



Medford City Council
Medford, Massachusetts

The Tenth Regular Meeting May 26th, 2026

This meeting took place in the City Council Chamber, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

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

CALL TO ORDER

President Bears called the meeting to order at 7:10 P.M. on May 26th, 2026, in the City Council Chamber on the second floor of Medford City Hall, 85 George P. Hassett Drive, Medford, Massachusetts, and via Zoom.

ROLL CALL

Present: President Bears; Councilor Callahan; Vice President Lazzaro; Councilor Leming (zoom); Councilor Mullane; Councilor Tseng; Councilor Scarpelli Inside the Rail: Acting City Clerk Richard Eliseo Jr.

SALUTE TO THE FLAG

ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS,

AND RECORDS

26-096 - Resolution to Commemorate the Life of Miriam "Mimi" Gordon

Be it Resolved by the Medford City Council that we offer condolences to the family and friends of Miriam "Mimi" Gordon and commemorate her life.

Mimi was a longtime member of the Medford Democratic City Committee and Ward 8 Democratic Committee, a tireless union representative with SEIU 509, public servant, campaign worker, and party activist. She was a beloved member of the Medford community and we will miss her.

Addressing the Council:

Barry Ingber 9 Draper St
Munir Jirmanus 3 Summit Rd
Matt Sampson 131 Winchester St

Councilor Callahan motioned to Approve (seconded by Vice President Lazzaro) –
Approved on a Roll call vote of Seven in Favor, Zero opposed

26-097 - Resolution to Discuss Newest Recovery Group Offered by Medford's Office of Prevention and Outreach for First Responders and Veterans

Whereas first responders and veterans are disproportionately affected by mental health disorders including PTSD, anxiety, and depression, and;

Whereas many first responders and veterans can feel uncomfortable reaching out for help with mental health concerns due to negative stigma, often instead turning to substances, and;

Whereas people with substance use disorder also face significant negative stigma in this community and elsewhere, now therefore;

Be it resolved that the Medford City Council discuss and promote the important work of Medford's recovery coach Chris Summa who is now offering a regular weekly recovery meeting for first responders and veterans dealing with substance use disorder. The meeting takes place at the First Baptist Church of Medford every Tuesday at 7pm.

Be it further resolved that the City Council invite Chris Summa and Director of Veterans' Services Victoria Shaw to the May 26, 2026 meeting to discuss and promote the recovery group.

Addressing the Council:

Chris Summa Recovery Coach

Victoria Shaw Director of Veteran Affairs

Vice President Lazzaro Motioned to Approve (seconded by Councilor Tseng) – Approved on a Roll call vote of Seven in favor, Zero opposed

Records and Reports of Committees

The Records of the Meeting of May 12, 2026 were passed to Councilor Scarpelli

The Records of Special Joint meeting of May 13th were passed to Councilor Leming

26-061 - Committee of the Whole, May 12, 2026, Report Offered by President Bears

26-061 - Committee of the Whole, May 19, 2026, Report offered by President Bears

24-094 – Public Health and Community Safety, May 20, 2026, Report offered by VP Lazzaro

24-354 & 26-024 – Resident Service and Public Engagement May 20, 2026 Report offered by Councilor Mullane

Councilor Tseng motioned to Approve all Records and Reports of Committees (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

Refer to Committee for Further Discussion

26-098 - Amendments to the Welcoming City Ordinance (for referral to Public Health and Community Safety Committee)

WHEREAS, the Medford City Council passed the Welcoming City Ordinance to ensure that City resources are not used to assist federal immigration enforcement; and

WHEREAS, an April 2026 report by Citizens for Juvenile Justice found identified gaps in such ordinances — including its silence on fingerprinting, an 'incidental use' carve-out that permits the automatic fingerprint-to-ICE pipeline, undefined exceptions for police cooperation, and deference to federal statute that may authorize voluntary information sharing — that expose Medford residents to immigration enforcement in ways the ordinance was intended to prevent; now, therefore,

NOW, THEREFORE, BE IT RESOLVED that the Medford City Council draft amendments to close identified loopholes in the Welcoming City Ordinance, including restrictions on fingerprinting beyond what state law requires and removal of the incidental use carve-out.

Councilor Tseng Motioned to refer to Public Health and Safety and invite police to speak (seconded by VP Lazzaro) – Approved on a Roll call vote of Seven in Favor, Zero opposed

26-099 - Resolution to Review Urban Forestry Management Plan Recommendations (for referral to Public Works and Facilities Committee)

WHEREAS, the administration completed an Urban Forest Management Plan, and the City Council unanimously passed a motion to fully fund this plan, and the Mayor replied that she intends to do so,

BE IT RESOLVED that the Public Works and Facilities Committee review the recommendations of the Urban Forest Management Plan, with particular attention to the Plan's recommended legislative actions — including amendments to Chapter 86, a private tree ordinance, a Tree Fund, and development mitigation requirements — and its staffing and budgetary implications for the Forestry Division.

1. UFMP CC Memo



JUSTIN TSENG
City Councilor

City of Medford
OFFICE OF THE CITY COUNCIL
City Hall
85 George P. Hassett Drive
Medford, Massachusetts 02155

Residence
36 Wellington Rd.
Medford, MA 02155

Contact
781-866-2572
jtseng@medford-ma.gov

TO: Medford City Council
FROM: Councilor Justin Tseng
DATE: May 20, 2026
RE: Recommendations for the City Council from the Urban Forest Management Plan

Overview

The Urban Forest Management Plan (UFMP) calls for Medford to move from a largely reactive forestry model toward a more proactive one, with higher annual planting, stronger young-tree care, better use of inventory and canopy data, and closer integration of trees into capital planning. The plan is explicit that implementation will depend on available funding, staffing, and City priorities. (pp. 2, 12, 69, 73, 76, 82)

The clearest budget signal in the plan is its illustrative capacity-building scenario: Medford is currently planting about **200 public trees per year**, with an estimated total forestry budget of about **\$790,000**; the example 2030 scenario increases annual planting to about **400 trees** and total forestry budget to about **\$1.2 million**. That scenario also adds **1 forester and 2 laborers**. (pp. 69–70)

About this document

This document covers two categories of Council action:

- Budget and operational asks — what the Forestry Division and administration need appropriated or approved to implement the plan.
- Legislative actions — ordinance amendments and new policies the plan recommends that require City Council votes. The Council passed a Tree Committee ordinance (November 2025) and the Green Score zoning provision (2025) which are noted below as already enacted.

Part I — Legislative Actions (Require City Council Vote)

The plan's PROTECT pillar contains its most direct City Council asks. Several items require ordinance action rather than appropriation. Two have already been enacted; several remain outstanding.

Already Enacted

1. Tree Committee Ordinance (enacted November 2025)

The UFMP recommended that the City **"formally establish a Tree Committee or advisory board by ordinance"** to support policy review, urban forestry planning, and public engagement. (p. 75) The City Council enacted Division 17 of the City Code establishing the Medford Tree Committee (MTC) in November 2025.

Key features of the enacted ordinance:

- Nine-member advisory committee; members appointed by the Mayor with City Council approval, serving staggered 1-, 2-, and 3-year terms; preference for members with urban forestry or landscape design experience, including youth members (ages 15–22).
- Serves in an advisory capacity to the Tree Warden on all matters concerning public shade trees and City-owned property.
- Duties include: assisting with public tree hearings; studying and reporting on urban forest management; reviewing and reporting on the Community Forestry Management Plan and administration's implementation progress; reviewing the annual tree-planting/removal/maintenance report; promoting equity in tree planting; reviewing the public tree inventory; and evaluating mitigation costs assessed by the Tree Warden.
- Reports concerns directly to the City Council.

2. Green Score Zoning Provision (enacted 2025)

The UFMP recommended embedding tree protection requirements into zoning, permitting, and development review. (p. 75) The Council enacted the Green Score as an amendment to the zoning ordinance (Sec. 94), prepared by Innes Associates with Community Development Board amendments.

Key features of the enacted provision:

- Applies to new principal buildings and major renovations (where work area exceeds 50% of building area and work value exceeds 50% of assessed value)

that: (a) are located in a FEMA flood hazard area (Zone A, AE, or X), or (b) require site plan review.

- Establishes a weighted scoring system for landscape elements. Trees earn significant scores: large trees (0.9 multiplier), medium/large trees (0.7), small/medium trees (0.5), small trees (0.3). Preservation of existing trees ≥6 inches DBH earns a 1.0 multiplier — the highest available.
- Minimum Green Score thresholds by district currently set for Mystic Avenue Corridor zones (minimum 20–25 / ideal 30); additional districts are TBD.
- Bonus credits for use of native/adaptive species (+0.1), rainwater/greywater irrigation (+0.2), landscaping visible from public right-of-way (+0.1), and food cultivation (+0.1).
- Prohibits invasive species in new plantings; requires removal of invasive species from development sites.
- Requires landscape plans stamped by a registered landscape architect as part of site plan review (new Sec. 94-11.7 requirements).
- Includes a waiver provision (Sec. 94-11.7.18) allowing the Site Plan Review Authority to waive Green Score requirements for design flexibility upon a finding of consistency with the provision's purpose.

Remaining Recommended Legislative Actions

3. Strengthen Chapter 86 — Tree Ordinance Amendments

The plan calls on the City to strengthen its existing vegetation policy (Chapter 86) across several dimensions. (p. 75) The plan notes that Medford's existing codes demonstrate a clear policy interest in public trees but that **"key elements [are] missing that would help to strengthen the urban forest."** (p. 67)

The plan recommends considering:

- Developing tree planting, maintenance, and removal standards, including species diversity guidelines, approved planting methods, pruning standards, and permit requirements for tree removal.
- Adding tree protection requirements during development, including tree protection zones, construction limits near roots, and replanting/mitigation requirements.
- Strengthening enforcement and penalties for illegal removal or damage, including fines and restoration requirements.
- Establishing an appeals and variance process to promote transparency and consistency in decision-making.

Note: The Tree Advisory Subcommittee of the Medford Energy & Environment Committee conducted foundational work on regulatory pathways in 2019 that the UFMP explicitly references as a starting point. (p. 67)

4. Private Tree Ordinance

The plan explicitly recommends: **"Support the development of a private tree ordinance."** (p. 75) It notes that Medford currently has **no comprehensive tree preservation ordinance or private property tree protections**, though it acknowledges existing codes provide a platform for future policy development. (p. 61)

The Tree Committee ordinance includes a comment noting that the MTC could play a role in private tree regulation as a decision-making body to reduce administrative burden on the Tree Warden — though the committee was ultimately established as advisory only, with this question deferred pending further development.

5. Developer Incentive Programs

The plan recommends exploring **"incentive programs to protect and preserve trees, such as developer credits or tax benefits."** (p. 75) Depending on the mechanism, this could require Council action. The Green Score already functions as a partial incentive by allowing a 5-point reduction in the required score for projects that provide additional affordable housing.

6. Embed Tree Protection in Zoning and Permitting

Beyond the Green Score, the plan recommends **"strengthening policy integration by embedding tree protection requirements into zoning, permitting, and development review processes."** (p. 75) This is broader than the Green Score — it includes requiring tree protection and tree replacement as standard conditions of development review across project types. Zoning amendments require Council action.

7. Establish a Tree Fund

The plan lists a Tree Fund as a recommended funding mechanism: **"a fund to accept payments/donations for the purpose of assisting with new programs and staffing, public education, maintenance of existing trees, and planting of new trees."** (p. 82) Formally establishing such a fund would typically require a Council vote. The fund could also serve as the repository for development mitigation fees if a mitigation fee structure is adopted.

8. Development Mitigation Fees / Canopy Replacement Requirements

The plan lists **"Development Mitigation — e.g. mitigation fees, on-site planting requirements, canopy replacement"** as a distinct funding source for urban forestry. (p. 82) Establishing mitigation fees or canopy replacement requirements tied to development approvals would require Council action, likely through both a zoning amendment and a fee ordinance.

Part II — Budget and Operational Asks

I. Staffing

9. Add Forestry Field Staff to "Right Size" the Division

The plan directly recommends that the City **"right size the Forestry Division staff"** so it can shift from primarily reactive work to proactive maintenance. A **three-person field team** is the industry standard, and Medford's current staffing is limited relative to demand. (pp. 69, 76)

What the plan supports:

- Increase from 2 foresters to 3 foresters
- Increase from 1 laborer to 3 laborers (net addition of 2)
- Maintain existing Tree Warden and Foreman positions

(pp. 69–70)

Item	Estimated Annual Cost
1 additional forester	\$90,000–\$130,000 / yr
2 additional laborers (total)	\$140,000–\$220,000 / yr
Total added staffing	\$230,000–\$350,000 / yr

This is the staffing expansion most directly grounded in the plan's own illustrative scenario. (p. 70)

II. Tree Planting and Canopy Expansion

10. Increase the Annual Municipal Planting Contract

The plan recommends increasing the annual municipal planting contract from **200 trees to 400 trees by 2030**. It identifies **984 vacant planting sites** in the public tree inventory. Priority planting should target Environmental Justice population areas. (pp. 45, 74, 79–81)

Item	Estimated Annual Cost
Est. cost per tree (~\$900 in 2030 scenario)	\$900 / tree
Total annual planting cost at 400 trees/yr	~\$360,000 / yr
Incremental cost over current 200-tree level	\$180,000–\$200,000 / yr

(pp. 69–70, 74)

11. Fund Establishment Care for Newly Planted Trees

The plan repeatedly emphasizes proactive care, including **watering during establishment** and a **young tree structural pruning program every 3 years**. Bare-root planting — a potential cost-reduction strategy — would require attention to watering logistics, staffing, and contractor needs before any pilot. (pp. 76–77, 82)

Item	Estimated Annual Cost
Young-tree watering and establishment care	\$40,000–\$100,000 / yr
3-year structural pruning cycle for new trees	\$25,000–\$75,000 / yr
Total young-tree care	\$65,000–\$175,000 / yr

III. Proactive Maintenance and Public Tree Care

12. Build a Proactive Pruning and Maintenance Program

Medford's forestry operation is currently reactive because of both budget and staffing constraints. The plan recommends shifting toward proactive maintenance through routine pruning cycles, young-tree care, and early intervention for pests and diseases, using Management Zones to prioritize resources. (pp. 71, 76–77)

Item	Estimated Annual Cost
Expanded contractor or in-house pruning/maintenance	\$100,000–\$250,000 / yr

This is the likely operating-cost category that accompanies staffing additions above.

IV. Technology, Data, and Management Systems

13. Maintain and Use Tree Inventory Data in Cartegraph

The plan recommends updating tree inventory data in **Cartegraph** during the routine maintenance cycle to track inventory, maintenance needs, and planting performance. (p. 76)

Item	Estimated Annual Cost
Software licensing / configuration / support	\$10,000–\$30,000 / yr
Field tablets / hardware (one-time or periodic)	\$5,000–\$15,000

14. Update Canopy Change Assessment Every 3–5 Years

The plan recommends updating the canopy change assessment every **3–5 years** and notes that Medford may want to pursue funding for more frequent or higher-resolution canopy data. The current baseline uses LiDAR data. (pp. 19, 76)

Item	Estimated Periodic Cost
Canopy / LiDAR / consultant update	\$25,000–\$75,000 per update

15. Update the UFMP Every 5 Years

The plan recommends updating the UFMP every **5 years** to measure success, address challenges, and set new goals. (pp. 76, 82)

Item	Estimated Periodic Cost
Plan update / consultant support / engagement	\$30,000–\$100,000 per update

V. Capital Planning and Project Integration

16. Add Urban Forestry Scope to the Capital Improvement Plan

The plan recommends coordinating tree planting with CIP projects including road reconstruction, park upgrades, and utility work, and lists the CIP as a primary funding source for urban forestry. (pp. 66, 82)

Tree-related costs to embed in capital projects:

- Street-tree planting
- Tree replacement
- Site preparation
- Tree protection/restoration associated with project work

Item	Estimated Annual Cost
Capital set-aside or embedded project cost (to start)	\$100,000–\$300,000 / yr

This is best framed as a direction to departments that future capital projects should budget for trees upfront, rather than as a standalone Forestry Division line item.

VI. Community Partnerships and Funding Support

17. Support Community Planting and Watering Partnerships

The plan recommends continued partnership with **TreesMedford**, nonprofits, schools, and neighborhood groups for planting, stewardship, and engagement. (pp. 67, 74, 82)

Item	Estimated Annual Cost
Small grants / outreach / volunteer / community planting	\$15,000–\$50,000 / yr

Modest line item relative to leverage: volunteer capacity can significantly extend the City's planting and watering reach.

Summary

A. Legislative Actions — Status

Action	Status	Plan Citation
Tree Committee by Ordinance (MTC)	✓ Enacted Nov. 2025	p. 75
Green Score Zoning Provision	✓ Enacted 2025	p. 75
Strengthen Chapter 86 (tree ordinance amendments)	Recommended	p. 75
Private Tree Ordinance	Recommended	pp. 61, 75
Developer Incentive Programs (credits / tax benefits)	Recommended	p. 75
Embed tree protection in zoning / permitting (beyond Green Score)	Recommended	p. 75
Establish a Tree Fund	Recommended	p. 82
Development Mitigation Fees / Canopy Replacement	Recommended	p. 82

B. Budget Summary — Operating and Capital

Item	Estimated Cost
Operating — Items Most Directly Supported by the Plan	
Additional forestry staff (§9)	\$230,000–\$350,000 / yr
Expand planting from 200 to 400 trees/yr (§10)	+\$180,000–\$200,000 / yr incremental
Young-tree watering and structural pruning (§11)	\$65,000–\$175,000 / yr
Proactive pruning / maintenance expansion (§12)	\$100,000–\$250,000 / yr
Technology and Planning Support	
Cartograph / asset-management support (§13)	\$10,000–\$30,000 / yr + hardware
Canopy data update every 3–5 years (§14)	\$25,000–\$75,000 per update
UFMP update every 5 years (§15)	\$30,000–\$100,000 per update

Item	Estimated Cost
Capital and Partnership Support	
Tree-related costs embedded in CIP projects (§16)	\$100,000–\$300,000 / yr to start
Community partnership / Tree Fund / outreach (§17)	\$15,000–\$50,000 / yr

Source: Medford Urban Forest Management Plan, February 2026 (Weston & Sampson); Tree Committee Ordinance, November 2025; Green Score Zoning Provision, CDB Recommendations March 2025. Page citations refer to the UFMP unless otherwise noted.

Councilor Tseng motioned to refer to Public Works and Facilities Committee (seconded by Councilor Callahan) _ Approved on a Roll call vote of Seven in favor, Zero opposed

HEARINGS

25-136- Public Hearing - Proposed Amendments to the Medford Zoning Ordinance, Chapter 94 (Inclusionary Housing Fractional Payment)

PUBLIC HEARINGS NOTICES
 Medford Community Development Board: May 6, 2026
 Medford City Council: May 26, 2026
 Chapter 94, Zoning

The **Medford Community Development Board** shall conduct a public hearing on **May 6, 2026, after 6:30 p.m.**, via Zoom relative to the following proposed amendment to the City of Medford Zoning Ordinance:

- Amending section 94-8.1 (Inclusionary Housing) to include a new provision to allow for a fractional payments as follows:

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.*

A subsequent public hearing on the same matter will be held by the **Medford City Council** on **May 26, 2026, after 7pm** in the Medford City Council Chamber, on the second floor of Medford City Hall, 85 George P. Hassett Drive, Medford, MA, and via Zoom.

The Zoom links to the hearings will be posted on the City website calendar 48 hours in advance of the meetings. The full text of the amendment can be viewed in the Office of Planning, Development, and Sustainability (City Hall, Room 308) or on the City’s website at <https://www.medfordma.org/boards-commissions/community-development-board> by clicking on ‘**Current CD Board Filings.**’



Email ocd@medford-ma.gov or call 781-393-2480 with questions, please submit written comments to the CDB is via the new public comment form: <https://tinyurl.com/MedfordCDB>

If you need a reasonable accommodation to attend/participate in this meeting, 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.

Addressing the Council: Katherine Buckingham

Councilor Scarpelli motioned to continue Public hearing till July 14th (seconded by VP Lazzaro) – Approved on a Roll call vote of Seven in favor, Zero opposed

Vice President Lazzaro motioned to suspend the rules and take paper 26-105 out of order (seconded by Councilor Mullane) - Approved on a Roll call vote of Seven in favor, Zero opposed

COMMUNICATIONS FROM THE MAYOR

26-105 - Free Cash Appropriation for Affordable Housing Trust



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

May 20, 2026

Via Electronic Delivery

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

Re: Use of Free Cash

Dear President Bears and City Councilors:

Considering the importance that both your Honorable Body and I have placed on Affordable Housing, I respectfully request and recommend that your Honorable Body approves the appropriation of Free Cash in the amount of Two Hundred and Fifty Thousand Dollars and Zero Cents (\$250,000.00) for the Affordable Housing Trust.

The balance of free cash before this vote is \$21,012,459.

Housing Planner Katherine Buckingham and Chairwoman Lisa Anne Davidson will be present to address the Council.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council:

Katherine Buckingham Staff Planner Housing
Lisa Ann Davidson Housing Trust Chairwoman

Councilor Scarpelli Motioned to table (seconded by Councilor Mullane) – Approved on a Roll call vote of Five in favor, Two Opposed (Leming, VP Lazzaro)

PETITIONS, PRESENTATIONS, AND SIMILAR PAPERS

26-100 - Petition for a New Class I Auto Sales and Class IV Auto Repair License - Asbury Boston T, LLC d/b/a Herb Chambers Toyota Boston



CITY OF MEDFORD

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

Permit No: ATO26-000018
Issue Date : 04/28/2026
Fee : 125.00

The Commonwealth of Massachusetts

This is to Certify that a Class 4 Auto Repair New is hereby granted to:

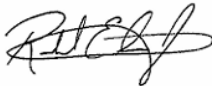
Asbury Boston T, LLC
DBA: Herb Chambers Toyota Boston
400 Mystic Avenue Medford MA

This license is granted in conformity with the Statutes and Ordinances relating thereto, MGL, CH. 140/Sec 57, 58, 59 and expires 04/30/2027, unless suspended or revoked.

By Order of the Medford City Council

Licensing Authorities

License Non-Transferable


Richard Eliseo
Acting City Clerk



CITY OF MEDFORD

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

Permit No: ATO26-000014
Issue Date : 04/28/2026
Fee : 125.00

The Commonwealth of Massachusetts

This is to Certify that a Class 1 New is hereby granted to:

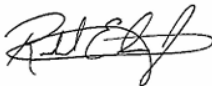
Asbury Boston T, LLC
DBA: Herb Chambers Toyota Boston
400 Mystic Avenue Medford MA

This license is granted in conformity with the Statutes and Ordinances relating thereto, MGL, CH. 140/Sec 57, 58, 59 and expires 12/31/2026, unless suspended or revoked.

By Order of the Medford City Council

Licensing Authorities

License Non-Transferable


Richard Eliseo
Acting City Clerk

Addressing the Council:

Devin Bode Council for Asbury Motor Group LLC

Councilor Scarpelli motioned to Approve (seconded by VP Lazzaro) – Approved on a Roll call vote of Seven in favor, Zero Opposed

MOTIONS, ORDERS, AND RESOLUTIONS

26-101 - Resolution to Amend Code of Ordinances Section 14-315 (Do Not Knock Registry)

WHEREAS, Medford residents have the right to peace and privacy in their homes, and the City’s Do Not Knock Registry exists to protect that right by allowing residents to opt out of unwanted door-to door solicitation; and

WHEREAS, the existing registry does not require solicitors to obtain updated lists after initial licensure, does not explicitly reach unlicensed solicitors, and does not attribute employee violations to the businesses that employ them — gaps that limit the registry’s effectiveness and leave registered residents without adequate protection; and

WHEREAS, gaps exist in enforcement especially with respect to intradepartmental communication;

NOW, THEREFORE, BE IT RESOLVED that the Medford City Council amend Section 14-315 of the Code of Ordinances, strengthening the Do Not Knock Registry by requiring monthly registry updates for licensees, extending registry protections to unlicensed solicitors, and making businesses accountable for the conduct of their canvassers.

1. Do_Not_Knock_Amendment_Memo_v2



City of Medford
OFFICE OF THE CITY COUNCIL
City Hall
85 George P. Hassett Drive
Medford, Massachusetts 02155

Residence
36 Wellington Rd.
Medford, MA 02155
Contact
781-866-2572
jtseng@medford-ma.gov

TO: Medford City Council
FROM: Councilor Justin Tseng
DATE: May 20, 2026
RE: Proposed Amendments to the Do Not Knock Registry Ordinance

Dear Fellow Councilors,

Upon resident outreach, I am proposing an amendment to Section 14-315 of our Code of Ordinances, which governs the City's Do Not Knock Registry. The registry allows residents to opt out of door-to-door solicitation by enrolling their address with the City Clerk — a protection many residents don't know exists, and one that has real gaps in its current form. As written, the ordinance only distributes the registry to solicitors at the time they receive their license, meaning residents who register later receive no protection from already-licensed operators. It also leaves ambiguous whether unlicensed solicitors — those operating in Medford without a license at all — are bound by the registry, and it places enforcement responsibility on individual canvassers rather than the companies that send them. This amendment closes all three gaps: requiring licensees to obtain updated registry lists monthly, explicitly extending registry protections to unlicensed solicitors, and making businesses accountable when their employees ignore a registered address.

PROPOSED AMENDMENT

Recommended language is shown underlined and in blue; I wouldn’t recommend for any existing language to be deleted.

Sec. 14-315. — Do Not Knock Registry.

(a)

The city clerk shall prepare a list of addresses of those premises where the owner and/or occupant has notified the clerk that a door-to-door salesperson, hawker, peddler or any other person, including corporate or business entities, wishing to sell wares or services in all districts, in locations which are not

stationary are not permitted on the premises (hereinafter referred to as the “Do Not Knock Registry”). Notification shall be by completion of a form available at the city clerk’s office during normal business hours.

No change to subsection (a).

- (b) The city clerk shall distribute the current “Do Not Knock Registry” to a person or entity licensed under section 14-311 at the time of issuance of the license. The licensee shall not peddle, canvass, or conduct door-to-door sales at any premises identified on the then current “Do Not Knock Registry.” The city clerk shall also make the then-current Do Not Knock Registry available to all licensees on a monthly basis and shall provide the then-current registry to the chief of police or a designee on a monthly basis and upon request. The city clerk and the chief of police or their designee shall provide an updated registry to any licensee upon request. Each licensee is responsible for obtaining and consulting the most current registry before conducting any door-to-door solicitation. A licensee’s failure to obtain or consult an updated registry shall not be a defense to a violation of this section.
- (c) Any canvasser, peddler, itinerant vendor or owner or employee of a door-to-door sales enterprise who violates any provision of this section shall be:
- (1) Subject to an ordinance violation fine of \$300.00 per offense; and/or
 - (2) Subject to a one-year revocation of any license issued pursuant to the within article.
- (3) For purposes of subsection (c)(2), a violation committed by any canvasser, employee, or agent acting on behalf of a licensed business entity shall be attributed to that entity and shall constitute grounds for revocation of the entity’s license. It shall not be a defense that the individual canvasser rather than the entity personally committed the violation.
- (d) [New subsection]
The prohibitions of this section apply to any person or entity engaged in door-to-door solicitation within the City of Medford, whether or not such person or entity has obtained a license under section 14-311. Any unlicensed person or entity that solicits at a premises listed on the Do Not Knock Registry shall be subject to the penalties set forth in subsection (c)(1) of this section for each such offense, in addition to any penalties applicable under section 14-311 for operating without a license. Lack of knowledge of the registry’s contents shall not be a defense to a violation of this section by an unlicensed person or entity.

Key: Underlined blue text = new language added by this ordinance. No existing language is deleted.

SUMMARY OF AMENDMENTS

This ordinance makes three targeted amendments to Section 14-315:

Amendment 1 — Monthly registry refresh (subsection b)

Requires the city clerk to make the updated Do Not Knock Registry available to all licensees monthly and separately requires monthly distribution to the chief of police — ensuring the Medford Police Department, who many licensees go to for such information, has the list regardless of future personnel changes. This also requires licensees to consult the current registry before canvassing and clarifies that failure to check for updates is not a defense. Note: A separate minor amendment to Section 14-316 (Enforcement) is recommended to add a parenthetical making explicit that police officers enforcing this article have access to the Do Not Knock Registry maintained by the city clerk. This can be incorporated into the same ordinance.

Amendment 2 — Employer liability for employee violations (subsection c)

Adds subsection (c)(3) making clear that a registry violation by any canvasser, employee, or agent acting on behalf of a licensed business is attributable to that business for purposes of the one-year license revocation remedy. This ensures that the revocation penalty — the most meaningful deterrent for companies — reaches the entity sending canvassers, not only the individual at the door.

Amendment 3 — Unlicensed solicitors (new subsection d)

Establishes explicitly that the Do Not Knock Registry protections apply to unlicensed solicitors. Under the existing ordinance, the registry is distributed only to licensees, leaving ambiguity about whether an unlicensed operator who never received the registry could nonetheless be cited for a registry violation. The new subsection closes that gap, imposes the \$300 per-offense fine on unlicensed registry violations, and clarifies that lack of knowledge of the registry is not a defense.

Councilor Scarpelli motioned to refer the Amendments and review the background element of the Ordinance to the Subcommittee of Licensing and Permitting (seconded by Councilor Tseng) – Approved on a Roll call vote of Six in favor, One opposed (Pres. Bears)

COMMUNICATIONS FROM THE MAYOR CONT.

26-102 - Board and Commission Appointments

Community Garden Commission

1. Linda Arini Affordable

Housing Trust Fund Board

1. Kayla Lessin Zoning

Board of Appeals

1. Mary Lee

ATTACHMENTS

1. Kayla Lessin - Board Commission Recommendation Signed Appointee Letter
2. Linda Arini KL Resume
3. Mary Lee Board Commission Recommendation

Councilor Scarpelli motioned to Approve (seconded by Councilor Mullane) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-103 - Donation Acceptance



MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN

May 20, 2026

Via Electronic Delivery

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

Re: Donation Acceptance

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body approves under M.G.L. Chapter 44, §53A, a donation in the amount of up to \$1,000 in items by Stop and Shop on Riverside Avenue. Stop and Shop would like to support the Office of Diversity, Equity and Inclusion (ODEI) events and are willing to donate up to \$100 worth of items per event.

We request that the City Council issue approval for up to \$1,000, this way, ODEI will not have to come before Council for each donation. Donation receipts will be maintained by the office and can be furnished upon request.

Diversity, Equity and Inclusion Director Frances Nwajei will be present to address the Council.

Respectfully submitted,


Breanna Lungo-KoeHN
Mayor

Councilor Scarpelli motioned to Approve (seconded by Councilor Tseng) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-104 - Adoption of Updated Hazard Mitigation Plan



MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN

May 20, 2026

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

Re: Adoption of Updated Hazard Mitigation Plan 2025

Dear President Bears and City Councilors:

I respectfully request and recommend that your Honorable Body approve the enclosed resolution adopting the “City of Medford Hazard Mitigation Plan 2025 Update.”

There was a lengthy process relating to this plan but only one round of review and revisions were required by both the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA) after the initial draft of the plan was submitted in January 2026. The final revised plan was submitted to MEMA on April 15, 2026, and it received the FEMA notice of Approvable Pending Adoption on May 6, 2026. With final approval of the plan this year, Medford will not have to renew the plan again until 2030. Final approval will also allow us to move forward with applications for federal grant funds that allow for mitigation projects.

A copy of the Hazard Mitigation Plan was sent earlier via email on April 15, 2026 to the City Council for review. A copy of the plan is available here:
<https://drive.google.com/file/d/11hF5qldJ3ylfHiDs1qBvLvqSqC4e3szq/view?usp=sharing>

Health Director MaryAnn O’Connor will be in attendance to address any questions.

Respectfully submitted,


Breanna Lungo-KoeHN
Mayor

Enclosure

A RESOLUTION OF THE CITY OF MEDFORD, MA ADOPTING THE MEDFORD HAZARD
MITIGATION PLAN 2025 UPDATE

WHEREAS the Medford City Council recognizes the threat that natural hazards pose to people and property within City of Medford; and

WHEREAS the City of Medford has prepared a multi-hazard mitigation plan, hereby known as the City of Medford Hazard Mitigation Plan 2025 Update in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS the City of Medford Hazard Mitigation Plan 2025 Update identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in (local government) from the impacts of future hazards and disasters; and

WHEREAS adoption by the Medford City Council demonstrates its commitment to hazard mitigation and achieving the goals outlined in the City of Medford Hazard Mitigation Plan 2025 Update.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MEDFORD, MA, THAT:

Section 1. In accordance with the Medford City Charter and by local ordinance, the Medford City Council adopts the City of Medford Hazard Mitigation Plan 2025 Update. While content related to the City of Medford may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the City of Medford to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

ADOPTED by a vote of ____ in favor and ____ against, and ____ abstaining, this ____ day of

_____, ____.

By: _____ (print name)

ATTEST: By: _____ (print name)

APPROVED AS TO FORM: By: _____ (print name)

Vice President Lazzaro Motioned to Approve (seconded by Councilor Callahan) –
Approved on a Roll call vote of Seven in favor, Zero opposed

26-106 - Amendment to Personnel Ordinance - Tree Warden



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

May 20, 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-17" shall be amended to remove the following position and the language of "PW-19" shall be amended to include the following position:

"Tree Warden"

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

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council:

Lisa Crowley HR Director

Vice President Lazzaro motioned to Approve (seconded by Councilor Callahan) –
Approved on a Roll call vote of Seven in favor, Zero opposed

Public Participation

Miccah Kesselman 499 Main St

Adjournment

Councilor Callahan motioned to Adjourn (seconded by Councilor) – Approved on a Voice vote of Seven in favor, Zero opposed

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk

