



Medford City Council
Medford, Massachusetts

The Seventh Regular Meeting, April 7, 2026

City Council

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

REVISED AGENDA

This agenda was revised at 2:30PM on Monday, April 6, 2026, to reflect the inclusion of Papers **26-058** and **26-073**.

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

Zoom Link:

<https://us06web.zoom.us/j/82230932728?pwd=iga3kwYj89c9e6kNhN44cKlembZEj6.1>

Call-in Number: +13092053325,,82230932728#,,, *975766#

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

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

CALL TO ORDER & ROLL CALL

SALUTE TO THE FLAG

ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS, AND RECORDS

26-067 - Offered by Isaac Bears, Council President

Resolution Congratulating Library Director Barbara Kerr on Her Retirement

Records

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

The Records of the Special Joint Meeting of March 31, 2026 were passed to Councilor Leming

Reports of Committees

26-028, 26-029, 26-053 and 26-065 - Offered by Isaac Bears, Council President

Committee of the Whole, April 1, 2026, Report to Follow

HEARINGS

26-068

Petition for Grant of Location - National Grid (3960 Mystic Valley Parkway)

PETITIONS, PRESENTATIONS, AND SIMILAR PAPERS

26-069

Submitted by City Clerk

Petition for a Common Victualler License - Cilantro's Mexican Grill Medford LLC

MOTIONS, ORDERS, AND RESOLUTIONS

25-136 - Offered by Matt Leming, City Councilor

Resolution to Update Inclusionary Zoning for Fractional Affordable Housing Incentives

26-070 - Offered by Matt Leming, City Councilor

Resolution to Invite the Residents of Brooks Park to Discuss Experiences with Rats

26-073 - Offered by Isaac Bears, Council President

Resolution to Request that Mayor Fund Legal Defense in Chertok v. City of Medford

COMMUNICATIONS FROM THE MAYOR

26-058

Submitted by Mayor Breanna Lungo-Koehn

Proposed Amendments to the Medford Zoning Ordinance, Chapter 94 (Medford Square City Hall Overlay District)

26-065

Submitted by Mayor Breanna Lungo-Koehn

Litigation Settlements - Multiple Matters

26-071

Submitted by Mayor Breanna Lungo-Koehn

Board and Commission Appointments

26-072

Submitted by Mayor Breanna Lungo-Koehn

Capital Stabilization Fund Appropriation Requests

PUBLIC PARTICIPATION

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

UNFINISHED BUSINESS

25-103

Proposed Amendments to the Medford Zoning Ordinance - Other Corridors Districts (for referral to the CDB)

IN CITY COUNCIL

SEPTEMBER 9, 2025

TABLED

26-003

Appointment of a City Messenger for 2026 and 2027

IN CITY COUNCIL

JANUARY 6, 2026

TABLED

26-019

Chapter 50, Article IV - Proposed Ordinance Banning Face Surveillance Technology

IN CITY COUNCIL

JANUARY 20, 2026

APPROVED FOR FIRST READING

ADVERTISED

MARCH 12, 2026

MEDFORD TRANSCRIPT & SOMERVILLE JOURNAL

IN CITY COUNCIL

APRIL 7, 2026

ELIGIBLE FOR THIRD READING

Reports Due/Deadlines

- 16-574** University Accountability Report (Next Report Due in November 2025)
- 22-026** Quarterly Presentation on City's Financial Health by Chief Financial Officer/Auditor
- 22-027** Monthly Copy of Warrant Articles from Chief Financial Officer/Auditor
- 24-031** Request a Representative from BJ's Wholesale Club Meet to Discuss Construction and Neighborhood Concerns

Adjournment



Medford City Council
Medford, Massachusetts

MEETING DATE

April 7, 2026

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

26-067 - Resolution Congratulating Library Director Barbara Kerr on Her Retirement

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that we congratulate Barbara Kerr on her retirement as Director of the Medford Public Library and thank her for over 40 years of public service to the City of Medford.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

**PETITION FOR GRANT OF LOCATION,
NATIONAL GRID, NORTH ANDOVER, MASSACHUSETTS,
PETITION FOR A JOINT OWNED POLE AT 3960 Mystic Valley Pkwy
(NATIONAL GRID PLAN #: JO-311179277)
MEDFORD, MASSACHUSETTS
CITY CLERK'S OFFICE**

You are hereby notified that by order of the Medford City Council, the Medford City Council will hold a Public Hearing in the Howard F. Alden Chambers at Medford City Hall, 85 George P. Hassett Drive, Medford, and via Zoom on Tuesday, April 7, 2026 at 7:00 p.m., a link to be posted no later than Friday, April 3, 2026, on a petition by Massachusetts Electrical Company dba National Grid, for permission to Install a new Joint owned pole at 3960 Mystic Valley Pkwy

Wherefore it requests that after due notice and hearing as provided by law, it be granted a location for and permission to Install a new Joint owned pole at 3960 Mystic Valley Pkwy, JO# 311179277 originally dated December 22, 2025 and received and filed in the Office of the City Clerk on March 20, 2026 and available for inspection in the Office of the City Clerk, Medford City Hall, Room 103, 85 George P. Hassett Drive, Medford, Massachusetts 02155.

The following are the recommendations from the Engineering Division:

1. The Grant of Location (GOL) is limited to the one joint owned utility pole located within the cement concrete sidewalk 3960 Mystic Valley Pkwy on Commercial Street and labeled P-6671 (Relocated) as depicted on the Sketch.
2. The GOL is conditioned on the removal of two (2) existing joint owned poles currently in the Commercial Street ROW and labeled P6671 (To be Removed) as depicted on the sketch and also the mid-span pole P1974 that is no longer in use within six months of this approval.
3. Before starting work, the contractor shall notify Digsafe and shall obtain all applicable permits from the Engineering Division. The project must obtain a Public Right of Way Occupancy (PRO) permit pursuant to Section 74-141 of the City Ordinances prior to commencing work.
4. No other utility structures, conduits, duct banks, pipes, or any other appurtenances are adversely impacted. National Grid shall ensure that all sewer, water, and drain lines are marked prior to any excavation.
5. Placement of the joint owned utility pole must provide at least thirty six inch (36") clearance of accessible travel path around the structure in accordance with ADA regulations and City standards. The placement of the joint owned utility pole must be no closer than 6-inches from the back of granite curb.
6. The cement concrete sidewalk restoration shall be done at the time of installation/removal and in consultation with the Engineering Division per the requirements of an approved PRO permit. Any concrete sidewalk damaged during this work must be replaced in-kind and cleanly cut at the control joints. Temporary patching using bituminous concrete pavement will not be permitted.

Call 781-393-2425 for any accommodations/aids

s/Richard Eliseo Jr
Acting City Clerk

Plans can be viewed in City Clerk's Office, 781-393-2425.



CITY OF MEDFORD

City Clerk's Office
85 George P. Hassett Dr.; Rm 103
Medford, MA 02155
(781) 393-2425

Permit No: VIC26-000030
Issue Date : 04/02/2026
Fee : 75.00

The Commonwealth of Massachusetts

This is to Certify that a Common Victualler License is hereby granted to:

Cilantro's Mexican Grill Medford LLC dba Cilantro's Mexican Grill Medford

Location: 495 RIVERSIDE AV Medford, MA

In said **City of Medford**, and at place only and expires unless sooner suspended or revoke for the violations of the law of the Commonwealth respecting the licensing of the common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by M.G.L. Ch. 140 and amendments thereto.

Hours of Operation : Mon: 10:00 AM-12:00 AM; Tues: 10:00 AM-12:00 AM;
Weds: 10:00 AM-12:00 AM; Thurs: 10:00 AM-12:00 AM; Friday: 10:00 AM-12:00
AM; Sat: 10:00 AM-12:00 AM; Sun: 10:00 AM-12:00 AM

By Order of the Medford City Council

LICENSING AUTHORITIES

**Richard Eliseo
Acting City Clerk**

Provisions set forth by the City of Medford:

1. Notify Medford City Clerk on location, ownership and /or name change.
2. Adhere to Medford sign ordinance S.94-6.2
3. Adhere to Medford Health Dept. Public Sanitation Ordinance.
4. Adhere to Zoning Laws pertaining to Keno.

EXTRACTS FROM GENERAL LAWS, (TER. ED) CHAPTER 140

Section 7. An innholder who, upon request, refuses to receive and make suitable provision for a stranger or traveler shall be punished by a fine of nor more than fifty dollars.

Section 9. If, in the opinion of the licensing authorities, a licensee as an innholder or a common victualler ceases to be engaged in the business he is licensed to pursue, or fails to maintain upon his premises the implements and facilities required by this chapter, they shall immediately revoke his license. If a licensee at any time conducts his licensed business in an improper manner, the licensing authorities, after notice to the licensee and reasonable opportunity for a hearing, may upon satisfactory proof thereof suspend or revoke his license or impose a fine; provided that, the fine for the first offense within a 6 month period shall be not less than \$500 and not more than \$1,000; for the second offense within a 6 month period the fine shall be not less than \$1,000 and not more than \$2,000; for the third offense within a 6 month period the fine shall be not less than \$2,000 and not more than \$5,000; for the fourth offense within a 6 month period the fine shall be not less than \$5,000 and not more than \$10,000; and for the fifth offense within a 6 month period the fine shall be not less than \$10,000. An innholder who violates section seven shall forfeit his license. A licensee who is convicted a second time of the violation of any of the provisions of sections six to eighteen, inclusive, shall forfeit his license.

Section 18. Every innholder and common victualler shall at all times have a board or sign affixed to his house, shop, cellar or store, or in a conspicuous place near the same, with his name legibly inscribed thereon in large letters and the business for which he is licensed inscribed thereon, and upon neglect thereof shall forfeit twenty dollars.

Section 20. Whoever assumes to be an innholder or common victualler without being licensed as such under this chapter shall forfeit one hundred dollars.

Section 21. Whoever is convicted a third time of a violation of any provision of the preceding sections, except those contained in sections seven and eight, shall, in addition to the penalties before provided, be punished by imprisonment for not more than three months

License Is non-Transferable



City of Medford
OFFICE OF THE CITY CLERK
 City Hall- Room 103
 85 George P. Hassett Drive
 Medford, Massachusetts, 02155

Richard Eliseo, Jr.
 Acting *City Clerk*
 reliseo@medford-ma.gov

Phone: (781) 393-2425
 Fax: (781) 391-1895

PETITION
COMMON VICTUALLER LICENSE
REQUEST FOR EXTENDED HOURS

To the Honorable City Council:

I/We, the undersigned, respectfully request an amendment to our operating hours for our Common Victualler license:

Name of Business	Address	Phone
Cilantro's Mexican Grill Medford	495 Riverside Ave, Medford, MA 02155	781-874-0741

Please indicate below the new hours you are requesting:

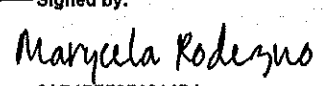
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open: 10 <i>pm</i>	Open: 10 <i>pm</i>	Open: 10 <i>pm</i>	Open: 10 <i>pm</i>	Open: 10 <i>pm</i>	Open: 10 <i>pm</i>	Open: 10 / <i>pm</i>
Close: 12 AM	Close: 12 AM	Close: 12 AM	Close: 12 AM	Close: 12 AM	Close: 12 AM	Close: 12 AM

Please provide a brief explanation for this request:

Our type of fast food business (Quick Service Restaurant) lends itself to the busy working customer and late-night crowds, whether that be people working third shift or just people out and about. As we did our research on Fellsway Plaza and the surrounding neighborhoods, we observed that it retains its vibrant activity well into the night. Most of the restaurants here cater to that late-night crowd by staying open later: Panda Express (12AM), Raising Cane's (12AM), Wingstop (1AM), Dave's Hot Chicken (12AM). We figured that we could try to capture some of that business.

Name of Business owner (please print): **Marycela Rodezno**

Signature of Business owner (please sign):

Signed by:

 2AD1B7F3F1814DA...

Date: 3/31/26

Received by City Clerk on: 4/11/2020
cy



Medford City Council
Medford, Massachusetts

MEETING DATE

April 7, 2026

SPONSORED BY

Matt Leming, City Councilor

AGENDA ITEM

25-136 - Resolution to Update Inclusionary Zoning for Fractional Affordable Housing Incentives

FULL TEXT AND DESCRIPTION

WHEREAS, Medford’s current inclusionary zoning, as defined under 94-8.1.6, dictates that at least a certain percent of new units have to be “affordable”, as defined under Mass General Law, and are tiered as follows:

- Ten to 24 lots or units: Ten percent affordable units
- Twenty-five to 49 lots or units: Thirteen percent affordable units
- Fifty or more lots or units: Fifteen percent affordable units; and

WHEREAS, Medford’s current policy, under 94-8.1.8, dictates that, if this percentage were not a whole number, it needs to be rounded up; and

WHEREAS, this creates skewed incentives to build at discrete intervals — for instance, strongly incentivizing nine-unit properties but not 10, or strongly incentivizing 20-unit properties but not 21; and

WHEREAS, other communities, such as Watertown and Somerville, have incentive plans that allow for fractional payments to the affordable housing trust in lieu of affordable units; now, therefore:

BE IT RESOLVED that the City of Medford update its incentive structures to allow fractional payments;

BE IT FURTHER RESOLVED that this paper be referred to the Affordable Housing Trust for specific recommendations on how to update the above-referenced policies;

BE IT FURTHER RESOLVED that this paper be referred to the Administration and Finance Committee for further discussion

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Fractional Payment Ordinance Letter of Support



CITY OF MEDFORD
AFFORDABLE HOUSING TRUST FUND BOARD

85 George P. Hassett Drive, Medford MA 02155
(781) 393-2480 | kbuckingham@medford-ma.gov

February 11, 2026

RE: Inclusionary Fractional Payment Ordinance

Dear City Councilors,

On behalf of the Medford Affordable Housing Trust Fund Board, I am writing to express enthusiastic support for an ordinance that would allow the City of Medford to accept fractional payments to be paid in lieu of rounding up the number of affordable units created.

This past fall, Councilor Leming presented Resolution 25-136 to the Board, supporting a fractional payment ordinance and calling on the Affordable Housing Trust Fund Board to make recommendations on how to update this policy. In subsequent months, the Board was given frequent updates from city staff members and provided feedback regarding specific language for this ordinance. The Board unanimously voted to voice our approval of this ordinance, as included below.

This change has the potential to increase the amount of housing constructed by reducing the incentive for developers to limit the size of their developments in order to avoid rounding up the number of affordable units they are required to provide. Furthermore, the revenue from fractional payments would be a valuable funding source to the Affordable Housing Trust Fund, allowing future investment in supporting affordable housing in Medford.

We respectfully encourage members of the City Council to support this important initiative and thank you for your steadfast commitment to enhancing affordable housing opportunities in Medford.

Sincerely,

Lisa Davidson, Chair of the Medford Affordable Housing Trust Fund Board

Fractional Payment Suggested Language:

1. ***Fractional units.*** Where the required number of affordable units results in a fraction of a unit, at the election of the applicant for development, either (a) the required number of affordable units shall be rounded up to the nearest whole number, or (b) the applicant shall make a fractional cash payment to Medford's Affordable Housing Trust Fund. The fractional cash payment shall be equal to the fraction of the unit multiplied by the equivalent value of an affordable unit. The equivalent value of the affordable unit shall be based on the then-applicable Total Development Cost as articulated in the EOHLC Qualified Allocation Plan for Low Income Housing Tax Credits, for the areas described as Within Metro Boston/Urban Area (as adjusted for the type of project and number of units). This value shall be reviewed and confirmed by staff of the office of community development. The applicant shall make their election prior to submitting a site plan review application by notifying the office of community development in writing. The payment to the Medford Affordable Housing Trust Fund shall be calculated at the time of the building permit application and due prior to the issuance of the building permit or as agreed to in a fee payment agreement.



Medford City Council
Medford, Massachusetts

MEETING DATE

April 7, 2026

SPONSORED BY

Matt Leming, City Councilor

AGENDA ITEM

26-070 - Resolution to Invite the Residents of Brooks Park to Discuss Experiences with Rats

FULL TEXT AND DESCRIPTION

WHEREAS, the tenant association of Brooks Park apartments have been living with a rat infestation since they first formed in March of 2024, with residents experiencing:

- Frequent sightings of rats behind the building in the parking lot;
- Hearing rats living in the dumpster when throwing away trash;
- Rats on the fire escape outside windows;
- Rat holes along the front of the building;
- Rats in the basement/laundry room;
- Rats in the city part across the building;

WHEREAS, the tenant association sent a request to Charlesgate Property Management requesting simple fixes to the heightened levels of rat infestation, as detailed in the attached letter from December 2025, notably:

- Replacement of inadequate and unused dumpsters with new ones that close tightly, including those with a locked lid and a side door;
- Removal of unused dumpsters, such as the one that is sealed shut;
- More frequent trash collection;
- Professional exterminator services;
- Plugging rat holes in the front of the building;
- Collaborating with the City in eradicating rats from the park;

WHEREAS, Charlesgate has not taken adequate steps to meet these requests since the letter was sent in December; now, therefore:

BE IT RESOLVED by the Medford City Council that the residents of Brooks Park Apartments and

Charlesgate, as well as representatives from the Board of Health, be invited to City Council to speak about their experiences on the matter.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Brooks Park Tenants Association Letter April 2026

Português abaixo

Brooks Park Tenant Association

December 10, 2025
Brooks Park Tenant Assoc
c/o Steve Meacham
Housing Justice Alliance
sfmeacham@gmail.com

Cameron Lewis
Charlesgate Property Management
867 Boylston St. 3rd floor, Boston MA 02116
Pod3@charlesgate.com

Jacob Grossman, DAH Medford LLC, One Adams Pl, 859 Willard St., c/o Grossman Companies Inc 02169

To Representatives of Charlesgate and DAH Medford LLC:

While we, the members of the Brooks Park Tenant Association, greatly appreciate working with you previously to find a solution that would keep us housed without unreasonable rent increases, we feel compelled to bring up the intolerable rat infestation in our apartment complex, as well as some very straightforward and implementable solutions.

Specifically:

- Residents frequently see rats during almost any walk behind the building in the parking lot
- Residents have heard rats living in the dumpster when throwing away trash
- When going up the fire escape in the rear, residents have found it necessary to scare rats away with a flashlight. You will hear or see rats in walks around the building.
- There are rat holes along the wall in front of the building. Neighbors see rats too.
- Rats are seen and heard in the basement/laundry room.
- There is a serious infestation in the city park across the street from our building

The rat problem is not a recent occurrence. It existed when we first formed our tenant association in March of 2024. There is no way that residents of Brooks Park, the members of our tenant association, can get “quiet enjoyment” under the law while this problem persists.

Much of this problem is due to the inadequate trash facilities in the apartment complex. The entire apartment complex relies on three small dumpsters that are frequently overfilled. Enclosed in this letter, you will find a picture one resident took of the dumpster when it was overfilled with trash. This attracts rats and leaves openings for them to retrieve food waste. Furthermore, one dumpster in the complex is permanently closed and never used by the residents. Therefore, we request the following steps be taken to address the rat problem:

- Replace the inadequate and unused dumpsters with a new ones that close tightly, preventing access by the rats. This will require a locked lid and a side door to throw trash/garbage in.
- Removing the dumpsters that are never used.



- If the size of the new dumpsters is inadequate to handle residents' trash, more frequent trash collection.
- Professional exterminator services to get ahead of the problem
- Plugging rat holes in the front of the building.
- Collaboration with the City in eradicating rats in the park, including obtaining all necessary permits for more dumpsters.

We are aware that these improvements will cost money. We are aware that the problem traces not only to our building but also to the city park. But the current situation is intolerable.

Sincerely,
Dan Papaleo, Felipe Jimenez, Julia Forster, Chris Ramos, Cece Carl, Renata Silva
Members of the Tenant Association
from the Dec. 4 meeting.

cc. City Councilor Matt Leming, State Sen. Patricia Jehlen, Jacob Grossman (DAH Medford LLC)

Associação de Moradores de Brooks Park

10 de dezembro de 2025

Associação de Moradores de Brooks Park
A/C: Steve Meacham
Aliança por Justiça Habitacional
sfmeacham@gmail.com

Cameron Lewis
Charlesgate Property Management
867 Boylston St., 3º andar, Boston, MA 02116
Pod3@charlesgate.com
Jacob Grossman, DAH Medford LLC

Aos representantes da Charlesgate e da DAH Medford LLC:

Embora nós, membros da Associação de Moradores de Brooks Park, apreciemos muito a colaboração anterior na busca de uma solução que nos permitisse manter nossas moradias sem aumentos de aluguel exorbitantes, sentimos a necessidade de mencionar a intolerável infestação de ratos em nosso condomínio, bem como algumas soluções simples e viáveis.

Especificamente:

- Os moradores frequentemente avistam ratos em praticamente qualquer caminhada atrás do prédio, no estacionamento.
- Os moradores ouvem ratos na lixeira ao descartar o lixo.
- Ao subir a escada de incêndio nos fundos, os moradores precisam usar lanternas para espantar os ratos. É possível ouvir ou ver ratos ao caminhar ao redor do prédio.
- Há buracos de ratos ao longo da parede em frente ao prédio. Os vizinhos também veem ratos.
- Ratos são vistos e ouvidos no porão/lavanderia.
- Há uma infestação grave de ratos no parque municipal em frente ao nosso prédio.

O problema com os ratos não é recente. Ele já existia quando formamos nossa associação de moradores em março de 2024. Não há como os moradores do Brooks Park, membros da nossa associação, terem o direito ao "uso do silêncio" garantido por lei enquanto esse problema persistir.

Grande parte deste problema deve-se às instalações inadequadas de coleta de lixo no condomínio. Todo o condomínio depende de três pequenas lixeiras que frequentemente transbordam. Anexa a esta carta, encontra-se uma foto tirada por um morador da lixeira quando esta estava cheia de lixo. Isso atrai ratos e deixa aberturas que permitem que eles acessem restos de comida. Além disso, uma das lixeiras do condomínio está permanentemente fechada e nunca é usada pelos moradores. Portanto, solicitamos que as seguintes medidas sejam tomadas para solucionar o problema com ratos:

- Substituir as lixeiras inadequadas e inutilizadas por novas que fechem hermeticamente, impedindo o acesso dos ratos. Isso exigirá uma tampa com trava e uma porta lateral para o descarte do lixo.
- Remover as lixeiras que nunca são usadas.
- Se o tamanho das novas lixeiras for insuficiente para o lixo dos moradores, aumentar a frequência da coleta de lixo.
- Contratar serviços profissionais de dedetização para prevenir o problema.
- Tamponar os buracos de ratos na entrada do prédio.
- Colaboração com a Prefeitura na erradicação de ratos no parque, incluindo a obtenção de todas as licenças necessárias para a instalação de mais contêineres de lixo.

Estamos cientes de que essas melhorias terão um custo. Sabemos que o problema não se restringe ao nosso prédio, mas também afeta o parque municipal. No entanto, a situação atual é insuportável.

Atenciosamente,

Membros da Associação de Inquilinos
da reunião de 4 de dezembro.

Cópia para: Vereador Matt Leming, Senadora Estadual Patricia Jehlen, Jacob Grossman (DAH Medford LLC)



Medford City Council
Medford, Massachusetts

MEETING DATE

April 7, 2026

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

26-073 - Resolution to Request that Mayor Fund Legal Defense in Chertok v. City of Medford

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that we request that the Mayor review the our request to appropriate additional City funds to defend the City Council in pending federal litigation, Chertok v. City of Medford, et al.

Be it Further Resolved that we request an initial appropriation of \$75,000 for defense costs and expenses of the City Council's defense of said litigation relative to the Values Aligned Local Investments Ordinance, adopted by the City Council on November 12, 2025.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Medford Square City Hall Overlay District Zoning Amendment

This memorandum contains draft text for the following proposed zoning changes:

Amend Section 94-2.3. Overlay and Special Districts	page 2
Amend Section 94-3.2. Table of Use Regulations (Table A) Dimensional Standards	page 3
Amend Section 94-4.1. Table of Dimensional Requirements (Table B)	page 9
Amend Section 94-12.0. Definitions	page 10
Insert Section 94-9.6. Medford Square City Hall Overlay District	page 11

Amend Section 94-2.3. Overlay and Special Districts.

Add the following row to the list of overlay and special districts:

Medford Square City Hall Overlay District	MSO
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[the remainder of this page is blank]

Amend Section 94-3.2 c Table of Use Regulations (Table A) by incorporating the following table into the existing table and renumbering as appropriate:

		Medford Square City Hall Overlay District	
		MSO	
			PC ⁵
			LC
A. RESIDENTIAL USES			
1. Detached one unit dwelling	N		2 per Dwelling Unit
2. Attached one-unit dwelling (Rowhouse)	N		1.5 per Dwelling Unit ⁴
3. Detached two unit dwelling (Duplex)	N		1.5 per Dwelling Unit ⁴
4. Three-unit dwelling, detached	N		1.5 per Dwelling Unit ⁴
5. Multiplex (4-6 units)	N		1.5 per Dwelling Unit ⁴
6. Multiple dwelling, (> 6 units)	Y		1.5 per Dwelling Unit ⁴
7. Dormitory, fraternity or sorority house	N		1 per 4 beds
8. Lodging or boarding house	CDB		1 per Guestroom
9. Senior housing facility	CDB		1 per 2 Units
10. Co-housing	CDB		1.5 per Dwelling Unit ⁴
11. Congregate Housing	N		1.5 per Dwelling Unit ⁴
12. Townhouse	N		1.5 per Dwelling Unit ⁴
13. Historic Conversion	Y		1.5 per Dwelling Unit ⁴
B. COMMUNITY USES			
1. Museum	Y		1 per 750 s.f.
2. Community center or adult recreational center, nonprofit	Y		1 per 750 s.f.
3. Use of land or structures for religious purposes on land owned or leased by a religious sect or denomination	Y		1 per 140 s.f.
4. Use of land or structures for educational purposes on land	Y		1 per 750 s.f.

owned or leased by the Commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination or by a nonprofit educational corporation				
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	MSO	PC ⁵	LC
5. Child care center or school aged child care program	Y	1 per 750 s.f.	1/15,000 s.f.
6. Public fire station	Y	1 per 2 employees	1/50,000 s.f.
7. Public library	Y	1 per 750 s.f.	1/15,000 s.f.
8. Other municipal uses	Y	NA	NA
9. Essential Services	CDB	NA	NA
10. Hospital, non-profit	N	1 per 4 beds	1/15,000 s.f.
11. Other Institution	CDB	1 per 750 s.f.	1/15,000 s.f.
<i>C. OPEN RECREATIONAL AND AGRICULTURAL USES</i>			
1. Private open recreational uses, available to the public	Y	1 per 750 s.f.	1/15,000 s.f.
2. Public open recreational uses	Y	1 per 750 s.f.	NA
3. Exempt Agriculture	Y	NA	NA
4. Production of crops, horticulture and floriculture	N	NA	1/15,000 s.f.
5. Keeping and raising of livestock, including animal stable or kennel	N	NA	1/15,000 s.f.
<i>D. COMMERCIAL USES</i>			
1. Private entertainment or recreation facility excluding adult uses	Y	1 per 350 s.f.	1/15,000 s.f.
2. Public entertainment or recreation facility	Y	1 per 350 s.f.	1/15,000 s.f.
3. Private nonprofit members only recreational club or lodge	Y	1 per 750 s.f.	1/15,000 s.f.
4. Trade, professional, or other school operated for profit	Y	1 per 750 s.f.	1/15,000 s.f.
5. Hotel	Y	1 per Guestroom	1/15,000 s.f.
6. Mortuary, undertaking of funeral establishment	N	1 per 140 s.f.	1/15,000 s.f.
7. Adult use	N	1 per 350 s.f.	1/15,000 s.f.

8. Brewery or taproom ¹	Y	1 per 350 s.f.	1/15,000 s.f.
9. Artisanal Fabrication	Y	1 per 350 s.f.	1/15,000 s.f.

	MSO	PC ⁵	LC
10. Artistic/Creative Production	Y	1 per 350 s.f.	1/15,000 s.f.
11. Work-Only Artists' Studio	Y	1 per 350 s.f.	1/15,000 s.f.
12. Co-working Space	Y	1 per 350 s.f.	1/15,000 s.f.
13. Retail Store or Shop for Sale of Custom Work or Articles Made on the Premises	Y	1 per 350 s.f.	1/15,000 s.f.
<i>E. OFFICE USES</i>			
1. Business, professional, or government office	Y	1 per 350 s.f.	1/15,000 s.f.
2. Bank and other financial institution	CDB	1 per 350 s.f.	1/15,000 s.f.
3. Neighborhood Medical Office	Y	1 per 350 s.f.	1/15,000 s.f.
4. Medical Office	CDB	1 per 350 s.f.	1/15,000 s.f.
5. Clinic	CDB	1 per 350 s.f.	1/15,000 s.f.
<i>F. RETAIL AND SERVICE USES</i>			
1. Retail Sales	Y	1 per 350 s.f.	1/15,000 s.f.
2. Convenience retail	Y	1 per 500 s.f.	1/15,000 s.f.
3. Neighborhood retail	Y	1 per 750 s.f.	1/15,000 s.f.
4. Drive through retail sales and consumer service	N	1 per 350 s.f.	1/15,000 s.f.
5. Consumer service establishment	Y	1 per 350 s.f.	1/50,000 s.f.
6. Body art establishment	Y	1 per 850 s.f.	1/50,000 s.f.
7. Adult Use Marijuana Establishment—Cultivation	N	1 per 350 s.f.	1/50,000 s.f.
8. Adult Use Marijuana Establishment—Manufacture and processing	N	1 per 350 s.f.	1/15,000 s.f.
9. Adult Use Marijuana Establishment—Retail	N	1 per 350 s.f.	1/15,000 s.f.
10. Adult Use Marijuana Establishment—Independent laboratory	N	1 per 350 s.f.	1/15,000 s.f.
11. Doggy Daycare	N		

	MSO	PC ⁵	LC
<i>G. EATING, DRINKING, AND ENTERTAINMENT ESTABLISHMENTS</i>			
1. Eating place, without drive through	Y	1 per 350 s.f.	1/50,000 s.f.
2. Eating place, with drive through	N	1 per 350 s.f.	1/15,000 s.f.
3. Neighborhood Café	Y	1 per 350 s.f.	1/50,000 s.f.
<i>H. MOTOR VEHICLE RELATED USES</i>			
1. Motor vehicle light service station	N	1 per 350 s.f.	1/50,000 s.f.
2. Motor vehicle repair establishment	N	1 per 350 s.f.	1/50,000 s.f.
3. Motor vehicle sales or rental of new vehicles only, accessory storage entirely within enclosed structure	N	1 per 1,040 s.f.	1/50,000 s.f.
4. Outdoor motor vehicle sales and storage accessory to H.3	N	NA	NA
5. Motor Vehicle sales and storage, outdoors	N	NA	NA
6. Class II used motor vehicle sales	N	NA	NA
7. Motor vehicle wash within enclosed structure	N	1 per 350 s.f.	1/50,000 s.f.
<i>I. MISCELLANEOUS COMMERCIAL USES</i>			
1. Parking area or garage not accessory to permitted principal use	Y	NA	NA
2. Parking area or garage accessory to a principal use which is on the same lot as a conforming principal use	Y	NA	NA
3. Parking area or garage accessory to a principal use which is within 500 feet of a conforming principal use but not necessarily in the same district	Y	NA	NA
4. Parking area or garage accessory to a principal use which is on the same lot as a nonconforming principal use	Y	NA	NA

	MSO	PC ⁵	LC
5. Parking area or garage accessory to a principal use which is within 500 feet of a conforming principal use in the same MUZ district ³	N	NA	NA
6. Municipal Parking area or garage as a principal use	Y	NA	NA
7. Open Storage	N	1 per 1,400 s.f.	1/15,000 s.f.
8. Moving of land	N	NA	NA
9. Radio and television tower	N	NA	NA
10. Solar energy system	Y	NA	NA
J. WHOLESALE, TRANSPORTATION, INDUSTRIAL USES			
1. Fuel and ice sales	N	1 per 1,400 s.f.	1/50,000 s.f.
2. Motor freight terminal	N	NA	NA
3. Printing and publishing	N	1 per 1,400 s.f.	1/50,000 s.f.
4. Railroad right-of-way	Y	NA	NA
5. Manufacturing	N	1 per 2 employees	1/50,000 s.f.
6. Research and testing laboratory	N	1 per 2 employees	1/50,000 s.f.
7. Plumbing or carpentry shop, and other similar service or repair shops	N	1 per 350 s.f.	1/15,000 s.f.
8. Wholesale bakery or food processing plant	N	1 per 2 employees	1/15,000 s.f.
9. Wholesale laundry, cleaner, dyer, or similar use	N	1 per 1,400 s.f.	1/50,000 s.f.
10. Warehouse, Wholesale establishment	N	1 per 1,400 s.f.	1/15,000 s.f.
11. Mini or self-storage warehouse	N	1 per 1,400 s.f.	1/50,000 s.f.
12. Distillery or winery	Y	1 per 350 s.f.	1/15,000 s.f.
13. Food Production Facility	Y	1 per 2 employees	1/50,000 s.f.
14. Life Sciences Facility	N	1 per 2 employees	1/50,000 s.f.
15. Light Manufacturing	Y	1 per 2 employees	1/50,000 s.f.
16. Maker Space	Y	1 per 2 employees	1/50,000 s.f.
17. Shared-use Kitchen	CDB	1 per 1,000 s.f.	1/15,000 s.f.

	MSO	PC ⁵	LC
<i>K. ACCESSORY USES</i>			
1. Accessory Dwelling Units (see § 94-8.2) ¹	N	Per § 94-8.2	NA
2. Home occupation (see § 94-3.4) As of right	Y	1 per 350 s.f.	NA
By special permit	Y	1 per 350 s.f.	NA
3. Accessory child care center or school aged child care program	Y	1 per 2 employees	
4. Family day care home	Y	1 per 2 employees	NA
5. Family day care home, large	Y	1 per 2 employees	NA
6. Adult day care home	CDB	1 per 2 employees	NA
7. Renting of one or two rooms without separate cooking facilities to lodgers within a dwelling unit to one or two total lodgers	Y	1 per Guestroom	NA
8. Noncommercial greenhouse, tool shed, or similar accessory structure	N	NA	NA
9. Swimming pool	Y	NA	NA
10. Scientific research and development, as provided at section 94-3.3.3.1	Y	NA	NA
11. Keno	CDB	NA	NA
12. Open Storage	N	1 per 1,400 s.f.	1/15,000 s.f.
13. Heavy repair operations	N	1 per 350 s.f.	1/15,000 s.f.
<i>L. OTHER PRINCIPAL USES</i>			
1. Mixed-Use, Community	N		
2. Mixed-Use, Development	Y		

¹Subject to change with the revision of the new ADU ordinance.

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Amend Section 94-4.1 Table of Dimensional Requirements (Table B.3) by incorporating the following table:

Dimensions	MSO
Lot Area sf (Min)	4,000 sf
Frontage (Min)	40ft
Façade Build Out (Min)	80% ³
Active Ground Floor (Min)	60% ³
Residential Density (Units per lot) (Min-Max):	-
Historical Conversion (Max) ¹	Y
Max Base Height (Stories)	8
Max Incentive Height (Stories)	5
Front (Min/Max)	0/20 ft
Side	0 ft
Rear	0 ft
Building Coverage (Max)	90%
Green Score ²	25
Pervious Surface ² (Min)	10%
Open Space (Min)	10%

¹Maximum permissible number of units is determined dividing the Gross Floor Area of the existing principal structure by nine hundred (900) sf. Each unit within the existing building must have a minimum area of nine hundred (900) sf. Additions and expansions to the existing building shall not increase the number of units allowed.

²The Green Score only applies to the construction of any new principal building or major renovation that:

- a) Is located within the FEMA National Flood Hazard Layers; or
- b) Requires Site Plan Review

In those cases, Pervious Surface requirement does not apply.

³ Active Ground Floor and Façade Build Out requirements shall not apply to parking garage structures not accessory to a permitted principal use.

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Amend Section 94-12.0 Definitions by amending the following definitions:

Building Coverage: The maximum area of a lot that is permitted to be covered by the combination of principal buildings, accessory buildings, and accessory structures. The building coverage of a structure is measured from the outside of the exterior walls at the ground story, including covered porches and building components.

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94-9.6 MEDFORD SQUARE CITY HALL OVERLAY DISTRICT

94-9.6.1. Purpose. The purpose of the Medford Square City Hall Overlay District (MSO) is to allow a mix of uses, including lower-scale residential, multifamily, and commercial to meet the following needs for the Square:

1. Wide variety of uses and building types to support jobs and economic development near established residential neighborhoods, providing options for living within walking distance of jobs, goods, and services.
2. Mixed-use, multifamily, and commercial uses at a density appropriate to walkable, urban corridor.
3. To facilitate the redevelopment of multiple City-owned parcels of land within Medford Square.

94-9.6.2. Applicability. The MSO establishes an overlay district to apply over the existing zoning districts and is shown on the Zoning Map, City of Medford, Massachusetts, as amended. An applicant may develop within this district in accordance with the provisions of Section 94-9.6 and other relevant sections of the Zoning Ordinance. Any land contained within the MSO shall be subject to all of the provisions of this Section and only to other sections of this Ordinance where specifically incorporated by reference herein. The provisions of Sections 94-6.2 (Signs), 94-6.1 (Parking and Loading), 94-8.1 (Inclusionary Housing), and 94-11.0 (Administration and Enforcement) shall apply to the MSO.

94-9.6.3. Dimensional Requirements.

1. ***Side and Rear Setbacks.*** If the proposed development is adjacent to an existing lot with a residential use of fewer than five (5) units, the applicant shall provide a landscaped buffer of at least ten (10) feet wide. The property owner shall maintain the buffer and landscaping.
2. ***Multi-Buildings Lots.*** In the MSO, lots may have more than one (1) principal building.
3. ***Ground Floor Active Frontage.*** Active uses are required on the ground floor of any building with its principal façade parallel to Salem Street, High Street, Riverside Avenue, and Clippership Drive subject to the Active Frontage percentages set forth in Section 94-4.1 Table of Dimensional Requirements (Table B). Active uses include retail, restaurant and cafés, personal services, other active commercial uses,

publicly-accessible office or residential lobbies, and active building amenity spaces (e.g. gym or residential common space). Where active commercial uses are not feasible, the following may be substituted: residential stoops; a setback of green, open space or public space with seating; landscaping; public art, such as a mural or sculpture; or any use that provides an engaging ground floor.

94-9.6.4 Waivers . The following waivers are available to the Site Plan Review or Special Permit Granting Authority for projects within the MSO

1. **Height Waiver 1.** The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than twenty-five (25) percent of the ground floor area of the building.
2. **Height Waiver 2.** The minimum height requirement may be waived by a Special Permit from the Community Development Board for projects that are consistent with the purpose of the district and the goals of the Medford Comprehensive Plan.
3. **Drop-off zone.** The required setback distances may be waived to allow for a cut-out along the curb for loading and short term parking for deliveries or drop-off/pick-up zones. Such a cut-out must be coordinated with City staff. The required setback distances may also be waived to allow a development to meet the requirements of Chapter 91 of Mass. Gen. Laws.
4. **Energy-Efficiency.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in 94-9.6.3 Dimensional Requirements to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.

94-9.6.5. Development Standards and Design Guidelines.

1. **Design Guidelines.** The Community Development Board may adopt and amend, by simple majority vote, Design Standards which shall be applicable to all rehabilitation, redevelopment, or new construction submitted under this MSO. Such Design Guidelines may address the scale and proportions of building, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off-street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. Design

Guidelines may contain graphics illustrating a particular standard or definition to make such a standard or definition clear and understandable.

2. ***Applicability of Development Standards.*** The below Development Standards shall apply to all projects submitted under this MSO but are waivable by the Community Development Board in the interests of design flexibility and overall project quality and upon a finding of consistency of such variation with the overall purpose and objectives of the MSO. These standards, along with any Design Guidelines adopted under 94-6.5.1, above, are components of the Site Plan Review and Special Permit processes as defined in this Zoning Ordinance and are waivable within those processes.

3. ***Site Standards.***

- a. ***Connections.*** Sidewalks shall provide direct connections among building entrances, the public sidewalk (if applicable), bicycle storage and parking.
- b. ***Sidewalk Materials.*** Sidewalks shall be continuous across driveways, using the same materials and grade and level as the sidewalk on either side of the driveway. Sidewalk materials shall follow standards set by the City's Department of Engineering.
- c. ***Vehicular access.*** Where feasible curb cuts shall be minimized, and shared driveways encouraged. Curb cuts for one-way access shall be no more than twelve (12) feet in width, while curb cuts for two-way traffic shall be no more than twenty (20) feet in width. Designated drop-off and pick-up areas for deliveries and ride-sharing companies should be incorporated to reduce conflicts associated with double-parking and blocking of bicycle lanes, crosswalks, and bus stops. These areas should be clearly marked with signs and conveniently located near entrances to buildings and major destinations.
- d. ***Circulation.*** Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto the public rights-of-way.
- e. ***Open Space.*** Open Space shall be contiguous, to the greatest extent feasible, and connected to the pedestrian network. Isolated pockets of space that cannot be accessed for maintenance are prohibited. Open Space may be either private or public. Public open space shall be in the front or side setback. A minimum third (1/3) of the requested open space, permeable, shall be landscaped.

- f. *Screening for Surface Parking.* Surface parking adjacent to a public sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than six (6) feet. The buffer may include a fence or wall of no more than three (3) feet in height unless there is a significant grade change between the parking and the sidewalk. Chain-link and vinyl fences are prohibited.
- g. *Parking Materials.* The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.
- h. *Plantings.* Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
- i. *Lighting.* Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide the illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skyglow.
- j. *Mechanicals.* Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.
- k. *Dumpsters.* Dumpsters shall be screened by a combination of fencing and plantings. Dumpsters or other trash and recycling collection points located within the building are preferred.
- l. *Stormwater management.* Strategies that demonstrate the compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and the City of Medford's Stormwater Management Rules and Regulations. The applicant shall also provide an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

4. General Building Standards

- a. *Position relative to the principal street.* The primary building shall have its principal façade and entrance facing the principal street.

- b. *Entries.* Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

5. *Multiple buildings on a lot.*

- a. *Location of Mixed Uses.* For a mixed-use development, uses may be mixed within the buildings
- b. *Orientation.* The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- c. *Position relative to the street.* Building(s) adjacent to a public street shall have a pedestrian entry facing that public street.

6. *Mixed-use development.*

- a. *Access.* In a mixed-use building, access to and egress from the residential component shall be clearly differentiated from access to other uses. Such differentiation may occur by using separate entrances or egresses from the building or within a lobby space shared among different uses.
- b. *Connections.* Paved pedestrian access from the residential component shall be provided to residential parking and amenities and to the public sidewalk, as applicable. Paved surfaces may include pervious paving materials.
- c. *Material Storage.* Materials for non-residential uses shall be stored inside or under cover and shall not be accessible to residents of the development.
- d. *Shared Outdoor Space.* Multi-family housing and mixed-use development shall have common outdoor space that all residents can access. Such space may be in any combination of ground floor, courtyard, rooftop, or terrace. All outdoor space shall count towards the project's minimum Open Space requirement.

7. *Corner Lots.* A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

- a. *Connections.* Such entries shall be connected by a paved surface to the public sidewalk, if applicable.

8. **Parking.** Accessory parking shall be subordinate in design and location to the principal building façade.
 - a. *Surface parking.* Surface parking shall be located to the rear or side of the principal building. Parking shall not be in the setback between the building and any lot line adjacent to the public right-of-way.
 - b. *Integrated garages.* The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
 - c. *Parking structures.* Accessory above-grade parking structures (stand-alone or within a residential, commercial, or mixed-use building) shall be subordinate in design and placement to the primary uses.
 - d. *Electric Vehicle (EV) Charging Spaces.* One (1) EV charging space is required for every twenty (20) parking spaces, rounded up to the next highest number of EV stations.
 - e. *Bicycle parking.* For a multi-family development or a mixed-use development, a minimum of fifty (50) percent of the required bicycle spaces shall be covered or integrated into the structure of the building(s). E-bike storage is only permitted in an area that is separated from the dwelling units by a fire-rated structure.

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

March 30, 2026

Via Electronic Delivery

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

Re: Litigation Settlement

Dear President Bears and Members of the City Council:

I respectfully request and recommend your Honorable Body enter Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation concerning the matters of:

- Joseph P. Cardillo & Son, Inc. v. City of Medford
- Delia Chirinos Romero v. City of Medford
- Plymouth Rock Assurance Corp., a/s/o Mike's Landscaping v. City of Medford
- Commerce Insurance Co. a/s/o Brian T. Guiry v. City of Medford
- Safety Insurance Co. a/s/o Joanne Sarro v. City of Medford
- Electric Mutual Insurance v. City of Medford
- Fargo, et al. v. City of Medford; and
- Conboy v. City of Medford.

I also recommend that the Council's agenda state in the executive session notice that "votes may be taken".

Thank you for your kind attention to this matter.

Sincerely,


Breanna Lungo-Koehn
Mayor



Board & Commission Recommendation

Office of Mayor Breanna Lungo-Koehn

Submission date: 04/01/26 Date of appointment if not rejected: 05/01/26

Candidate for: Zoning Board of Appeals (ZBA)

Application Type: New

Name: Mark Crowley

Relevant Training? *I offer 30 years of substantial experience in business management, finance, and technology. Currently, I am the CFO of a cybersecurity company. I also serve as treasurer of the MIT Sloan Boston Alumni Association and am a member of the planning committee for the annual MIT CFO Summit. Additionally, I have longstanding involvement in Medford politics, including two competitive campaigns for city council, with an emphasis on new business development and fiscal responsibility.*

Interests / Hobbies: ** Member, Medford Boat Club (former Treasurer)
* Bocci player
* Married to Suanna Crowley, archaeologist and former member of Medford Historical Commission
* Father of two girls, 20 (UC Berkeley) and 13 (The Newman School)
* Genealogy*

Have you ever served on a board or commission? Yes

If so, which one(s)? *Election Commission (2022-2026)*

FINANCE LEADER AND BUSINESS PARTNER, TURNING FINANCIAL INSIGHT INTO ACTIONABLE STRATEGY

- Trusted partner to the CEO, executive team, and Board, skilled at scaling high growth software companies.
- Passion for using financial data to tell a story and shape long-term financial and strategic vision.
- Deep expertise in FP&A, with previous experience in investment banking and management consulting.
- Extensive experience with SaaS (B2B and B2C) and recurring revenue models, KPIs, and metrics.
- Hands-on leader, adept at building and empowering global finance teams.
- Track record of fundraising (\$250M+) and investor relations, including private equity, VC, and public.
- M&A experience, including the \$1.1 billion sale of Constant Contact to Endurance International.
- MBA from MIT Sloan, BA from Brandeis University in Economics and Computer Science.

PROFESSIONAL EXPERIENCE

TRINITY CYBER BOSTON, MA
CHIEF FINANCIAL OFFICER 2025-present

Trinity Cyber is a breakthrough cyber security company that is a paradigm shift in network security. Trinity has developed a capability that is changing the way organizations are secured by removing malicious code using Full Content Inspection (FCI). This breakthrough technology removes 99.99 percent of threats in real time in and out of an organization with no false positives.

PROOF (FORMERLY NOTARIZE) BOSTON, MA
CHIEF FINANCIAL OFFICER 2024-2025

Proof (\$60M ARR, 200 employees) is the trusted software solution that helps more than 7,000 businesses verify people, agreements, and transactions. Proof's platform powers identity verification, notarization, and fraud prevention. Investors include CapitalG, Citi Ventures, Wells Fargo, Canapi Ventures, and Camber Creek.

- Hired to rebuild the finance organization to support the transformation of the company's product strategy.
- Increased ARR by 55% and improved Net Revenue Retention by 20%, by shifting from a usage-based model towards tiered pricing plans with recurring platform fees and minimum commitments.
- Reduced monthly cash burn by 30% through disciplined expense management, process improvement and automation, and improved cash collections.
- Implemented a structured budgeting process, rolling forecasts, and data analytics, including driver-based revenue models and KPI dashboards to monitor performance of key SaaS metrics.
- Developed customer segmentation and cohort analysis to identify growth opportunities and understand drivers of customer churn.
- Led initiative to re-engineer the Order to Cash process, including selection and implementation of systems for order entry, contract management, billing, and revenue recognition.

VOLANTE TECHNOLOGIES, INC. BOSTON, MA
CHIEF FINANCIAL OFFICER 2020-2024

Volante (\$80M revenue, 800 employees) is a global Fintech providing software solutions for payments modernization to financial institutions, including 4 of the top 5 global banks, 7 of the top 10 US banks, and 2 of the largest card networks.

- Hired as company's first CFO to build the finance organization to support rapid expansion of the business and lead fundraising efforts. Recruited and led a team of 12 across 5 countries.
- Increased revenue 170%, with net revenue retention of 110%, by leading a shift from on-premise perpetual software licenses to cloud based subscriptions.

MARK C. CROWLEY

- Raised \$150M in equity and debt financing, led by Sixth Street Growth and Wavecrest Growth Partners, as well as Citibank, Visa, BNY Mellon, Wells Fargo, CIBC, Bank of America, and Poste Italiane.
- Led efforts to reduce expenses by 40%, placing the company on a path to profitability.
- Oversaw company's first financial audit and adoption of ASC 606 for revenue recognition.
- Implemented NetSuite to consolidate disparate financial systems across 6 global entities.
- Reviewed historical tax filings to realize more than \$2 million of credits and refunds.

FUZE, INC. (ACQUIRED BY 8X8 IN 2021)

BOSTON, MA

VICE PRESIDENT – FINANCE

2018-2020

Fuze (\$130M ARR, 500 employees) is provider of enterprise unified communication and collaboration solutions (voice, video, instant messaging, content sharing), with investors including Bessemer, Summit Partners, and TCV.

- Introduced Integrated Business Planning (IBP) to support redesign of corporate strategy and financial planning.
 - Refined go-to-market strategy through improved customer targeting and market messaging.
 - Developed customer segmentation analysis of SaaS metrics (ARR, churn, revenue retention, lifetime value) and customer profitability, to inform decisions on market entry and exit.
- Increased ARR by 30% with analysis of revenue drivers, with improved understanding of customer churn and implementation of contractual minimum commits.
- Improved EBITDA by 70% by discontinuing unprofitable customer segments, redesigning compensation plans, consolidating office space, and eliminating unused software.
- Implemented Adaptive Insights financial planning system, including full integration with NetSuite.
- Led efforts to raise \$115M of debt financing.

CARE.COM

WALTHAM, MA

VICE PRESIDENT – FINANCIAL PLANNING AND ANALYSIS

2016-2017

Care.com (\$180M ARR, 800 employees) is an online marketplace for childcare. Public, later acquired.

- Implemented a comprehensive restructuring of the FP&A function to meet the needs of the company.
 - Recruited and led 3-person team
 - Redesigned forecast models to improve accuracy and support increased complexity of the business.
 - Developed corporate dashboard to monitor KPIs, including key SaaS metrics.
- Performed financial due diligence and modelling for \$46 million PIPE investment by Google Capital

CONSTANT CONTACT

WALTHAM, MA

DIRECTOR – FINANCIAL PLANNING AND ANALYSIS

2013-2016

SENIOR MANAGER – FINANCIAL PLANNING AND ANALYSIS

2011-2012

Constant Contact (\$400M revenue, 1,200 employees) is an email marketing company. Public, later acquired.

- Led financial due diligence on the \$1.1 billion sale of Constant Contact to Endurance International.
 - Developed complex financial deal models to evaluate scenarios and establish valuation levels.
 - Prepared supporting documentation and met with prospective buyers and investment bankers.
- Improved efficiency and accuracy of monthly forecasting process, resulting in meeting or exceeding quarterly revenue and EBITDA targets for five consecutive years.
- Completed three successful acquisitions and supported overall M&A activity
- Partnered with functional leaders from sales operations, marketing, and customer support to analyze business operations, identify process improvements, and implement changes.
- Supported Investor Relations for quarterly earnings conference calls and analyst guidance.

MARK C. CROWLEY

VERIZON COMMUNICATIONS BOSTON, MA
SENIOR MANAGER – FINANCE AND STRATEGIC PLANNING 2006-2011

- Finance manager for 1,800-person new-product development / R&D organization.
- Led strategic planning process, working with product managers and software engineers to develop business cases for new products, including quantifying associated costs and benefits, and defining requirements.
- Conducted ad-hoc strategic and financial analysis for senior executives, including market assessment, industry benchmarking, competitive analysis, and M&A due diligence.
- Conducted strategic analysis and market research for Verizon’s entry into the Cable TV market (FIOS).

SENIOR MANAGER – FINANCE AND ADMINISTRATION 2005-2006
MANAGER – FINANCE AND STRATEGIC PLANNING 2004-2005
SENIOR STAFF CONSULTANT – IT STRATEGY AND PLANNING 2001-2003

CAMBRIDGE STRATEGIC MANAGEMENT GROUP (CSMG) BOSTON, MA
ASSOCIATE, TELECOMMUNICATIONS GROUP 2000-2001

A.T. KEARNEY CAMBRIDGE, MA
MANAGEMENT CONSULTING ASSOCIATE – IT STRATEGY PRACTICE 1998-2000

LEHMAN BROTHERS NEW YORK, NY
INVESTMENT BANKING FINANCIAL ANALYST – MERGERS AND ACQUISITIONS GROUP 1994-1996

EDUCATION

MIT SLOAN SCHOOL OF MANAGEMENT CAMBRIDGE, MA
M.B.A.

BRANDEIS UNIVERSITY WALTHAM, MA
B.A. – Economics, *cum laude*; Computer Science minor

COMMUNITY INVOLVEMENT

- Board of Directors and Treasurer, MIT Sloan Boston Alumni Association (2017-present)
- Planning Committee, MIT Sloan CFO Summit (2016-present)
- Elections Commissioner, City of Medford (2022-present)
- Medford City Council (2-time candidate 2013, 2015)



Board & Commission Recommendation

Office of Mayor Breanna Lungo-Koehn

Submission date: 03/26/26

Date of appointment if not rejected: 04/27/26

Candidate for: Elections Commission *

Application Type: New

Name: Gino De Simone

Relevant Training?
I have a longstanding interest in government, civic engagement, and the democratic process. I completed AP Government during my senior year of high school, which sparked my interest in how elections and public institutions function.
While attending Suffolk University in Boston, I remained actively engaged in political and civic discussions on campus and participated in student organizations that encouraged dialogue around public policy and governance.
Professionally, I work in a detail-oriented and compliance-focused field, where I regularly assess processes for accuracy, documentation standards, and adherence to established guidelines.
I am interested in serving in this role to contribute to a fair, secure, and well-administered election process that upholds public trust and confidence.

Interests / Hobbies:
Sports in general, particularly hockey, soccer, baseball, football, pickleball
Coaching
Running
Gym

Have you ever served on a board or commission?
Traveling
No
Learning about history / traveling to historical sites

If so, which one(s)?



Board & Commission Recommendation

Office of Mayor Breanna Lungo-Koehn

Submission date: 03/26/26

Date of appointment if not rejected: 04/27/26

Candidate for: Elections Commission *

Application Type: Re-appointment

Name: William J OKeefe Jr

Relevant Training? Attorney 27 yrs
Public official
Various community non profit boards
Currently sitting on election commission

Interests / Hobbies: Community service and volunteering
Family
Children
Sports

Have you ever served on a board or commission? Yes

If so, which one(s)? Election commission
Elected School Committee



Board & Commission Recommendation

Office of Mayor Breanna Lungo-Koehn

Submission date: Date of appointment if not rejected:

Candidate for:

Application Type:

Name:

Relevant Training?

Interests / Hobbies:

Have you ever served on a board or commission?

If so, which one(s)?



Board & Commission Recommendation

Office of Mayor Breanna Lungo-Koehn

Submission date: 03/25/26

Date of appointment if not rejected: 04/27/26

Candidate for: Elections Commission *

Application Type: New

Name: Marc Davidson

Relevant Training? *I've been a poll worker here in Medford for the last few years and recently as the clerk at my polling location
I have a strong interest in the democratic process and believe that we all benefit from free and fair elections*

Interests / Hobbies: *Outdoor activities, woodworking and carpentry
Volunteering at Medford Community Media and at the Medford Senior Center
teaching tech classes and providing tech support for seniors
I'm also very engaged in TreesMedford particularly the pocket forest initiative*

Have you ever served on a board or commission? No

If so, which one(s)?



Board & Commission Recommendation

Office of Mayor Breanna Lungo-Koehn

Submission date: 03/26/26 Date of appointment if not rejected: 04/27/26

Candidate for: Conservation Commission

Application Type: New

Name: Jessica Wala

Relevant Training? *Licensed Professional Engineer (PE) in Massachusetts
Envision Sustainability Professional (ENV SP)
LEED AP Neighborhood Development
13 years of professional experience in civil engineering, stormwater management and environmental permitting*

Interests / Hobbies: *walking the Fells, painting and drawing, thrift shopping, hanging out with my family and cats!*

Have you ever served on a board or commission? No

If so, which one(s)?



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

April 2, 2026

Via Electronic Delivery

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

Re: Capital Stabilization Fund Appropriation Requests

Dear President Bears and Members of the City Council:

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

- Twenty (20) new poll pads and related expenses, in the amount of Thirteen Thousand Eight Hundred Dollars and Zero Cents (\$13,800.00).

Elections Manager James Blatchford will be available for questions on the above request.

The Capital Stabilization Fund currently has a balance of \$9,963,851.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor