



Medford City Council  
Medford, Massachusetts

**Committee of the Whole, June 23, 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 6:00 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/87165620335?pwd=ubVBKUAFokGKmEZdHWD00CWsVubSZR.1>

Call-in Number: +19292056099,,87165620335#,,,,\*486577#

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

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

**CALL TO ORDER & ROLL CALL**

**ACTION AND DISCUSSION ITEMS**

**25-149 - Offered by Isaac Bears, Council President**

Resolution to Establish a Recruitment and Hiring Process for the City Clerk (Final Interview for Council Appointment)

**Adjournment**



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

June 23, 2026

**SPONSORED BY**

Isaac Bears, Council President

**AGENDA ITEM**

**25-149** - Resolution to Establish a Recruitment and Hiring Process for the City Clerk (Final Interview for Council Appointment)

**FULL TEXT AND DESCRIPTION**

Be it Resolved that the City Council will hold final interviews for the two finalists for the position of City Clerk of the City of Medford in a Committee of the Whole meeting on June 23, 2026 at 6PM. The finalists are as follows:

- Kevin Foley
- Laurel Siegel

The hiring process outlined in Resolution 25-149 as approved in 2025 is included below.

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Be it Resolved by the Medford City Council that we adopt the following process for recruitment and hiring of a City Clerk.

**Recruitment and Hiring Process for City Clerk**

**Step 1: Human Resources Requisition Form**

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

**Step 2: Advertisement of Position**

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

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

- The City Council President and Director of HR will review all applications and finalize a list of candidates to interview who meet the minimum requirements of the position. This list will be provided to the HR Coordinator for scheduling of interviews.
- All names of candidates selected for interview will be kept confidential at this stage of the process.
- Initial interviews are conducted by the Chief of Staff, Director of Diversity, Equity and Inclusion, Elections Manager, and City Council designee.
- Specific questions and/or scenario questions prior to the 1st interview must be developed for approval by the Director of HR and DEI Director with input from City Council President prior to approval.
- All candidates selected for interviews will be asked the same standard questions.
- The DEI Director will formulate the Interview Grid associated with the interview questions prior to the interviews.
- A calendar invitation by the HR Coordinator will be sent to all interviewers which will include a copy of the finalized interview grid/scoring sheet, questions, and applications/resumes of those being interviewed.
- Following the interview process, all documentation and scoring sheeting will be collected and tabulated by HR and kept on file.
- The HR coordinator will contact those candidates selected for a second interview and schedule the time for the second interview.
- The second interviews will be conducted by the Director of HR and an interview panel which will include a City Council designee, Building Commissioner, and City Solicitor.
- Specific questions and/or scenario questions prior to the 2nd interview must be developed for approval in the same manner as the 1st round process.
- All candidates selected for second interviews will follow the same process as 1st round.
- The top-ranking 3 candidates will be notified of their selection, and after a reference check, their names will be made public and submitted to the City Council for action.

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

- Once the final candidates are selected, HR will schedule final interviews before the City Council.

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

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

1. Kevin P Foley - Resume
2. Kevin P Foley - Cover Letter
3. Laurel H Siegel - Resume
4. Laurel H Siegel - Cover Letter

# KEVIN P. FOLEY

*CITY OF WORCESTER, WORCESTER, MA*

12/25 – 5/26

**Deputy City Solicitor**, responsible for overseeing Government Services Advice & Counsel matters, including city contracts, grants, opinions, claims, Boards & Commissions. Supervises the government services attorneys and reports directly to the City Solicitor. Handles ligation matters and pre-litigation claims. Serves as liaison to Public Records staff for legal questions and appeals.

*CITY OF MEDFORD, MEDFORD, MA*

5/25 - 11/25

**City Solicitor**, Serve as Department Head of the City Legal Department. Provide legal assistance and advice to Mayor, Department Heads, City Council, and boards and commissions. Research and opine on a variety of legal issues. Appear before the City Council regarding ongoing legal and policy matters. Assist outside private legal counsel with ongoing litigation, including legal strategy, discovery, heavy document review, deposition preparation, and obtaining expert witness services. Write, review, edit proposed and existing ordinances, policies, contracts, settlement agreements, releases, and other legal documents and city ballot question. Designated as the Records Access Officer responsible for handling all public records requests under the Massachusetts Public Records Law. Represent the City in matters in various court matters and administrative tribunals. Respond to and resolve claims filed against the City under G. L. c. 258.

*CITY OF LAWRENCE, LAWRENCE, MA*

1/24 - 4/25

**First Assistant City Attorney**, Represent the City in a variety of litigation matters before various courts and administrative tribunals including, District Court, Superior Court, Land Court and Housing Court, the Civil Service Commission, Massachusetts Commission Against Discrimination, Labor Relations Board, and Department of Unemployment Assistance. Review, edit and approve various City contracts, grant proposals, memorandums of understanding, leases, and documents to be recorded with the registry of deeds. Draft newly proposed ordinances and amendments to existing ordinances and appear before the City Council. Work with City Clerk on responses to Public Records requests and appeals and petitions to Secretary of Commonwealth. Research and draft legal opinions, advisories and memoranda.

*ATTORNEY KEVIN P. FOLEY, PC, NEWBURYPORT, MA*

3/07-12/23

**Attorney**, General Practice of Law. Represent local banks in real estate transactions totaling more than \$25 million annually. Represent corporate clients in merger and acquisition transactions and individual and corporate clients in civil, and administrative matters in state courts and before local, state and federal administrative bodies. Prepare estate plans and probate estates.

*MASSACHUSETTS SCHOOL OF LAW, ANDOVER, MA*

2002 – present

**Adjunct Professor of Law** (Part-time). Teach Comparison of Massachusetts Law and National Law course through spring of 2014 and currently teach the Administrative Law course.

*DEAN COLLEGE, FRANKLIN, MA*

2012 – 2014

**Adjunct Professor of Business Ethics** (Part-time). Teach Business Ethics course at college level.

*COMMONWEALTH OF MASSACHUSETTS, Div. of Unemployment Insurance, Boston, MA*

1/05 – 3/07

**Chairman - Board of Review**. Chair three-member panel of administrative law judges responsible for deciding second level appeals of disputed unemployment insurance cases under G. L. c.151A. Conduct hearings and issue decisions pursuant to G. L. c. 30A and 801 Code Mass Regs. §§ 1.02 and 1.03. Decide complex labor dispute cases. Manage a professional staff of 12, including 6 attorneys, with an annual budget of more than \$1 million.

*COMMONWEALTH OF MASSACHUSETTS, State Secretary, Boston, MA*

6/04 – 12/04

**Attorney**. Reviewed corporate and other business entity filings. Conducted hearings and issued decisions in accordance with G. L. c. 156D § 4.01, G. L. c. 30A, and 950 Code Mass. Regs. § 101.

*MURPHY & MICHAELS, LLP, Boston, MA*

11/01 - 5/04

**Associate**. Served as associate counsel for this 12-attorney, AV-rated litigation firm in cases involving personal injury, wrongful death, product liability, premises liability, medical malpractice, reinsurance, securities, complex business litigation and criminal defense matters.

# KEVIN P. FOLEY

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COMMONWEALTH OF MASSACHUSETTS, Div. of Employment and Training, Boston, MA 6/91 - 10/01  
**Administrative Law Judge - Board of Review** (10/95-10/01). Served six years as a Member of the Board of Review of what is now known as the Division of Unemployment Insurance.  
**Deputy Director of Employer Relations** (1991-10/95). Directed a \$32 million federal tax credit program and a \$2 million state grant program to assist firms expand operations in the Commonwealth. Managed \$2 million annual budget and a staff of twelve.

STATE EQUIPMENT, INC., Burlington, MA 1987 -1990  
**Territory Manager.** Sold and marketed capital equipment. Averaged more than \$1 million in annual sales.

CIULLA BROS., Melrose, MA 1983 - 1987  
**Foreman.** Supervised and assisted concrete flooring installation crews.

## COMMUNITY INVOLVEMENT AND HONORS

Town of North Andover, Member, Board of Selectmen	1995-1998
Town of North Andover, Member, Strategic Planning Committee	1994-1995
Town of North Andover, Member, Conservation Commission	1992-1994
Town of North Andover Youth Services - Outstanding Service Award Winner	1999-2000
Town of North Andover, Member, Finance Committee	2019-2021

## EDUCATION

Juris Doctor, *cum laude*, Massachusetts School of Law, Andover, MA, 2001

Bachelor of Arts, History, Merrimack College, North Andover, MA, 1983

## References Furnished Upon Request

**KEVIN P. FOLEY**

May 4, 2026

BY ELECTRONIC MAIL

Human Resources Department  
City of Medford  
85 George P. Hassett Drive  
Medford, Massachusetts 02155  
Email: [jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)

*RE: City Clerk*

Dear Sir/Madam:

I write in response to your recent advertisement soliciting applications for the position of City Clerk, a post in which I am most interested. I have attached my resume and offer the following strengths for your consideration:

- Significant legal experience with more than 24 years practicing law with 17 years in general practice as owner of a professional corporation. Well versed in the essential functions of the City Clerk position and government functions in general. Represented individuals and business clients before a literal alphabet soup of federal, state and local administrative bodies, including without limit, the Occupational Health and Safety Administration (OSHA), Immigration and Customs Enforcement (ICE), Massachusetts Attorney General (AG), Board of Professional Licensure (BPL), Massachusetts Commission Against Discrimination (MCAD), the Department of Industrial Accidents (DIA), the Division of Unemployment Assistance (DUA), Mass. Civil Service Commission, City Council, Board of Selectman, Planning Board, Zoning Board of Appeals, Board of Health, and Conservation Commission;
- Excellent organizational and interpersonal skills with demonstrated knowledge, understanding and experience in researching, writing and editing legal briefs, memorandums of law, contracts, memorandums of understanding, leases, and other legal and public records; and
- Extremely disciplined and hardworking with proven talent for working collaboratively and leading staff to meet and exceed organizational objectives.

I would appreciate a personal interview so that I can have the opportunity to provide more details about how I may help the Medford City Council meet its professional objectives.

Thank you for your consideration.

Very truly yours,

/s/ Kevin P. Foley

Kevin P. Foley

Enclosures:  
KF/kpf

**COMMUNITY ORGANIZER**

Community organizer and highly committed professional with a broad background of providing leadership and services in non-profit and municipal communities, complemented with an extensive background in the practice of law. Experienced at analyzing and establishing long-term strategic plans, optimizing organizational efficiency, and setting and meeting business objectives, as well as organizational management.

**AREAS OF EXPERTISE**

**MANAGEMENT AND OPERATIONS SKILLS**

- Led multiple non-profits, including management of board members, staff, and volunteers to achieve organizational and project goals.
- Assisted with the formation of numerous non-profit and for-profit entities, and worked with leadership to establish or update governance documents to reflect current needs.
- Served as Managing Member of a 5-attorney law firm, managing staff and day-to-day operations.
- Legal experience interpreting and applying laws and regulations, and drafting and negotiating a broad range of contracts and other legal documentation.
- Developed new programs including creation of guidelines and program materials, and oversight of program execution.
- Drafted plans, reports, press releases, meeting minutes, and newsletters.

**FINANCIAL AND RECORDS MANAGEMENT**

- Developed systems for tracking regulatory compliance, as well as managing and maintaining records, in connection with federal and state grants.
- Established programmatic and departmental procedures for financial management and tracking.
- Served as treasurer and financial manager for multiple organizations, with duties including setting and managing annual budgets and ensuring compliance with legal and reporting requirements.
- Wrote and managed numerous grant proposals to fund community projects and events.

**COMMUNITY SUPPORT**

- Facilitated community meetings and discussions with stakeholders to establish needs and objectives, and methods for meeting them.
- Founded and directed a team of community stakeholders in a project which established a community arts center.
- Led a coalition of more than 20 organizations to collectively advocate for the local arts and culture community, and coordinated with the leadership of those organizations to set goals for advancement of arts and culture.
- Legislative work including drafting state legislation to protect homeowners against predatory lenders, as well as advocacy for access to alternative forms of transportation, such as walking and public transit, at both the state and local level.

## PROFESSIONAL EXPERIENCE

- City of Medford – CDBG & Grants Manager** 2023-present  
Managing all aspects of the annual CDBG allocation and other grant programs for the City, including coordinating and drafting annual plans and reports; developing written policies and procedures to ensure regulatory compliance; establishing financial and record tracking systems; oversight and monitoring of sub-grantees, consultants and contractors, and assisting with development of new programs to support housing, economic development, and transportation.
- Combined Jewish Philanthropies – Grants Operations Manager** 2022 to 2023  
Coordinated and managed application procedures and interactions between applicants, grant review committees, and staff for a grant program committed to creating an equitable world that expands opportunities for women and girls.
- Law Offices of Laurel H. Siegel, LLC – Managing Member** April 2008 to 2022  
Represented a broad array of real estate clients from commercial and residential developers to individual homebuyers, as well as major commercial lenders. Handled all aspects of commercial and residential real estate transactions, including sales and acquisitions, financing, zoning and due diligence review, leasing, and condominium conversions, as well as formation, modification, and termination of business entities, and sale and acquisition of businesses and business assets.
- Siegel, Wagner & Swartz, LLC – Managing Member** June 2006 to April 2008
- Kotin, Crabtree & Strong, LLP – Associate Attorney** May 2001 to June 2006

## COMMUNITY LEADERSHIP EXPERIENCE

- ArtsAlive Medford Foundation, Inc. – Board Member** 2016 to 2026
- City of Medford Charter Review Committee – Co-Chair** 2022 to 2024
- Arts Collaborative Medford, Inc. – Founder/President** 2017 to 2024
- CACHE in Medford, Inc. (Coalition for Arts Culture and a Healthy Economy)**  
President 2015 to 2022; Board Member 2012 to 2024  
Circle the Square Festival Planning Committee Chair 2013 to 2019
- Medford Chamber of Commerce – Board Member** 2021 to 2024
- City of Medford Commission on Parking Policy and Enforcement – Member** 2020 to 2021
- Medford Community Coalition, Inc. – Board Member/Treasurer** 2016 to 2021
- Medford Arts Council – Council Member/Treasurer** 2014 to 2017

## PROFESSIONAL ASSOCIATIONS

- Massachusetts Bar Association**  
Property Law Section Council – Former Chair  
Joint Foreclosure Legislative Task Force – Former Co-Chair
- Real Estate Bar Association – Legislative Committee Member**
- Massachusetts Bar Foundation – Lifetime Fellow**

## EDUCATION

- Indiana University School of Law, Bloomington, Indiana - Doctor of Jurisprudence**
- Boston University, Boston, Massachusetts - Bachelor of Arts - Psychology and Philosophy**

Laurel H. Siegel

Tel: [REDACTED]  
[REDACTED]

May 1, 2026

Human Resources Department  
City of Medford  
85 George P. Hassett Drive, Room 204  
Medford, MA 02155

RE: City Clerk

Dear Hiring Manager:

I'm please to submit my application for the City of Medford's opening for a City Clerk. I believe my background in organizational management and community service, coupled with my legal experience, have allowed me to develop the critical skills necessary to succeed in this role.

I have served on multiple commissions and committees for the City and have also held leadership roles with several nonprofit organizations. Through those positions I have gained experience in analyzing and understanding community needs, and communicating with a broad range of stakeholders to address those needs. I have also developed skills in managing board members, staff, and volunteers to advance the goals of those organizations.

As both a community organizer and an attorney, I have worked with numerous organizations to create or update their governance documents, determine goals and strategies for achieving them, and institute systems to track internal operations. This included my role as founder of Arts Collaborative Medford, where I oversaw the project from assembling an initial team of interested stakeholders to realizing the vision of creating a community arts center and opening the doors to the public.

In my current position as CDBG & Grants Manager for the City I have worked to establish policies and procedures for managing and tracking grant funding to ensure regulatory compliance as well as accurate record management and retention. My role has also included oversight and monitoring of sub-grantees and consultants. In addition, I have worked in tandem with other staff to develop new programs to serve Medford residents.

In my prior career as an attorney, I also developed strong skills in analysis of and compliance with legal requirements, writing, relationship development, and problem-solving. Further, having served as managing member of a law firm, I am experienced in office management.

I appreciate your consideration, and look forward to having an opportunity to answer any questions you may have regarding my background and experience.

Yours very truly,

*Laurel H. Siegel*

Laurel H. Siegel