Medford and the MSBA.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor



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

June 20, 2024

Via Electronic Delivery

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

Re: Fund General Stabilization & Establish and Fund Capital Stabilization Funds

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body vote to appropriate Free Cash in the amount of Six Million Dollars (\$6,000,000) into the General Stabilization Fund established earlier this year by your Honorable Body. As you know, the vast majority of cities and towns in the Commonwealth of Massachusetts have a General Stabilization Fund in order to provide for emergencies and unforeseen expenses. A simple majority of the City Council is required to appropriate funds into a stabilization fund.

Further, in accordance with Chapter 40, Section 5B of the General Laws, I respectfully request and recommend that your Honorable Body take the following actions, each requiring a 2/3rds majority vote of the City Council for establishment:

- Establish a Capital Stabilization Fund and vote to appropriate Five Million Dollars (\$5,000,000) of Free Cash to this fund; and
- Establish a Water & Sewer Capital Stabilization Fund and vote to appropriate Two Million Dollars (\$2,000,000) of Retained Earnings to this fund.

As you are aware, Free Cash and Retained Earnings are only available after certification through June 30th of each year. Each year without a stabilization fund, the City could face significant challenges in addressing emergencies or capital needs from July 1st until certified.

Chapter 40, Section 5B of the General Laws stipulates that "Cities, towns, and districts may create 1 or more stabilization funds and appropriate any amount into the funds..." The Division of Local Services, Financial Management Resource Bureau, notes in a published article:

"A city or town's capital assets are a vital part of providing essential services to residents. Capital assets include public buildings and structures, roadways, parks and fields, large equipment like dump trucks, mowers, fire engines, fire breathing apparatus, police cruisers, radio equipment, as well as land acquisitions. Major repairs to a capital asset, or when it needs to be replaced unexpectedly or reaches its expected useful life early, can be a significant shock to the budget. Additionally, deferred maintenance of existing capital assets is a major contributor to capital failures, as these necessary upkeep costs are sometimes avoided in the interest of balancing the budget. One way to better prepare for capital expenditures, both planned and unexpected, is to

**85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org**



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

establish a special purpose capital stabilization fund dedicated to funding regular, required capital repairs and maintenance.”

Enclosed, please find a draft Free Cash plan for your review and input.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Enclosure



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

June 20, 2024

Via Electronic Delivery

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

Re: Free Cash and Retained Earnings Update / Request for Input

Dear President Bears and Members of the City Council:

On June 18, 2024, the City of Medford received Notification of Free Cash Approval from the Massachusetts Department of Revenue, Division of Local Services as follows:

“Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2023 for the City of Medford is:

General Fund	\$34,241,981.00
Enterprise Fund WATER & SEWER	\$11,164,741.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.”

As per requests to the City Council dated June 18, 2024, I am requesting the following funds be appropriated from Free Cash.

\$ 6,000,000 – General Stabilization Fund
\$ 5,000,000 – Capital Stabilization Fund
\$ 3,000,000 – MSBA needs
\$14,000,000

The Capital Stabilization funding mentioned above would be a source for FY24 and prior year capital improvement needs. For the remaining funds, I anticipate the following future appropriation requests. I welcome the City Council’s input on future appropriation requests before my office and the finance team work to finalize an initial roadmap for the funds.

\$ 1,000,000 – Additional funding to renovate the Hegner Center
\$ 2,500,000 – Fire Department Fleet replacements
\$ 2,000,000 – Pension Liability
\$ 2,000,000 – Fiscal Year 2025 Capital Improvements
\$ 2,000,000 – Fiscal Year 2026 Capital Improvements
\$ 9,500,000

**85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org**



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

Please note that we do not anticipate future certifications to be as large as the last few years. There are many factors that contributed to the balance in free cash today, including conservative estimating of revenues in the pandemic years, vacancies in personnel positions, health insurance budget turn backs and the availability of ARPA funds. While best practices still dictate that we should be somewhat conservative on revenue estimates, we push the envelope for FY25 with our finance director's help. We are now able to process personnel hires faster than we were able to in the past, are not expecting any health insurance turn backs (instead, actuals are showing a deficit for FY24) and the ability to appropriate ARPA funds ends December 31, 2024.

Finally, as the Council may know, the Division of Local Services' general stabilization recommended goal is five to seven percent of the current operating budget range. For Medford, five to seven percent of the FY25 budget would be \$9.47 to \$13.26 million.

On the funds certified for the Water & Sewer Enterprise, as the Council knows, \$2 million is proposed for a capital stabilization fund specifically for water & sewer and the City is presently performing a water system analysis, capital plan and rate study, which will help further inform the City in its planning efforts to address the aging water infrastructure across the City.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor



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

June 20, 2024

Via Electronic Delivery

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

Re: Acceptance of Shared Service Statute

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body vote to accept the provisions of Massachusetts General Law Chapter 71, Section 37M which would allow the City to share services between municipal departments and the school department. As you will see in the enclosed statute, the acceptance of this statute requires majority approval of the City Council and the School Committee.

Thank you for your kind attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Breanna Lungo-Koehn", is written over the printed name.

Breanna Lungo-Koehn
Mayor

Enclosure

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XII	EDUCATION
Chapter 71	PUBLIC SCHOOLS
Section 37M	CONSOLIDATION OF ADMINISTRATIVE FUNCTIONS WITH CITY OR TOWN

Section 37M. (a) Notwithstanding the provisions of chapter forty-one or chapter seventy-one or any other special or general law to the contrary, any city or town which accepts the provisions of this section may consolidate administrative functions, including but not limited to financial, personnel, and maintenance functions, of the school committee with those of the city or town; provided, however, that such consolidation may occur only upon a majority vote of both the school committee and in a city, the city council, with approval of the mayor required by law or in a town, the annual town meeting or in a town with no town meeting, the town council.

(b) Notwithstanding any general or special law to the contrary, a decision to consolidate functions pursuant to paragraph (a) of this section may be revoked by a majority vote of either the school committee of the city or town, or the city or town, or both as such vote is described in said paragraph (a).



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

June 20, 2024

Via Electronic Delivery

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

Re: Fiscal Year 2024 Year End Transfers

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body approves the following end of year transfers for FY2024:

Transfer to	Amount	Transfer From	Amount
Legislative - Salaries	4,000.00	Contractual Agreements	4,000.00
Finance - Expenses	5,000.00	Cable - Salaries	5,000.00
Finance - Salaries	25,000.00	Contractual Agreements	25,000.00
Assessor - Salaries	14,500.00	Contractual Agreements	14,500.00
HR - Salaries	21,000.00	Contractual Agreements	21,000.00
Info Tech - Salaries	8,500.00	Contractual Agreements	8,500.00
Law - Expenses	50,000.00	Law - Salaries	50,000.00
Elections - Salaries	31,000.00	Contractual Agreements	31,000.00
Elections - Expenses	15,000.00	Law - Salaries	15,000.00
Electrical - Salaries	30,000.00	Contractual Agreements	30,000.00
Electrical - Expenses	25,000.00	Building - Salaries	25,000.00
Facilities - Salaries	7,000.00	Contractual Agreements	7,000.00
Facilities - Expenses	200,000.00	DPW-Parks - Salaries	30,000.00
		DPW-Forestry - Salaries	40,000.00
		Clerk - Salaries	20,000.00
		Cable - Salaries	10,000.00



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

		Law - Salaries	100,000.00
DPW-Engineering - Salaries	18,500.00	Contractual Agreements	18,500.00
DPW-Highway - Salaries	38,500.00	Contractual Agreements	38,500.00
DPW-Cemetery - Salaries	22,000.00	Contractual Agreements	22,000.00
DEI - Salaries	7,500.00	Contractual Agreements	7,500.00
Pensions - Salaries	4,000.00	Contractual Agreements	4,000.00
Workers Comp - Salaries	200,000.00	Health - Salaries	100,000.00
		Treasury - Salaries	50,000.00
		Veterans - Expenses	50,000.00
Workers Comp - Expenses	25,000.00	DPW-Parks - Ordinary	25,000.00
Insurance - Expenses	1,000,000.00	Contractual Agreements	540,000.00
		Police - Salaries	460,000.00

Thank you for your kind attention to this matter.

Sincerely,


Breanna Lungo-Koehn
Mayor



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

June 20, 2024

Via Electronic Delivery

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

Re: Proposed Wage Adjustment for Non-Union Personnel

Dear President Bears and Members of the City Council:

I respectfully request and recommend that the City Council approve the following amendment 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:

Amendment A

Non-Union Personnel*:

- Effective January 1, 2024: increase the base salary of all non-union titles by 1%
- Effective July 1, 2024: increase the base salary of all non-union titles by 2%

I further request and recommend that CAF-22 (the Mayor’s position) be excluded from the cost of living adjustments (COLA) afforded to non-union personnel between 2021 and 2024, and something less than the general 2% increases be made to CAF-22, such as a mix of 0% and 1% increases. Suggested increases would be 1/1/2020 – 0%, 1/1/2021 – 1%, 1/1/2022 – 1%, 1/1/2023 – 1%, 1/1/2024 – 0%, 7/1/2024 – 1%.

The following is a table of the historical COLAs attributed to CAF-22:

	date		step 1	step 2	step 3	step 4	step 5
CAF - 22 MAYOR	7/1/2011		130,014.62				
	7/1/2012	n/a					
	7/1/2013	2.5%	133,264.98				
	7/1/2014	2%	135,930.28				
	7/1/2015	0%	135,930.28				
	1/1/2016	0%	135,930.28				
	1/1/2017	0%	135,930.28				
	1/1/2018	0%	135,930.28				
	1/1/2019	0%	135,930.28				
	1/1/2020	0%	135,930.28				
	1/1/2021	0%	135,930.28				
	1/1/2022	0%	135,930.28				
	1/1/2023	0%	135,930.28				



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

Amendment B

The language of “CAF-19” shall be amended to include the following position:

“Human Resources Director”

Amendment C

Per the Council’s request, the language of “CAF-21” shall be amended to remove the following position and a new classification of “CAF-21.5” be created to include the following position, as per the below table, which takes into account the above cost of living increases:

“City Solicitor”

	date		step 1	step 2	step 3	step 4	step 5
CAF - 21.5 City Solicitor							
	7/1/2024	2%	138,648.89	143,683.59	148,901.12	154,308.11	159,911.44

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor



Medford City Council
Medford, Massachusetts

MEETING DATE

June 25, 2024

SPONSORED BY

AGENDA ITEM

24-436 - Medford Housing Authority Appointment

FULL TEXT AND DESCRIPTION

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. MedfordHousingAuthority_JimLister_06.25.2024_wEnclosures



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

June 21, 2024

Via Electronic Delivery

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

Re: Medford Housing Authority Appointment

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body, in accordance with M.G.L. c. 121B §5, confirm the appointment of the following individual for a 5-year term through March 1, 2029, as the “representative of organized labor” as cited in the referenced statute:

- *James R. Lister, Representative of Organized Labor, 193 Winthrop Street, Medford, MA 02155*

A copy of the appointment letter is attached.

Thank you for your kind attention to this matter.

Sincerely,

Breanna Lungo-Koehn
Mayor

Enc: Resume for James R. Lister



BREANNA LUNGO-KOEHN
MAYOR

City of Medford

OFFICE OF THE MAYOR

City Hall - Room 202
Medford, Massachusetts 02155
Telephone (781) 393-2408

FAX: (781) 393-2514
TDD: (781) 393-2516
E-mail: mayor@medford-ma.gov

June 14, 2024

Via First Class Mail

Jim Lister
193 Winthrop Street
Medford, MA 02155

Dear Jim Lister:

Thank you for your continued interest in serving on a board with the City of Medford.

Pursuant to Section 52 of the Medford City Charter and §5 of Chapter 121B of the Massachusetts General Laws, I hereby re-appoint **Jim Lister** as a member of the **Medford Housing Authority**, so established, and I certify in my opinion that he is a person specifically fitted by education, training, or experience to perform the duties of said office, and I make the appointment in the best interest of the City of Medford.

This appointment is for five years expiring on March 1, 2029.

Please contact the Office of the Medford City Clerk to be sworn in at your convenience.

Thank you for your commitment and dedication to the City of Medford.

Sincerely,

Breanna Lungo-Koehn
Mayor
City of Medford

BLK



BREANNA LUNGO-KOEHN
MAYOR

City of Medford

OFFICE OF THE MAYOR

City Hall - Room 202
Medford, Massachusetts 02155
Telephone (781) 393-2408

FAX: (781) 393-2514
TDD: (781) 393-2516
E-mail: mayor@medford-ma.gov

June 14, 2024

Via Hand Delivery

Mr. Adam L. Hurtubise
City Clerk
City of Medford
Medford City Hall, Room 103
85 George P. Hassett Drive
Medford, MA 02155

Dear Mr. Clerk:

Pursuant to Section 52 of the Medford City Charter, I hereby re-appoint **Jim Lister** to the position of member of the **Medford Housing Authority**, so established, and I certify that in my opinion they are a person specifically fitted by education, training or experience to perform the duties of said office, and I make the appointment solely in the interest of the city.

This appointment will expire on March 1, 2029.

Signed,

Breanna Lungo-Koehn
Mayor
City of Medford

6/13/24
Date

JAMES LISTER

HOUSING COMMISSIONER

PROFESSIONAL SUMMARY

Accomplished International Vice President with a proven track record at the International Association of Heat & Frost Insulators and Allied Workers, adept in regulatory compliance and team building. Spearheaded growth strategies, improved operational efficiencies, and excelled in representing the company at key industry events. Experienced in fostering long-term relationships and enhancing union strength to address labor shortages.

EXPERIENCE

International Vice President

September 2022 - Present | International Association of Heat & Frost Insulators and Allied Workers, Lanham, MD

- Part of a strategic team to grow and strengthen our Industry. To position our Union to meet the demands of the up and coming Labor shortages.
- Provided leadership in developing corporate vision, mission, values, and culture.
- Developed growth plans by identifying key targets.
- Represented company at industry events and conferences.
- Identified areas of improvement within various departments through detailed analysis of current practices.

Business Manager

June 2018 - September 2022 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

- Managed the day-to-day operations of the Union including scheduling resources, monitoring workflow and ensuring deadlines are met.
- Developed long-term relationships with contactors through regular contact and follow up activities.
- Provided leadership in the development of policies, procedures, processes, systems, controls.

Union Trustee

July 2002 - December 2020 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

CONTACT

- ☎ (781) 507-3692
- ✉ jimlister@comcast.net
- 📍 Medford, Massachusetts 02155

SKILLS

- Conflict Resolution
- Regulatory Compliance
- Process Improvement
- Team Building

- One of the Representatives on the Union side that oversaw the Pension and Health and Welfare Funds of Local 6 Boston, which represented over 1000 participants.

Business Agent

[January 2016 - June 2018](#) | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

- I was responsible for supplying manpower to signatory contractors.
- 600 member Local with over 20 Contractors
- Responsible for filling all labor calls.

President

[June 2015 - January 2016](#) | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

- Conducted Union business on behalf of the membership. Chaired Union Meetings. Oversaw the Business Manager and Agent.

Vice President

[June 2012 - June 2015](#) | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

Chaired the Executive Board and meetings.

Foreman

[September 1979 - January 2015](#) | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

Worked for signatory Contractors installing Mechanical Insulation at various locations throughout Massachusetts. Directed Manpower on a daily basis and ordered material to be installed depending on crew size. Always met dead lines and finished jobs ontime and under budget with no call backs.

Responsible for Safety compliance from all workers under my supervision.

Medford Housing Commisisoner

[June 2023 - Present](#) | International Association of Heat & Frost Insulators and Allied Workers, Lanham, MD

EDUCATION

Trustee in Pension Funds

International Foundation for Employee Benefit Plan, various

CERTIFICATIONS

- Massachusetts Builders License

REFERENCES

References available upon request

RECEIVED
CITY CLERK
MEDFORD, MASS.

2024 MAY 30 PM 12:42



City of Medford

Massachusetts

5/30/ 2024

PETITION

To the Honorable City Council

Councillors:

The undersigned respectfully pray for

to speak on special permits, notification
requirements and classification of certain types
of businesses. Such as methadone dispensaries.

PETITIONER'S SIGNATURE Cheryl Rodriguez

Cheryl Rodriguez
(Print Name)

Residence: 281 Park St.

Business Telephone Number 617-970-1133

Home Telephone Number _____