



Medford City Council
Medford, Massachusetts

The Ninth Regular Meeting, May 12, 2026

City Council

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

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

Zoom Link:

<https://us06web.zoom.us/j/87915924922?pwd=TB521Nkno6FsfkH8wGAXbwDXct9rED.1>

Call-in Number: +13092053325,,87915924922#,,,,*462572#

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

26-086 - Offered by Emily Lazzaro, Council Vice President, Matt Leming, City Councilor, Isaac Bears, Council President

Resolution to Commemorate the Life of Leonard "Len" Glionna

Records

The Records of the Meeting of April 28, 2026 were passed to Councilor Mullane

Reports of Committees

26-074 - Offered by Isaac Bears, Council President

Committee of the Whole, April 28, 2026, Report

26-061 - Offered by Isaac Bears, Council President

Committee of the Whole, April 29, 2026, Report

24-033 - Offered by Matt Leming, City Councilor

Planning and Permitting Committee, May 5, 2026, Report

26-061 - Offered by Isaac Bears, Council President

Committee of the Whole, May 6, 2026, Report

HEARINGS

26-074

Submitted by Office of Planning, Development, and Sustainability

Community Development Block Grant (CDBG) Action Plan for FY2027

MOTIONS, ORDERS, AND RESOLUTIONS

25-054 - Offered by Vice President Lazzaro, Councilor Leming, and Councilor Tseng

Chapter 10, Article VIII - Proposed Vacant Building Ordinance

COMMUNICATIONS FROM THE MAYOR

26-087

Submitted by Mayor Breanna Lungo-Koehn

Board and Commission Appointments

26-088

Offered by Mayor Breanna Lungo-Koehn

Request for Food Truck Permits for "All Belgium Waffles" and "Kona Ice" - May 16, 2026

26-089

Submitted by Mayor Breanna Lungo-Koehn

Medford Square Redevelopment Project Grant

26-090

Submitted by Mayor Breanna Lungo-Koehn

Capital Stabilization Fund Appropriation Request - Fire Department Capital Improvements Plan

26-091

Submitted by Mayor Breanna Lungo-Koehn

Amendment to Personnel Ordinance - Assistant Network Administrator

26-092

Submitted by Mayor Breanna Lungo-Koehn

Amendment to Personnel Ordinance - Wage Adjustment for Non-Union Personnel

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

25-189

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

IN CITY COUNCIL	APRIL 28, 2026	APPROVED FOR FIRST READING
TO BE ADVERTISED	MAY 14, 2026	MEDFORD TRANSCRIPT & SOMERVILLE JOURNAL
IN CITY COUNCIL	JUNE 9, 2026	ELIGIBLE FOR THIRD READING

26-084 Amendments to Personnel Ordinance - Director of Elections; Director of Diversity, Equity and Inclusion; Director of Veterans' Services

IN CITY COUNCIL	APRIL 28, 2026	APPROVED FOR FIRST READING
TO BE ADVERTISED	MAY 14, 2026	MEDFORD TRANSCRIPT & SOMERVILLE JOURNAL
IN CITY COUNCIL	JUNE 9, 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

May 12, 2026

SPONSORED BY

Emily Lazzaro, Council Vice
President, Matt Leming, City
Councilor, Isaac Bears, Council
President

AGENDA ITEM

26-086 - Resolution to Commemorate the Life of Leonard "Len" Glionna

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that we offer condolences to the family and friends of Leonard "Len" Glionna and commemorate his life.

Len was a loving husband, brother, father, grandfather, and friend; a U.S. Army Veteran; a retired attorney; a candidate for Medford City Council in 2023; and an ardent follower of Medford politics for over 70 years.

Len often served as a generational and ideological bridge and mentor to many newcomers to Medford politics and his presence will be deeply missed in the chambers and in our city.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

May 12, 2026

SPONSORED BY

AGENDA ITEM

26-074 - Community Development Block Grant (CDBG) Action Plan for FY2027

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, 2026 through June 30, 2027. Community Development Block Grant (CDBG) is a program of the U.S. Department of Housing and Urban Development (HUD) that began in 1974. FY2027 will be the City of Medford's Program Year 52 of CDBG funding.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. AAP PY26 Public Hearing Notice
2. Medford CDBG - Annual Plan Summary PY26



City of Medford

Office of Planning, Development, & Sustainability

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

(781) 393-2480
ocd@medford-ma.gov

<http://medfordma.org/departments/planning-development-sustainability>

LEGAL NOTICE
CITY OF MEDFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROGRAM YEAR 2026 ANNUAL ACTION PLAN
PUBLIC HEARING

A Public Hearing will be held by the Medford City Council on Tuesday, May 12, 2026 at 7:00 p.m. Details will be posted by the City Clerk's Office prior to the hearing. 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 Community Development Block Grant Annual Action Plan, and on the City's housing and community development needs and development of proposed activities. The Annual Action Plan contains the proposed use of CDBG funds for Program Year 2026 which extends from July 1, 2026 through June 30, 2027, and copies can be obtained in Medford City Hall, Room 308, 85 George P. Hassett Dr. or may be downloaded from the City's website at www.medfordma.org/cdbg.

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 2026 Annual Action Plan, application for funds, and all other assurances and certifications to the U.S. Department of Housing and Urban Development (HUD). The City is applying for an estimated \$1,433,520 in Block Grant funds for Program Year 2026.

If you need a reasonable accommodation to attend/participate in this hearing, please contact the ADA Coordinator: Frances N. Nwajei at 781-393-2439 or via email at fnwajei@medford-ma.gov. Please note that while the City will make every effort to fulfill the request, some requests may not be fulfilled due to the hiring and availability of outside contractors.

**City of Medford CDBG Summary
 Program Year 2026/City Fiscal Year 2027
 July 1, 2026 to June 30, 2027**

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) to address the causes and consequences of poverty. Eligible uses of CDBG funding include public facilities, parks, public services, housing, and economic development.

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 2025. These figures will be updated by HUD for the new fiscal year later this spring.

Persons in Household or Family	1	2	3	4	5	6	7	8
FY2025 80% AMI	\$92,650	\$105,850	\$119,100	\$132,300	\$142,900	\$153,500	\$164,100	\$174,650

All CDBG-funded projects must meet one of the CDBG National Objectives of:

1. Benefiting 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 5 years:

PY2026/Medford FY2026	\$1,433,520
PY2025/Medford FY2026	\$1,466,160
PY2024/Medford FY2025	\$1,384,050
PY2023/Medford FY2024	\$1,423,649
PY2022/Medford FY2023	\$1,489,182

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 fiscal year. The draft plan has been published for public comment, and a full copy may be downloaded at www.medfordma.org/cdbg

For the coming year, Program Year 2026, HUD has allocated \$1,433,520 in CDBG funding to Medford. This represents a reduction of funding of approximately \$32,000 or 2.2% from the prior year. In addition, we have an estimated \$300,000 of unused prior year funds that may be reprogrammed to next year, bringing the total of estimated available funds to \$1,733,520. Those funds will be allocated as follows:

Planning and Administration

HUD allows up to 20% of the annual allocation to be used for Planning and Administration costs. Medford intends to allocate the full 20% to those costs, totaling \$286,704. Planning and Administration costs include paying for staff positions such as the CDBG & Grants Manager, the Housing Planner, and portions of the Economic Development Planner and PDS Head Clerk positions, as well as certain administrative costs such as legal notice publication costs and our online grants management system.

Public Services

HUD also allows up to 15% of the annual allocation to be used for public services. Medford allocates that full 15% to grants to non-profit agencies providing public services to Medford residents. For Program Year 2026, \$215,028 will be allocated to public services grants, and details on the proposed grants for the year are on the following pages.

Projects

The balance of the annual allocation, as well as available unused prior year funds, may be used for projects. Projects proposed to be funded for the coming year include:

- Continuing our Housing Rehabilitation Loan Program to assist low- and moderate-income residents with certain home repairs that will enable them to stay in their homes
- Continuing our Vacant Storefront Grant Program providing grants to qualifying small businesses which establish themselves in or relocate to identified vacant storefronts
- Sidewalk and curb cut improvements at intersections in low- and moderate-income neighborhoods
- Design work for improvements to the Tufts Park Playground
- Installation of ADA accessible paths at public parks
- Installation of ADA compliant elements at the Memorial Grove proposed for Riverbend Park

CDBG Public Services Grants Funding Recommendations

Organization Name	Amount of CDBG funds requested	Amount of CDBG funding received prior year	Recommended amount PY2026
ABCD	\$40,000	\$38,750	\$38,750
Housing Families	\$22,000	\$21,000	\$21,000
Medford Council on Aging	\$27,600	\$26,400	\$26,400
Medford Public Schools	\$10,000	\$9,107	\$9,128
Mystic Valley Elder Services	\$10,000	\$9,900	\$10,000
Mystic Valley YMCA/Mystic Community Market	\$12,000	\$11,000	\$11,250
RISE Multicultural Services	\$20,000	N/A – new applicant	\$7,500
S.C.M. Community Transportation	\$82,750	\$82,750	\$82,750
The Welcome Project	\$20,000	\$7,750	\$8,250
		TOTAL	\$215,028

RECOMMEND TO FUND

Action for Boston Community Development (ABCD)

Request for Funding: \$40,000

Prior Year Funding \$38,750

Recommended PY26 Funding: \$38,750

Funding will be used to support ABCD’s emergency rental and utility assistance program and housing counseling services, serving an estimated 25 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: \$22,000

Prior Year Funding \$21,000

Recommended PY26 Funding: \$21,000

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.

Medford Council on Aging

Request for Funding: \$27,600

Prior Year Funding \$26,400

Recommended PY26 Funding: \$26,400

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 air conditioning units, 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 III C 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 600 Medford residents during the program year.

Medford Public Schools

Request for Funding: \$10,000

Prior Year Funding \$9,107

Recommended PY26 Funding: \$9,128

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, 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, providing program continuity for children and keeping them in a safe, supportive environment.

Mystic Valley Elder Services

Request for Funding: \$10,000

Prior Year Funding \$9,900

Recommended PY26 Funding: \$10,000

Mystic Valley Elder Services Nutrition Program for Medford Older Adults will providing food assistance and nutritional services to older adults and people with disabilities living in the City of Medford, including Meals on Wheels, a program of mid-day meal deliveries, Medford community dining site programs, a food pantry that MVES staff can access on behalf of Medford consumers with urgent food needs, a "Grab and Go" program of meals distributed at the Medford Senior Center, and an emergency shelf stable food inventory used for weather-related storms or other related emergency events that may hinder the delivery of regular meal services to Medford residents. This funding will enable them to provide more than 1,600 meals to Medford older adults.

Mystic Valley YMCA/Medford Community Market

Request for Funding: \$12,000

Prior Year Funding \$11,000

Recommended PY26 Funding: \$11,250

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.

Rise Multicultural Services

Request for Funding: \$20,000

Prior Year Funding: n/a – new applicant

Recommended PY26 Funding: \$7,500

RISE conducts Multilingual Community Mental Health Support Circles providing structured, facilitated, peer-support groups offering safe discussion spaces separated by language- Portuguese, Spanish and Haitian Creole. The support groups offer coping skills and stress-management strategies; social connections to reduce isolation; and referrals to housing, food, employment, and behavioral health services, as needed. Topics include social isolation, immigration anxiety, language and literacy barriers and general depression issues. An estimated 50 older adults would be served by this program.

SCM Community Transport

Request for Funding: \$82,750

Prior Year Funding \$82,750

Recommended PY26 Funding: \$82,750

The program will provide medical, shopping and meal site transportation services to an estimated 150 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: \$20,000

Prior Year Funding \$7,750

Recommended PY26 Funding: \$8,250

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.

RECOMMENDED NOT TO FUND

West Medford Community Center

Request for Funding: \$13,200

Prior Year Funding \$13,200

Recommended PY26 Funding: \$0

WMCC's Elder Services Program provides services to Medford senior residents with the specific aim of A) ensuring the ongoing quality of life for the later years of these residents, B) contributing to their long-term independence, and C) providing a suite of activities that focus on Senior Health (physical and emotional,) wellbeing and social engagement. Programming will include social, educational, and cultural events, such as medical clinics, financial and technology management education, and nutritional advice and resources.

This program has been funded through CDBG in prior years. However, due to compliance issues in connection with HUD-required documentation, as well as a late and incomplete application, it is recommended that this program not continue to be funded through CDBG federal funding.

PROPOSED ORDINANCE TEXT

TO: Medford City Council
FROM: Medford City Councilor Justin Tseng, Erin Yu, Melody Wang, & Otto Barenberg
DATE: ~~Thursday, January 22~~ ~~Friday~~ ~~Wednesday, March 27~~ April 15, 2026
RE: Proposed Vacant Properties Ordinance Draft

CHAPTER 94 - Sec ~~95~~94-7.5 is hereby removed.

CHAPTER 10 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE VIII. - Vacant and foreclosing properties.

10-118 Purpose and Findings.

1. Whereas among other things, Vacant Commercial Properties and Vacant Industrial Properties can degrade the vitality of Medford’s commercial districts, frustrate local planning and development efforts, create increased specific risks of fire damage, vandalism and unlawful entry or uses, and give rise to other public health and safety hazards, this section is intended to promote the City’s public welfare and economic health by requiring all property owners to register and properly maintain vacant or foreclosing commercial and industrial properties.
2. It is the intent of this section to protect the health, safety, welfare and economic vitality of the City of Medford and its residents by protecting property values, maintaining neighborhood integrity and accessibility, safeguarding against property blight, protecting City resources and ensuring the safe and sanitary maintenance of Vacant Properties.
3. Furthermore, it is the intent of this section to use the monies raised by the fees set forth in this section to:
 - a. Establish, develop, and maintain an online registry of Vacant Properties in Medford to reflect current vacancies,
 - b. Conduct the inspections provided for in this section,
 - c. Provide an administration appeal process for any person aggrieved by the requirements of this section, and
 - d. Mitigate negative effects of vacant or foreclosing properties on the health, safety, welfare and economic vitality of the city and its residents.

10-119 Definitions.

1. The terms used in this Section shall have the meanings indicated in Section 94-12.0 of the Medford Municipal Code of Ordinances.
2. For purposes of this Section only, the following terms shall be defined as follows:

Commercial Property: A property containing a Building or portion thereof used within the past three (3) years for a period of no less than thirty (30) days for:

1. Commercial Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances, or
2. Retail and Service Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances.

Community Event: Temporary or interim use of a Vacant Commercial Property or Vacant Industrial Property for a public or semi-public purpose as determined by the Director of Planning, Development, and Sustainability or their designee.

Foreclosing Property: A property undergoing a legal proceeding to terminate a mortgagor's interest in property instituted by the mortgagee and regulated under M.G.L. ch. 244.

Foreclosing Commercial Property: Any building that meets both the definitions of Foreclosing Property and Commercial Property in this section.

Foreclosing Industrial Property: Any building that meets both the definitions of Foreclosing Property and Industrial Property in this section.

Industrial Property: A property used within the past three (3) years for a period of no less than thirty (30) days for Wholesale, Transportation Uses or Office Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances.

Local individual: A person whose primary residence is inside or no more than 15 miles outside the City of Medford.

Local property management company: A third-party contractor or legal entity hired by property owners to handle the daily operations, maintenance, and oversight of residential, commercial, or industrial real estate with a primary office located within 30 miles of the City of Medford.

Owner: A person or entity who, alone or severally with others:

1. Has legal or equitable title to any Vacant Property or has care, charge or control of any Vacant Property in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the holder of legal title; or
2. Is a tenant with a legal right to possess a part of or the entire Vacant Property; or
3. Is a mortgagee in possession of any Vacant Property; or
4. Is an agent, trustee, receiver or other person appointed by the courts and vested with possession or control of a Vacant Property; or
5. Is an officer or trustee of an association of unit owners of a condominium or cooperative which contains a Vacant Property.

Public Art: Works of art for public benefit and viewing approved by the Director of Planning, Developing, and Sustainability or their designee for temporary display inside storefront windows or upon other safe, visible exterior surfaces of Vacant Properties.

Residential Property: A property containing a Building or portion thereof used within the past three (3) years for a period of no less than thirty (30) days for:

Residential Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances, excluding those properties that qualify under a commercial property definition.

Vacant Property: Any unoccupied real property which:

1. Is not legally occupied, is abandoned, or is not used for a period of at least ninety (90) consecutive days by occupants having custody or legal right of entry to such property who do not intend to continue to use the property; or
2. Is intermittently occupied by persons with legal right of entry, but exhibits in the opinion of the Building Inspector dilapidated walls, roof, or doors which fail to prevent the entry of a trespasser for a period of more than seven (7) days.

This definition shall exclude new constructions, including significant improvements, as determined by the Building Commissioner. New constructions shall include any construction of a structure on a vacant lot or any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage. For purposes of calculating the percentages of any demolition under this definition, all demolition shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re-construct, alter, add, extend or otherwise structurally change any structure.

Vacant Commercial Property: Any building which meets both the definitions of Vacant Property and Commercial Property in this section.

Vacant Industrial Property: Any building which meets both the definitions of Vacant Property and Industrial Property in this section.

10-120 Registration of Vacant Commercial and Vacant Industrial Residential Properties; Notice of Foreclosure.

All owners shall register vacant and/or foreclosing properties with the building commissioner on forms provided by the commissioner. All registrations must state the owner's or agent's phone number and mailing address. The mailing address may not be a post office box. This registration must also certify that the property was inspected by the owner or agent and identify whether the property is vacant at the time of filing. If the property is vacant, the owner or agent shall designate and retain a local individual or local property management company responsible for securing and maintaining the property. This designation shall state the individual's or company's name, phone number and 24-hour emergency contact information, and local mailing address. The mailing address may not be a post office box. If the property is in the process of foreclosure, then the registration shall be filed within seven days of the initiation of the foreclosure process as defined herein. If the commissioner determines that the property is vacant and that foreclosure proceedings have not been initiated, the registration must be received within 14 days of the commissioner's first citation for improper maintenance.

a. All property registrations are valid for one calendar year. An annual registration fee as determined by the building commissioner shall accompany the registration form. Subsequent annual registrations and fees are due at least 30 days prior to the expiration of the previous registration and must certify whether the foreclosing and/or foreclosed property remains vacant.

b. Once the property is no longer vacant or is sold, the owner must provide proof of sale or written notice and proof of occupancy to the building commissioner.

1. 10-121 Registration of Vacant Commercial and Vacant Industrial Properties; Notice of Foreclosure.

2. Prior to, but not more than ninety (90) days after any property, or portion of a property, becomes a Vacant Commercial Property or Vacant Industrial Property, Foreclosing Commercial Property, or a Foreclosing Industrial Property, the owner(s) shall register the property with the City utilizing a form promulgated by the Building Commissioner or their designee which shall, at a minimum, include the following criteria:

a. The owner's name, address (which may not be a post office box), telephone number and secondary telephone number designated by phone type;

- b. Property street number;
 - c. Storefront status (vacant, leased, or sold to another owner);
 - d. Property type and use;
 - e. Square footage;
 - f. The name, phone number, and 24 hour contact information, and local mailing address of any property manager or property management company, if applicable;
 - g. A statement as to whether the Building is currently a Vacant Property and if not, the date upon which the Building will become a Vacant Property ; and
 - h. A statement as to whether the Building is currently a Foreclosing Property and if not, the date upon which the Building will become a Foreclosing Property;
 - i. A certification, as determined adequate by the Building Commissioner, that the property was inspected by the owner or agent;
 - j. Clear photographs of interior rooms and any street-facing exteriors.
3. If the property is a Vacant Commercial Property or Vacant Industrial Property, the owner or agent shall designate and retain a local individual or local property management company responsible for securing and maintaining the property.
 4. If the property is in the process of foreclosure, as defined and regulated by M.G.L. ch. 244, then the registration shall be filed within seven days of the initiation of the foreclosure process-. If the commissioner determines that the property is vacant and that foreclosure proceedings have not been initiated, the registration must be received within 14 days of the commissioner's first citation for improper maintenance.
 5. All property registrations are valid for one calendar year. An annual registration fee as determined by Section 194-7.5.4-0-122 shall accompany the registration form. Subsequent annual registrations and fees are due at least thirty (30) days prior to the expiration of the previous registration and must certify whether the Vacant Commercial Property, Foreclosing Commercial Property, Vacant Industrial Property, or Foreclosing Industrial Property remains vacant or foreclosed.
 6. If or when the Property is no longer a Vacant Property, the owner must provide proof of sale or written notice and proof of occupancy to the Building Commissioner. Upon the sale of the property, the timelines outlined in the ordinance shall reset.

7. If the property containing a Vacant Property is conveyed to a third party, the owner must provide proof of sale or written notice and proof of occupancy to the Building Commissioner.
8. The Building Commissioner or their designees shall maintain a registry of all Vacant Properties registered with the City under this Section on the City website. This registry shall include a listing of any approved uses for the Vacant Property as determined by other sections of the Code.

10-1224 Annual Registration Permit Fee for Vacant Commercial Properties and Vacant Industrial Properties, Waiver.

1. Upon registering a Vacant Commercial Property or a Vacant Industrial Property as required by this section, the Owner shall pay the City through the Building Commissioner a non-refundable registration permit fee of \$1,000 for the calendar year in which the Building becomes a Vacant Commercial Property or a Vacant Industrial Property. The registration permit fee for each successive year the Building remains a Vacant Commercial Property or a Vacant Industrial Property shall be paid upon re-application. The charges for subsequent years shall be as follows: Year 2 \$2,000; Year 3 and each subsequent year \$3,000 and shall be paid at least thirty (30) days prior to the expiration of the previous registration.
2. In order to reflect the greater inspection, monitoring, and administrative oversight associated with larger vacant commercial and industrial spaces, the following additional registration permit fee shall apply based on the square footage of the vacant commercial or industrial space:
 - Vacant space under 2,500 square feet: no additional fee
 - Vacant space 2,500–10,000 square feet: additional \$500 per year
 - Vacant space over 10,000 square feet: additional \$1,000 per year
3. For purposes of this subsection, square footage shall be determined based on the gross floor area of the vacant commercial or industrial space as recorded in municipal property records or building permit documentation.
4. The amount of the annual registration permit fee may be amended by the City Council, and the Building Commissioner and Director of Planning, Development, and Sustainability may, from time to time, submit proposals to reassess the fee.

Owners may apply for a partial or full waiver of the annual registration permit fee at the time the Vacant Commercial Property or the Vacant Industrial Property is registered on a form promulgated by the Building Department, which shall be renewed on an annual

basis at the time the invoice for the annual permit registration fee is received by the owner. All requests and applications for waivers are due either (i) prior to, but not more than ninety (90) days after any property becomes a Vacant Commercial Property or Vacant Industrial Property, or (ii) at least thirty (30) days prior to the expiration of the previous waiver. A waiver of the annual registration permit fee may be allowed by the Building Commissioner or their designee, after consultation with any other relevant departments upon a showing of clear and convincing evidence of:

- a. A substantial financial hardship, which shall be granted only when the applicant demonstrates that payment of the registration permit fee would cause the applicant a substantial financial hardship and no other form of waiver is available to the applicant.
- b. A written agreement to display Public Art as defined in Section ~~94-7.5.210-119~~, which shall be granted only when sufficient public viewing of the public art display is available; the Vacant Property is an appropriate location for such display; and the proposal for the public art display has been reviewed and approved by the Office of Planning, Development, and Sustainability, the artist, and the owner. Terms of the exhibition shall be set forth in a written agreement promulgated by the Office of Planning, Development, and Sustainability;
- c. A plan to use the property for Community Events as defined in Section ~~94-7.5.210-119~~, which shall be granted only when the applicant must provide documentation of a space usage plan for this purpose where the Vacant Commercial Property or the Vacant Industrial Property, or an accessory structure or an accessory parking area as defined in Section ~~94-12.010-119~~, is occupied for Community Events for at least three days in a three month period. This shall include any agreements with the City or Community Event organizers, schedules, and permits to the Building Department deemed necessary by the Building Commissioner and a determination by the Building Commissioner that the Vacant Commercial or Vacant Industrial Property is appropriate from a life safety standard as defined by the Building Code; or by
- d. A demonstration that the Vacant Commercial Property or a Vacant Industrial Property is being improved for future use, which shall be reviewed by the Building Commissioner. ~~Any building with an active building permit or application to the planning board shall be exempt from this section.~~
- e. A demonstration, by clear and convincing evidence, that the Vacant Commercial Property or Vacant Industrial Property cannot reasonably be sold,

leased, occupied, or otherwise activated due to a bona fide legal dispute concerning title or possessory rights, including but not limited to:

- (i) administration of an estate where legal authority to convey or lease the property is unresolved;
 - (ii) pending probate, Land Court, or Superior Court proceedings to quiet title or resolve defects in the chain of title;
 - (iii) active litigation concerning ownership, control, or the right to lease or convey the property; or
 - (iv) a court order, injunction, or legal constraint that materially limits the owner's ability to act with respect to the property.
- ef. A partial or full waiver of the annual registration permit fee may be granted where the owner demonstrates good faith efforts to lease, sell, or otherwise activate the vacant commercial or industrial property. Such efforts may include, but are not limited to:
 - (i) Listing the property for lease or sale on online commercial real estate platforms or with a licensed broker (to ensure marketing extends beyond passive signage);
 - (ii) Offering the property at a market-competitive rate;
 - (iii) Maintaining the property in a condition suitable for showing to prospective tenants;
 - (iv) Demonstrating reasonable availability for property tours or tenant inquiries; and
 - (v) Coordinating with the City's Economic Development representatives regarding marketing efforts, tenant recruitment opportunities, or participation in vacant storefront activation programs.
- . A demonstration, by clear and convincing evidence, that the Vacant Commercial Property or Vacant Industrial Property cannot reasonably be sold, leased, occupied, or otherwise activated due to a bona fide legal dispute concerning title or possessory rights, including but not limited to:
 - (i)(ia) administration of an estate where legal authority to convey or lease the property is unresolved;

~~(iib) pending probate, Land Court, or Superior Court proceedings to quiet title or resolve defects in the chain of title;~~

~~(iic) active litigation concerning ownership, control, or the right to lease or convey the property; or~~

~~(ivd) a court order, injunction, or legal constraint that materially limits the owner's ability to act with respect to the property.~~

2. ~~Any waiver granted under this subsection shall be temporary, shall be subject to periodic review, and shall expire upon resolution of the underlying legal impediment.~~

5. Any waiver granted under this subsection shall be temporary, shall be subject to periodic review, and shall expire upon resolution of the underlying legal impediment.
6. The Building Commissioner and Director of Planning, Development, and Sustainability may also issue a waiver on the basis of pending amendments to the Zoning Code or the Medford Comprehensive Plan.
7. A Vacant Commercial Property or Vacant Industrial Property that has been condemned in accordance with M.G.L ch. 143, § 9 or a like statute shall not be eligible for the Public Art or Community Benefits waivers to the annual registration permit fee.
8. Requests for waivers of the annual permit registration fee shall be acted upon by the Building Commissioner or their designee within thirty (30) days of request for such waiver. Approval or denial of such waivers shall be in writing, explaining the basis for the approval or denial. If the waiver is denied, the annual registration permit fee shall be paid within thirty (30) calendar days of such denial.
9. An owner may appeal the rejection of a waiver through the process defined at Section ~~94-~~7.5-810-126.
10. Nothing in this subsection shall be construed to waive or suspend the maintenance, safety, inspection, or registration requirements of this ordinance, except as expressly provided herein.

10-1232 Maintenance Requirements for All Vacant Properties.

1. Notwithstanding anything in this ordinance to the contrary, the owner of a Vacant Property shall maintain the Vacant Property in accordance with all applicable state and municipal sanitary codes, building codes, laws, regulations and ordinances. The owner, local individual or local property management company shall inspect and maintain the property on a monthly basis for the duration of the vacancy.

- a. The name and 24-hour contact phone number of the local individual or property management company responsible for maintenance shall be affixed to the property. This sign shall be posted on the front of the property.
- b. The owner of a Vacant Property shall promptly repair all broken windows, doors, other openings, and any unsafe conditions at the Vacant Property-. Boarding of open or broken windows and doors is prohibited except as a temporary measure allowed by city ordinance, unless the Building Commissioner or Health Director as the case may be, determines that, due to vandalism, security reasons, public health or circumstances out of the owner's control, the proper boarding of windows and doors is necessary. Boards or coverings must be fitted to the opening size and colored to blend with the existing building color scheme.
- c. The owner of a Vacant Property must maintain the property free from rats, mice, and other vectors. Upon registration with the city, the owner must provide the Health Director with either a letter or other certification from a Massachusetts state licensed exterminator stating that the inside and outside of the property has been inspected and found to be free from moderate to severe rodent activity, or documentation that rodent activity or infestation has been discovered and appropriate baiting or other abatement measures have occurred or will occur within thirty days of registration. These abatement measures must take place for a period of at least two (2) weeks, or until rodent activity on the property has ceased, whichever time period is longer. ~~OneSix~~ (16) months after this initial inspection, and every ~~onesix~~ months thereafter while the property remains vacant, the owner must provide the Health Director with documentation that the property has been re-inspected and either found to be free from rodent activity or that appropriate abatement measures have been taken, as defined above. All windows, doors, exterior walls, foundations, basements, cellars, crawlspaces, and interior spaces on the property shall be maintained in a sound condition, free from cracks, holes, breaks, gaps, loose boards, and all other conditions that allow for rodent entry and harborage on the property. The property shall remain free from all dead or overgrown vegetation, junk, trash, lumber, boxes, and large debris, or any material that may provide food or harborage for rodents. Maintenance shall comply with the process and permits outlined in the Integrated Pest Management Plan of the Board of Health.
- d. The owner of a Vacant Property shall maintain the Vacant Property and land on which it is located for the duration of its existence as a Vacant Property in a condition so that the Vacant Property does not appear to a reasonable person to be unused or vacant. Upon notice by the Building Commissioner, any accumulated trash and/or graffiti shall be removed from the Vacant Property or property by the Owner within seven (7) days.

2. Compliance with this section does not relieve the owner of any applicable obligations set forth in city ordinances or regulations, covenant conditions and restrictions, and/or homeowners' association rules and regulations.
3. The owner of a Vacant Property may display advertising materials in the vacant space or in the Vacant Property's street-facing windows in accordance with the sign ordinance and other provisions of Section 94 of the Code of Ordinances.
4. The Building Commissioner may direct the shutting off, cutting, or capping of utilities serving any building which is a Vacant Property for a period exceeding six (6) months if deemed necessary to preserve public safety. The Building Commissioner shall direct the restoration of utility services for the purpose of Community Events.
5. If the Building Commissioner determines a building to be unsafe, the Building Commissioner may act immediately in accordance with the Massachusetts State Building Code and other applicable codes or laws to protect public safety. Furthermore, nothing in this section shall abrogate the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, M.G.L. c. 139, § 1 et seq. and M.G.L. c. 143, § 6 et seq.

10-1243 Inspections.

The Building Commissioner, Police Chief, Fire Chief, and the Health Director, or their designees, shall have the authority to periodically inspect and shall inspect on a quarterly basis, the exterior and interior of any properties subject to this section for compliance with this section and other laws, regulations and ordinances relating to the health, safety and welfare of the citizens of Medford. They shall also have the authority to issue separate citations for any violations of those laws, regulations and ordinances.

10-1254 Violations and Penalties; Enforcement.

1. The Building Commissioner or Health Director or their designees acting as Code Enforcement Officers are authorized to administer and enforce this section.
2. The Building Commissioner and other officials responsible for enforcing this section may prioritize inspections and enforcement actions based on available municipal resources and the degree to which a property presents risks to public health, safety, neighborhood conditions, or municipal services.
 - a. In administering this section, the City may also seek voluntary compliance and corrective action by property owners prior to initiating formal enforcement proceedings, including providing notice, guidance, or a reasonable opportunity to remedy conditions or bring the property into compliance.

- b. Factors that may be considered in prioritizing enforcement include, but are not limited to: the duration of vacancy; evidence of deterioration, unsafe conditions, or nuisance activity; complaints from members of the public; prior violations of this section or other applicable laws; and the degree of cooperation by the owner in addressing vacancy or maintenance concerns.
 - c. Nothing in this subsection shall be construed to exempt any property from the requirements of this section or to limit the authority of the City to enforce this section with respect to any property when the City determines enforcement is necessary to protect the public health, safety, or welfare.
- 3.
3. This section shall be enforced in the manner provided in Section 1-13 of the Medford Code of Ordinances and M.G.L. ch. 40, § 21D. Any property owner who violates any provision of this section shall be subject to the following penalties:
- a. Failure to register with the Building Commissioner under ~~Section 94.7.5.3~~Section 10-120 or Section 10-121 shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Registration under Section 10-120 or Section 10-121 ~~94.7.5.3~~ shall constitute a remedy for this violation.
 - b. Failure to identify the local individual or local property management company if deemed applicable by the Building Commissioner under Section 10-120 or Section 10-121 ~~Section 94.7.5.3~~ shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Such identification under Section 10-120 or Section 10-121 ~~Section 94.7.5.3~~ shall constitute a remedy for this violation.
 - c. Failure to provide proof of sale or written notice and proof of occupancy to the Building Commissioner if or when the Building is no longer a Vacant Property under Section 10-120 or Section 10-121 ~~Section 94.7.5.3~~ shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Providing such proof under Section 10-120 or Section 10-121 ~~Section 94.7.5.3~~ shall constitute a remedy for this violation.
 - d. Failure to provide proof of sale or written notice and proof of occupancy to the Building Commissioner if the property containing a Vacant Property is conveyed to a third party under Section 10-120 or Section 10-121 ~~Section 94.7.5.3~~ shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Providing

such proof under Section 10-120 or Section 10-121 ~~Section 94.7.5.3~~ shall constitute a remedy for this violation.

- e. Failure to pay the annual registration permit fee to the Building Commissioner to the Building Commissioner under Section 94.7.5.410-122 shall be a violation of this section and is punishable by a fine of \$300.00. Payment of the fee under Section 94.7.5.410-122 shall constitute a remedy for this violation.
 - f. Failure to maintain the property under Section 94.7.5.510-123 shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall be considered a separate offense. Compliance with maintenance requirements under Section 94.7.5.5-10-123 shall constitute a remedy for this violation.
4. Nothing in this section shall abrogate the powers and/or duties of municipal officials to issue fines pursuant to any general statutory authority or any other law, code, or ordinance.
 5. Except where public safety is at issue, any owner found to be in violation of this section shall receive a written notice on a form promulgated by the Building Commissioner providing the owner notice of the violation and the amount of the fine.
 6. Fines shall be due at least twenty-one days after the date of such notice as promulgated by the Building Commissioner in Section 94-7.5.7.410-125(5).
 7. The Building Commissioner shall afford a minimum of seven (7) days to remedy all violations prior to the levying of registration fees, fines or initiation of any enforcement action.
 8. Any fee assessed or fines issued or levied under this section shall constitute a "municipal charges lien" on the Vacant Property, to be collected in accordance with M.G.L. c. 40, § 58.
 9. The officer enforcing a particular penalty may waive any fine assessed under this section in total or in part upon the abatement of the violation(s). If a lien has been placed on the Vacant Property as the result of a fine, the City shall work with the tax collector to remove such lien, if it is determined the violations have been addressed and all or part of the fine has been waived as provided for herein.

10-1265 Appeal.

Any person aggrieved by the requirements of this section may seek an administrative appeal by making a written application to the Building Department. The written application must be filed with the Building Department within thirty (30) days of the imposition of an order or penalty

pursuant to Section ~~94-11.4.2.~~ 10-125(3) The Building Department may designate a member of their staff to hear appeals pursuant to this section. Any person aggrieved by a final decision issued under this section may seek relief in any court of competent jurisdiction as provided by the laws of the commonwealth. Any appeal made shall be requested in writing within thirty (30) days of the date of the decision.

10-1276 Regulations.

The Building Commissioner shall have the authority to promulgate rules and regulations necessary to implement and enforce this section.

10-1287. Compliance with Other Laws; Severability.

1. Compliance with this Section shall not relieve the owner of any obligations set forth in any other applicable statutes, ordinances, regulations, codes, covenant conditions or restrictions and/or association rules and regulations. In the event of a conflict, the stricter of the rules and regulations shall apply.
2. If any provision of this Section is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, such provision shall be considered separate and apart from the remaining provisions, which shall remain in full force and effect.

10-1298. Date of Effect.

This section shall take effect 365 days after its passage.



Medford City Council
Medford, Massachusetts

MEETING DATE

May 12, 2026

SPONSORED BY

AGENDA ITEM

26-087 - Board and Commission Appointments

FULL TEXT AND DESCRIPTION

Historic District Commission

1. Roberta Cameron

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Board Commission Recommendation - CC
2. Roberta Cameron HDC resume



Board & Commission Recommendation

Office of Mayor Breanna Lungo-Koehn

Submission date: **04/28/26** Date of appointment if not rejected: **05/28/26**

Candidate for: **Historic District Commission**

Application Type: **New**

Name: **Roberta Cameron**

Relevant Training? *I was a planning consultant for 25 years and have served as a Community Preservation Act Manager for Somerville for 4.5 years, and in Malden for one year before that. My planning experience covers a wide range of subject areas, including affordable housing, economic development, zoning, growth management, resource management, and land use planning. I have experience with historic preservation from the perspective of policy, regulation, procedures, funding, and community benefits.*
I am interested in joining the Historic District Commission at this time because I would like to contribute to conversations about establishing new Local Historic Districts as a mechanism for protecting CPA investments and as part of an update to the City's land use regulations. I am also very interested in gaining more first-hand experience with administering Local Historic Districts so that I can gain practical knowledge of historic preservation standards and regulatory procedures.

Interests / Hobbies: *Music, art, and improving my community*

Have you ever served on a board or commission? **Yes**

If so, which one(s)? *Community Preservation Committee, Affordable Housing Trust
If appointed to HDC I would opt to leave the Affordable Housing Trust, but still prefer to keep my position on the CPC.*

Professional Experience

Community Preservation Act Manager, Somerville, MA 2021 to present

Administer the Somerville Community Preservation Act program which allocates approximately \$7 million annually to projects related to open space, outdoor recreation, historic preservation, and affordable housing. Provide staff support to the Community Preservation Committee, and serve as liaison to city staff and elected officials, point of contact for applicants and grantees. Manage reporting and community outreach, and oversee compliance with applicable laws and program requirements.

Community Preservation Coordinator, Malden, MA 2020-to 2021

Updated all CPC documents and procedures in addition to providing administrative support to the Committee, managing CPA finances, and communicating with applicants, grantees, public, and City departments.

Community Opportunities Group, Inc., Boston, MA 2013 to 2021

Senior Planner, serving as project manager, researcher, and facilitator of a wide range of planning initiatives throughout Massachusetts and New England. Following are a representative selection of projects:

- J Eastham Market Study, 2021
- J Holyoke Community Preservation Plan, 2018
- J Groton Open Space & Recreation Plan, 2019
- J Laconia Economic Development Master Plan 2017
- J Ayer Master Plan, 2018
- J Bolton ADA Transition Plan, 2018
- J Malden Growth Management Study, 2017
- J Bellingham Housing Production Plan 2019

Larry Koff & Associates, Brookline, MA 1997-2012

Senior Planner, contributed to a wide array of projects including community development plans, master plans, housing and economic development strategies, zoning and fiscal impact analyses.

Freelance Planning Consultant, greater-Boston, MA 1995-2012

Collaborated with consulting firms in the Greater -Boston region, including Planners Collaborative Inc., John Brown Associates, Taintor Associates, and Todreas Hanley Associates, providing support in the preparation of numerous master plans, economic development, and downtown revitalization strategies.

CPA Leadership

- J Led successful campaign to adopt the Community Preservation Act in Medford (2015)
- J CPA Implementation: Assisted with taxpayer education and drafting CPA ordinance (2016)
- J Chair of **Medford Community Preservation Committee** (2017 - present)
Oversees \$2 million Medford CPA program. Coordinated in-house preparation of inaugural CPA Plan and application processes. Provide guidance to staff CPA Coordinator, communicate with City staff and stakeholders about applications and funded projects, and direct outreach and recruitment.

Community Service

Ongoing: Founding member of Housing Medford, Committee on Reparations, Christ Church Cambridge

Past: Medford Green Line Neighborhood Alliance; Medford Street Tree Advocacy Group, Census 2020 Complete Count Committee, and 2019 Mayor’s Transition Committee

Education

Master of City Planning, Boston University Metropolitan College, Boston, MA

Bachelor of Arts in Economics (music minor), Mount Holyoke College, South Hadley, MA



MaryAnn O'Connor
 Director
 Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

PAID
 #7107
 4/28

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) April 22, 2026

Will Propane Gas be used? Yes No

If Yes, Is it < 42 lbs. _____ Is it > 42 lbs. _____

If > 42 lbs., a Fire Permit MUST be obtained from the Medford Fire Department at (781) 396-9831. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

Mobile Food Truck/ Food Cart:

Propane Gas permanently mounted on a vehicle, provide a copy of the **Fire Permit** from your Base of Operations. If not, a Fire Permit MUST be obtained from the Medford Fire Department at (781) 396-9831. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

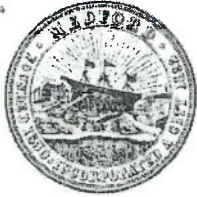
About your Business / Food Vendor:

Organization / Business Name: All Belgium LLC

Owner's Name (if Applicable): Toon De Schepper

Address: 222 S. Morgan St, Suite 3E, Chicago, IL 60607

Phone: (312) 285-2252 E-mail: Events@allbelgiumwaffles.com



MaryAnn O'Connor
 Director
 Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

MEDFORD CITY HALL

85 George P. Hassett Drive, Medford, MA 02155

Telephone: 781 393-2560
 Fax: 781 393-2562
 TDD: 781 393-2516

#129

PAID

4/22

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) 4/15/20

Will Propane Gas be used? Yes No

If Yes, Is it < 42 lbs. _____ Is it > 42 lbs. _____

If > **42 lbs.**, a Fire Permit **MUST** be obtained from the Medford Fire Department at (781) 396-9831. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

Mobile Food Truck/ Food Cart:

Propane Gas permanently mounted on a vehicle, provide a copy of the **Fire Permit** from your Base of Operations. If not, a Fire Permit **MUST** be obtained from the Medford Fire Department at (781) 396-9831. 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 / Food Vendor:

Organization / Business Name: For The Kids Inc / kma Ice

Owner's Name (if Applicable): Thomas Porzio

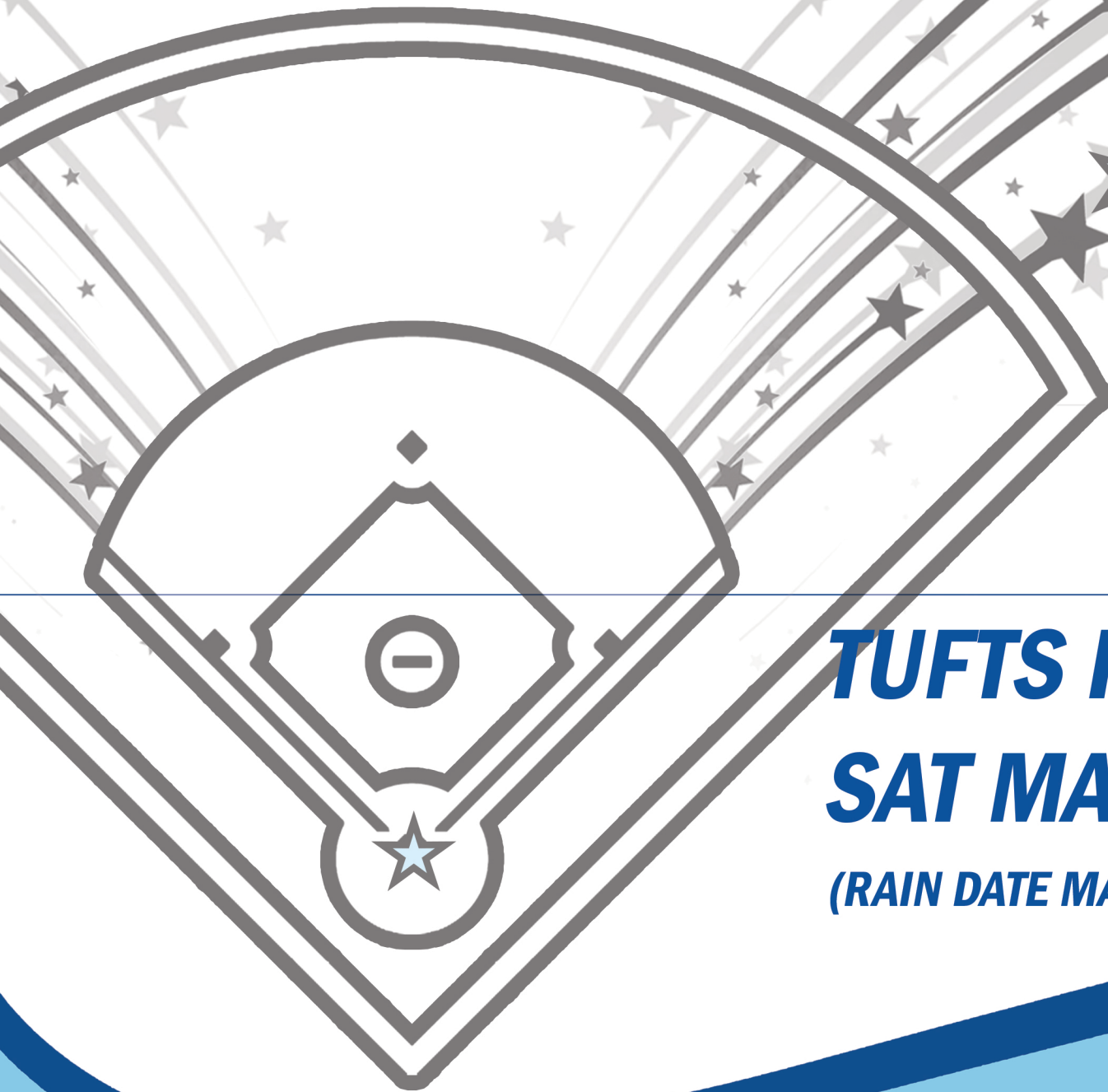
Address: 59 Heather Row Levensbury Ma 01876

Phone: 978-588-7952 E-mail: tporzio@kma-ice.com

CITY TOWN SOFTBALL

10U + 12U

TOURNAMENT



TUFTS PARK

SAT MAY 16

(RAIN DATE MAY 17)

HOSTED BY :



**MEDFORD
SOFTBALL**

TUFTS PARK

MEDFORD, MA

CITY/TOWN SPRING SOFTBALL TOURNAMENT

THANK YOU VENDORS!

THANK YOU!
City of Medford
&
South Medford
Neighborhood



Hosted by
**Medford Youth
Girls Softball**



CITY/TOWN SPRING SOFTBALL TOURNAMENT

hosted by

MEDFORD YOUTH GIRLS SOFTBALL



TUFTS PARK
MEDFORD, MA

WELCOME TEAMS!

ARLINGTON
BELMONT
BOSTON
CAMBRIDGE
CHARLESTOWN
EVERETT
MEDFORD
SOMERVILLE
WATERTOWN
WINCHESTER

THANK YOU SPONSORS!

SUFFOLK
CONSTRUCTION

CHEVALIER
THEATRE

CATALDO
AMBULANCE

BOSTON
PT & WELLNESS

COLETTE BAKERY



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

May 7, 2026

Via Electronic Delivery

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

RE: Medford Square Redevelopment Project Grant

Dear President Bears and Members of the City Council:

I am excited to share that the City has been awarded a \$450,000.00 Massachusetts Development Finance Agency (MassDevelopment) grant for the Medford Square Redevelopment Project. The MassDevelopment grant requires that City Council pass a resolution accepting the grant and acknowledging the restrictions to this project. The enclosed drafted resolution addresses these requirements. The grant will then reimburse expenditures back to the City of Medford upon a quarterly submission and review with MassDevelopment, in accordance with the grant agreement.

In summary, I respectfully request and recommend that your Honorable body adopt the enclosed resolution to accept the grant for the Medford Square Redevelopment Project.

The MassDevelopment grant for Medford Square Redevelopment Project requires that a copy of a certified vote be incorporated into a final grant agreement that is to be executed no later than June 30, 2026.

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

Sincerely,

A handwritten signature in blue ink that reads "Breanna Lungo-Koehn".

Breanna Lungo-Koehn
Mayor

Enclosure

WHEREAS, the land located at 0 Clippership Drive (the “Site”) has been deemed a site suitable for the site assessment program administered by the Massachusetts Development Finance Agency (“MassDevelopment”);

WHEREAS, the City of Medford, a Massachusetts municipality having a mailing address at 85 George P. Hassett Drive, Medford MA 02155 (“Recipient”) has been awarded a site readiness recoverable grant in the amount of \$450,000.00 from MassDevelopment (the “Recoverable Grant”) for readiness assistance related to the Site (the “Project”);

WHEREAS, the Recoverable Grant will be formalized through a grant agreement entered into by and between the Municipality and MassDevelopment in substantially the form attached hereto (the “Grant Agreement”); and

WHEREAS, the Municipality has agreed to pay the Recoverable Grant;

NOW, THEREFORE, the City of Medford votes as follows:

If the Site of any portion thereof is sold, conveyed, gifted, demised, ground leased, or otherwise transferred, or refinanced, and as a result of said transaction, the Recipient received funds that exceed the aggregate amount necessary for repayment of existing monetary liens, mortgage loans, and other debt on the Project and all of the costs incurred by them in the acquisition, development, ownership, and sale of the Site or of the portion of the Site transferred (the “Net Proceeds”), then Recipient shall reimburse MassDevelopment the full amount of the Net Proceeds up to the amount of the Recoverable Grant that has been disbursed and has not already been repaid to MassDevelopment (the “Disbursed Funds”).



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

May 7, 2026

Via Electronic Delivery

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

Re: Capital Stabilization Fund Appropriation Requests

Dear President Bears and Members of the City Council:

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

- A ladder truck, in the amount of One Million Six Hundred Ninety-Seven Thousand One Hundred Four Dollars and Zero Cents (\$1,697,104.00);
- Equipment to outfit the two (2) pumpers that are on order and anticipated for delivery this fall, in the amount of Two Hundred Forty-Three Thousand Forty-Eight Dollars and Twenty Cents (\$243,048.20);
- Fire Chief vehicle, in the amount of Ninety Thousand Eight Hundred Eighty-Six Dollars and Twenty-Eight Cents (\$90,886.28); and
- Two (2) Fire Prevention vehicles, in the amount of Ninety Thousand Three Hundred Sixty-Three Dollars and Fifty-Six Cents (\$90,363.56).

The Capital Stabilization Fund has a balance of \$7,691,244.

Chief of Fire Todd Evans will be available for questions on the above requests.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

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



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

May 7, 2026

Via Electronic Delivery

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

Re: Personnel Ordinance

Dear President Bears and City Councilors:

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

Amendment A

The language of "PW-15" shall be amended to remove the following position and the language of "PW-16" shall be amended to include the following position:

"Assistant Network Administrator"

Human Resources Director Lisa Crowley will be available to speak on this request.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor



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

May 7, 2025

Via Electronic Delivery

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

Re: Wage Adjustment for Non-Union Personnel

Dear President Bears and City Councilors:

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

Non-Union Personnel:

- Effective July 1, 2026: increase the base salary of all non-union titles by 2.5%

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor