

The Records of the Special Meeting of April 15, 2025 were passed to Councilor Lazzaro.

Reports of Committees

25-048 - Offered by Isaac Bears, Council President

Committee of the Whole, April 8, 2025, Report

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

Planning and Permitting Committee, April 9, 2025, Report

25-041 - Offered by Matt Leming, City Councilor

Resident Services and Public Engagement Committee, April 15, 2025, Report

25-060 - Offered by Isaac Bears, Council President

Committee of the Whole, April 16, 2025, Report

HEARINGS

25-036

Petition to Amend Special Permit - 282 Mystic Ave

25-060

Submitted by Office of Planning, Development, and Sustainability

Community Development Block Grant (CDBG) Action Plan for FY2026

MOTIONS, ORDERS, AND RESOLUTIONS

25-063 - Offered by Isaac Bears, Council President

Resolution to Request Mitigation of Sound and Light Impacts of New West Medford Commuter Rail Platform

COMMUNICATIONS FROM THE MAYOR

25-061

Submitted by Mayor Breanna Lungo-Koehn

Request for Food Truck Permits for "Trolley Dogs" - May through July at Hormel Stadium

25-064

Submitted by Mayor Breanna Lungo-Koehn

Appropriation of Free Cash and Recission of Loan Order

25-065

Submitted by Mayor Breanna Lungo-Koehn

Community Preservation Committee Appropriation Request

25-066

Submitted by Mayor Breanna Lungo-Koehn

Appropriation of Free Cash

25-067

Submitted by Mayor Breanna Lungo-Koehn

Chapter 46, Floods, Article II – Flood Ordinance Update

PUBLIC PARTICIPATION

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

UNFINISHED BUSINESS

24-031

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

IN CITY COUNCIL

FEBRUARY 6, 2024

TABLED

25-045

Appeal of Sign Permit Refusal - 42 Fulbright Street

IN CITY COUNCIL

MARCH 25, 2025

TABLED

25-050

**Loan Order - \$25,775,000 School HVAC Infrastructure and
Roof Bonds (Supplemental)**

IN CITY COUNCIL

APRIL 8, 2025

APPROVED FOR FIRST
READING

ADVERTISED

APRIL 18, 2025

BOSTON HERALD

IN CITY COUNCIL

APRIL 29, 2025

ELIGIBLE FOR THIRD
READING

25-053

**Gender-Affirming Care and Reproductive Healthcare
Ordinance**

IN CITY COUNCIL APRIL 8, 2025

APPROVED FOR FIRST
READING

TO BE MAY 1, 2025
ADVERTISED

MEDFORD TRANSCRIPT &
SOMERVILLE JOURNAL

IN CITY COUNCIL MAY 13, 2025

ELIGIBLE FOR THIRD
READING

Reports Due/Deadlines

<u>16-574</u>	University Accountability Report (Next Report Due in March 2025)
<u>22-026</u>	Quarterly Presentation on City's Financial Health by Chief Financial Officer/Auditor
<u>22-027</u>	Monthly Copy of Warrant Articles from Chief Financial Officer/Auditor

Adjournment



Medford City Council
Medford, Massachusetts

MEETING DATE

April 29, 2025

SPONSORED BY

George Scarpelli, City Councilor

AGENDA ITEM

25-062 - Resolution in Memory of Mr. William "Shayne" Hoarty

FULL TEXT AND DESCRIPTION

WHEREAS, the Medford City Council deeply mourns the passing of Mr. William "Shayne" Hoarty, a lifelong resident of the City of Medford, who passed away on March 10, 2025, at the age of 70; and

WHEREAS, Mr. Hoarty was born on August 3, 1954, in Vacaville, California, the beloved son of the late Charles L. and Carole L. (Spencer) Hoarty, and later made Medford his lifelong home; and

WHEREAS, Shayne graduated from Medford High School and went on to honorably serve his country as a member of the United States Marine Corps; and

WHEREAS, Mr. Hoarty dedicated over 30 years of honorable and selfless service to the City of Medford as a firefighter, serving with courage, compassion, and an unwavering commitment to public safety; and

WHEREAS, Shayne remained a proud and active member of the Medford Fire Department community long into his retirement, frequently visiting his former Engine 6 station and staying connected with his fellow firefighters; and

WHEREAS, Shayne leaves behind a legacy of love, service, and deep-rooted community ties, survived by his loving wife Mary (Kelley) Hoarty, daughter Kellie M. and her husband Chris J. Jenke, granddaughter Kacie K. Jenke, sister Dawn Foley, brother Mark Hoarty and his wife Maureen, and many nieces and nephews;

NOW, THEREFORE BE IT RESOLVED, that the Medford City Council formally extends its deepest sympathies to the family and loved ones of Mr. William "Shayne" Hoarty, and expresses its profound gratitude for his service, friendship, and lasting impact on the City of Medford; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the Hoarty family as a token of the City's respect and admiration.

Offered this 29th day of April, 2025, by the Medford City Council.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

24-468
MEDFORD CITY COUNCIL
SPECIAL MEETING
TUESDAY, APRIL 15, 2025 @ 6:00 P.M.

Clerk's Note: These Special Meeting Records are in Committee Report format.

Attendees: Council President Isaac "Zac" Bears; Council Vice President Kit Collins; Councillor Anna Callahan; Councillor Emily Lazzaro; Councillor Matt Leming; Councillor George Scarpelli; Councillor Justin Tseng; City Clerk Adam Hurtubise; other participants as noted in the body of this report.

President Bears called the meeting to order at 6:00 p.m. on April 15, 2025 in the City Council Chambers on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss the draft City Charter as amended by the Mayor (Paper **24-468**).

President Bears thanked participants for attending. The Council considered the draft charter referred to this meeting on April 8 after being previously amended by the Mayor.

Councillor Callahan said she feels very comfortable with taking out "consecutive" from the terms of the School Committee and Council.

Councillor Leming said he had some very last-minute edits. Councillor Leming moved to amend 3-1-c to delete the word "consecutive"; amend 4-1 to say no person shall be elected to the office of School Committee Member for more than 8 terms; and amend 2-1-d to say no person shall be elected to the office of City Council Member for more than 8 terms (Councillor Callahan second)—failed on a vote of two in favor (Councillor Callahan and Councillor Leming) and five opposed.

Councillor Lazzaro said she needed to say a few things about the Mayor on the School Committee. She said she understands why Vice President Collins suggested that we remove the Mayor from the School Committee. She said something like 45% of the people surveyed said they did not want the Mayor on the School Committee. She said sometimes it seemed like the recommendations were cherry-picked. She said members of the School Committee have expressed reasons why the Mayor should not be a member of the School Committee and that the composition of the School Committee should be like the composition of the City Council. She said that the School Committee deserves a lot more attention when we are having these conversations. She said we have lost the time and the opportunity to make major changes to this document. Councillor Lazzaro said she wanted a document that the legislature would approve and that could go to the voters. She said we have agreed on 95% of what is in this document.

Councillor Scarpelli said that he was excited to see the work that went into this. He said he previously supported having the Mayor as Chair of the School Committee. He said he is hearing from people in the public that it is important to have the Mayor on the School Committee. He said one of the biggest factors is the lack of participation by new candidates. He said we have candidates who run as a slate. He said we see how this impacts government. He said we cannot move this forward without having the Mayor on the School Committee. He said a 7-0 vote can get this to the Mayor's Office and off to the legislature. He said that as a former member of the School Committee, he understands the need to have the Mayor on the School Committee. He said that our legislative delegation is watching what happens. He said he should have asked Milva McDonald for her opinion last week.

Councillor Tseng said he wanted to split his comments into process and substance. He said on process, he and President Bears have been working very closely with the Mayor's Office for a very long time. He said a lot of this could have been mitigated had the Mayor's Office given the green light to move forward on this earlier. He said we placed this pretty early on in our governing agenda, to start conversations last year in February. He said he wrote the Mayor and the Chief of Staff on August 8 to set up these meetings so we could jump into things in September. He said that in a phone call, the Mayor asked the Council to delay those meetings. He said we respected the Mayor's request. He said we were again asked to delay by a month because the Charter Committee hadn't yet delivered a draft to the Mayor. He said he respected the wishes on all the motions that were made. He said we were notified late last year that we needed to push out a product by mid-April. He said he disagrees with Councillors Lazzaro and Scarpelli on the timeline. He said he thinks we do need to do our due diligence and that is one of our roles.

Councillor Tseng said that this is a complicated conversation which is fair because the charter is a foundational document. He said he finds it not helpful when a Councillor suggests that parts of the charter are to take power away from certain groups. He said it is wrong to bring that into this conversation. He said we shouldn't suggest that any of these proposals are here to undermine anyone in this room, or any voter. He said the Mayor on the School Committee is a tough decision to make. He said he has heard that the balance of power shift was not enough. He said we should be consistent in our approach. He said most people or at least a plurality of people wanted to take the Mayor off the School Committee. He said he thinks there's an argument that the Mayor should have to attend all School Committee meetings. He said things like the override vote wouldn't have happened had the Mayor not been on the School Committee. He said he doesn't find it as compelling that that Mayor plays a role in negotiating, because of conflicts of interest. He said that Member Reinfeld made a compelling point that she leans no in bringing the Mayor off the School Committee but that anyone who is on the School Committee should run for the primary purpose of serving on the School Committee; and that the school-related expertise is not the basis of the Mayor's election to office. He said he hasn't settled completely on where he falls on this debate. He said he wants to see this Charter succeed. Councillor Tseng said we should not let the

perfect be the enemy of the good, but he also worries about creating a situation where it's so hard to say yes to better. He said he worries about deferring better for the future.

Councillor Leming said he's had thoughts that have changed over time, particularly since December. He said he doesn't think anybody is a bad guy here. He said he outlined some issues with the process in a post on his blog. He said people who want to do what is best for the City are disagreeing on the best means of getting there. He said that the more popular decision was to keep the Mayor off the School Committee. He said he also thinks we should have term limits. He said he has colleagues who disagree on the issue of the Mayor on the School Committee. He said he understands Councillor Tseng's points about behind the scenes conflicts of interest, particularly in negotiations. He said there needs to be a stronger balance between the Mayor, the Council, and the School Committee. He said that this resets the balance. He said he would vote to keep the Mayor off the School Committee.

Councillor Callahan said she is not happy with how this process has gone for the charter in general. She said that she thinks that if we do not put the Mayor back on the School Committee, that this charter will not make it to the state.

Vice President Collins thanked her colleagues for the discussion thus far. She said she spoke a lot about her reasons for making the motion to remove the Mayor a week ago. She said that with our review of the charter, something that has been in the back of her mind, is the question of when is it worthwhile to make changes for the sake of change or to make progress for the sake of doing things differently, or to hold out for different changes. She said she is wary of Medford, invested in things that will make our community better, like a new charter. She said she believes that a new charter should meaningfully engage on a balance of power. She said we really need to see the renegotiation of the discussion of the power imbalance. She said that this was a process that was initiated by the Mayor. She said that there is a way to look at her role as saying that there is nothing glaringly problematic, and let it go to the voters. She said that another role is to make it so meaningful that she would personally endorse and campaign on this item. She said that this charter does not represent a meaningful change to the level of representation that residents will enjoy. She said she is hearing that people want better representation. She said she will not be supporting the motion to put the Mayor back on the School Committee.

Councillor Lazzaro said she agrees with what everybody said. She offered a B-Paper as a press release for review by the Council to be released after the vote.

Mayor Lungo-Koehn said that the committee worked extremely hard on this entire document. She said she made amendments that she thought were minor and suggested by the Collins Center. She said that from the Collins Center's review of charters throughout the Commonwealth, the balance of power is normal for our form of government. She said that's what the electorate wants. She said personally, she'd rather not be on the School Committee. She said serving on the School Committee for almost six years has opened her eyes to the needs of the schools. She said 99% of the

time, she's trying to caution the spending on the school side. She said that the Mayor should be on the School Committee. She said that this is the last opportunity to get the charter passed. She said she did not interfere in the committee's process. She suggested a review in five years instead of ten, with a committee, similar to what is requested by the Council, with Mayoral, School Committee, and Council appointments. She said that the Charter Committee was diverse even though it was mostly left-leaning. She said we know we're at the final hour. She urged the Council to reconsider and we can make further amendments later.

President Bears said we did submit a draft on March 11. He said that nobody here has commented on the political leanings of the members of the Charter Committee. He said there's a difference between politically diverse representation on a committee made through appointments by a single person. He said that nobody has said anything about the political opinions of the members of the committee. He said that the Council and the School Committee were not involved at all in the composition of the charter study committee. He said he includes in this discussion a person on the committee that made a death threat against him.

Councillor Scarpelli said that the document that we had has gone back and forth to the Mayor. He said we've made a lot of the changes that the Mayor requested. He said he doesn't see eye to eye with the Mayor on a lot of issues but that she has put forth what is right for the community. He said that the community resoundingly supports this document. He said that the piece that seems to be holding this up is putting the Mayor on the School Committee as a voting member. He said that it looks like there are alternative reasons behind it. He said it looks like you're going to hang your hat on one issue. He said he was on the School Committee. He said he has seen it when the Mayor takes total control of the School Committee. He said that that is not this School Committee. He said that the Collins Center said we don't have to wait ten years. He said that the last sticky piece is the Mayor on the School Committee. He said we should send this to the Mayor 7-0 and get this to the State House and to the voters. He said you are drastically changing the power of that committee away from the people.

Councillor Tseng said that this kind of rhetoric has led us to the kind of violence that led to January 6 and to the Pennsylvania Governor's Mansion being burned. He said that one member of the Council has had multiple death threats in the past months, including from a member of the charter committee; he said that a member of the committee is putting out misinformation about being not being invited to meetings when Councillor Tseng has e-mail proof. He said we need to call this out when it happens. He said he respectfully disagrees that the Mayor and the School Committee are a small question. He said that it's the biggest question you could ask. He said when he was chairing the Governance Committee, he couldn't make motions. He said he didn't bring it up because he thought we could get a better-faith negotiation later. He said he is not completely decided on this vote yet, either. He said he recognizes the policy principles that cut in both directions. He said that the Mayor's job and the School Committee's job often clash. He said he doesn't think the average conservative in our city would send death threats to a member of this body or would post targeted misinformation on social

media. He said that there is a real lack of BIPOC representation on the charter committee. He said that the Asian community is the largest minority community in the city and there was no representation from the Asian community and there was nobody from the Black community. He said every single one of us wants to vote out a version of the charter tonight. He said we are all approaching this with good intent. He said he is grateful to Councillor Scarpelli for introducing the amendment for the five-year review.

Vice President Collins said that 9-4-subsection b, there was a motion passed to have the committee composed of three appointees by the Mayor, three by the Council, and three by the School Committee, and that it still has the incorrect language. President Bears said he would correct that.

Vice President Collins said that we do a really good job of talking to each other productively when we engage with a topic and we say why we feel a certain way on a topic. She said that some people have chosen not to explain why the way they feel the way they do, and then ascribing motives to other people. She said she wishes that we could leave that behind.

Councillor Lazzaro moved to strike the change Vice President Collins made last week and put the Mayor back onto the School Committee but not as the Chair; and further moved (with an amendment by Councillor Scarpelli) to have the first new charter review after five years instead of ten years (Councillor Scarpelli second)—

Vice President Collins moved to sever the motion above (Councillor Lazzaro second)—approved and the motion was severed.

On the motion to have the first charter review in five years, then every ten thereafter—approved.

On the motion to restore the Mayor to the School Committee but not as Chair—approved on a roll call vote of five in favor and two (Vice President Collins and Councillor Leming) opposed.

Councillor Lazzaro said she wanted to offer an opportunity for us to vote on a press release to be posted the way all press releases are posted.

Councillor Tseng said he wanted the document to reflect discussions more accurately, including the dissatisfaction on some issues. Councillor Lazzaro said she would be willing to include language reflecting the spirit of compromise or something similar. She said a press release listing opinions might not be representative of this Council. Councillor Tseng said that there is a way to do this.

Councillor Lazzaro moved for approval on the B-Paper, a press release detailing the Council's votes to be distributed in the manner in which press releases are distributed by the City, with the final document reflecting how the Council finally votes on the Charter (Councillor Callahan second)—approved.

Mayor Lungo-Koehn asked questions about some of the previous discussions of drafts. Councillor Tseng said the text should still say in but we can clarify it.

Phyllis Morrison, 32 Andrew Street, said a lot of what she would have said earlier has been brought up and clarified and moved on. She said she thought the power struggle was getting in the way of what is best for the residents of Medford. She said she is happy to see that compromise was made. She said that the Mayor should have full knowledge and full participation on the School Committee. She said that saying this is not political is an untrue statement. She said she joined the charter study committee because she cares about Medford and has been a resident since 1997. She said it is upsetting to hear that there is not enough representation on the charter study committee. She said she had to apply to be a member of the committee and spent many hours. She said that this is three meetings in a row where she has heard members of the Council say that there was some sort of selection process here. She said it was her great pleasure to hear the great collaboration and compromise being made. She said the Council's job is to vote on this and then let the residents of the city say whether they agree with it. She thanked everyone involved.

President Bears said that he did say some things about politics. He said that the Mayor and her office decided on who would be on the committee, and she said that her goal was to have politically diverse representation. President Bears said he never heard any member of the Council said in a public meeting that we disagree with any member of the charter study committee because of their politics.

Jean Zotter, 36 Saunders Street, said that she is excited that it seems like we are close to having a charter. She thanked the Council and the Mayor. She said it was a thoughtful deliberation process. She thanked her fellow committee members also.

Ellen Epstein, 15 Grove Street, said she supported what Vice President Collins expressed before. She said she thinks the Council is extraordinarily responsive and thoughtful. She said her hackles go up when people say that the Council is not listening to the public. She said many of us feel misrepresented when someone says the Council is not listening to the public. She asked what would happen next if the vote is not unanimous or six to one. She said if that happens, do we get another chance next year.

President Bears said that there actually is no deadline or threshold for how the vote has to be. He said all we know is what the legislature tends to do and what their informal practice is. He said this is all based on the informal workings of the legislature. He said technically a 4-3 vote is legally sufficient. He said that the best practice is between a supermajority and unanimity. He said the goal is to get it in as early as you can and with as many votes as you can.

Ilene Lerner, 3920 Mystic Valley Parkway, said she agrees with a previous respondent that it has been great to be a witness to this meeting. She said she supports the work

of this Council and feels like this Council has done due diligence and has listened to everybody.

Munir Jirmanus, Summit Road, said he listened to most of the discussions and is very appreciative of the thoughtfulness and thoroughness in discussing this. He said he would support any recommendation made tonight.

Anthony Andreattola, 75 Lawrence Road, said he doesn't usually come to Council meetings and hasn't been to this podium since 1977. He thanked all seven Councillors for considering the recommendations. He said he knows it has been difficult. He thanked the Mayor for appointing him to the committee. He said it has been over thirty years since we've had a charter change in the city. He said he thinks everybody wants the best for the city. He said if this had happened twenty years ago, our city would be in a better place right now. He said tonight is our opportunity to move forward and let the new charter shape where we go.

Andrew Castagnetti, 23 Cushing Street, thanked everyone involved. He said he wishes the Council luck. He asked when the last charter change was. President Bears said it was the 1986 election and took effect with the 1987 election.

Councillor Leming said that the charter study provided news clippings of the last effort to have a charter review commission.

Milva McDonald, 61 Monument Street, said that Council President Bears had e-mailed her many of those articles and she collected the legislative package from the Massachusetts archives and also the summary of the efforts from the 70s.

Councillor Tseng said that this is a historic vote and that this inches us toward the right place for Medford to be. He said that in scrutinizing anything, this was the outcome he wanted. He said it is important to have a deep conversation into the policies that we're talking about. He thanked the people who elected us and said it is a privilege to be a City Councillor and even more of a privilege to be a City Councillor during a time of such big change in our city. He said he thinks that this is a document that we can make work. He said he thinks this speaks to the fact that we have been listening. He thanked the charter study committee. He said his criticisms are about the process. He said that folks dedicated a lot of time to put together a product for us. He said the Council has a role ethically and statutorily and that is us doing our jobs. He said that the bulk of this charter was agreed on by all parties. He said he is hopeful for a future where we feel less boxed in and for a future where the State House gives us more ability for us to respond to our residents. He said he hopes that this desire doesn't stop with our residents. He said he hopes we keep pushing our electeds at every level.

President Bears said that Massachusetts does not give cities and towns the same authority that they have in other parts of the country. He said that this process went the way it went because we had to go outside the process that the law and the constitution provide for us. He said the legislature denied our home rule petition and we didn't get

enough signatures. He said that the legislature still has to approve everything we do. He said we could have had an elected body that went right to the legislature and right to the voters. He said our egos and our personalities and our opinions and thoughts and research and evidence and data were forced to get into the middle of that. He said this is for the future and it's not about the people who are in these offices right now. He said we are lucky that the people in these offices right now agreed to disagree to move something forward. He said that the seven of us and the Mayor got together and put our differences aside because the system is designed for us to fail and we don't want to fail.

Councillor Lazzaro moved for approval on the main paper, as amended (to have Council leadership work with the Mayor on the technical language surrounding this portion of the Charter, regarding appointments by the Mayor, to confirm the language as discussed and confirm the intent of the Council), to restore the Mayor to the School Committee, and to have the first review in five years and then every ten years thereafter (President Bears read the amendments previously approved by the Council in prior meetings) (Councillor Scarpelli second)—approved on a roll call vote of six in favor and Vice President Collins opposed.

Councillor Scarpelli moved to adjourn at 8:35 p.m. (Councillor Lazzaro second)—approved.

President Bears adjourned the meeting at 8:35 p.m.

25-048
COMMITTEE OF THE WHOLE
MEETING REPORT
TUESDAY, APRIL 8, 2025 @ 5:30 P.M.

Attendees: Council President Isaac “Zac” Bears; Council Vice President Kit Collins; Councillor Anna Callahan; Councillor Emily Lazzaro; Councillor Matt Leming; Councillor George Scarpelli; Councillor Justin Tseng; City Clerk Adam Hurtubise; Chief of Staff Nina Nazarian; Parking Director Sarah McDermod; other participants as noted in the body of this report.

Vice President Collins called the meeting to order at 5:42 p.m. on April 8, 2025 in the City Council Chambers on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss multiple items involving the Parking Department (Paper **25-048**).

Vice President Collins thanked participants for attending. The topics are the Parking Department Surveillance, the Green Line Extension parking zone, and the parking ordinance.

The Parking Department Surveillance Report is required under the CCOPS ordinance. Vice President Collins said that the Parking Department has one surveillance technology in use, automatic license plate readers.

Chief of Staff Nazarian introduced Parking Director McDermod. Director McDermod said that the department currently has two vehicles with plate recognition technology. She said we don’t do physical permits. She said that technology and GPS coordinates determine whether a vehicle is parked legally. She said the technology will also flag whether the is parked in a tow zone or similar area.

Director McDermod said that the primary reason for using the technology is the safety of our officers. She said we have five full-time parking control specialists. One is a foreman. Two are working in the evenings after dark. She said having the license plate recognition vehicles allows the officers to more safely enforce parking rules and to stay inside the vehicle while they prepare the ticket, making it safer for the officers. The cost of the LPR vehicle system in total is about \$145,000. She said we began using it in July of 2024. She said more than \$70,000 has already been recovered through LPR enforcement. She said she does not believe there have been any impacts to civil rights or civil liberties. The technology takes still photos, not video, and automatically blurs any images of faces that might appear. She said that there is no retention of data outside what the City requires for public record maintenance. For non-citation-related data, the scope is different. She said that the Medford Police Department has zero access to any of the data collected from the license plate recognition vehicles.

Vice President Collins thanked Director McDermod and spoke about the importance of the report.

Councillor Callahan asked if the data is shared. Director McDermod said that we do not share the data and she has not heard of any subpoenas for the data. Councillor Callahan asked if GTechna has access to the data. Director McDermod says that data not connected to a parking citation is dumped after thirty days. Director McDermod said we still have all the information available but it's not stored by GTechna or Sensen.

Vice President Collins said it would help to have a concrete sunlighting date and some clarity to the records retention schedule. She said it would be helpful to have some concrete language around this. Vice President Collins said it would be helpful even to have an annual confirmation in our contract with the vendor. She said it would also be helpful to make a declaration that the technology will not be shared with other departments.

Barry Ingber, 9 Draper Street, said that from a civil rights and civil liberties perspective, this technology is pretty close to striking exactly the balance that we are looking for, of gaining the efficiency that is needed while protecting the civil liberties of people in our city.

Mr. Ingber said that even when you don't capture data about human beings, the tracking of vehicles can be and has been used to track people, so that does pose a potential civil liberty threat. He said that there should be no need to retain information at all when there is no citation involved, and that data should be deleted immediately.

Chief of Staff Nazarian said that she thinks that once the public record is created within the city, it is a record and it is required to be maintained under the Massachusetts municipal retention schedule. She said she doesn't think we have the authority to expedite the deletion of that data. Mr. Ingber said that if it is a public record, then any member of the public can request that data and can use that data to track people.

Discussion turned to the Green Line Extension parking program. Director McDermod said in the last hour, she reviewed her inbox, her predecessor's inbox, and the department inbox for complaints about the G Zone. She said she found one complaint in the e-mail and that there may have been another one that Jim Silva found, that had not come through in a formal fashion. She said she thinks that zoned parking is the way to go. She said not every part of Medford needs zoned parking or parking permits. She said that for areas adjacent to the train stations, it's beneficial. She said she is in favor of making the G-Zone long-term.

Director McDermod said that the G-Zone is in the Southern part of Medford. It runs along Main Street but excludes Main Street. When somebody in the G-Zone purchases a parking permit, they can park on any street in the G-Zone. She explained more of the rationale for having the zone. Vice President Collins said that as a G-Zone resident, much of this matches her experience.

Councillor Scarpelli said that the relationship with the former department and the residents was very difficult. He said that the biggest concern is the lack of information. He said he is hearing that we are selling parking spots so people from outside the City can buy a parking spot and take the Green Line. He said he recommends a report or a press release to be shared with the Council, detailing how many people have taken advantage of this program.

Councillor Tseng arrived at 6:13 p.m.

Councillor Tseng said he understands traffic and parking in the municipality where he works. He said sometimes the calls have been combative and were not productive. He said he is looking for a brief report on how many people are taking advantage of the program. He said he wants the word to get out that this isn't free parking. He said he understands that people will be angry when they call and that this shouldn't be on the parking official.

Councillor Scarpelli requested through the Chair that the Department share something with your residents.

Director McDermod said we do not sell parking permits to any non-resident of the City of Medford. She said she lives in Clinton and cannot buy a parking permit. She said that the vehicle needs to be garaged in Medford and the vehicle owner needs proof of residence. She said we re-verify this data every year before we sell another permit. She said that residents regularly e-mail her about unfamiliar vehicles on their street. She said that we do not target-enforce. She said she asks the nearest officer to work it into their day. She said she very often e-mails back that the person with the unfamiliar car does have a permit. She said a lot of time, people just want to be heard. She said that people want to know that somebody has at least recognized the issue.

Councillor Scarpelli thanked Director McDermod. Director McDermod said that any member of the Council can contact her with any questions.

Vice President Collins said that it has been a while since the G-Zone was permitted and codified. She said she finds it a huge improvement. Director McDermod said that the G-Zone was made permanent by the Traffic Commission.

Vice President Collins said that the next topic would be the proposed ordinance change regarding Chapter 78, Article 3, Division 2, Subsection 1, section 78-173, regarding municipal employee and business parking in the lot at City Hall.

President Bears arrived at 6:23 p.m.

Director McDermod said that there is a lot that is used as an overflow lot for City Hall and for City Hall visitors. She said that the concern is that removing a potential overflow

lot would mean that City Hall employees might not have adequate space to park their vehicles.

Vice President Collins said that it looks like the intent is to repeal the use of the lot as an overflow lot. Director McDermod said that the intent is to repeal the use of the lot as an overflow lot except for City Hall employees, veterans, and people with disabilities. She said that during City Hall hours, it can be used for visitors to Medford Square.

Councillor Lazzaro asked how many City Hall employees are at City Hall on average during business hours and how many parking spaces correspond to the number of employees. Director McDermod said there are 96 spaces available in that lot, which may include handicap accessible spaces. Councillor Lazzaro said that businesses like the Chevalier use the City Hall lot as their suggested municipal parking for people going to shows at night. She said it is a nice thing to have a municipal lot that doesn't get policed. She said she would be curious to know the number of employees in City Hall.

Chief of Staff Nazarian said that if an employee approaches the City Hall lot beyond the window of 9:30 or 10:00 a.m., the lot is full. She said she knows that there is an individual who regularly takes the 94 bus and parks at City Hall. She said we can't enforce that. She said the Parking Director found an ordinance that speaks to the same issue.

Director McDermott said she has gotten this question a number of times from employees since she started here.

Vice President Collins said that it would be great to see a 30-day warning period before tickets are issued. Director McDermod said that there would be communication, and then warnings, before tickets are issued. She said that the plan is to warn for two weeks but that this could be extended.

Councillor Scarpelli moved to receive and place on file the impact report and use policy for the parking department (Councillor Tseng second)—approved on a roll call vote of seven in favor and zero opposed.

Councillor Scarpelli asked about the appeals process for a ticket, if the appeal is not resolved in the resident's favor. Director McDermod said that the fine that is imposed is generally less than the cost of the appeal itself. She said many of these appeals are turned around quickly because it is obvious that the citation is valid. She said she has no problem reviewing this after the fact.

President Bears said it was his omission for putting this on the agenda. He said that Councillor Scarpelli's paper did go to the Mayor.

Councillor Scarpelli moved to request more communication from the Parking Department and the Administration about the G-Zone (Councillor Tseng second)—approved on a roll call vote of seven in favor and zero opposed.

Councillor Scarpelli moved to moved to report out of committee the repeal of the ordinance (text to follow) (Councillor Tseng second)--approved on a roll call vote of seven in favor and zero opposed.

Chief of Staff Nazarian asked whether representation would be required at the April 29 meeting. Vice President Collins said that she doubts that she will have further questions and would encourage her colleagues to submit questions by e-mail.

Councillor Tseng moved to adjourn at 6:47 p.m. (President Bears second)--approved on a roll call vote of seven in favor and zero opposed.

Vice President Collins adjourned the meeting at 6:47 p.m.

24-033
PLANNING AND PERMITTING COMMITTEE
MEETING REPORT
WEDNESDAY, APRIL 9, 2025 @ 6:00 P.M.

Attendees: Kit Collins, Council Vice President; Council President Isaac “Zac” Bears; Councillor Anna Callahan; Councillor Matt Leming; Councillor George Scarpelli; Councillor Emily Lazzaro (non-voting member); Building Commissioner Scott Vandewalle; Economic Development Director Sal DiStefano; City Clerk Adam Hurtubise; Alicia Hunt, Director of Planning, Development, and Sustainability; Senior Planner Danielle Evans; Paula Ramos Martinez, Innes Associates; Jimmy Rocha, Innes Associates; other participants as noted in the body of this report.

Vice President Collins called the meeting to order on April 9, 2025 at 6:00 p.m. in the Medford City Council Chamber and via Zoom. The purpose of the meeting was to discuss zoning updates with the Innes Associates team (Paper **24-033**).

Vice President Collins thanked participants for attending. She said this is the 23rd meeting with Innes Associates. She said we are reviewing the draft plan for West Medford Square tonight, with the West Medford Square Zoning District.

Councillor Scarpelli arrived at 6:08 p.m.

Vice President said that the draft proposal process for West Medford Square has been preceded by many other topics. First was the Mystic Ave. Corridor, then the Green Score, then the Salem Street Corridor; Neighborhood and Urban Residential is currently under consideration, and Medford Square and the ADU ordinance are still in this committee.

Ms. Ramos Martinez said we will look at an overview of the proposed West Medford Square Corridor. She said we are looking at mixed use districts and specifically at West Medford Square. She said everything today is still in discussion. She said we are in the third phase of this rezoning of Medford based on the Comprehensive Plan published in 2022. She said on May 8, we will be talking about Medford Square, West Medford Square and the ADUs. She highlighted the multiple opportunities for public comment. She said right now we are working on the mixed-use districts. She said Salem Street and Mystic Avenue already passed. She outlined building heights that will be allowed by right. Currently fifteen-story hotels are allowed by right and other buildings are at six stories by right. She said we want to expand the possibility of mixed-use. She said that incentive zoning would allow for additional stories on some buildings.

Ms. Ramos Martinez said we can look at incentive zoning for some places in the area, and shadow studies as well. She said we are looking at pushing height toward the railroad tracks.

Vice President Collins said that this is just a draft proposal and we won't be taking any votes tonight. She thanked Ms. Ramos Martinez for her work.

Councillor Lazzaro said asked clarifying questions about the train station. She said she wanted to talk about how to modernize that.

Director Hunt said that the commuter rail stop has just recently opened up a platform to make it accessible. She said her experience is that the frequency of the commuter rail is not what people want to see, and it is not as frequent as the Green or Orange Lines.

Councillor Lazzaro said that the station was always there but it didn't always have a platform and was recently raised. She said that there wasn't a lot of communication from the MBTA and we need to work with the MBTA and Keolis. She said that there are a lot of single-family houses there, and some two-family and three-family homes.

President Bears said that the underutilization of the lots surrounding the immediate platform is a point to note. He said that the High and Canal Street crossings are pretty much the only two at-grade crossings left on this part of the Lowell line, certainly up into Woburn.

Vice President Collins said that this could be the kind of opportunity for transformational development concentrated in West Medford Square and along the rail line. Director Hunt said the Walgreens building and the parking lot is three parcels. She said we continue to need parking for the train station. She said she would propose incentive zoning for this area, such as additional height in exchange for public access to the train station. Vice President Collins said we have had some discussion about tweaking the incentive zoning structure.

Vice President Collins said that this is a very good place to be starting. She said our goal is to match existing by right heights and build upon them. She said currently much of the area is already six stories by right. She said it is appropriate for us to look at this map and consider mixed-use 2B. She said this is also an opportunity to create a more thoughtful gradient from West Medford Square into the surrounding neighborhood. She said we should employ UR2 pretty extensively.

Ms. Ramos Martinez said we are wanting to expand the boundaries of the square. She said we are also studying the neighborhoods.

Director Hunt said she has received some public comments by e-mail and that there are some questions about certain areas and whether some things will be left non-conforming.

President Bears said that when we say there is commercial all the way to the rotary, we're talking about two commercial buildings and a gas station on a couple, across four or five blocks.

Planner Evans discussed two parcels owned by the Archdiocese and there are other parcels where the interior parcels may need to be zoned similarly.

Vice President Collins said that with a neighborhood proposal to look at, it would be helpful to have side by side presentations. She said that on the side of Harvard closer to the river, she could see that made into a parallel line extending the district.

Director Hunt said we might want to recommend adding an area, the triangle between Canal Street, the train tracks, and the river. There are condos and some multi-family homes there now. She said we might not want to add commercial, but we might want to add an Urban Residential-2 area.

Councillor Leming said that the whole area is a little bit of a weird area for a number of reasons. He said there might be some nice future construction areas across the river.

Emily Parada, 19 Johnson Avenue, said keeping the train station is vital to the area and she wants to make sure that we keep public access to the platform. She said we also need to maintain parking lots. Vice President Collins discussed the zoning map and the concentric circles, which detail the distance from the train stop.

William Navarre, 108 Medford Street #1B, said he is pleased with what is being proposed and that it is better than what has been proposed previously. He said he agrees with the idea of having a corridor situation going toward the river. He said that West Medford values its connection to Arlington Center, which is .8 miles away. He said that 2B should be the baseline for the area because we need housing.

Jennifer Yanco, 16 Monument Street, said she wanted to echo the concern that Emily expressed. She said we don't really know what the zoning is in these circles. She said it would be helpful to know this. She said we also don't really have an image of where the businesses are. She said she supports the idea of extending the corridor down High Street as we go toward the river. She said that there are a lot of people in this neighborhood who have multi-family homes that could be made into more units if the zoning allowed, but the current zoning does not allow that, and that is working against creating more housing. She said she supports rezoning the area and expanding it further.

Vice President Collins explained the links to the zoning proposals in the public portal.

Sam Goldstein, 29 Martin Street, expressed support for the proposal. He said he would like to see good density in the area. He said he wonders about the areas along the busiest roads and what they would look like. He said he supports more density and commercial along High Street heading toward Arlington. He said it is not clear what Boston Ave. will end up looking like. He said Boston Ave. has some capacity for mixed use. He is also curious about the portion of Playstead leading out of the square would look like.

Gaston Fiore, 61 Stickney Road, said that the triangle that Director Hunt mentioned would be great to be developed a little bit more. He said that West Medford Square still seems slightly undeveloped compared to Salem Street. He said there's not that much difference but West Medford Square is only one commuter rail station away from North Station so it still looks like we need to develop this area more because of the commuter rail. He said he thinks this is a huge improvement from the last meeting. He said we need to increase the density.

Harrison Greene, 2 Ronalee Road, in the vicinity of West Medford Square, said he supports this zoning. He said he also supports expanding the perimeter. He said he also sees it as a bus hub in addition to being centered around the train station.

Marilyn Davidson, 80 Harvard Avenue, said she would like to see more density and more commercial use. She said when you start building tall buildings along a narrow street like High Street, you can end up with a canyon, so she said she favors a setback for the upper stories. She said that the congestion around High Street can be really amazing because of the commuter rail.

Kaitlin Robinson, 31 Everett Street, expressed her general support for the proposal. She said she agrees with commenters who want to increase the density and expand the perimeter. She said maintaining the parking minimum might go against some of these goals.

Judith Weinstock, 144 Burget Avenue, said she does not live in this zone. She said she could imagine if all the commercial work is done along High Street and all the lots not owned by the MBTA could lead to a loss of parking lots. She said the station could become a drop-off lot. She said some of these T lots could be in jeopardy.

Vice President Collins said that there are opportunities for covered parking with mixed-use zoning. She said in West Medford Square and elsewhere, we need to prioritize land area for uses for residential and for commercial, but we're not unaware of the need for parking.

Ms. Ramos Martinez said that this is not exactly what we propose but we try to show some of the possibilities. She said the idea is to have a lot more residential use to these businesses.

Dave McKenna, 2 Vine Street, said by e-mail that he is very supportive of the changes that have been made. He suggested expanding UR2 to four stories. He suggested some other changes to MX-1 near the train station. He also suggested expanding the area to the east.

Two other residents who did not specifically request that their names be used, submitted comments. One said they would like to see this go further, with an expansion of mixed use and urban residential. The second commenter suggested changing the business on Harvard Ave. to mixed use 2B.

Ms. Ramos Martinez said we have the Fire Department, the Dunkin' and historic buildings, which is why this side is a little lower. She said we can look at it.

Vice President Collins said it has been a very productive meeting and we can continue the discussion that began this evening. She thanked all participants. She said next steps would be another meeting in committee about this proposal. She said that there are a number of proposals in progress to be discussed at our next meeting on April 30.

Vice President Collins said that our next public Q&As are also being discussed and we will publicize those.

Councillor Leming moved to adjourn at 7:35 p.m. (President Bears second)—approved on a roll call vote of five in favor and zero opposed.

Vice President Collins adjourned the meeting at 7:35 p.m.

25-041
RESIDENT SERVICES AND PUBLIC ENGAGEMENT COMMITTEE
MEETING REPORT
TUESDAY, APRIL 15, 2025 @ 7:00 P.M.

Attendees: Councillor Matt Leming, Committee Chair; Councillor Anna Callahan; Councillor Emily Lazzaro; Councillor Justin Tseng; Council President Isaac “Zac” Bears (non-voting member); City Clerk Adam Hurtubise; other participants as noted in the body of this report.

Chair Leming called the meeting to order at 8:48 p.m. on April 15, 2025 via Zoom. The purpose of the meeting was to discuss a Public Engagement Plan for the FY26 Budget (Paper **25-041**). The start of the meeting was delayed by a Special Meeting of the Council to discuss the City Charter immediately beforehand.

Chair Leming thanked participants for attending. He said that the sole purpose of the meeting would be to approve an engagement plan for the budget process. He said that Councillor Callahan added a pie chart showing how the City budgets its money. Councillor Callahan said that the chart is the 2024 numbers, not the 2025 numbers. She said that the gray areas are parts that are not in our control at all.

Chair Leming said an updated version of this would be very useful to residents. Councillor Callahan said she’d be happy to discuss that. Councillor Lazzaro said that the chart is great to include with some clarifying explanation.

President Bears said it might be useful to lump insurance, pensions, bonds and interest, into a little slice to show that we don’t control that. He suggested adding the DPW trash contract to that gray portion as well because half of the DPW budget is the trash contract. Councillor Callahan said she would make the edits tomorrow.

Chair Leming said he would like a demographic question about household income brackets. He said he also would like to see a question on what one-time city projects residents would like to see funded. He said he might also like to see a question on whether residents favored the tax override. He said he wanted a question that would rank residents preferences on lower taxes, density, and provision of city services. Councillor Tseng said he broke the survey down into neighborhoods. Chair Leming said he would like to see a map. Councillor Tseng said we should highlight that this is an anonymous form.

President Bears said he has always been a fan of offering a north-south-east-west square model. He said Brooks Estate as a standalone is confusing. He said we don’t have a clear definition of where some neighborhoods end and others start.

Councillor Tseng said some of this veers too much like a poll and that is the main reason why he is leaning against it.

Councillor Callahan said there should be a question about what is the easiest way to participate in the budget process. Councillor Lazzaro said we can use our newsletter for some of this.

Councillor Lazzaro asked if the goal is to take the temperature of which residents or how many residents are interested in the budget process. Councillor Tseng said he thinks there are two goals. The first is for residents to give feedback about the budget. He said all of the surveys skew richer, whiter, and more toward homeowners.

Councillor Lazzaro said that the people who are going to be weighing in are the people who are already engaged. Chair Leming said he is in favor of using the survey for feedback and as an advertisement for the things that we do.

Councillor Tseng said he can get this out pretty soon once we have the new pie chart. Councillor Lazzaro said she would like to rephrase some of these questions. President Bears said that the introductory preliminary budget meeting would be April 29. He suggested that the Committee could take action at its May 7 meeting.

Councillor Tseng moved to approve the survey as discussed, request that the Administration use their channels to distribute it, and to adjourn at 9:23 p.m. (Councillor Lazzaro second)—approved.

Chair Leming adjourned the meeting at 9:23 p.m.

25-060
COMMITTEE OF THE WHOLE
MEETING REPORT
WEDNESDAY, APRIL 16, 2025 @ 6:00 P.M.

Attendees: Council Vice President Kit Collins; Councillor Anna Callahan; Councillor Matt Leming; Councillor Justin Tseng; City Clerk Adam Hurtubise; CDBG Manager Laurel Siegel; other participants as noted in the body of this report.

Vice President Collins called the meeting to order at 6:00 p.m. on April 16, 2025 in the City Council Chambers on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss the Community Development Block Grant (CDBG) Action Plan for FY 2026 (Paper **25-060**).

President Bears thanked participants for attending. CDBG funding starts July 1, 2025 and extends through June 30, 2026. Ms. Siegel explained CDBG, its funding sources and how and when CDBG is funded. She said the documents will be open until May 12 and we do not yet know the amount of our funding for the next year. She said we have been told that we will know our funding amount by May 15. She said we are using estimates based on our current year's funding. She said we are allowed to commit up to 20% of our funding toward administrative costs. She said we are also allowed to spend up to 20% on public services. She said that the rest goes into projects. She said we have invited our proposed grantees to join us.

The first group was Action for Boston Community Development, with \$42,497 requested. Joshua White, the Director of Housing and Homelessness Prevention, and Tondo Dube, the Deputy Director, presented. Mr. White thanked the Council for its partnership with ABCD. He said the agency provides rental assistance for rental and utility arrears, and also provides housing counseling. He said that there is a new workshop this year on financial literacy.

Councillor Callahan said ABCD's work is fantastic. She asked how ABCD gets the word out. Mr. White said social media is a big part and we also go to local municipalities. He said we have offices in Boston and Malden.

The next group was Housing Families. Jayna Stafford presented a request for \$22,800. Ms. Stafford is the Director of Homelessness Prevention. She said we are very appreciative of these funds. She said the program started in 1991 and we're still the only legal services provider in the tri-cities. She said the mission is to keep people housed. She detailed the agency's programming. She said we serve 175 families in the Medford area.

Councillor Leming thanked the organization for its work and thanked Ms. Stafford personally for her work on establishing the pilot program for veteran renters.

Pam Kelly from the Medford Council on Aging presented next, requesting \$29,717.50. Director Kelly highlighted the work of her agency and of the Senior Center. She said we are happy to have a CDBG grant. She said the funding assists our social worker with her hours. She said the city has almost 13,000 seniors 60 and over. She said we also have a home maintenance program such as helping residents change light bulbs and air conditioners. She said we also have a Mystic Valley Elder Services Title III match. She detailed her programming.

Councillor Leming thanked Director Kelly personally and also thanked the Council on Aging. He said he wishes we were able to give more funding.

Megan Fidler-Carey from the Medford Public Schools presented next. The schools requested \$10,000. Ms. Fidler-Carey thanked the Council for its ongoing support. She said we use the funding for the tuition assistance program for the Medford After School program. She said many families have trouble affording childcare. She said that the Medford Public Schools also support this internally. She said demand outpaces capacity.

Mystic Valley Elder Services presented next, requesting \$10,968.00. Carla Medute and Brian Bird presented. She thanked the Council for its prior support. Ms. Medute said that the goal is to provide shelf-stable emergency meals. She said this provides some stability and some food security. She said we are about \$178,000 short with our budget this year. She said we are at a time where food insecurity is at an all-time high.

The Mystic Valley YMCA/Mystic Community Market was next. The requested amount was \$12,000. Debbie Amaral, the President of Mystic Valley YMCA, presented. She highlighted the organization's work. She said the organization operates in both Malden and Medford. She said that there is still a hunger gap in Medford. She said we thought we closed it a few years ago. She said we are facing a 49% hunger gap. She said about 40% of the households in Medford have hunger. She said we are 762,000 meals short. She said we have a food rescue program, summer meals, and the markets. She said we just got a blast chiller so when we get leftover meals, we can blast chill it. She said we are hoping to add a summer job component. She said we also provide home-delivery to seniors in Medford.

SCM Community Transportation presented next, requesting \$94,500. John Keegan, the Executive Director, spoke for the agency. He said his agency provides transportation primarily to seniors and individuals with disabilities who need transportation. He said we also transport seniors for shopping purposes. He said this allows seniors and people with disabilities to stay engaged with the city. He said we are projected to provide approximately 8,000 rides. He said we have partnered with Medford for 44 years.

The next grantee was the Welcome Project, requesting \$19,500.00. Sarah Kiruby, the interim executive director, presented. She spoke about the Medford English for Parents Program. She said we started in Somerville and expanded into Medford and received

CDBG funding last year for the first time. She said we offer English language instruction to parents at the beginner level. She said we also help parents navigate the Medford Public School system. She said we also do resource sharing and leadership development.

Terry Carter from the West Medford Community Center presented next, requesting \$21,000.00. Mr. Carter detailed the work of the Center and thanked the Council for its funding support. He said the chief aim has been to provide a neighborhood-driven haven for gathering and socializing. He said we work with a number of partners. He said that the center celebrates its 90th year of existence this year.

Vice President Collins thanked all the participants.

Ms. Siegel said she wanted to clarify the dollar amounts. She said all of the recommended amounts for this year are less than last year. She explained the funding issues and said we also have an additional grantee this year.

Councillor Tseng thanked all the applicants for their work serving the community. He said he sees the hard work these agencies are doing for our residents. He said we would love to fund every project at the full level. He said we wanted to make sure we are maximizing what we can.

Councillor Callahan said she echoes all those sentiments. Councillor Leming said he also wanted to thank Terry Carter for all his work. He also thanked the rest of the applicants for the work they do on behalf of the community.

Vice President Collins said she feels really proud of the work being done and she thanked all the proposed grantees for their work. She said the next step is a public hearing at the April 29 Council meeting. Ms. Siegel said all the plans are available on the city website.

Councillor Tseng moved to refer the paper out of committee to the regular session (Councillor Leming second)—approved.

Councillor Leming moved to adjourn at 6:59 p.m. (Councillor Tseng second)—approved.

Vice President Collins adjourned the meeting at 6:59 p.m.

25-036
NOTICE OF PUBLIC HEARING
CITY OF MEDFORD
CITY CLERK'S OFFICE

RECEIVED
CITY CLERK
MEDFORD, MASS.

025 MAR -6 PM 12:41

The Medford City Council will conduct a public hearing on April 8, 2025, at 7:00 p.m. in the Howard F. Alden Memorial Auditorium, on the second floor of Medford City Hall, at 85 George P. Hassett Drive, Medford Massachusetts, relative to an amendment requested by Clear Channel Outdoor on behalf of the property located at 282 Mystic Ave, Medford Massachusetts 02155. The petitioner is seeking an amendment to a previously-granted special permit. The petitioner is seeking the amendment to upgrade and replace Two Digital Screens on the sign board located at the property, and to ask for a review and potential adjustment/reduction in the permit fee. A copy of the full text of the requested amendment can be viewed in the Office of the City Clerk, Room 103, Medford City Hall.

Please call the Medford City Clerk's Office at (781) 393-2425 for any accommodations/aids.

By order of the Medford City Council.

S/Adam L. Hurtubise
City Clerk



Medford City Council
Medford, Massachusetts

MEETING DATE

April 29, 2025

SPONSORED BY

AGENDA ITEM

25-060 - Community Development Block Grant (CDBG) Action Plan for FY2026

FULL TEXT AND DESCRIPTION

The purpose of this meeting is to discuss the City's Community Development Block Grant (CDBG) Annual Action Plan for community development and planning. The Action Plan contains the proposed use of Community Development Block Grant funds for the program year which extends from July 1, 2025 through June 30, 2026. Community Development Block Grant (CDBG) is a program of the U.S. Department of Housing and Urban Development (HUD) that began in 1974. FY2026 will be the City of Medford's Program Year 51 of CDBG funding.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. AAP PY25 Public Hearing 0429 Notice
2. Medford CDBG Summary PY25

To be published 4/11/25 and 4/18/25

LEGAL NOTICE
CITY OF MEDFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

5-YEAR CONSOLIDATED PLAN,
PROGRAM YEAR 2025 ANNUAL ACTION PLAN
AND CITIZEN PARTICIPATION PLAN

PUBLIC HEARING

A Public Hearing will be held by the Medford City Council on Tuesday, April 29, 2025 at 7:00 p.m. The purpose of this Public Hearing will be to invite the general public and representatives of public service agencies to express comments regarding the City's Five-Year Consolidated Plan and Annual Action Plan, and on the City's housing and community development needs and development of proposed activities. The Consolidated Plan includes broad goals and objectives to address priority needs with resources available from the U.S. Department of Housing and Urban Development (HUD), including a 5-year strategy for use of Community Development Block Grant (CDBG) funding for Program Years 2025-2029. The Action Plan contains the proposed use of CDBG funds for the program year which extends from July 1, 2025 through June 30, 2026 (Program Year 2025).

The hearing will also invite public comments regarding the City's updated CDBG Citizen Participation Plan detailing opportunities for public participation in the development of plans and reports related to its CDBG funding.

The Office of Planning, Development and Sustainability will be requesting that the Medford City Council authorize Mayor Breanna Lungo-Koehn, official representative of the City of Medford, to submit the Program Year 2025-2029 Consolidated Plan, the Program Year 2025 Annual Action Plan, application for funds, and all other assurances and certifications to HUD. The City is applying for an estimated \$1,384,050 in Block Grant funds for Program Year 2025. Funds are estimated and details on the increasing or decreasing of proposed activities and budget once the HUD has notified the City of its final allocation can be found within the draft Annual Action Plan.

If you need a reasonable accommodation to attend or participate in this hearing, please contact Nicholas Karinge by email at nkaringe@medford-ma.gov or by phone at 781-393-2439.

City of Medford CDBG Summary Program Year 2025/Fiscal Year 2026

Summary of Medford's CDBG Program

The Community Development Block Grant (CDBG), is a program of the U.S. Dept. of Housing and Urban Development (HUD) that began in 1974. The City's Fiscal Year 2026 will be Program Year 2025 of CDBG funding, and the program year for CDBG follows the City's fiscal year of July 1 to June 30.

CDBG provides a flexible annual grant for entitlement communities to address the causes and consequences of poverty. Uses include public facilities, parks, public services, housing, and economic development. All CDBG-funded projects must meet one of the CDBG National Objectives of:

1. Benefiting low- and moderate-income (LMI) persons - at least 51% of the persons benefitted must be low-to-moderate income to qualify;
2. Preventing or eliminating slums or blight; or
3. Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

The City of Medford is a CDBG entitlement community, meaning that we receive a direct CDBG grant from HUD each year. The following are the amounts of our CDBG entitlements for the past 4 years:

PY2024/Medford FY2025	\$1,384,050
PY2023/Medford FY2024	\$1,423,649
PY2022/Medford FY2023	\$1,489,182
PY2021/Medford FY2022	\$1,569,784

The CDBG Grant benefits low- and moderate-income (LMI) persons (those earning less than 80% of the Area Median Income (AMI)). The following table lists Medford's AMIs based on family/household size for federal fiscal year 2024:

Persons in Household or Family	1	2	3	4	5	6	7	8
FY2024 80% AMI	91,200	104,200	117,250	130,250	140,700	151,100	161,550	171,950

5-Year Consolidated Plan

Every 5 years the City is required to establish a Consolidated Plan identifying housing and community development priorities for the coming 5-year period. Program Year 2025 will be the first year of our new Consolidated Plan covering Program Years 2025-2029.

Medford is a member of the North Suburban Consortium (NSC), which is composed of 8 communities including Medford, Malden, Revere, Arlington, Melrose, Chelsea, Everett, and Winthrop. The Consolidated Plan was developed in conjunction with the NSC and Cloudburst Consulting, and incorporates information gathered through data analysis and consultation with a range of voices in the community to identify Medford's current housing and community development needs and outline the specific goals and expected outcomes for the City's use of CDBG funds. The process included detailed analysis of the housing and economic development markets, and assessment of the needs of the community through a survey of residents and consultations with more than 35 stakeholder organizations.

The Consolidated Plan proposes the following goals for the City's use of its CDBG funding over the next 5 years:

- Goal 1: Support the expansion and preservation of affordable housing.
- Goal 2: Increase economic development opportunities.
- Goal 3: Enhance parks, public facilities, and infrastructure.
- Goal 4: Enhance public services.
- Goal 5: Section 108 Guaranteed Loan Program which would enable the City to leverage its annual grant allocation to access low-cost flexible financing for economic development, housing, public facility, and infrastructure projects.
- Goal 6: Planning and administration.

Annual Action Plan

Each year the City is required to submit to HUD an Annual Action Plan detailing how the City expects to use its annual entitlement in the coming year. Typically, the Annual Action Plan must be submitted to HUD by May 15th, but that deadline may be extended by HUD if there are delays in establishing annual allocation amounts.

For the coming year, Program Year 2025, the Continuing Resolution passed by Congress level funded the CDBG program overall, but we are still awaiting HUD's announcement of the City's CDBG annual grant allocation. The latest information suggests that we will not have the final amount until on or around May 15. The figures presented in the draft Annual Action Plan are therefore estimated based on the current year's allocation amount. Once we have been notified of the final allocation amount, we propose adjusting budgets for activities within the plan as follows:

1. Funds for Planning and Administration will be adjusted to an amount equal to 20% (the maximum amount permitted) of the final allocation amount;
2. Funds for Public Services will be adjusted to an amount equal to 15% (the maximum amount permitted) of the final allocation amount, and the amounts of public services grants to subrecipients will be proportionally adjusted up or down based on the final 15% amount; and
3. The amount allocated to Public Facilities, Infrastructure, and Parks will be adjusted up or down to reflect any remaining difference in the amount of the final total allocation.

From our annual CDBG entitlement:

- Up to 15% may be allocated to Public Services such as those listed in the attached list of recommendations for funding.
- Up to 20% may be allocated to Planning & Administration costs. These costs include paying for staff positions such as the CDBG & Grants Manager, the Housing Planner, and a portion of the Economic Development Planner position, as well as contributions towards certain studies and consultants such as the zoning amendments and the social services needs assessment currently underway.

For the balance of the funds, projects proposed to be funded for the coming year include:

- Continuation of our Housing Rehabilitation Loan Program to assist residents with certain home repairs that will enable them to stay in their homes.
- Continuing our Vacant Storefront District Program providing grants to qualifying small businesses which establish themselves in or relocate to identified vacant storefronts.
- A second round of our new Project: Pop Up incubator program providing a storefront location and technical assistance to qualifying small businesses to enable them to occupy and operate a retain establishment.
- Providing technical support to new and existing small businesses through consultation services, educational programming, and training.
- ADA improvements to sidewalks and curb cuts at intersections in low- and moderate-income neighborhoods.

CDBG Public Services Grants Funding Recommendations

Public Service Funding available:

New Program Year 2025: \$199,303 (Est)

Prior Program Year 2024 \$207,607

Organization Name	Amount of CDBG funds requested	Amount of CDBG funding received prior year	Recommended amount PY2025
CDBG Funding			
ABCD	\$42,497.00	\$40,000.00	\$35,000.00
Housing Families	\$22,800.00	\$20,000.00 (CV)	\$19,000.00
Medford Council on Aging	\$29,717.50	\$27,000.00	\$24,000.00
Medford Public Schools	\$10,000.00	\$9,107.00	\$8,303.00
Mystic Valley Elder Services	\$10,968.00	N/A – did not apply last year	\$9,000.00
Mystic Valley YMCA/Mystic Community Market	\$12,000.00	\$12,000.00	\$10,000.00
S.C.M. Community Transportation	\$94,500.00	\$90,000.00	\$75,000.00
The Welcome Project	\$19,500.00	\$7,000.00	\$7,000.00
West Medford Community Center	\$21,000.00	\$18,000.00	\$12,000.00
		TOTAL	\$199,303.00

The following public services agencies are the applicants that were determined to be eligible for CDBG funding.

Action for Boston Community Development (ABCD)

Request for Funding: \$42,497.00

Recommended Funding: \$35,000.00

Funding will be used to support ABCD's emergency rental and utility assistance program and housing counseling services, serving an estimated 20 Medford resident households through the program year. Funding will support direct financial assistance and a housing counselor who will disperse financial assistance and provide mediation with landlords, coaching around payment plans, and support with applications for the forgiveness of arrearages when applicable for Medford residents.

Housing Families

Request for Funding: \$22,800.00

Recommended Funding: \$19,000.00

Through its Legal Aid for Wellbeing & Sustainability (LAWS) program, Housing Families will provide free legal advice, representation, and assistance for low- to moderate-income Medford residents facing eviction in housing court or facing housing instability, and help families resolve disputes with landlords and prevent evictions through rental assistance. The program will assist an estimated 175 Medford residents for the program year. Housing Families was previously funded under Medford's CDBG Corona Virus funding.

Medford Council on Aging

Request for Funding: \$29,717.50

Recommended Funding: \$24,000.00

The Medford Council on Aging/Senior Center will continue to broaden its reach to low- and moderate-income older adults (age 60+) in Medford, including underserved and at-risk populations. Funded services will include:

(a) Social Worker: Providing critical support through information, crisis intervention, case management, and advocacy, offering both in-office appointments and home visits to homebound residents.

(b) Handyperson Service: Helping older adults remain safely in their homes by providing minor home repair services such as installing lock boxes, changing light bulbs and batteries, adding handrails, and making other small modifications.

(c) Recreational Transportation Program: Offers discounted day trips to locations that participants may not otherwise be able to visit, helping reduce isolation among elderly residents, especially within low-income or mobility-impaired populations.

(d) MVES Title IIIC Match: Supporting Medford elders who receive care from Mystic Valley Elder Services (including Care Management Home Care, Caregiver Support, Meals on Wheels, Congregate Meal Site, Behavioral Health services, SHINE, Money Management and other programs).

Together these programs will serve an estimated 400 Medford residents during the program year.

Medford Public Schools

Request for Funding: \$10,000.00
Recommended Funding: \$8,303.00

Funding from CDBG will provide much-needed tuition assistance to up to 20 low-income families who need after school care for their school-age children. Though tuition is kept affordable (relative to surrounding and like-districts), some families still struggle to afford the cost of the program. The consequence for families who cannot afford to send their children to after school programs can be detrimental if it means children are left unattended or unsupervised or that a caregiver cannot work. The CDBG scholarships will serve as a “safety net” for families whose financial circumstances change. The ability to tap into the scholarship will provide program continuity for children and keep them in a safe, supportive environment. The Medford Public Schools (MPS) operates four after school programs in the Brooks (388 High Street), Missituk (37 Hicks Avenue), McGlynn (3002 Mystic Valley Parkway) and the Roberts (35 Court Street) elementary schools.

Mystic Valley Elder Services

Request for Funding: \$10,968.00
Recommended Funding: \$9,000.00

Mystic Valley Elder Services Emergency Shelf Stable Meal Program for Medford Older Adults will support emergency shelf-stable meals for 405 Medford older adults enrolled in the MVES Meals on Wheels Program and an additional 500 emergency meal packets to be distributed to Medford community partners when needed, such as through the Medford Senior Center. This allows meals to be delivered as needed ahead of time to Meals on Wheels consumers when a weather-related emergency is predicted and ensures that consumers have access to stocked emergency food if MVES staff are unable to deliver meals. This service prevents hunger and food insecurity and offers a continuum of food and meals made available to consumers in their homes. MVES received previously received CDBG funding from the City, but this is their first application since FY2022.

Mystic Valley YMCA/Medford Community Market

Request for Funding: \$12,000.00
Recommended Funding: \$10,000.00

Funding will provide operating support for the Mystic Community Market, a free food market run by the Mystic Valley YMCA. The market has been in operation since early 2020 at 291 Mystic Avenue, the Walnut Street Center in Medford. It is the largest free food market in the area and will provide fresh fruits and vegetables, meat and fish, dairy and eggs and stable food/household items to low- and moderate-income Medford residents, offering a full-choice model for shoppers to maintain a dignified experience accessing food resources, as well as reduce food waste. CDBG funding will support operating costs and allow the Market to maintain current service levels. The program will serve an estimated 4,950 Medford residents in the program year.

SCM Community Transport

Request for Funding: \$94,500.00

Recommended Funding: \$75,000.00

The program will provide medical, shopping and meal site transportation services to an estimated 175 Medford senior and mobility-impaired residents. Community transportation effectively meets the needs of those for whom driving or utilizing public transportation is no longer an option, but who wish to live autonomously in their homes without relying on family members. Independent living lowers healthcare costs overall, enabling seniors and disabled citizens to remain vibrant contributors to a community and its economy. SCM proposes to continue to provide critically needed, door-to-door Medical and shopping transportation services to Medford's senior and mobility-impaired residents. Driving is done by their licensed, friendly, well-trained, and supervised staff.

The Welcome Project

Request for Funding: \$19,500.00

Recommended Funding: \$7,000.00

The Welcome Project seeks funding for their English for Speakers of Other Languages (ESOL) classes in Medford, English for Parents (EFP). EFP educates immigrant parents in English, increasing their competency and dispelling the idea that they cannot participate in their child's education. The program is designed to advance literacy and well-being by directly connecting to resources that support upward economic mobility. Classes are headquartered in the Medford Public Library, with additional courses offered online. The class year is designed to mirror the public school schedule, operating two separate semesters in spring and fall, each meeting twice per week. The program will enroll an estimated 75 students throughout the academic year.

West Medford Community Center

Request for Funding: \$21,000.00

Recommended Funding: \$12,000.00

WMCC's Elder Services Program provides nutritious hot and cold lunches to local seniors three times per week as well as other programs such as Low Impact Exercise, Fiber Arts Club, Monthly Movies, telling the African American Elders stories, and West Medford Senior Club live meetings are consistent in the calendar. In addition, through partnerships with the City of Medford Public Health Nurse, Mystic Valley Elder Services, Melrose Wakefield Hospital, Brookline Bank the program provides vaccine and blood pressure clinics, presentations on health prevention topics, educational materials around making healthy meal choices, and advice on financial health such as estate planning, home equity, money management and cybersecurity, etc. WMCC's Elder Services Program is available for programming five days a week with their Elder Services Director facilitating the meal program three days per week, and will serve an estimated 55 Medford residents.



Medford City Council
Medford, Massachusetts

MEETING DATE

April 29, 2025

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

25-063 - Resolution to Request Mitigation of Sound and Light Impacts of New West Medford Commuter Rail Platform

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that we request that Keolis and the MBTA reduce the light levels and sound levels at the newly-installed platform at the West Medford Commuter Rail station, especially at non-peak travel times.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

April 23, 2025

Via Electronic Delivery

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

Re: Food Truck Permit

Dear President Bears and Members of the City Council:

On behalf of the below entity, I respectfully submit to the Medford City Council the following request for a "food truck" permit in the City of Medford. In addition to City Council approval, vendors are required to adhere to Health Department food safety requirements.

Business Name: Trolley Dogs

Dates & Time: 5/10/2025, 5/16/25, 6/7/25, 6/21/25, and 7/6/25
4:00 – 7:00PM

Location: Hormel Stadium 90 Locust Street
Medford, MA 02155

Event: Boston Glory games

About the Event: Ultimate Frisbee Association tournaments and games for players and spectators.

Thank you for your kind attention to this matter.

Sincerely,


Breanna Lungo-Koehn
Mayor



MaryAnn O'Connor
Director
Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

OFFICE OF MAYOR LUNGO-KOEHN

MEDFORD CITY HALL

85 George P. Hassett Drive, Medford, MA 02155

Telephone: 781 393-2560

Fax: 781 393-2562

TDD: 781 393-2516

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

A Temporary Food Permit is valid for up to fourteen (14) days

Submit the following Completed Application **at least 14 days PRIOR to the event** with a **NONREFUNDABLE** fee of **\$35.00** made payable to the **"City of Medford"**.

Note: *Permanent food establishments that are permitted in Medford are not required to pay the temporary permit fee but must fill out the application.*

Incomplete applications and missing documents may cause a delay in the review and permit process.

Date of Submission: (MM/DD/YYYY) 03/09/2025

Will Propane Gas be used? ☒ Yes ☐ No

☐ If Yes, a Fire Permit **MUST** be obtained from the Medford Fire Department at (781) 396-9400. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

About your Business / Booth:

Organization / Business Name: Trolley Dogs

Owner's Name (if Applicable): Joyce Dente

Address: 26 Claudette Circle, Framingham, MA 01701

Phone: (617) 412-9641 E-mail: Trolleydogs@hotmail.com

About the Temporary Event

Please list Temporary Event information.

Name of the Event: Boston Glory
Start Date of Event: Saturday, April 25, 2025 End Date of the Event: Saturday, April 25, 2025
Organizer of the Event: Jason Talerman Organizer Phone: (508) 446-2002

Contact Person in Charge (PIC) during the Event(s)

The PIC is the person DIRECTLY responsible for the Food Safety Operations during food preparation and at the event(s)

Name of PIC: Kris Dente
Phone: (617) 412-9641 Email: Trolleydogs@hotmail.com

Is the PIC a Certified Food Manager? ☒ Yes - Submit a copy of the Certificate ☐ No

Does the PIC have an Allergy Awareness Certificate? ☒ Yes - Submit a copy of the Certificate ☐ No

Employees or Volunteers who are experiencing symptoms of Vomiting, Diarrhea, Jaundice, Sore Throat with Fever, or Infected Cuts and Burns with pus on hands and wrists shall not work at the event as a food handler.

Please review employee health with the staff prior to the event. For more information about employee health visit: <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/default.htm>

Food Information

Will all Foods be prepared at a licensed Food Establishment?

☒ Yes

☐ No

If Yes, Provide a copy of the Food Establishment Permit

List **ALL** TCS (Time/Temperature Control for Safety Food) Food and Beverage items to be prepared and served.

Attach a separate sheet if necessary.

NOTE: Any changes to the menu must be submitted to and approved by the Medford Board of Health Department at least 5 business days prior to the event. Only the Food items listed on the Permit may be offered at the Event

Food Menu Item:	Prepared at approved kitchen (Yes / No)	Prepared On-Site (Yes / No)
Beef hot dogs - frozen	No	Yes
French fries - frozen	No	Yes
Veggie burger - frozen	No	Yes
Chicken sandwich - frozen-precooked	No	Yes

Food Preparation

Describe the Following for TCS (Time/Temperature Control for Safety Food) Foods Prepared at an **Approved Kitchen**

When will Foods be prepared? On site

How will the Foods be transported from the Kitchen to the Event? Freezer and refrigerator

How will TCS (Time/Temperature Control for Safety Food) Foods be held Cold (41°F and below) during transport?

☐ N/A (there will not be any cold holding) Freezer and refrigerator

How will TCS (Time / Temperature Control for Safety Food) foods be held Hot (135°F and above) during Transport? ☒ N/A (there will not be any hot holding)

Describe the Following for TCS (Time/Temperature Control for Safety Food) Foods **Prepared On-Site** at the Event

How will Foods be cooked on site: ☐ N/A (Foods will not be cooked on site)

Boiled, grilled, fried - cooked to order

How will TCS (Time / Temperature Control for Safety Food) food ingredients be held cold (41°F and below):

Freezer and refrigerator

How will TCS (Time / Temperature Control for Safety Food) food ingredients be held Hot (135°F and above):

☐ N/A (there will not be any hot holding)

Cooked warmer / steam table

Food Handling at the Event

Once Prepared, describe the Following for TCS (Time/Temperature Control for Safety Food) Foods at the Event (prepared at an approved kitchen and/or on-site)

How will prepared TCS (Time / Temperature Control for Safety Food) foods be held cold (41°F and below):

Freezer and refrigerator

How will prepared TCS (Time / Temperature Control for Safety Food) foods be held Hot (135°F and above):

☐ N/A (there will not be any hot holding)

Cooker warmer / steam table

How will prepared Foods be monitored during the Event: Temperature / thermometer

Will there be overhead cover? ☒ Yes ☐ No

How Foods will be protected against environmental and customer contamination: Single service

Describe where utensil washing will take place: Three (3) bay sink — commissary and truck

If no utensil washing facilities are available on site, describe the location of back-up utensil storage:

On truck in closed bin

Describe how hand washing will take place:

Hand wash sink on truck

How many hand washing stations will be set-up? One (1)

What type of gloves will be used? (*Latex Gloves should not be used*): Vinyl

Type of sanitizer that will be used: ☐ Chlorine

Brand Name

☒ Quaternary:

Saniquat

Brand Name

Please add any additional information about your Temporary Food Establishment that should be considered:

Please Note: **Each cart / table etc.** which has a specific function **requires a Seasonal Food Permit**. Carts / tables etc. which are used only to store packaged foods and drinks will not be considered a separate cart.

Permits are not granted on site at the Event

Statement: I, Joyce Dente hereby attest to the accuracy of the information provided in the application and affirm to comply with 105 CMR 590.000 State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments, the FDA 2013 Food Code and any City of Medford Codes and Ordinances. Additionally, I fully understand that any deviation from the above without prior permission from the Medford Health Department may nullify final approval and / or permit.

Signature: _____ Print: Joyce Dente

FOR OFFICIAL USE ONLY

☐ Approved: Restrictions: ☐ NA

☐ Disapproved: Reason(s):

Inspector's Signature:

Print:

Date:

Permit Effective Date(s):



MaryAnn O'Connor
Director
Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

OFFICE OF MAYOR LUNGO-KOEHN

MEDFORD CITY HALL

85 George P. Hassett Drive, Medford, MA 02155

Telephone: 781 393-2560

Fax: 781 393-2562

TDD: 781 393-2516

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Date of Submission: (MM/DD/YYYY) 03/09/2025

Will Propane Gas be used? ☒ Yes ☐ No

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About your Business / Booth:

Organization / Business Name: Trolley Dogs

Owner's Name (if Applicable): Joyce Dente

Address: 26 Claudette Circle, Framingham, MA 01701

Phone: (617) 412-9641 E-mail: Trolleydogs@hotmail.com

About the Temporary Event

Please list Temporary Event information.

Name of the Event: Boston Glory
Start Date of Event: Saturday, May 10, 2025 End Date of the Event: Saturday, May 10, 2025
Organizer of the Event: Jason Talerma Organizer Phone: (508) 446-2002

Contact Person in Charge (PIC) during the Event(s)

The PIC is the person DIRECTLY responsible for the Food Safety Operations during food preparation and at the event(s)

Name of PIC: Kris Dente
Phone: (617) 412-9641 Email: Trolleydogs@hotmail.com

Is the PIC a Certified Food Manager? ☒ Yes - Submit a copy of the Certificate ☐ No

Does the PIC have an Allergy Awareness Certificate? ☒ Yes - Submit a copy of the Certificate ☐ No

Employees or Volunteers who are experiencing symptoms of Vomiting, Diarrhea, Jaundice, Sore Throat with Fever, or Infected Cuts and Burns with pus on hands and wrists shall not work at the event as a food handler.

Please review employee health with the staff prior to the event. For more information about employee health visit: <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/default.htm>

Food Information

Will all Foods be prepared at a licensed Food Establishment?

☒ Yes

☐ No

If Yes, Provide a copy of the Food Establishment Permit

List **ALL** TCS (Time/Temperature Control for Safety Food) Food and Beverage items to be prepared and served.

Attach a separate sheet if necessary.

NOTE: Any changes to the menu must be submitted to and approved by the Medford Board of Health Department at least 5 business days prior to the event. Only the Food items listed on the Permit may be offered at the Event

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Cooked warmer / steam table

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☐ N/A (there will not be any hot holding)

Cooker warmer / steam table

How will prepared Foods be monitored during the Event: Temperature / thermometer

Will there be overhead cover? ☒ Yes ☐ No

How Foods will be protected against environmental and customer contamination: Single service

Describe where utensil washing will take place: Three (3) bay sink — commissary and truck

If no utensil washing facilities are available on site, describe the location of back-up utensil storage:

On truck in closed bin

Describe how hand washing will take place:

Hand wash sink on truck

How many hand washing stations will be set-up? One (1)

What type of gloves will be used? (Latex Gloves should not be used): Vinyl

Type of sanitizer that will be used: ☐ Chlorine

Brand Name

☒ Quaternary:

Saniquat

Brand Name

Please add any additional information about your Temporary Food Establishment that should be considered:

Please Note: **Each cart / table etc.** which has a specific function **requires a Seasonal Food Permit**. Carts / tables etc. which are used only to store packaged foods and drinks will not be considered a separate cart.

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Signature: _____ Print: Joyce Dente

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☐ Approved: Restrictions: ☐ NA

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MaryAnn O'Connor
Director
Board of Health

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Organization / Business Name: Trolley Dogs

Owner's Name (if Applicable): Joyce Dente

Address: 26 Claudette Circle, Framingham, MA 01701

Phone: (617) 412-9641 E-mail: Trolleydogs@hotmail.com

About the Temporary Event

Please list Temporary Event information.

Name of the Event: Boston Glory
Start Date of Event: Friday, May 16, 2025 End Date of the Event: Friday, May 16, 2025
Organizer of the Event: Jason Talerman Organizer Phone: (508) 446-2002

Contact Person in Charge (PIC) during the Event(s)

The PIC is the person DIRECTLY responsible for the Food Safety Operations during food preparation and at the event(s)

Name of PIC: Kris Dente
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Is the PIC a Certified Food Manager? ☒ Yes - Submit a copy of the Certificate ☐ No

Does the PIC have an Allergy Awareness Certificate? ☒ Yes - Submit a copy of the Certificate ☐ No

Employees or Volunteers who are experiencing symptoms of Vomiting, Diarrhea, Jaundice, Sore Throat with Fever, or Infected Cuts and Burns with pus on hands and wrists shall not work at the event as a food handler.

Please review employee health with the staff prior to the event. For more information about employee health visit: <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/default.htm>

Food Information

Will all Foods be prepared at a licensed Food Establishment?

☒ Yes☐ No

If Yes, Provide a copy of the Food Establishment Permit

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Attach a separate sheet if necessary.

NOTE: Any changes to the menu must be submitted to and approved by the Medford Board of Health Department at least 5 business days prior to the event. Only the Food items listed on the Permit may be offered at the Event

[illegible]

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How will prepared TCS (Time / Temperature Control for Safety Food) foods be held Hot (135°F and above):

☐ N/A (there will not be any hot holding) Cooker warmer / steam table

How will prepared Foods be monitored during the Event: Temperature / thermometer

Will there be overhead cover? ☒ Yes ☐ No

How Foods will be protected against environmental and customer contamination: Single service

Describe where utensil washing will take place: Three (3) bay sink — commissary and truck

If no utensil washing facilities are available on site, describe the location of back-up utensil storage:

On truck in closed bin

Describe how hand washing will take place:

Hand wash sink on truck

How many hand washing stations will be set-up? One (1)

What type of gloves will be used? (*Latex Gloves should not be used*): Vinyl

Type of sanitizer that will be used: ☐ Chlorine _____
Brand Name

☒ Quaternary: Saniquat _____
Brand Name

Please add any additional information about your Temporary Food Establishment that should be considered:

Please Note: **Each cart / table etc.** which has a specific function **requires a Seasonal Food Permit**. Carts / tables etc. which are used only to store packaged foods and drinks will not be considered a separate cart.

Permits are not granted on site at the Event

Statement: I, Joyce Dente hereby attest to the accuracy of the information provided in the application and affirm to comply with 105 CMR 590.000 State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments, the FDA 2013 Food Code and any City of Medford Codes and Ordinances. Additionally, I fully understand that any deviation from the above without prior permission from the Medford Health Department may nullify final approval and / or permit.

Signature: _____ Print: Joyce Dente

FOR OFFICIAL USE ONLY

☐ Approved: Restrictions: ☐ NA

☐ Disapproved: Reason(s):

Inspector's Signature:

Print:

Date:

Permit Effective Date(s):



MaryAnn O'Connor
Director
Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

OFFICE OF MAYOR LUNGO-KOEHN

MEDFORD CITY HALL

85 George P. Hassett Drive, Medford, MA 02155

Telephone: 781 393-2560

Fax: 781 393-2562

TDD: 781 393-2516

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

A Temporary Food Permit is valid for up to fourteen (14) days

Submit the following Completed Application **at least 14 days PRIOR to the event** with a **NONREFUNDABLE** fee of **\$35.00** made payable to the **"City of Medford"**.

Note: *Permanent food establishments that are permitted in Medford are not required to pay the temporary permit fee but must fill out the application.*

Incomplete applications and missing documents may cause a delay in the review and permit process.

Date of Submission: (MM/DD/YYYY) 03/09/2025

Will Propane Gas be used? ☒ Yes ☐ No

☐ If Yes, a Fire Permit **MUST** be obtained from the Medford Fire Department at (781) 396-9400. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

About your Business / Booth:

Organization / Business Name: Trolley Dogs

Owner's Name (if Applicable): Joyce Dente

Address: 26 Claudette Circle, Framingham, MA 01701

Phone: (617) 412-9641 E-mail: Trolleydogs@hotmail.com

About the Temporary Event

Please list Temporary Event information.

Name of the Event: Boston Glory
Start Date of Event: Saturday, June 7, 2025 End Date of the Event: Saturday, June 7, 2025
Organizer of the Event: Jason Talerma Organizer Phone: (508) 446-2002

Contact Person in Charge (PIC) during the Event(s)

The PIC is the person DIRECTLY responsible for the Food Safety Operations during food preparation and at the event(s)

Name of PIC: Kris Dente
Phone: (617) 412-9641 Email: Trolleydogs@hotmail.com

Is the PIC a Certified Food Manager? ☒ Yes - Submit a copy of the Certificate ☐ No

Does the PIC have an Allergy Awareness Certificate? ☒ Yes - Submit a copy of the Certificate ☐ No

Employees or Volunteers who are experiencing symptoms of Vomiting, Diarrhea, Jaundice, Sore Throat with Fever, or Infected Cuts and Burns with pus on hands and wrists shall not work at the event as a food handler.

Please review employee health with the staff prior to the event. For more information about employee health visit: <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/default.htm>

Food Information

Will all Foods be prepared at a licensed Food Establishment?

☒ Yes

☐ No

If Yes, Provide a copy of the Food Establishment Permit

List **ALL** TCS (Time/Temperature Control for Safety Food) Food and Beverage items to be prepared and served.

Attach a separate sheet if necessary.

NOTE: Any changes to the menu must be submitted to and approved by the Medford Board of Health Department at least 5 business days prior to the event. Only the Food items listed on the Permit may be offered at the Event

Food Menu Item:	Prepared at approved kitchen (Yes / No)	Prepared On-Site (Yes / No)
Beef hot dogs - frozen	No	Yes
French fries - frozen	No	Yes
Veggie burger - frozen	No	Yes
Chicken sandwich - frozen-precooked	No	Yes

Food Preparation

Describe the Following for TCS (Time/Temperature Control for Safety Food) Foods Prepared at an **Approved Kitchen**

When will Foods be prepared? On site

How will the Foods be transported from the Kitchen to the Event? Freezer and refrigerator

How will TCS (Time/Temperature Control for Safety Food) Foods be held Cold (41°F and below) during transport?

☐ N/A (there will not be any cold holding) Freezer and refrigerator

How will TCS (Time / Temperature Control for Safety Food) foods be held Hot (135°F and above) during Transport? ☒ N/A (there will not be any hot holding)

Describe the Following for TCS (Time/Temperature Control for Safety Food) Foods **Prepared On-Site** at the Event

How will Foods be cooked on site: ☐ N/A (Foods will not be cooked on site)

Boiled, grilled, fried - cooked to order

How will TCS (Time / Temperature Control for Safety Food) food ingredients be held cold (41°F and below):

Freezer and refrigerator

How will TCS (Time / Temperature Control for Safety Food) food ingredients be held Hot (135°F and above):

☐ N/A (there will not be any hot holding)

Cooked warmer / steam table

Food Handling at the Event

Once Prepared, describe the Following for TCS (Time/Temperature Control for Safety Food) Foods at the Event (prepared at an approved kitchen and/or on-site)

How will prepared TCS (Time / Temperature Control for Safety Food) foods be held cold (41°F and below):

Freezer and refrigerator

How will prepared TCS (Time / Temperature Control for Safety Food) foods be held Hot (135°F and above):

☐ N/A (there will not be any hot holding)

Cooker warmer / steam table

How will prepared Foods be monitored during the Event: Temperature / thermometer

Will there be overhead cover? ☒ Yes ☐ No

How Foods will be protected against environmental and customer contamination: Single service

Describe where utensil washing will take place: Three (3) bay sink — commissary and truck

If no utensil washing facilities are available on site, describe the location of back-up utensil storage:

On truck in closed bin

Describe how hand washing will take place:

Hand wash sink on truck

How many hand washing stations will be set-up? One (1)

What type of gloves will be used? (Latex Gloves should not be used): Vinyl

Type of sanitizer that will be used: ☐ Chlorine

Brand Name

☒ Quaternary:

Saniquat

Brand Name

Please add any additional information about your Temporary Food Establishment that should be considered:

Please Note: **Each cart / table etc.** which has a specific function **requires a Seasonal Food Permit**. Carts / tables etc. which are used only to store packaged foods and drinks will not be considered a separate cart.

Permits are not granted on site at the Event

Statement: I, Joyce Dente hereby attest to the accuracy of the information provided in the application and affirm to comply with 105 CMR 590.000 State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments, the FDA 2013 Food Code and any City of Medford Codes and Ordinances. Additionally, I fully understand that any deviation from the above without prior permission from the Medford Health Department may nullify final approval and / or permit.

Signature: _____ Print: Joyce Dente

FOR OFFICIAL USE ONLY

☐ Approved: Restrictions: ☐ NA

☐ Disapproved: Reason(s):

Inspector's Signature:

Print:

Date:

Permit Effective Date(s):



MaryAnn O'Connor
Director
Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

OFFICE OF MAYOR LUNGO-KOEHN

MEDFORD CITY HALL

85 George P. Hassett Drive, Medford, MA 02155

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Date of Submission: (MM/DD/YYYY) 03/09/2025

Will Propane Gas be used? ☒ Yes ☐ No

☐ If Yes, a Fire Permit **MUST** be obtained from the Medford Fire Department at (781) 396-9400. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

About your Business / Booth:

Organization / Business Name: Trolley Dogs

Owner's Name (if Applicable): Joyce Dente

Address: 26 Claudette Circle, Framingham, MA 01701

Phone: (617) 412-9641 E-mail: Trolleydogs@hotmail.com

About the Temporary Event

Please list Temporary Event information.

Name of the Event: Boston Glory
Start Date of Event: Saturday, June 21, 2025 End Date of the Event: Saturday, June 21, 2025
Organizer of the Event: Jason Talerman Organizer Phone: (508) 446-2002

Contact Person in Charge (PIC) during the Event(s)

The PIC is the person DIRECTLY responsible for the Food Safety Operations during food preparation and at the event(s)

Name of PIC: Kris Dente
Phone: (617) 412-9641 Email: Trolleydogs@hotmail.com

Is the PIC a Certified Food Manager? ☒ Yes - Submit a copy of the Certificate ☐ No

Does the PIC have an Allergy Awareness Certificate? ☒ Yes - Submit a copy of the Certificate ☐ No

Employees or Volunteers who are experiencing symptoms of Vomiting, Diarrhea, Jaundice, Sore Throat with Fever, or Infected Cuts and Burns with pus on hands and wrists shall not work at the event as a food handler.

Please review employee health with the staff prior to the event. For more information about employee health visit: <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/default.htm>

Food Information

Will all Foods be prepared at a licensed Food Establishment?

☒ Yes

☐ No

If Yes, Provide a copy of the Food Establishment Permit

List **ALL** TCS (Time/Temperature Control for Safety Food) Food and Beverage items to be prepared and served.

Attach a separate sheet if necessary.

NOTE: Any changes to the menu must be submitted to and approved by the Medford Board of Health Department at least 5 business days prior to the event. Only the Food items listed on the Permit may be offered at the Event

Food Menu Item:	Prepared at approved kitchen (Yes / No)	Prepared On-Site (Yes / No)
Beef hot dogs - frozen	No	Yes
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Cooker warmer / steam table

How will prepared Foods be monitored during the Event: Temperature / thermometer

Will there be overhead cover? ☒ Yes ☐ No

How Foods will be protected against environmental and customer contamination: Single service

Describe where utensil washing will take place: Three (3) bay sink — commissary and truck

If no utensil washing facilities are available on site, describe the location of back-up utensil storage:

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Describe how hand washing will take place:

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How many hand washing stations will be set-up? One (1)

What type of gloves will be used? (Latex Gloves should not be used): Vinyl

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Brand Name

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Saniquat

Brand Name

Please add any additional information about your Temporary Food Establishment that should be considered:

Please Note: **Each cart / table etc.** which has a specific function **requires a Seasonal Food Permit**. Carts / tables etc. which are used only to store packaged foods and drinks will not be considered a separate cart.

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Signature: _____ Print: Joyce Dente

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☐ Disapproved: Reason(s):

Inspector's Signature:

Print:

Date:

Permit Effective Date(s):



MaryAnn O'Connor
Director
Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

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About your Business / Booth:

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Owner's Name (if Applicable): Joyce Dente

Address: 26 Claudette Circle, Framingham, MA 01701

Phone: (617) 412-9641 E-mail: Trolleydogs@hotmail.com

About the Temporary Event

Please list Temporary Event information.

Name of the Event: Boston Glory
Start Date of Event: Sunday, July 21, 2025 End Date of the Event: Sunday, July 21, 2025
Organizer of the Event: Jason Talerman Organizer Phone: (508) 446-2002

Contact Person in Charge (PIC) during the Event(s)

The PIC is the person DIRECTLY responsible for the Food Safety Operations during food preparation and at the event(s)

Name of PIC: Kris Dente
Phone: (617) 412-9641 Email: Trolleydogs@hotmail.com

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Cooker warmer / steam table

How will prepared Foods be monitored during the Event: Temperature / thermometer

Will there be overhead cover? ☒ Yes ☐ No

How Foods will be protected against environmental and customer contamination: Single service

Describe where utensil washing will take place: Three (3) bay sink — commissary and truck

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Brand Name

☒ Quaternary: Saniquat

Brand Name

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Please Note: **Each cart / table etc.** which has a specific function **requires a Seasonal Food Permit**. Carts / tables etc. which are used only to store packaged foods and drinks will not be considered a separate cart.

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Signature: _____ Print: Joyce Dente

FOR OFFICIAL USE ONLY

☐ Approved: Restrictions: ☐ NA

☐ Disapproved: Reason(s):

Inspector's Signature:

Print:

Date:

Permit Effective Date(s):

KRISTOPHER DENTE

200003
CLUB MEMBER

EXAM FORM NUMBER

4/21/2027

DATE OF EXPIRATION
 and
 education requirements.**Association Solutions**

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: KRISTOPHER DENTE

Certificate Number: 5627719

Date of Completion: 5/13/2022

Date of Expiration: 5/13/2027



Issued By:

*The above-named person is hereby issued this certificate
for completing an allergen awareness training program
recognized by the Massachusetts Department of Public Health
in accordance with 105 CMR 590.009(G)(3)(a).*

This certificate will be valid for five (5) years from date of completion.



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.massrestaurantassoc.org



NATIONAL
RESTAURANT
ASSOCIATION®
800.765.2122
www.restaurant.org

Commonwealth of Massachusetts

Division of Standards

Hawker / Peddler

KRISTOPHER DENTE
7 GREENWOOD AVE
SHREWSBURY MA 01545

License No: HP0101818

Date of Issue: March 26, 2024

Date of Expiration: April 19, 2025



2025

[Signature]

COMMISSIONER
DIVISION OF STANDARDS

This license is not transferable

For current status visit www.mass.gov/



BOARD OF HEALTH

Town of Boylston

221 Main Street
Boylston, MA 01506
Telephone (508) 869-0828
Fax (508) 869-0210

MOBILE FOOD PERMIT

MPF# 2024-1

Fee: \$100.00

THIS IS TO CERTIFY THAT

TROLLEY DOGS

IS HEREBY GRANTED A MOBILE FOOD PERMIT TO OPERATE IN THE TOWN OF BOYLSTON

Date of Issue: JANUARY 1, 2024

Date of Expiration: December 31, 2024


Board of Health/Authorizing Signature



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

April 23, 2025

Via Electronic Delivery

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

Re: Free Cash Appropriation and Loan Order Recession on School HVAC Infrastructure and Roof Bonds

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body appropriate Five Million Dollars and Zero Cents (\$5,000,000.00) of Free Cash for the purpose of replacing boilers and cooling systems with new condensing boilers and heat pumps, including associated automated controls, structural and architectural work, electrical work, and weatherization, at the McGlynn School and Andrews School, and the acquisition and installation solar panels and a new roof or roof repairs at the McGlynn School, including the costs of planning, design, architectural and engineering services and all other costs incidental and related thereto and rescind the Five Million Dollar and Zero Cent (\$5,000,000.00) Loan Order under Resolution No. 24-510, which was approved in the third reading at the City Council's January 14, 2025 meeting. Enclosed is a copy of the original Loan Order.

This appropriation of Free Cash will allow the City to reduce the amount to be permanently borrowed in the future, to save an estimated \$300,000 per year in the FY27 budget and for the term of the loan. The total project cost of \$30,775,000 without a Free Cash appropriation would add to the City's budget an estimated \$1.834 million per year for 30 years.

Thank you for your kind attention to this matter.

Respectfully submitted,

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

Breanna Lungo-Koehn
Mayor

Enclosure



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

December 12, 2024

Via Electronic Delivery

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

Re: Loan Order – School HVAC Infrastructure and Roof Bonds

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body approve the below Loan Order.

By way of some background, the Andrews and McGlynn Schools are in need of extensive HVAC work as well as at least repairs to the McGlynn School roof. The City has hired an Owner's Project Manager (OPM) and a designer. With a goal of conducting the majority of the construction work during the summer months, to further the project and keep the timetable for construction in January, the City needs to pre-order equipment, continue the design with the designer and OPM and the pre-construction services of the construction manager. To accomplish this, a funding authorization of about \$5 million is needed. In the future, after further design and cost estimates have been developed, we will likely return for the rest of the cost to complete the construction, which is expected to be about an additional \$20 million.

CITY OF MEDFORD

Loan Order – School HVAC Infrastructure and Roof Bonds

BE IT ORDERED: That Five Million Dollars (\$5,000,000) is appropriated for the purpose of replacing boilers and cooling systems with new condensing boilers and heat pumps, including associated automated controls, structural and architectural work, electrical work, and weatherization, at the McGlynn School and Andrews School, and the acquisition and installation solar panels and a new roof or roof repairs at the McGlynn School, including the costs of planning, design, architectural and engineering services and all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

AND FURTHER ORDERED: That the Treasurer is authorized to file an application with the appropriate officials of the Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized to be borrowed



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

pursuant to this loan order and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.

Respectfully submitted,


Breanna Lungo-KoeHN
Mayor



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

April 22, 2025

Via Electronic Delivery

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

Re: Affordable Housing Trust – Additional FY25 Tranche

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 recommendation of the Community Preservation Committee:

Requesting the appropriation of \$50,000.00 from the CPA General Reserve to the Medford Affordable Housing Trust, to provide additional funding to expand their FY25 development awards budget.

The project will be tracked in the Community Preservation Fund. The CPC recommendation letter is attached and incorporated. Community Preservation Act Manager Theresa Dupont and representatives from the Medford Affordable Housing Trust will be in attendance.

Thank you for your consideration.

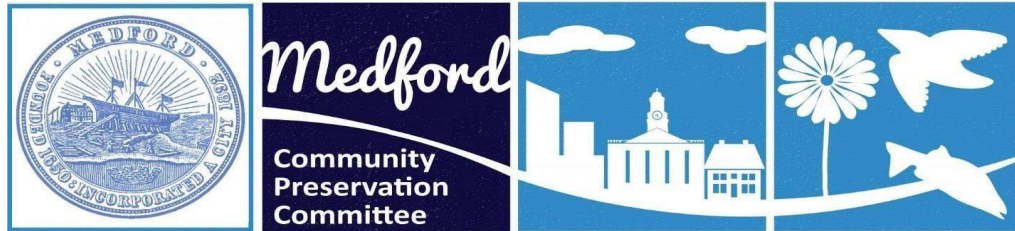
Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Enclosure



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



Funding Recommendation Decision

April 9, 2025

Applicant Name: City of Medford – Affordable Housing Trust

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

Project: FY25 Additional Tranche

On April 8, 2025, the City of Medford Community Preservation Committee (“CPC”) voted 8-0-1 (Member Cameron abstained) to recommend approval to City Council that the City of Medford’s Affordable Housing Trust be awarded \$50,000.00 of Community Preservation Act funds, to help further their FY25 housing development awards. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of supporting and creating new affordable housing.

Conditions of Approval:

1. None

Signed by:

Roberta Cameron

F08445EDF6B4472...

Roberta Cameron, Chair
Community Preservation Committee

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



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

April 24, 2025

Via Electronic Delivery

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

Re: Use of Free Cash

Dear President Bears and City Councilors:

I respectfully request and recommend that your Honorable Body approves the following Free Cash appropriations in the total amount of Two Hundred Twenty-Nine Thousand, Seven Hundred and Sixty-Six Dollars and One Cent (\$229,766.01) on the following items:

- \$198,000.00 for Security Upgrades at MPS buildings, which will be used to increase the total down payment made on a \$1,843,038.74 project (to \$500,000), which will be paid over 5 years; and
- \$31,766.01 for the following claim settlements which are further outlined in the enclosed letter:
 1. Bay State Insurance Company/Itrato - \$15,000.00
 2. GEICO a/s/o Dino Puopolo - \$5,000.00
 3. Safety Insurance Co., as subrogee of John Fagone - \$5,766.01
 4. GEICO a/s/o Salem Woldemariam and Lauren Woldemariam - \$3,500.00
 5. Arbella Mutual Insurance Co. (as subrogee of Anthony Milano) - \$2,500.00

The balance of Free Cash, as of the writing of this letter, is \$27,606,069.12.

Attorney Thomas Lane from KP Law will be available to answer any questions on the claims.

Thank you for your kind attention to these matters.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Enclosure

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



City of Medford

LAW DEPARTMENT

City Hall - Room 206
85 George P. Hassett Drive
Medford, Massachusetts 02155

Telephone (781) 393-2470
FAX: (781) 393-2410 • TDD: (781) 393-2516

Date: April 24, 2025

To: President Isaac B. Bears and Honorable Members of the
Medford City Council

Fr: Breanna Lungo-Koehn, Mayor

Claimant Name: Bay State Insurance Company aso Alice Itrato
Date of Accident: October 21, 2022
Date of Settlement: April 11, 2025
Date of Trial Result: N/A
Amount of Request: \$15,000.00
Claimant's Attorney: **Kevin M. Davis**, Crowley & McCarthy, P.C.

Description of Alleged Claim:

The claimant, Bay State Insurance Company, seeks compensation for property damage suffered by its insured, Alice Itrato, from a water main break on Emerald Street, causing water to enter the basement of a home located at 51-53 Emerald Street. The necessary Release has been obtained from the claimant.

Breakdown to Amount Requested:

Property Damage: \$ 15,000.00
Other: \$ -0-
Total Settlement: \$ 15,000.00

Claimant Name: GEICO a/s/o Dino Puopolo
Date of Accident: February 20, 2023
Date of Settlement: April 17, 2025
Docket No.: Middlesex Superior Court C.A. No. 2481CV02596
Amount of Request: \$5,000.00
Claimant's Attorney: **Edward O. Mazzaferro**, Mazzaferro Law, LLC

Description of Alleged Claim:

This case involves a motor vehicle accident which occurred on February 20, 2023 on Salem Street. At that time, a City Street Sweeper backed into a parked Jeep Compass owned by Dino Puopolo. GEICO paid Mr. Puopolo \$5,704.09 for the property damage. GEICO's counsel has agreed to settle the case for \$5,000.00.

Breakdown to Amount Requested:

Property Damage: \$ 5,000.00
Other: \$ -0-
Total Settlement: \$ 5,000.00

Claimant Name: Safety Insurance Co. a/s/o John Fagone
Date of Accident: February 22, 2022
Date of Settlement: April 17, 2025
Docket No. Middlesex Superior Court C.A. No. 2481CV01461
Amount of Request: \$5,776.01
Claimant's Attorney: **Joseph P. Bonfiglio**, Bolden & Bonfiglio, LLC

Description of Alleged Claim:

This case involves a motor vehicle accident between a City Fire Ladder Truck and a parked vehicle owned by John Fagone on February 22, 2022. The firefighter operating the vehicle acknowledged to the investigating Police Officer that he struck the parked vehicle when he was attempting to make a left turn onto Veterans Avenue from Spring Street. Safety paid Mr. Fagone \$7,207.51 for the damage to the vehicle. Safety's attorney has agreed to settle the case for \$5,766.01 and has provided a Release for this amount.

Breakdown to Amount Requested:

Property Damage: \$ 5,766.01
Other: \$ -0-
Total Settlement: \$ 5,766.01

Claimant Name: GEICO a/s/o Salem Woldemariam and Lauren Woldemariam
Date of Accident: March 1, 2023
Date of Settlement: April 17, 2025
Docket No.: Middlesex Superior Court C.A. No. 2481CV00799
Amount of Request: \$3,500.00
Claimant's Attorney: **Edward O. Mazzaferro**, Mazzaferro Law, LLC

Description of Alleged Claim:

This case involves a motor vehicle accident with a vehicle operated by Salem Woldemariam and a City DPW vehicle on Grove Street on March 1, 2023. As the DPW employee was distributing salt and sand, he backed up his vehicle and struck the Plaintiff's stopped vehicle. GEICO paid their insured \$4,428.80 for the damage to their vehicle. GEICO's counsel has agreed to settle the case for \$3,500.00 and provided a Release for this amount.

Breakdown to Amount Requested:

Property Damage: \$ 3,500.00
Other: \$ -0-
Total Settlement: \$ 3,500.00

Claimant Name: Arbella Mutual Ins. Co. a/s/o Anthony Milano
Date of Accident: July 23, 2022
Date of Settlement: April 17, 2025
Docket No.: Middlesex Superior Court C.A. No. 2481CV02703
Amount of Request: \$2,500.00
Claimant's Attorney: Joseph P. Bonfiglio, Bolden & Bonfiglio, LLC

Description of Alleged Claim:

This case involves a tree limb owned and maintained by the City, that fell and struck Anthony Milano's vehicle. The tree was scheduled for pruning by the Tree Warden in 2019 and 2021 but was not pruned. Subsequently the tree was added to the removal list for Forestry. Arbella Mutual Insurance Co. paid Mr. Milano \$3,926.96 and there was a deductible of \$300.00 for a total claim of \$4,226.96. Arbella's counsel agreed to settle the case for \$2,500.00 and provided a Release for this amount.



City of Medford

LAW DEPARTMENT

City Hall - Room 206
85 George P. Hassett Drive
Medford, Massachusetts 02155

Telephone (781) 393-2470
FAX: (781) 393-2410 • TDD: (781) 393-2516

Date: April 24, 2025

To: President Isaac B. Bears and Honorable Members of the
Medford City Council

Fr: Breanna Lungo-Koehn, Mayor

Claimant Name: Bay State Insurance Company aso Alice Itrato
Date of Accident: October 21, 2022
Date of Settlement: April 11, 2025
Date of Trial Result: N/A
Amount of Request: \$15,000.00
Claimant's Attorney: **Kevin M. Davis**, Crowley & McCarthy, P.C.

Description of Alleged Claim:

The claimant, Bay State Insurance Company, seeks compensation for property damage suffered by its insured, Alice Itrato, from a water main break on Emerald Street, causing water to enter the basement of a home located at 51-53 Emerald Street. The necessary Release has been obtained from the claimant.

Breakdown to Amount Requested:

Property Damage: \$ 15,000.00
Other: \$ -0-
Total Settlement: \$ 15,000.00

Claimant Name: GEICO a/s/o Dino Puopolo
Date of Accident: February 20, 2023
Date of Settlement: April 17, 2025
Docket No.: Middlesex Superior Court C.A. No. 2481CV02596
Amount of Request: \$5,000.00
Claimant's Attorney: **Edward O. Mazzaferro**, Mazzaferro Law, LLC

Description of Alleged Claim:

This case involves a motor vehicle accident which occurred on February 20, 2023 on Salem Street. At that time, a City Street Sweeper backed into a parked Jeep Compass owned by Dino Puopolo. GEICO paid Mr. Puopolo \$5,704.09 for the property damage. GEICO's counsel has agreed to settle the case for \$5,000.00.

Breakdown to Amount Requested:

Property Damage: \$ 5,000.00
Other: \$ -0-
Total Settlement: \$ 5,000.00

Claimant Name: Safety Insurance Co. a/s/o John Fagone
Date of Accident: February 22, 2022
Date of Settlement: April 17, 2025
Docket No. Middlesex Superior Court C.A. No. 2481CV01461
Amount of Request: \$5,776.01
Claimant's Attorney: **Joseph P. Bonfiglio**, Bolden & Bonfiglio, LLC

Description of Alleged Claim:

This case involves a motor vehicle accident between a City Fire Ladder Truck and a parked vehicle owned by John Fagone on February 22, 2022. The firefighter operating the vehicle acknowledged to the investigating Police Officer that he struck the parked vehicle when he was attempting to make a left turn onto Veterans Avenue from Spring Street. Safety paid Mr. Fagone \$7,207.51 for the damage to the vehicle. Safety's attorney has agreed to settle the case for \$5,766.01 and has provided a Release for this amount.

Breakdown to Amount Requested:

Property Damage: \$ 5,766.01
Other: \$ -0-
Total Settlement: \$ 5,766.01

Claimant Name: GEICO a/s/o Salem Woldemariam and Lauren Woldemariam
Date of Accident: March 1, 2023
Date of Settlement: April 17, 2025
Docket No.: Middlesex Superior Court C.A. No. 2481CV00799
Amount of Request: \$3,500.00
Claimant's Attorney: **Edward O. Mazzaferro**, Mazzaferro Law, LLC

Description of Alleged Claim:

This case involves a motor vehicle accident with a vehicle operated by Salem Woldemariam and a City DPW vehicle on Grove Street on March 1, 2023. As the DPW employee was distributing salt and sand, he backed up his vehicle and struck the Plaintiff's stopped vehicle. GEICO paid their insured \$4,428.80 for the damage to their vehicle. GEICO's counsel has agreed to settle the case for \$3,500.00 and provided a Release for this amount.

Breakdown to Amount Requested:

Property Damage: \$ 3,500.00
Other: \$ -0-
Total Settlement: \$ 3,500.00

Claimant Name: Arbella Mutual Ins. Co. a/s/o Anthony Milano
Date of Accident: July 23, 2022
Date of Settlement: April 17, 2025
Docket No.: Middlesex Superior Court C.A. No. 2481CV02703
Amount of Request: \$2,500.00
Claimant's Attorney: Joseph P. Bonfiglio, Bolden & Bonfiglio, LLC

Description of Alleged Claim:

This case involves a tree limb owned and maintained by the City, that fell and struck Anthony Milano's vehicle. The tree was scheduled for pruning by the Tree Warden in 2019 and 2021 but was not pruned. Subsequently the tree was added to the removal list for Forestry. Arbella Mutual Insurance Co. paid Mr. Milano \$3,926.96 and there was a deductible of \$300.00 for a total claim of \$4,226.96. Arbella's counsel agreed to settle the case for \$2,500.00 and provided a Release for this amount.



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

April 24, 2025

Via Electronic Delivery

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

Re: Chapter 46 Floods, Article II – Flood Ordinance Update

Dear President Bears and Members of the City Council:

I respectfully request and recommend that the City Council approve the enclosed amendments to Chapter 46, Article II, of the City's Ordinances (see highlighted in the attached so-called Floodplain Ordinance).

Enclosed is a letter from City Engineer Owen Wartella which outlines the reasoning for the request. In addition, given City Council Rule 30, the ordinance was reviewed by KP Law, and they have approved it as to form as outlined by the enclosed letter from Attorney Jeffrey Blake.

City Engineer Wartella will be available to speak to this request and answer any questions you may have.

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

Enclosures

Chapter 46 FLOODS

ARTICLE I. IN GENERAL

Secs. 46-1—46-30. Reserved.

ARTICLE II. FLOOD DAMAGE PREVENTION¹

DIVISION 1. GENERALLY

Sec. 46-31. Statement of purpose.

It is the purpose of this article to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; and streets and bridges located in areas of special flood hazard;
- (6) Help maintain a stable tax base by providing for the second use and development of areas of special flood hazard so as to minimize future flood blight areas;
- (7) Ensure that potential buyers are notified that property is in an area of special flood hazard; and
- (8) Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.

(Ord. No. 498, § 1.1, 5-20-1986)

Sec. 46-32. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Appeal means a request for a review of the city engineer's interpretation of any provision of this article or a request for a variance.

¹Cross reference(s)—Director of public works, § 2-721 et seq.; buildings and building regulations, ch. 10; zoning, ch. 94.

Area of shallow flooding means a designated AO or VO zone on the flood insurance rate map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident.

Area of special flood hazard means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

Base flood means the flood having a one percent chance of being equaled or exceeded in any given year.

Breakaway walls means any type of walls, whether solid or lattice, and whether constructed of concrete, masonry, wood, metal, plastic or any other suitable building material which are not part of the structural support of the building and which are so designed as to break away, under normal high tides or wave action, without damage to the structural integrity of the building on which they are used or any buildings to which they might be carried by floodwaters.

Development means any manmade change to improved or unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations located within the area of special flood hazard.

Flood or flooding means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters; and/or
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood insurance rate map (FIRM) means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood insurance study means the official report provided in which the Federal Insurance Administration has provided flood profiles, as well as the flood hazard boundary-floodway map and the water surface elevation of the base flood.

Floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Functionally dependent use means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Habitable floor means any floor usable for living purposes, which includes working, sleeping, eating, cooking or recreation, or a combination thereof. A floor used only for storage purposes is not a habitable floor.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

a. By an approved state program as determined by the Secretary of the Interior, or

b. Directly by the Secretary of the Interior in states without approved programs.

New construction means structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, included any subsequent improvements to such structures. New construction includes work determined to be substantial improvement.

Recreational vehicle means a vehicle which is:

(1) Built on a single chassis;

(2) 400 square feet or less when measured at the largest horizontal projection;

(3) Designed to be self-propelled or permanently towable by a light duty truck; and,

(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special flood hazard area means the land area subject to flood hazards as shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE, or V1-30.

Start of construction means the date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings, or construction of columns. Permanent construction does not include land preparation, such as clearing, excavation, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial improvement means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

(1) Before the improvement or repair is started; or

(2) If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to ensure safe living conditions, or any alteration of a structure listed on the National Register of Historic Places or a state inventory of historic places.

Substantial repair of a foundation means work to repair or replace a foundation resulting in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair and replacement of 50% of the piles, columns, or piers of a pile-, column-, or pier-supported foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR.

Variance means a grant of relief by a community from the terms of a floodplain management regulation.

Violation means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3 is presumed to be in violation until such time as that documentation is provided.

(Ord. No. 498, § 2, 5-20-1986; Ord. No. 758, § 1, 3-2-2010)

Cross reference(s)—Definitions generally, § 1-2.

Sec. 46-33. Methods of reducing flood losses.

In order to accomplish its purposes, this article includes methods and provisions for:

- (1) Redistricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- (2) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;
- (4) Controlling filling, grading, dredging and other development which may increase flood damage; and
- (5) Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters, or which may increase flood hazards in other areas.

(Ord. No. 498, § 1.2, 5-20-1986)

Sec. 46-34. Lands to which this article applies.

This article shall apply to all areas of special flood hazards within the jurisdiction of the city.

(Ord. No. 498, § 3.1, 5-20-1986)

Sec. 46-35. Basis for establishing the areas of special flood hazard.

The areas of special flood hazard within the City of Medford include all areas designated as Zone A and AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the City of Medford are panel numbers 25017C0409F, 25017C0417F, 25017C0428F, 25017C0429F, 25017C0436F, 25017C0437F, 25017C0438F and 25017C0439F dated July 8, 2025. The exact boundaries of the district may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 8, 2025. The FIRM and FIS

report are incorporated herein by reference and are on file with the city engineer's office, City Hall, Medford, Massachusetts.

(Ord. No. 498, § 3.2, 5-20-1986; Ord. No. 758, § 2, 3-2-2010)

Sec. 46-36. Compliance with article provisions.

- (a) No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this article and other applicable regulations.
- (b) The city engineer shall enforce the provisions of this article. Whoever violates the provisions of this article shall be punished as provided in section 1-13 for each offense.

(Ord. No. 498, § 3.3, 5-20-1986)

Sec. 46-37. Abrogation and greater restrictions.

This article is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this article and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(Ord. No. 498, § 3.4, 5-20-1986)

Sec. 46-38. Interpretation of article.

In the interpretation and application of this article, all provisions shall be:

- (1) Considered as minimum requirement;
- (2) Liberally construed in favor of the city council; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

(Ord. No. 498, § 3.5, 5-20-1986)

Sec. 46-39. Warning and disclaimer of liability.

The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the city, any officer or employee thereof or the Federal Insurance Administration, for any flood damages that result from reliance on this article or any administrative decision lawfully made under this article.

(Ord. No. 498, § 3.6, 5-20-1986)

Sec. 46-40. Severability.

If any section, provision, or portion of this ordinance is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

Secs. 46-41—46-70. Reserved.

DIVISION 2. ADMINISTRATION²

Sec. 46-71. Designation of the city engineer as administrator.

The city engineer is hereby appointed to administer and implement this article by granting or denying development permit applications in accordance with its provisions.

(Ord. No. 498, § 4.2, 5-20-1986)

Sec. 46-72. Duties and responsibilities of the city engineer.

Duties of the city engineer shall include, but not be limited to the following:

- (1) Review all development permits to determine that the permit requirements of this article have been satisfied.
- (2) Review all development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.
- (3) Review all development permits in the area of special flood hazard except in the coastal high-hazard area to determine if the proposed development adversely affects the flood-carrying capacity of the area of special flood hazard. For the purposes of this article, the term "adversely affects" means that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point.
- (4) Review plans for walls to be used to enclose space below the base flood level in accordance with section 46-112(2).
- (5) Submit technical or scientific data supporting changes to the base flood elevation in the FEMA mapped special flood hazard areas to FEMA within 6 months of receipt. Notification shall be submitted to the NFIP State Coordinator at the Massachusetts Department of Conservation and Recreation and the NFIP Program Specialist at FEMA Region I.

(Ord. No. 498, § 4.3-1, 5-20-1986)

Sec. 46-73. Use of other base flood data.

In A Zones, in the absence of FEMA base flood elevation and floodway data, the city engineer shall obtain, review and reasonably utilize base flood elevation data available from a federal, state or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

(Ord. No. 498, § 4.3-2, 5-20-1986)

²Cross reference(s)—Administration, ch. 2.

Sec. 46-74. Information to be obtained and maintained.

Information which shall be obtained and maintained is as follows:

- (1) Obtain and record the actual elevation, in relation to mean sea level, of the lowest habitable floor, including the basement, of all new or substantially improved structures.
- (2) For all new substantially improved floodproofed structures:
 - a. Verify and record the actual elevation, in relation to mean sea level; and
 - b. Maintain the floodproofing certifications required in section 46-77(3).
- (3) Maintain for public inspection all records pertaining to the provisions of this article.

(Ord. No. 498, § 4.3-3, 5-20-1986)

Sec. 46-75. Alteration of watercourses.

The city engineer shall:

- (1) Notify adjacent communities and the state water resources administration prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
- (2) Require that maintenance is provided within the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished.
- (3) In a riverine situation, the city engineer shall notify the following of any alteration or relocation of a watercourse:
 - a. Adjacent communities.
 - b. NFIP State Coordinator, Massachusetts Department of Conservation and Recreation.
 - c. NFIP Program Specialist, Federal Emergency Management Agency, Region I.

(Ord. No. 498, § 4.3-4, 5-20-1986; Ord. No. 758, § 3, 3-2-2010)

Sec. 46-76 – Interpretation of FIRM boundaries - *deleted*

Sec. 46-77. Establishment of development permit.

A development permit shall be obtained before construction or development begins within any area of special flood hazard established in section 46-35. Application for a development permit shall be made on forms furnished by the city engineer, and may include, but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials and drainage facilities; and the location of the foregoing. Specifically, the following information is required:

- (1) Elevation in relation to mean sea level, of the lowest floor, including the basement, of all structures;
- (2) Elevation in relation to mean sea level to which any structure has been floodproofed;
- (3) Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in section 46-112(2);

-
- (4) Description of the extent to which any watercourse will be altered or relocated as a result of a proposed development; and
 - (5) Plans for any walls to be used to enclose space below the base flood level.

(Ord. No. 498, § 4.1, 5-20-1986)

Sec. 46-78. Variance procedure.

(a) *Appeal board.* The appeal board shall function as follows:

- (1) The city council, as established by the city, shall hear and decide appeals and requests for variances from the requirements of this article.
- (2) The city council shall hear and decide appeals when it is alleged there is an error in any requirement, decision or determination made by the city engineer in the enforcement or administration of this article.
- (3) Those aggrieved by the decision of the city council or any taxpayer, may appeal such decision to the superior court, as provided in M.G.L.A. c. 40A.
- (4) In passing upon such applications, the city council shall consider all technical evaluations, all relevant factors, standards specified in other sections of this article, and:
 - a. The danger that materials may be swept onto other lands to the injury of others;
 - b. The danger to life and property due to flooding or erosion damage;
 - c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - d. The importance of the services provided by the proposed facility to the community;
 - e. The necessity to the facility of a waterfront location, where applicable;
 - f. The availability of alternative locations, for the proposed use which are not subject to flooding or erosion damage;
 - g. The compatibility of the proposed use with existing and anticipated development;
 - h. The relationship of the proposed use to the comprehensive plan and floodplain management program of that area;
 - i. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - j. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - k. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
- (5) Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing subsections (4)a—(4)k of this section have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.

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- (6) Upon consideration of the facts of subsection (4) of this section and the purposes of this article, the city council may attach such conditions to the granting of variances as it deems necessary to further the purposes of this article.
 - (7) The city engineer shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration, upon request.
- (b) *Conditions for variances.* Conditions for variances are as follows:
- (1) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places, without regard to the procedures set forth in the remainder of this section.
 - (2) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
 - (3) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard to afford relief.
 - (4) Variances shall only be issued upon:
 - a. A showing of good and sufficient cause;
 - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public as identified in section 46-77(4), or conflict with existing local laws or ordinances.
 - (5) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(Ord. No. 498, § 4.4-2, 5-20-1986)

Sec. 46-79. Variances to building code floodplain standards.

The City will maintain relevant State Building Code Appeals Board variance hearing records in the community's files. The City Engineer shall issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing, over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level may result in increased premium rates for flood insurance and (ii) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.

Secs. 46-80—46-110. Reserved.

DIVISION 3. FLOOD HAZARD REDUCTION

Sec. 46-111. General standards.

In all areas of special flood hazards the following standards are required:

(1) *Utilities.* Utilities standards are as follows:

- a. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- b. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and
- c. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(2) *Subdivision proposals.* Subdivision proposals shall meet the following standards:

- a. All subdivision proposals shall be consistent with the need to minimize flood damage.
- b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
- d. Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least 50 lots or five acres, whichever is less.

(3) *Recreational vehicles.* All recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

(Ord. No. 498, § 5.1-4, 5-20-1986)

Sec. 46-112. Specific Standards. - *deleted*

Sec. 46-113. Floodways.

- (a) *Floodway data.* In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (b) *Base flood elevation data.* Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or five acres, whichever is the lesser, within unnumbered A zones.
 - (1) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the City of Medford FIRM, encroachments are prohibited, including fill, new construction, substantial

improvements, and other development within the adopted regulatory floodway, unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

(Ord. No. 501, 6-24-1986; Ord. No. 758, § 4, 3-2-2010)



OWEN WARTELLA, PE
City Engineer

City of Medford

DEPARTMENT OF PUBLIC WORKS

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MEMORANDUM

TO: Breanna Lungo-Koehn
FROM: Department of Public Works - Engineering Division
SUBJECT: Floodplain Ordinance Update
DATE: April 17, 2025

The Department of Conservation and Recreation has updated and revised the Massachusetts Model Floodplain Bylaws to align with Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) and the Flood Insurance Studies (FIS) effective July 8, 2025.

All communities that participate in the National Flood Insurance Program (Medford) are required to update their local regulations to include the new effective dates for the FIRM and FIS. Communities that do not accomplish this will be suspended from the NFIP.

Medford Floodplain Ordinance has been revised with the following outlines:

1. Section 46-35. Update suffixes and FIRM panels to reflect the new panels dated July 8, 2025: 20177C0409F, 20177C0417F, 20177C0428F, 20177C0429F, 20177C0436F, 20177C0437F, 20177C0438F, 20177C0439F
2. Section 46-32 updated and added the following definitions:
 - FUNCTIONALLY DEPENDENT USE
 - HIGHEST ADJACENT GRADE
 - HISTORIC STRUCTURE
 - RECREATIONAL VEHICLE
 - SPECIAL FLOOD HAZARD AREA.
 - SUBSTANTIAL REPAIR OF A FOUNDATION.
 - VIOLATION
 - NEW CONSTRUCTION.
 - START OF CONSTRUCTION.
 - STRUCTURE
 - VARIANCE
3. Section 46-40. Added Severability
4. Section 46-72. Update the language with requirement to submit new technical data
5. Section 46-73. Update the language with Model Bylaw Section 2, 7.
6. Section 46-76. Deleted.
7. Section 46-112. Deleted.
8. Section 46-113, b, 1. Update the language with Model Bylaw Section 2, 6, 2nd paragraph.

If you have any questions, feel free to reach us at (781) 475-5642 or by email at owartella@medford-ma.gov.

Sincerely,



Owen Wartella

City of Medford Engineering Division

April 24, 2025

President Isaac B. Bears and Members of the
Honorable Medford City Council
City Hall
85 George P. Hasset Drive
Medford, MA 02155

Re: Chapter 46 Floods, Article II-- Flood Ordinance Update

Dear Mister President and Members of the Medford City Council:

In accordance with the provisions of Medford City Council Rule 30, we examined the proposed amendments to the Flood Ordinance Chapter 46 Floods, Article II (Flood Ordinance), as to their legality and respectfully transmit this letter as notification of our findings.

In our opinion, the Flood Ordinance, as amended, is in proper legal form. All communities that participate in the National Flood Insurance Program, including Medford, are required to update local regulations to include new effective dates for the FIRM (Flood Insurance Rate Maps) and FIS (Flood Insurance Studies). In our opinion, the proposed amendments included the required updates to meet these requirements.

Specifically, the proposed amendments have revised the following:

1. Section 46-35. Updates suffixes and FIRM panels to reflect the new panels dated July 8, 2025; and
2. Section 46-32 updated to add the following definitions
 - a. Functionally dependent use;
 - b. Highest adjacent grade;
 - c. Historic structure;
 - d. Recreational vehicle;
 - e. Special flood hazard area;
 - f. Substantial repair of a foundation;
 - g. Violation;
 - h. New construction;
 - i. Start of new construction;
 - j. Structure; and
 - k. Variance.



President Isaac B. Bears and Members of the
Honorable Medford City Council
April 24, 2025
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In our further opinion, as the Flood Ordinance Chapter 46 Floods, Article II (Flood Ordinance) is a general (as opposed to zoning) Ordinance, the quantum of vote required to amend is a simple majority.

Thank you very much and please let us know if you have any questions.

Very truly yours,



KP Law, P.C.

cc: The Honorable Breanna Lungo-Koehn, Mayor (by e-mail)
Adam L. Hurtubise, City Clerk (by e-mail)

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