



Medford City Council  
Medford, Massachusetts

**The Fifteenth Regular Meeting, September 9, 2025**

**City Council**

Isaac B. "Zac" Bears  
Anna Callahan  
Kit Collins  
Emily Lazzaro  
Matt Leming  
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/s/85496222763>

Call-in Number: +13126266799,,85496222763#

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

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

**CALL TO ORDER & ROLL CALL**

**SALUTE TO THE FLAG**

**ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS, AND RECORDS**

**25-137 - Offered by Emily Lazzaro, City Councilor, Isaac Bears, Council President**

Resolution to Celebrate National Recovery Month

**Records**

The Records of the Meeting of August 5, 2025 were passed to Councilor Scarpelli

## **Refer to Committee for Further Discussion**

### **25-138 - Offered by Emily Lazzaro, City Councilor, Justin Tseng, City Councilor**

Resolution to Hold Immigration Enforcement Accountable to Medford Residents

### **25-139 - Offered by Emily Lazzaro, City Councilor, Justin Tseng, City Councilor**

Resolution to Assist Medford Residents in Accessing Social Services

## **HEARINGS**

### **25-130**

Petition for Grant of Location - National Grid (136 to 190 Boston Ave)

## **PETITIONS, PRESENTATIONS, AND SIMILAR PAPERS**

### **25-121**

Petition for a Common Victualler's License - CB Scoops

### **25-131**

Petition for Amendment to Common Victualler's License (Extended Hours) - Great American Beer Hall

### **25-132**

Petition for a Common Victualler's License - Localito

### **25-133**

Petition for a Common Victualler's License - Inspire Cafe

### **25-134**

Petition for a Common Victualler's License - Sidebar

## **MOTIONS, ORDERS, AND RESOLUTIONS**

### **25-103 - Offered by Kit Collins, Council Vice President**

Proposed Amendments to the Medford Zoning Ordinance - Other Corridors Districts (for referral to the Community Development Board)

### **25-124 - Offered by Anna Callahan, City Councilor, Kit Collins, Council Vice President**

Tree Committee Ordinance

**25-135 - Offered by Kit Collins, Council Vice President**

Resolution to Support the Fostering Artificial Intelligence Responsibility Act

**25-136 - Offered by Matt Leming, City Councilor**

Resolution to Update Inclusionary Zoning for Fractional Affordable Housing Incentives

**COMMUNICATIONS FROM THE MAYOR**

**25-140**

**Submitted by Mayor Breanna Lungo-Koehn**

Capital Stabilization Fund and Water & Sewer Capital Stabilization Fund Appropriation Requests

**25-141**

**Submitted by Mayor Breanna Lungo-Koehn**

Medford Affordable Housing Trust Fund Board Appointment - Teda DeRosa

**25-142**

**Submitted by Mayor Breanna Lungo-Koehn**

Medford Community Preservation Committee Appointment - Myisha Majumder

**25-143**

**Submitted by Mayor Breanna Lungo-Koehn**

Approval of Funding for Law Department Claim Over \$2,500 - Judith Dean for \$3,448.36

**25-144**

**Submitted by Mayor Breanna Lungo-Koehn**

Litigation Settlement - Request for Executive Session (Votes May Be Taken)

**25-145**

**Submitted by Mayor Breanna Lungo-Koehn**

Request for Food Truck Permit for "Chicken and Rice Guys" - September 27, 2025 at Mystic River Celebration

**PUBLIC PARTICIPATION**

To participate outside of Zoom, please e-mail [AHurtubise@medford-ma.gov](mailto:AHurtubise@medford-ma.gov).

**Sharon Deyeso**

**UNFINISHED BUSINESS**

**24-031**                   **Request a Representative from BJ's Wholesale Club Meet to Discuss Construction and Neighborhood Concerns**

IN CITY COUNCIL      FEBRUARY 6, 2024  
TABLED

**24-069**                   **Amendment to Human Rights Commission Ordinance, Chapter 50, Article II**

IN CITY COUNCIL	MAY 13, 2025	APPROVED FOR FIRST READING
ADVERTISED	JUNE 12, 2025	MEDFORD TRANSCRIPT & SOMERVILLE JOURNAL
IN CITY COUNCIL	JUNE 24, 2025	ELIGIBLE FOR THIRD READING

**25-105**                   **Values-Aligned Local Investments Ordinance**

IN CITY COUNCIL	AUGUST 5, 2025	APPROVED FOR FIRST READING
TO BE ADVERTISED		MEDFORD TRANSCRIPT & SOMERVILLE JOURNAL
IN CITY COUNCIL	SEPTEMBER 23, 2025	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

### **Adjournment**



Medford City Council  
Medford, Massachusetts

MEETING DATE	SPONSORED BY
September 9, 2025	Emily Lazzaro, City Councilor, Isaac Bears, Council President
AGENDA ITEM	<u>25-137</u> - Resolution to Celebrate National Recovery Month
FULL TEXT AND DESCRIPTION	Be it resolved that the Medford City Council acknowledge and celebrate National Recovery Month.
RECOMMENDATION	
FISCAL IMPACT	
ATTACHMENTS	None



Medford City Council  
Medford, Massachusetts

MEETING DATE	SPONSORED BY
September 9, 2025	Emily Lazzaro, City Councilor, Justin Tseng, City Councilor
AGENDA ITEM	<b><u>25-138</u></b> - Resolution to Hold Immigration Enforcement Accountable to Medford Residents
FULL TEXT AND DESCRIPTION	<p>Whereas there have been numerous Immigration and Customs Enforcement raids in Medford over the past several months, disrupting the peace in Medford and ripping apart Medford families, and;</p> <p>Whereas it is clear that the Medford community shows up to care for its neighbors when they are in need, now therefore,</p> <p>Be it resolved that the Medford City Council hold a meeting in the Committee on Public Health and Community Safety to discuss methods to protect dependents of Medford residents who have been abducted and/or deported by federal immigration enforcement officers.</p> <p>Be it further resolved that the Committee discuss issuing Freedom of Information Act requests to Immigration and Customs Enforcement upon receiving knowledge of the arrest and detention of any Medford resident.</p>
RECOMMENDATION	
FISCAL IMPACT	
ATTACHMENTS	None



Medford City Council  
Medford, Massachusetts

MEETING DATE	SPONSORED BY
September 9, 2025	Emily Lazzaro, City Councilor, Justin Tseng, City Councilor
AGENDA ITEM	
<b><u>25-139</u></b> - Resolution to Assist Medford Residents in Accessing Social Services	
FULL TEXT AND DESCRIPTION	
Whereas the federal government has been summarily cutting important social services like Medicare and Medicaid, the section 8 housing voucher program amid record homelessness, and food assistance for hungry families, be it resolved that the Medford City Council hold a meeting in the Committee on Public Health and Community Safety to discuss methods whereby the City can protect vulnerable residents and residents can access other services via local, state, and nonprofit sources to get the help they need.	
Be it further resolved that members of the Health Department be invited to that meeting.	
RECOMMENDATION	
FISCAL IMPACT	
ATTACHMENTS	
None	

25-123

PETITION FOR GRANT OF LOCATION,  
NATIONAL GRID, NORTH ANDOVER, MASSACHUSETTS,  
PROPOSED INSTALL OF NEW GAS MAIN BETWEEN 136-190 BOSTON AV.  
(NATIONAL GRID PLAN: # WO-1491849)  
MEDFORD, MASSACHUSETTS  
CITY CLERK'S OFFICE

You are hereby notified that by order of the Medford City Council, the Medford City Council will hold a Public Hearing in the Howard F. Alden Chambers at Medford City Hall, 85 George P. Hassett Drive, Medford, and via Zoom on Tuesday, September 9<sup>th</sup> at 7:00 p.m., a link to be posted no later than Friday, September 5<sup>th</sup>, 2025, on a petition by Massachusetts Electrical Company dba National Grid, for permission to Install a new gas main, including necessary sustaining and protecting fixtures, located at 136-190 Boston Av.

Wherefore it requests that after due notice and hearing as provided by law, it be granted a GOL permit for a new gas main on Boston Av, together with such sustaining and protecting fixtures as it may find necessary for the transmission of gas, in accordance with Plan #WO-1491849 originally dated July 14<sup>th</sup>, 2025 and received and filed in the Office of the City Clerk on August 21<sup>st</sup>, 2025 and available for inspection in the Office of the City Clerk, Medford City Hall, Room 103, 85 George P. Hassett Drive, Medford, Massachusetts 02155.

The following are the streets and highways referred to: in Plan #WO-1491849 136 – 190 Boston Av. National Grid to install a new gas main as depicted on the plan.

The Engineering Division recommends that this grant of location be approved with the following conditions:

1. The Grant of Location (GOL) is limited to approximately 125 feet of duel (x2) 8-inch gas main within the southernmost sidewalk across the Boston Avenue bridge as depicted on the Plan.
2. Before starting work, the contractor shall notify Dig safe and shall obtain all applicable permits from the Engineering Division. The project must obtain a Trench Permit pursuant to Section 74-141 of the City Ordinances prior to commencing work.
3. No other utility structures, conduits, duct banks, pipes, or any other appurtenances are adversely impacted. National Grid shall ensure that all sewer, water, and drain lines are marked prior to any excavation.
4. The project site must be swept after installation (or daily) and shall be kept free of debris for the duration of the installation.
5. At least 72-hours prior to the start of the project, National Grid must coordinate abutter communications with the Director of Communications and submit any required information that may be requested to effectively inform the public.

Approved – City Engineer

Call 781-393-2425 for any accommodation/aids

s/Adam L. Hurtubise  
City Clerk

*Adam L. Hurtubise*

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

RECEIVED  
2025 AUG 25 PM 3:27  
MEDFORD CITY CLERK  
MASS.

## BUSINESS CERTIFICATE NO.

RECEIVED  
CITY CLERK  
MEDFORD, MASS.

New  Renewal \_\_\_\_\_

Fee: \$30.00

2025 MAY 27 THE COMMONWEALTH OF MASSACHUSETTS  
All 8:36  
CITY OF MEDFORD

129

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare (s) that a business under the title of:

Next Gen SCOOPS LLC DBA C.B. SCOOPS  
453 High Street medford MA 02155

(ADDRESS, Physical Location of Business, No Post Office Boxes or Rental Box Suites)

FULL NAMERESIDENCEStephen CacciolaE-Mail Address Steve.Cacciola.Icecream@gmail.com Phone Number [REDACTED]

Signed

Stephen Cacciola

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex

County

May 23,

20

25

Personally, appeared before me the above-named

Stephen Cacciola

and made oath that the foregoing statement is true.

(seal)

Rise Young  
Clerk  
(TITLE)

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 337 OF THE ACTS OF 1985 and CHAPTER 110, SECTION 5 OF MASS. GENERAL LAWS, BUSINESS CERTIFICATES SHALL BE IN EFFECT FOR FOUR YEARS FROM THE DATE OF ISSUE AND SHALL BE RENEWED EACH FOUR YEARS THEREAFTER. A STATEMENT UNDER OATH MUST BE FILED WITH THE CITY CLERK UPON DISCONTINUING RETIRING OR WITHDRAWING FROM SUCH BUSINESS OR PARTNERSHIP.

CERTIFICATE EXPIRES: May 23, 2029

(over)

Notice

I/We understand that filing a Business Certificate is NOT a license from the City Clerk, City of Medford, nor any of its agents or employees to operate a business.

I, We understand that the filing of this Business Certificate DOES NOT necessarily mean that the business is in compliance with the Zoning Laws of the City of Medford (Chapter 94)

I, We understand that a copy of the Business Certificate will be sent to the City of Medford Building and Assessors Department.

I/We understand that this filing is made pursuant to Chapter 110 of the Massachusetts General Laws and is valid for a period of 4 years from the date of acceptance for filing.

I/We understand that copies of such certificate shall be made available at the address such business is physically conducted and furnished upon request during regular business hours to any person who has purchased goods or service from such business.

I/We understand that violations are subject to a fine of not more than three hundred dollars (\$300.00) for each month during which violation occurs.

Signed: Stephen Cacciola

Title: Owner

City Clerk's Office  
85 George P. Hassest Drive, Room 103  
Medford, MA. 02155  
781-393-2425



City of Medford  
Massachusetts

OFFICE OF THE CITY CLERK

DATE 5/23/85

TO: MEDFORD FIRE CHIEF

A PETITION for a COMMON VICTUALLER LICENSE  
has been received from: Stephen Cacciola

Next Gen Scoops LLC DBA L.B. SCOOPS  
APPLICANT NAME

453 High Street medford MA 02155  
STREET ADDRESS

TELEPHONE NO. [REDACTED]

---

REPORT OF THE FIRE CHIEF

Does this property conform to FIRE DEPARTMENT REGULATIONS?

No obvious violations

As per Capt Spencer  
Inspection 12/13/84

  
MEDFORD FIRE CHIEF

Lt. Chuck Casella



**City of Medford**  
OFFICE OF THE CITY CLERK

ADAM L. HURTUBISE  
City Clerk  
ahurtubise@medford-ma.gov

City Hall - Room 103  
85 George P. Hassett Drive  
Medford, Massachusetts 02155

Telephone  
(781) 393-2424  
FAX: (781) 391-1895  
TDD: (781) 393-2516

**CITY OF MEDFORD**  
**TRAFFIC IMPACT REPORT**

To: The Honorable, the City Council

DATE 5/23/25

The following is a Traffic Impact Report on a business  
LICENSE application of C. B. SCOOPS  
located at 453 High Street medford MA 02155

No traffic impact anticipated.

Signed:

Captain Barry Lester  
MEDFORD Chief of Police

Stephen Caccio

5-27-2025



# City of Medford, Massachusetts

## Office of the City Clerk

To: The Medford Building Commisioner

Date: 5/21/25

A PETITION for a NEW COMMON VICTUALLER LICENSE

has been received from: Stephen Lacciola

Next Gen Scoops LLC DBA C.B. SCOOOPS

Applicant Name/DBA

453 High Street medford MA 02155

Establishment Street Address

Cbscoops1@gmail.com

Telephone No./Email Address

### REPORT OF THE BUILDING COMMISSIONER

Does this Property conform to Zoning Regulations? Y

Parcel #

L04-B

Zoning District

C

Proposed Zoning Use

(see Table 84-A)

Signature/Building Commissioner

Date



City of Medford  
Massachusetts

OFFICE OF THE CITY CLERK

DATE 5/21/25

TO: THE BOARD OF HEALTH

A PETITION for a COMMON VICTUALLER LICENSE  
has been received from: Stephen Cacciatore

Next Gen scoops LLC DBA C.G.SCOOPS

APPLICANT NAME

453 High Street West Medford MA 02155

STREET ADDRESS

TELEPHONE NO. [REDACTED]

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REPORT BY THE BOARD OF HEALTH OF CONDITIONS

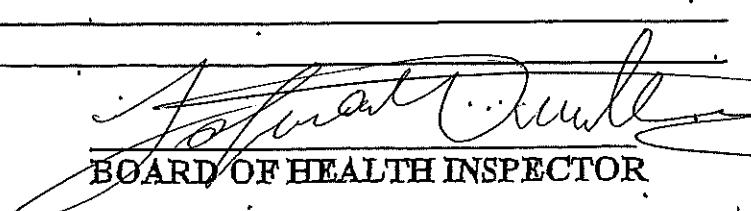
Do you approve of granting this LICENSE? YES

What are the sanitary conditions? [REDACTED]

ENVIRONMENTAL REPORT

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Josephine Dunn  
BOARD OF HEALTH INSPECTOR

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF MEDFORD

*PETITION*

May 23 2025

*To the Honorable, the City Council  
Councillors:*

*The undersigned respectfully pray that he be granted a  
Common Victualler License at 453 High Street Medford MA 02155  
(address)*

REQUESTED HOURS 11AM - 11PM

NAME: Stephen Cacciola

SUN - Sat

RESIDENTIAL

PRESENT BUSINESS AT THIS SITE

ADDRESS

C.B. SCOOPS

WORK TELEPHONE

SQUARE FOOTAGE OF RETAIL SALES

NUMBER

800 sqft

HOME TELEPHONE

NUMBER

SIGNATURE Stephen Cacciola

NOTICE

THIS IS ONLY AN APPLICATION. WHEN THIS APPLICATION HAS BEEN REVIEWED BY VARIC MUNICIPAL DEPARTMENTS, YOU MUST APPEAR BEFORE THE CITY COUNCIL, WHO W MAKE THE FINAL DETERMINATION OF THIS APPLICATION. THERE IS A POSSIBILITY TH THIS PETITION MAY NOT BE APPROVED AND YOU MAY NOT CONDUCT BUSINESS UNTIL I MEDFORD CITY COUNCIL APPROVES THIS APPLICATION.

I have obtained and understand the requirements of the Medford Zoning Ordinance gov signs and will apply for a sign permit prior to altering any existing signs or erecting new sigr

SIGNATURE OF PETITIONER

Applicant has a copy of Medford Zoning Ordinance governing signs.

CITY CLERK'S OFFICE



*City of Medford  
Office of the City Clerk  
City Hall - Room 103  
85 George P. Hassett Drive*

Date: MAY 23 2025

PETITION

CP 25-

*To the Honorable City Council,*

*Councillors:*

*The undersigned respectfully request a New Common Victualler License:*

Next Gen Scoops LLC DBA C.B. Scoops  
Applicant Business Name  
453 High street medford MA 02155  
Street Address

Hours of Operation Requested:

Mon-Fri 11 AM - 11 PM  
Sat & Sun 11 AM - 11 PM

Petitioner's printed name Stephen Cacciola

Petitioner's signature Stephen Cacciola

Residence: [REDACTED]

[REDACTED]

Business Telephone Number: 781-393-5959

Home Telephone Number: [REDACTED]



*City of Medford  
Massachusetts*

OFFICE OF THE CITY CLERK

DATE 05/21/25

TO: TREASURER/COLLECTOR

A PETITION for a **COMMON VICTUALLER LICENSE**  
has been received from: Stephen Cuccio

Next Gen Scoops Inc DBA C.B. Scoops  
APPLICANT NAME

453 High Street medford MA 02155  
STREET ADDRESS

TELEPHONE NO. 781-393-5959

Please indicate on this form, if there are any **OUTSTANDING TAXES**  
due on the property.

YES   

REAL ESTATE                 

NO ✓

PERSONAL PROPERTY                 

*Judith M. O'heat*  
TREASURER/COLLECTOR



Commonwealth of Massachusetts  
Department of Revenue  
Geoffrey E. Snyder, Commissioner  
[mass.gov/dor](http://mass.gov/dor)

Letter ID: L2143664224  
Notice Date: July 22, 2025  
Case ID: 0-002-972-091



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE

00024

NEXT GEN SCOOPS LLC  
29 JEFFERSON AVE BLDG  
SAUGUS MA 01906-1448

### ***Why did I receive this notice?***

The Commissioner of Revenue certifies that, as of the date of this certificate, NEXT GEN SCOOPS LLC dba:CB SCOOPS is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### ***What if I have questions?***

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

### ***Visit us online!***

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



CB Scoops WC

# Your Workers' Compensation Quote

Created: May 16, 2025

Your estimated  
annual premium:  
**\$2,265**

**Business**

Next Gen Scoops, LLC  
DBA: CB Scoops  
453 HIGH ST  
MEDFORD, MA 02155-3635

**Agent**

ACRISURE NEW ENGLAND PRTN INS SVC  
10 RESEARCH PARKWAY STE 400  
WALLINGFORD, CT 06492  
McLaughlin

Your reference number: 08 WEC BS60UR - 002

For policy term:

June 1, 2025 - June 1, 2026

Quote good through: 08/13/25

## Your Employer's Liability Insurance Limits

This pays to protect and defend you from lawsuits by injured workers.

COVERAGE	LIMITS OF INSURANCE	
Bodily Injury By Accident	\$ 1,000,000	Each Accident
Bodily Injury By Disease	\$ 1,000,000	Policy Limit
Bodily Injury By Disease	\$ 1,000,000	Each Employee

## Why Businesses Like Yours Choose The Hartford



No Down Payment  
Option



Flexible Payment  
Plans



Extra Discounts  
With AutoPay

\*Premium is based on information provided during the application process and is subject to change should any change be made to the policy. Examples of possible changes include, but are not limited to, changes to coverage, Named Insured(s), location(s), and effective date.

This document is only a proposal. It can't be used as proof of coverage unless bound by an authorized agent.

The Hartford is legally made up of several property and casualty affiliate companies. Depending on the state, the "writing company" may be different. Coverage in this state is provided by: Hartford Fire Insurance Company, a member company of The Hartford.



**IMPORTANT MESSAGE:**

- Please review the coverages and limits displayed to ensure that they are appropriate for the needs of your business.
- To accept the terms of the quote proposal, be sure to sign where indicated.



# Key Coverages In Your Quote

## Workers' Compensation Insurance

Your policy pays to treat, rehabilitate and replace income of workers who are injured on the job.

## Owners/Officers

States with officers on your policy:

- MA- Included

### Helpful Owners and Officers Info

- Owners/officers coverage ensures you and your executive team get coverage in case of a work-related injury or illness.
- Some states set their own regulations on owner/officer exclusions.
- Your personal insurance may not always cover work-related injuries.

## Key Policy Notes

Broad Form coverage includes six additional coverage features and is automatically added to every Workers' Compensation policy we write, at no additional cost.

- Pay for reasonable expenses including: medical care, lost wages, disability, etc.
- Coverage to avoid being uninsured in locations where you must buy Workers' Compensation through the state. This is known as Employer's Liability Stop Gap coverage.

City of Medford  
MASSACHUSETTS



CP#25-122

Medford, MA August 26, 2025

PETITION

*To the Honorable, the City Council*

Councillors: The undersigned respectfully request an Amendment to our operating hours for our Common Victualer License:

Monday 7:00 AM - 2:00 AM

Tuesday 7:00 AM - 2:00 AM

Wednesday 7:00 AM - 2:00 AM

Thursday 7:00 AM - 2:00 AM

Friday 7:00 AM - 2:00 AM

Saturday 7:00 AM - 2:00 AM

Sunday 7:00 AM - 2:00 AM

Brief Explanation for the request:

Early morning coffee / Late night pizza.

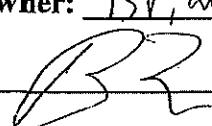
Business Name: Great American Beer Hall

Business Address: 142 Mystic Avenue Medford, MA 02155

Business Telephone: 781-724-3861 781-539-6157

Cellphone #: 781-724-3861

Business Owner: Brin Zarathw

Signature: 



City of Medford  
Massachusetts

OFFICE OF THE CITY CLERK

DATE 3/17/05

TO: MEDFORD FIRE CHIEF

A PETITION for a COMMON VICTUALLER LICENSE Renewal  
has been received from:

Localito  
APPLICANT NAME

30 Riverside Ave  
STREET ADDRESS

TELEPHONE NO. \_\_\_\_\_

REPORT OF THE FIRE CHIEF

Does this property conform to FIRE DEPARTMENT REGULATIONS?

No obvious violations observed

Todd Gass  
MEDFORD FIRE CHIEF

9/2/25  
Capt. Spencer





*City of Medford  
Massachusetts*

OFFICE OF THE CITY CLERK

DATE 3/13/25

TO: TREASURER/COLLECTOR

A PETITION for a COMMON VICTUALLER LICENSE Renewal  
has been received from:

Localito

APPLICANT NAME

36 Riverside Ave  
STREET ADDRESS

TELEPHONE NO. \_\_\_\_\_

Please indicate on this form, if there are any OUTSTANDING TAXES  
due on the property.

YES \_\_\_\_\_

REAL ESTATE \_\_\_\_\_

NO

PERSONAL PROPERTY \_\_\_\_\_

*Judith M. Apheat*  
\_\_\_\_\_  
TREASURER/COLLECTOR





*City of Medford  
Massachusetts*

OFFICE OF THE CITY CLERK

DATE 3/11/25

TO: THE BOARD OF HEALTH

A PETITION for a COMMON VICTUALLER LICENSE Renewal  
has been received from:

Locaito

APPLICANT NAME

30 Riverside Ave, medford

STREET ADDRESS

TELEPHONE NO. \_\_\_\_\_

REPORT BY THE BOARD OF HEALTH OF CONDITIONS

Do you approve of granting this LICENSE? yes

What are the sanitary conditions? \_\_\_\_\_

ENVIRONMENTAL REPORT

*Asstant Health Inspector*  
BOARD OF HEALTH INSPECTOR





# City of Medford

## OFFICE OF THE CITY CLERK

Adam L. Hurtubise  
City Clerk  
ahurtubise@medford-ma.gov

City Hall - Room 103  
85 George P. Hassett Drive  
Medford, Massachusetts 02155

Telephone  
(781) 393-2425  
FAX: (781) 391-1895

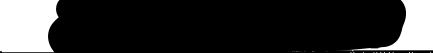
Date 10/7/2024

I certify under the penalties of perjury that I, to my best knowledge and belief,  
have filed all state tax returns and paid all state taxes required under law.

  
\_\_\_\_\_  
Signature of Responsible Individual / Corporate Officer

Alvaro S. Sandoval  
Print Name

  
Home Address

        
\*\* Social Security #  
or Federal Identification Number

- \* This license will not be issued unless this certification clause is signed by the applicant.
- \*\* Your Social Security Number and/ or FID Number will be forwarded to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.





The Commonwealth of Massachusetts

Department of Industrial Accidents

Office of Investigations

Lafayette City Center

2 Avenue de Lafayette, Boston, MA 02111-1750

[www.mass.gov/dia](http://www.mass.gov/dia)

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Localito LLC

Address: 30 Riverside Ave

City/State/Zip: Medford MA 02155 Phone #: 617-390-0630

Are you an employer? Check the appropriate box:

1.  I am a employer with 6 employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity.  
[No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5.  Retail
6.  Restaurant/Bar/Eating Establishment
7.  Office and/or Sales (incl. real estate, auto, etc.)
8.  Non-profit
9.  Entertainment
10.  Manufacturing
11.  Health Care
12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: The Hilb Group New England, LLC

Insurer's Address: 120 Turnpike Rd Suite 300

City/State/Zip: Southborough MA 01772

Policy # or Self-ins. Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under § 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: [Signature]

Date: 10/7/2024

Phone #: [Redacted]

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: \_\_\_\_\_ Permit/License #: \_\_\_\_\_

Issuing Authority (check one):

1.  Board of Health
2.  Building Department
3.  City/Town Clerk
4.  Licensing Board
5.  Selectmen's Office
6.  Other \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

# Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "**every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required.**"

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

---

## Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

---

## City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

---

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts

Department of Industrial Accidents

Office of Investigations

Lafayette City Center

2 Avenue de Lafayette,

Boston, MA 02111-1750

Tel. (857) 321-7406 or 1-877-MASSAFE

Fax (617) 727-7749

[www.mass.gov/dia](http://www.mass.gov/dia)



## **CERTIFICATE OF LIABILITY INSURANCE**

**DATE (MM/DD/YYYY)**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Harry Neff	
The Hilb Group New England, LLC 120 Turnpike Rd Suite 300 Southborough		<b>PHONE (A/C, No. Ext):</b>	<b>FAX (A/C, No.):</b>
		<b>E-MAIL ADDRESS:</b> hneff@hilbgroup.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Arbella Protection Insurance Co	<b>NAIC #</b> 41360
		<b>INSURER B:</b> Hartford Fire Insurance Co	19682
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	
<b>INSURED</b>	MA 01772	MA 02155	
Localito LLC 30 Riverside Ave			
Medford			

## **COVERAGES**

**CERTIFICATE NUMBER:** 24-25

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <input type="checkbox"/>  GEN LAGGREGATE LIMIT APPLIES PER:  <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- <input type="checkbox"/> JECT <input type="checkbox"/> LOC  <input type="checkbox"/> OTHER:			7520150064	10/07/2024	10/07/2025	EACH OCCURRENCE	\$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 250,000		
	MED EXP (Any one person)						\$ 10,000		
	PERSONAL & ADV INJURY						\$ 1,000,000		
GENERAL AGGREGATE	\$ 2,000,000								
PRODUCTS - COMP/OP AGG	\$ 2,000,000								
	\$								
	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO  <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS  <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	BODILY INJURY (Per person)						\$		
	BODILY INJURY (Per accident)						\$		
	PROPERTY DAMAGE (Per accident)						\$		
							\$		
	UMBRELLA LIAB  <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	\$	
	OCCUR  CLAIMS-MADE						AGGREGATE	\$	
	DED <input type="checkbox"/>						RETENTION \$		\$
	DED <input type="checkbox"/>						RETENTION \$		\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		08WECK9ZJ1	10/04/2024	10/04/2025	<input checked="" type="checkbox"/> PER STATUTE	OTH- ER	
	E.L. EACH ACCIDENT						\$ 500,000		
	E.L. DISEASE - EA EMPLOYEE						\$ 500,000		
	E.L. DISEASE - POLICY LIMIT						\$ 500,000		

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## **CERTIFICATE HOLDER**

**CANCELLATION**

**City of Medford  
85 George P. Hassett Dr.  
Medford**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE  
THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN  
ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

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THE COMMONWEALTH OF MASSACHUSETTS

CITY OF MEDFORD

PETITION

October 7th 2024

To the Honorable, the City Council  
Councillors:

The undersigned respectfully pray that he be granted a  
Common Victualler License at 30 Riverside Ave Medford MA 02155  
(address)

REQUESTED HOURS 6a -

NAME: Alvaro G Sandoval

Monday - Sunday 6am - 11pm

RESIDENTIAL

ADDRESS

WORK TELEPHONE

NUMBER

30 Riverside Ave, Medford

MA 02155

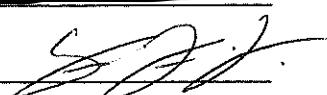
HOME TELEPHONE

NUMBER

SQUARE FOOTAGE OF RETAIL SALES

SIGNATURE

1,000 sf.



NOTICE

THIS IS ONLY AN APPLICATION. WHEN THIS APPLICATION HAS BEEN REVIEWED BY VARIOUS MUNICIPAL DEPARTMENTS, YOU MUST APPEAR BEFORE THE CITY COUNCIL, WHO WILL MAKE THE FINAL DETERMINATION OF THIS APPLICATION. THERE IS A POSSIBILITY THAT THIS PETITION MAY NOT BE APPROVED AND YOU MAY NOT CONDUCT BUSINESS UNTIL THE MEDFORD CITY COUNCIL APPROVES THIS APPLICATION.

I have obtained and understand the requirements of the Medford Zoning Ordinance governing signs and will apply for a sign permit prior to altering any existing signs or erecting new signs.



SIGNATURE OF PETITIONER

Applicant has a copy of Medford Zoning Ordinance governing signs.

CITY CLERK'S OFFICE

Number: \_\_\_\_\_

**PETITION**

From:

	<i>Business Name</i>
	<i>Street Address</i>

*Common Virtualler License*

*Medford City Clerk*



# City of Medford

OFFICE OF THE CITY CLERK

ADAM L. HURTUBISE  
City Clerk  
ahurtubise@medford-ma.gov

City Hall - Room 103  
85 George P. Hassett Drive  
Medford, Massachusetts 02155

Telephone  
(781) 393-2424  
FAX: (781) 391-1895  
TDD: (781) 393-2516

## CITY OF MEDFORD TRAFFIC IMPACT REPORT

To: The Honorable, the City Council      DATE 10/7/2024

The following is a Traffic Impact Report on a Restaurant / cafe

LICENSE application of Lomito  
located at 30 Riverside Ave Medford, MA 02155

No traffic impact anticipated

Signed:

Jed Kelly  
MEDFORD Chief of Police



RECEIVED  
CITY CLERK  
MEDFORD, MASS.

2024 OCT -7 AM 11:32

BUSINESS CERTIFICATE NO.

New  Renewal \_\_\_\_\_

Fee: \$30.00

THE COMMONWEALTH OF MASSACHUSETTS

CITY OF MEDFORD

184

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare (s) that a business under the title of:

Localito LLC d/b/a Localito  
30 Riverside Ave Medford MA 02155

(ADDRESS, Physical Location of Business, No Post Office Boxes or Rental Box Suites)

FULL NAME

RESIDENCE

Alvaro G Sandoval

E-Mail Address VGrosanfe@gmail.com Phone Number [REDACTED]

Signed



THE COMMONWEALTH OF MASSACHUSETTS

Middlesex County October 7 2024  
Personally, appeared before me the above-named Alvaro G. Sandoval

and made oath that the foregoing statement is true.

(seal)

Risa Young  
Clerk  
(TITLE)

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 337 OF THE ACTS OF 1985 and CHAPTER 110, SECTION 5 OF MASS. GENERAL LAWS, BUSINESS CERTIFICATES SHALL BE IN EFFECT FOR FOUR YEARS FROM THE DATE OF ISSUE AND SHALL BE RENEWED EACH FOUR YEARS THEREAFTER. A STATEMENT UNDER OATH MUST BE FILED WITH THE CITY CLERK UPON DISCONTINUING RETIRING OR WITHDRAWING FROM SUCH BUSINESS OR PARTNERSHIP.

CERTIFICATE EXPIRES: 10/7/2028

(over)

Notice

I/We understand that filing a Business Certificate is NOT a license from the City Clerk, City of Medford, nor any of its agents or employees to operate a business.

I, We understand that the filing of this Business Certificate DOES NOT necessarily mean that the business is in compliance with the Zoning Laws of the City of Medford (Chapter 94)

I, We understand that a copy of the Business Certificate will be sent to the City of Medford Building and Assessors Department.

I/We understand that this filing is made pursuant to Chapter 110 of the Massachusetts General Laws and is valid for a period of 4 years from the date of acceptance for filing.

I/We understand that copies of such certificate shall be made available at the address such business is physically conducted and furnished upon request during regular business hours to any person who has purchased goods or service from such business.

I/We understand that violations are subject to a fine of not more than three hundred dollars (\$300.00) for each month during which violation occurs.

Signed: [Signature]

Title: Owner / Manager

City Clerk's Office  
85 George P. Hassett Drive, Room 103  
Medford, MA. 02155  
781-393-2425



City of Medford  
Office of the City Clerk  
City Hall - Room 103  
85 George P. Hassett Drive

Date: 7/10 2025

PETITION

CP# 25-125

To the Honorable City Council,

Councillors:

The undersigned respectfully pray for renewal of Common Victualler License.

INSpice Cafe

Applicant Business Name

111 High St medford, MA

Street Address

Petitioner's printed name Tara Kelly

Petitioner's signature Tara Kelly

Residence: [REDACTED]

[REDACTED]

Business Telephone Number: [REDACTED]

Home Telephone Number: [REDACTED]





City of Medford  
Massachusetts

OFFICE OF THE CITY CLERK

DATE 7/1/25

TO: MEDFORD FIRE CHIEF

A PETITION for a COMMON VICTUALLER LICENSE  
has been received from:

Inspire Cafe (medford library)  
APPLICANT NAME

111 High St. medford  
STREET ADDRESS

TELEPHONE NO. \_\_\_\_\_

REPORT OF THE FIRE CHIEF

Does this property conform to FIRE DEPARTMENT REGULATIONS?

No obvious violations observed

D/C Shag.

7-7-2025

T. O. Cas  
\_\_\_\_\_  
MEDFORD FIRE CHIEF





City of Medford  
Massachusetts

OFFICE OF THE CITY CLERK

DATE 7/1/25

TO: THE BOARD OF HEALTH

A PETITION for a COMMON VICTUALLER LICENSE  
has been received from:

Inspire Cafe (medford Library)

APPLICANT NAME

111 High St. medford

STREET ADDRESS

TELEPHONE NO. \_\_\_\_\_

REPORT BY THE BOARD OF HEALTH OF CONDITIONS

Do you approve of granting this LICENSE? Yes

What are the sanitary conditions? ✓

ENVIRONMENTAL REPORT

John Doe  
BOARD OF HEALTH INSPECTOR





City of Medford, Massachusetts

Office of the City Clerk

To: The Medford Building Commissioner

Date: 8/25/25

A PETITION for a NEW COMMON VICTUALLER LICENSE  
has been received from:

Inspire Cafe  
Applicant Name/DBA  
111 High st. medford, ma 02155  
Establishment Street Address  
[REDACTED] / Thelly@inspirecafe.org  
Telephone No./Email Address

REPORT OF THE BUILDING COMMISSIONER

Does this Property conform to Zoning Regulations? YES

Parcel #

Zoning District

Proposed Zoning Use

Signature/Building Commissioner

PER  
(see Table 84-A)

8.28.25

Date





*City of Medford  
Massachusetts*

OFFICE OF THE CITY CLERK

DATE 7/1/05

TO: TREASURER/COLLECTOR

A PETITION for a COMMON VICTUALLER LICENSE Renewal  
has been received from:

Inspire Cafe (medford library)  
APPLICANT NAME

111 High St. medford  
STREET ADDRESS

TELEPHONE NO. \_\_\_\_\_

Please indicate on this form, if there are any OUTSTANDING TAXES  
due on the property.

YES \_\_\_\_\_

REAL ESTATE \_\_\_\_\_

NO

PERSONAL PROPERTY \_\_\_\_\_

*Judie M. O'Leary*  
TREASURER/COLLECTOR





**CITY OF MEDFORD**  
OFFICE OF THE CITY CLERK

**Adam L. Hurlbust**  
**City Clerk**  
**ahurlbust@medford.ma.gov**

City Hall - Room 103  
85 George P. Hassett Drive  
Medford, Massachusetts 02155

Telephone  
(781) 393-2428  
FAX: (781) 391-1895

Date 7/10/25

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Chase Polley

**Signature of Responsible Individual / Corporate Officer**

Andrea C Bazz

**Print Name**

### **Home Address**

\*\* Social Security #  
or Federal Identification Number

**Telephone Number**

- \* This license will not be issued unless this certification clause is signed by the applicant.
  - \*\* Your Social Security Number and/ or RID Number will be forwarded to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.



**CITY OF MEDFORD  
MASSACHUSETTS**

**TRAFFIC IMPACT REPORT  
COMMON VICTUALLER'S LICENSE**

To the Honorable, the City Council  
Medford City Hall  
Medford, Massachusetts 02155

DATE 7/1/25

Gentlemen:

The following is a Traffic Impact Report on a COMMON VICTUALLER'S  
LICENSE application of Inspire Cafe  
located at 111 High St. medford

No traffic impact anticipated

Signed:  
  
MEDFORD Chief of Police

CITY CLERK

TRAFFIC IMPACT



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  INSPERITY INSURANCE SVCS LLC 61617362 19001 CRESCENT SPRINGS DRIVE KINGWOOD TX 77339	CONTACT NAME: [REDACTED]	
	PHONE (A/C, No, Ext):	FAX (A/C, No): [REDACTED]
	E-MAIL ADDRESS: [REDACTED]	
	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Insurance Company of the Midwest	
NAIC# 37478		
INSURED  BOYS AND GIRLS CLUB OF STONEHAM INC. 15 DALE CT STONEHAM MA 02180-1813	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGE**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE
							DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:  POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE
	OTHER:						PRODUCTS - COMP/OP AGG
	AUTOMOBILE LIABILITY  ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)
							BODILY INJURY (Per person)
							BODILY INJURY (Per accident)
	UMBRELLA LIAB EXCESS LIAB	OCCUR CLAIMS-MADE					PROPERTY DAMAGE (Per accident)
	DED	RETENTION \$					EACH OCCURRENCE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	61 WEC BR0WGM	04/03/2025	04/03/2026	X PER STATUTE E.L. EACH ACCIDENT \$1,000,000 E.I. DISEASE -EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. RE: Policy holder: Boys & Girls Club of Metro North DBA iNspire Cafe.

## CERTIFICATE HOLDER

City of Medford  
85 GEORGE P HASSETT DR  
MEDFORD MA 02155-3256

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

## AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street, Suite 100  
Boston, Mass. 02114-2017  
[www.mass.gov/dia](http://www.mass.gov/dia)

Workers' Compensation Insurance Affidavit: General Businesses  
TO BE FILED WITH THE PERMITTING AUTHORITY

Applicant Information

Please Print Legibly

Business/Organization Name: Boys and Girls Club of Stoneham DBA Inspire Life  
Address: 15 Dale Ct  
City/State/Zip: Stoneham, MA 02180

Are you an employer? Check the appropriate box:

- I am an employer with 175 employees (full and / or part-time). \*
- I am a sole proprietor or partnership and have no employees working for me in any capacity. (No Workers' Comp. Insurance required)
- We are a corporation and its officers have exercised their right of exemption per c152, §1 (4) and we have no employees. (No Workers' Comp. Insurance required) \*\*
- We are a nonprofit organization staffed by volunteers, with no employees. (No workers' Comp. Insurance req.)

Business Type (required):

- Retail  
 Restaurant/Bar/Eating Establishment  
 Office and/or Sales (Real Estate, Auto, ect.)  
 Nonprofit  
 Entertainment  
 Manufacturing  
 Health Care  
 Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information. \*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required, and such an-organization should check box #1.

I am an employer that provides workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Union National Insurance  
Insurer's Address: 442 Water St. Waterford MA  
City/State/Zip: Waterford MA 01880  
Policy # or Self-Ins. Lic. #: \_\_\_\_\_



Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

---

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature:  Date: 3/13/25

Phone #: [REDACTED]

---

*Official use only. Do not write in this area, to be completed by city or town official.*

City or Town: \_\_\_\_\_ Permit/License# \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health    2. Building Department    3. City/Town Clerk    4. Licensing Board    5. Selectman's Office

6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_





**Commonwealth of Massachusetts**  
**Department of Revenue**  
**Geoffrey E. Snyder, Commissioner**

Letter ID: L1681459296  
Notice Date: June 13, 2025  
Case ID: 0-002-909-516



**CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE**

.....

BOYS AND GIRLS CLUB OF STONEHAM I  
PO BOX 80064  
STONEHAM MA 02180-0001

000040

### *Why did I receive this notice?*

The Commissioner of Revenue certifies that, as of the date of this certificate, BOYS AND GIRLS CLUB OF STONEHAM INC dba:BOYS & GIRLS CLUB OF STONEHAM is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

## *What if I have questions?*

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

*Visit us online!*

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
  - Contact us using e-message
  - Sign up for e-billing to save paper
  - Make payments or set up autopay

Edward W. Gehr

Edward W. Coyle, Jr., Chief  
Collections Bureau



BUSINESS  
CITY CLERK  
MEDFORD, MASS. BUSINESS CERTIFICATE NO.

2025 MAY -5 AM 11:55  
New  Renewed   
Fee \$30.00

THE COMMONWEALTH OF MASSACHUSETTS

CITY OF MEDFORD

110

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare (s) that a business under the title of

INspire Cafe

111 High St Medford, MA 02165

(ADDRESS, Physical Location of Business, No Post Office Boxes or Rented Box Suites)

FULL NAME

RESIDENCE

Tara Kelly Boys & Girls Club of  
metro North

5 Dale Court  
Stoneham, MA 02180

E-mail Address t.kelly@inspirecafe.org Phone Number [REDACTED]

Signed

Tara Kelly

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex County May 5 2025  
Personally, appeared before me the above-named Tara Kelly

and made oath that the foregoing statement is true.

(H.E.)

Cassandra Paul  
Clerk  
(TITLE)

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 337 OF THE ACTS OF 1985 AND CHAPTER 110,  
SECTION 5 OF MASS GENERAL LAWS, BUSINESS CERTIFICATES SHALL BE IN EFFECT FOR FOUR YEARS  
FROM THE DATE OF ISSUE AND SHALL BE RENEWED EACH FOUR YEARS THEREAFTER. A STATEMENT  
UNDER OATH MUST BE FILED WITH THE CITY CLERK UPON DISCONTINUING KEEPING OR  
WITHDRAWING FROM SUCH BUSINESS OR PARTNERSHIP.

CERTIFICATE EXPIRES MAY 5, 2029

(H.E.)

Notice

I/We understand that filing a Business Certificate is NOT a license from the City Clerk, City of Medford, nor any of its agents or employees to operate a business.

I, We understand that the filing of this Business Certificate DOES NOT necessarily mean that the business is in compliance with the Zoning Laws of the City of Medford (Chapter 94).

I, We understand that a copy of the Business Certificate will be sent to the City of Medford Building and Assessors Department.

I/We understand that this filing is made pursuant to Chapter 110 of the Massachusetts General Laws and is valid for a period of 4 years from the date of acceptance for filing.

I/We understand that copies of such certificate shall be made available at the address such business is physically conducted and furnished upon request during regular business hours to any person who has purchased goods or service from such business.

I/We understand that violations are subject to a fine of not more than three hundred dollars (\$300.00) for each month during which violation occurs.

Signed Mr. W.W.

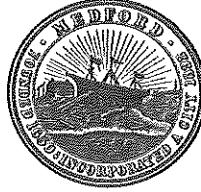
Title: Director of INspire CAFE

City Clerk's Office

85 George P. Bassett Drive, Room 103

Medford, MA 02155

781-393-2425



**City of Medford**  
Office of the City Clerk  
City Hall – Room 103  
85 George P. Hassett Drive

Date: August 25 2025

**PETITION**

**CP 25-**

To the Honorable City Council,

*Councillors:*

*The undersigned respectfully request a New Common Victualler License:*

Clean Sheet, LLC dba Sidebar

**Applicant Business Name**

97 Locust Street (LoConFu CURink)

**Street Address**

Hours of Operation Requested:

Mon-Fri 7am - 11pm

Sat & Sun " "

Petitioner's printed name

Jennie E MacPherson

Petitioner's signature

Jennie E MacPherson

Residence:

Medford, MA 02155

Business Telephone Number:

[REDACTED]

Home Telephone Number:

[REDACTED]

Number \_\_\_\_\_

PETITION

From:

Clanshee, McDabar sidebar  
Jimmie MacPherson

Common Victualler License

Medford City Clerk

RECEIVED  
CITY CLERK  
MEDFORD, MASS.

2025 AUG 25 PM 3:53

BUSINESS CERTIFICATE NO.

New  Renewal

Fee: \$30.00

101

THE COMMONWEALTH OF MASSACHUSETTS.

CITY OF MEDFORD

August 25, 25

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare (s) that a business under the title of:

Clean Sheet, LLC dba Sidebar

97 Locust Street, Medford, MA 02155

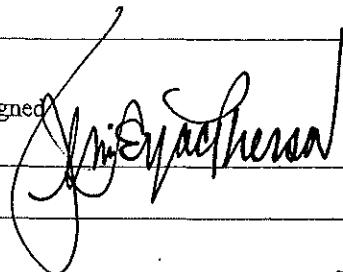
(ADDRESS, Physical Location of Business, No Post Office Boxes or Rental Box Suites)

FULL NAME

RESIDENCE

Jennie E. MacPherson

Signed



Middlesex

THE COMMONWEALTH OF MASSACHUSETTS

County

May

20 25

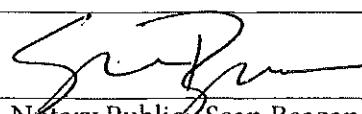
Personally appeared before me the above-named Jennie E. MacPherson

and made oath that the foregoing statement is true.

(seal)



SEAN M. BEAGAN  
Notary Public, Commonwealth of Massachusetts  
My Commission Expires September 15, 2028



Notary Public Sean Beagan

(TITLE)

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 337 OF THE ACTS OF 1985 and CHAPTER 110, SECTION 5 OF MASS. GENERAL LAWS, BUSINESS CERTIFICATES SHALL BE IN EFFECT FOR FOUR YEARS FROM THE DATE OF ISSUE AND SHALL BE RENEWED EACH FOUR YEARS THEREAFTER. A STATEMENT UNDER OATH MUST BE FILED WITH THE CITY CLERK UPON DISCONTINUING RETIRING OR WITHDRAWING FROM SUCH BUSINESS OR PARTNERSHIP.

CERTIFICATE EXPIRES: 09/16/2028

(over)

Notice

I/We understand that filing a Business Certificate is NOT a license from the City Clerk, City of Medford, nor any of its agents or employees to operate a business.

I, We understand that the filing of this Business Certificate DOES NOT necessarily mean that the business is in compliance with the Zoning Laws of the City of Medford (Chapter 94)

I, We understand that a copy of the Business Certificate will be sent to the City of Medford Building and Assessors Department.

I/We understand that this filing is made pursuant to Chapter 110 of the Massachusetts General Laws and is valid for a period of 4 years from the date of acceptance for filing.

I/We understand that copies of such certificate shall be made available at the address such business is physically conducted and furnished upon request during regular business hours to any person who has purchased goods or service from such business.

I/We understand that violations are subject to a fine of not more than three hundred dollars (\$300.00) for each month during which violation occurs.

Signed: John McCarthy  
Title: OWNER/Manager

City Clerk's Office  
85 George P. Hassett Drive, Room 103  
Medford, MA. 02155  
781-393-2425



**City of Medford**  
OFFICE OF THE CITY CLERK

ADAM L. HURTUBISE  
City Clerk  
ahurtubise@medford-ma.gov

City Hall - Room 103  
85 George P. Hasseft Drive  
Medford, Massachusetts 02155

Telephone  
(781) 393-2424  
FAX: (781) 391-1895  
TDD: (781) 393-2516

Date August 25, 2025

I certify under the penalties of perjury that I, to my best knowledge and belief,  
have filed all state tax returns and paid all state taxes required under law.

Jennie E MacPherson  
\*Signature of responsible Individual / Corporate Officer

Jennie E MacPherson of Clean Sheet, LLC dba Sidebar  
Print Name

11 Powder House Road, Medford MA 02155  
Home Address

[Redacted]  
\*\* Social Security # or  
Federal Identification Number

\* This license will not be issued unless this certification clause is  
signed by the applicant.

\*\* Your Social Security Number and / or FID Number will be forwarded to the  
Massachusetts Department of Revenue to determine whether you have met tax  
filing or tax payment obligations. Licensees who fail to correct their non-filing or  
delinquency will be subject to license suspension or revocation. This request is  
made under the authority of Mass. G. L. c. 62C s. 49A.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Amplified Insurance Partners LLC 30 Southwest Park Westwood MA 02090	CONTACT NAME: Megan Spinella	
	PHONE (A/C No. Ext): 617-614-1235	FAX (A/C, No): 617-965-1843
INSURED Clean Sheet LLC dba Sidebar 11 Powder House Rd Medford MA 02155-2913	E-MAIL: mspinella@amplifiedinsurance.com	
	ADDRESS: mspinella@amplifiedinsurance.com	
License#: 18720418 CLESASHE-01	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hartford Property and Casualty	34690
	INSURER B: Hartford Accident & Indemnity	22357
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 1469022291

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/INSR	SUBR/WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			08SBABU9N3B	8/22/2025	8/22/2026	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER:  X POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$		
A	AUTOMOBILE LIABILITY  ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS Hired AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			08SBABU9N3B	8/22/2025	8/22/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$
								\$		\$
A	X UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			08SBABU9N3B	8/22/2025	8/22/2026	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000
								\$		
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N	N/A	08VECBU9N7S	8/22/2025	8/22/2026	X PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 1,000,000
									E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
									E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Location: 97 Locust St., Medford, MA 02155

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>[Signature]</i>



Commonwealth of Massachusetts  
Department of Revenue  
Geoffrey E. Snyder, Commissioner  
[mass.gov/dor](http://mass.gov/dor)

Letter ID: L0823007328  
Notice Date: July 3, 2025  
Case ID: 0-002-936-918



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



CLEAN SHEET LLC  
11 POWDER HOUSE RD  
MEDFORD MA 02155-2913



### *Why did I receive this notice?*

The Commissioner of Revenue certifies that, as of the date of this certificate, CLEAN SHEET LLC dba:CLEAR SHEET LLC DBA SIDEBAR is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### *What if I have questions?*

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

### *Visit us online!*

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



# City of Medford, Massachusetts

## Office of the City Clerk

To: The Medford Building Commissioner

Date: July 2, 2025

### A PETITION for a NEW COMMON VICTUALLER LICENSE

has been received from:

Jennie E. Macpherson of Clean Sheet, LLC dba Sidebar

Applicant Name/DBA

97 Locust Street (LoConte Ice Rink Concession stand)

Establishment Street Address

[REDACTED] jennie.macpherson@gmail.com

Telephone No./Email Address

or sidebarmedford@gmail.com

### REPORT OF THE BUILDING COMMISSIONER

Does this Property conform to Zoning Regulations?

YES

Parcel #

[REDACTED]

Zoning District

[REDACTED]

Proposed Zoning Use

[REDACTED]

(See Table 84-A)

Signature/Building Commissioner

7.9.25

Date



**City of Medford**  
OFFICE OF THE CITY CLERK

ADAM L. HURTUBISE  
City Clerk  
ahurtubise@medford-ma.gov

City Hall - Room 103  
85 George P. Hassett Drive  
Medford, Massachusetts 02155

Telephone  
(781) 393-2424  
FAX: (781) 391-1895  
TDD: (781) 393-2516

**CITY OF MEDFORD**  
TRAFFIC IMPACT REPORT

To: The Honorable, the City Council

DATE July 2, 2025

The following is a Traffic Impact Report on a Common Vic Fanner's  
LICENSE application of Jennifer MacPherson of clean sheet, LLC dba sidebar  
located at 97 Locust Street (LoConte Ice Rink - Concession stand)

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No traffic impact anticipated

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Signed:

MEDFORD Chief of Police

7-10-2025



*City of Medford*  
*Massachusetts*

OFFICE OF THE CITY CLERK

DATE 08/26/2025

TO: THE BOARD OF HEALTH

A PETITION for a COMMON VICTUALLER LICENSE  
has been received from:

cleansheet LLC d/b/a sidebar (jenni macpherson)  
APPLICANT NAME  
91 Locus St Hotel Medford MA 02155  
STREET ADDRESS

TELEPHONE NO. [REDACTED]

REPORT BY THE BOARD OF HEALTH OF CONDITIONS

YES

8/28/2025

Do you approve of granting this LICENSE? [Signature]

What are the sanitary conditions? \_\_\_\_\_

ENVIRONMENTAL REPORT

*Jenni MacPherson*  
BOARD OF HEALTH INSPECTOR



*City of Medford  
Massachusetts*

OFFICE OF THE CITY CLERK

DATE July 2, 2025

TO: TREASURER/COLLECTOR

A PETITION for a COMMON VICTUALLER LICENSE  
has been received from:

Jennie E. Macpherson on behalf of Clean Sheet, LLC dba Sidebar

APPLICANT NAME

97 Locus Street (LoContra Ice Rink-Concession Stand)

STREET ADDRESS

TELEPHONE NO. \_\_\_\_\_

Please indicate on this form, if there are any OUTSTANDING TAXES  
due on the property.

YES \_\_\_\_\_

REAL ESTATE \_\_\_\_\_

NO ✓

PERSONAL PROPERTY \_\_\_\_\_

*Quinton J. Doherty*  
TREASURER/COLLECTOR

## MEMORANDUM

---

To      Members of the Planning and Permitting Committee  
          Alicia Hunt, Director of Planning, Development & Sustainability  
          Danielle Evans, Senior Planner  
          Jonathan Silverstein, Blatman, Bobrowski, Haverty & Silverstein, LLC

---

From    Emily Keys Innes, AICP, LEED AP ND, President

---

Date    July 10, 2025.

---

Project 23146 – Medford – Zoning

---

Subject Other Corridors

---

Cc:     Paula Ramos Martinez, Chief Resilience Officer  
          Grant Perry, Planner  
          Jimmy Rocha, Spatial Analyst/ Data Scientist

---

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

<b>Amend</b> Section 94-2.1. Division into districts	page 2
<b>Amend</b> Section 94-3.2 Table of Use Regulations (Table A) Dimensional Standards	page 3
<b>Amend</b> Section 94-4.1 Table of Dimensional Requirements (Table B)	page 13
<b>Add</b> Section 94-9.X Neighborhood Corridors	page 14

We have removed the Neighborhood Residential (N-R) and Urban Residential (U-R) components of the original corridors. We have also removed the reference to the proposed ADU structure in the Table of Use Regulations. If the proposed N-R and U-R districts and the new ADU zoning are adopted, we will propose additional changes for the areas that are no longer included in the corridors.

We have removed the daylight standard from the development standards and the community solar and public parking benefit from the incentive structure until those requirements have been confirmed as acceptable.

Add the following row to the table of zoning districts, as shown below:

Full Name	Classification	Abbreviation
Main Street Neighborhood Corridor District	Residential, Office, and Commercial	MSNCD
Broadway Neighborhood Corridor District	Residential, Office, and Commercial	BNCD
Boston Avenue Corridor Neighborhood District	Residential, Office, and Commercial	BANCD
Harvard Street Neighborhood Corridor District	Residential, Office, and Commercial	HSNCD
West Medford Neighborhood Corridor District	Residential, Office, and Commercial	WMNCD

[the remainder of this page is blank]

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

	MX-1B	MX-2A	MX-2B	PC <sup>5</sup>	LC
<b>A. RESIDENTIAL USES</b>					
1. Detached one-unit dwelling	N	N	N	2 per Dwelling Unit	NA
2. Attached one-unit dwelling (Rowhouse)	N	N	N	1.5 per Dwelling Unit <sup>4</sup>	NA
3. Detached two-unit dwelling (Duplex)	N	N	N	1.5 per Dwelling Unit <sup>4</sup>	NA
4. Three-unit dwelling, Detached.	N	N	N	1.5 per Dwelling Unit <sup>4</sup>	NA
5. Multiplex (4-6 units)	Y	N	N	1.5 per Dwelling Unit <sup>4</sup>	NA
6. Multiple dwelling (>6 units)	Y	Y	Y	1.5 per Dwelling Unit <sup>4</sup>	NA
7. Dormitory, fraternity or sorority house	N	N	N	1 per 4 beds	1/15,000 s.f.
8. Lodging or boarding house	CDB	CDB	CDB	1 per Guestroom	1/15,000 s.f.
9. Senior housing facility	CDB	CDB	CDB	1 per 2 Units	1/15,000 s.f.
10. Co-housing.	CDB	CDB	CDB	1.5 per Dwelling Unit <sup>4</sup>	NA
11. Congregate Housing.	N	N	N	1.5 per Dwelling Unit <sup>4</sup>	NA
12. Townhouse	N	N	N	1.5 per Dwelling Unit <sup>4</sup>	NA
13. Historic Conversion	Y	Y	Y	1.5 per Dwelling Unit <sup>4</sup>	NA
<b>B. COMMUNITY USES</b>					

	<b>MX-1B</b>	<b>MX-2A</b>	<b>MX-2B</b>	<b>PC<sup>5</sup></b>	<b>LC</b>
1. Museum	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
2. Community center or adult recreational center, nonprofit	CDB	CDB	CDB	1 per 750 s.f.	1/15,000 s.f.
3. Use of land or structures for religious purposes on land owned or leased by a religious sect or denomination	Y	Y	Y	1 per 140 s.f.	NA
4. Use of land or structures for educational purposes on land owned or leased by the Commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination or by a nonprofit educational corporation	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
5. Child care center or school aged child care program	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
6. Public fire station	Y	Y	Y	1 per 2 employees	1/50,000 s.f.
7. Public library	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
8. Other municipal uses	Y	Y	Y	NA	NA
9. Essential services	CDB	CDB	CDB	NA	NA
10. Hospital, nonprofit	N	N	N	1 per 4 beds	1/15,000 s.f.
11. Other Institution	CDB	CDB	CDB	1 per 750 s.f.	1/15,000 s.f.

	MX-1B	MX-2A	MX-2B	PC <sup>5</sup>	LC
<b>C. OPEN RECREATIONAL AND AGRICULTURAL USES</b>					
1. Private open recreational uses, available to the public	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
2. Public open recreational uses	Y	Y	Y	1 per 750 s.f.	NA
3. Exempt agriculture	Y	Y	Y	NA	NA
4. Production of crops, horticulture and floriculture	N	N	N	NA	1/15,000 s.f.
5. Keeping and raising of livestock, including animal stable or kennel	N	N	N	NA	1/15,000 s.f.
<b>D. COMMERCIAL USES</b>					
1. Private entertainment or recreation facility excluding adult uses	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
2. Public entertainment or recreation facility	N	N	N	1 per 350 s.f.	1/15,000 s.f.
3. Private nonprofit members only recreational club or lodge	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
4. Trade, professional, or other school operated for profit	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
5. Hotel	Y	Y	Y	1 per Guestroom	1/15,000 s.f.
6. Mortuary, undertaking or funeral establishment	N	N	N	1 per 140 s.f.	1/15,000 s.f.
7. Adult use	N	N	N	1 per 350 s.f.	1/15,000 s.f.

	<b>MX-1B</b>	<b>MX-2A</b>	<b>MX-2B</b>	<b>PC<sup>5</sup></b>	<b>LC</b>
8. Brewery or taproom <sup>1</sup>	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
9. Artisanal Fabrication.	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
10. Artistic/Creative Production.	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
11. Work-Only Artists' Studio.	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
12. Co-working Space.	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
13. Retail Store or Shop for Sale of Custom Work or Articles Made on the Premises.	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
<b>E. OFFICE USES</b>					
1. Business, professional, or government office	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
2. Bank and other financial institution	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
3. Neighborhood Medical Office	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
4. Medical Office	CDB	CDB	CDB	1 per 350 s.f.	1/15,000 s.f.
5. Clinic	CDB	CDB	CDB	1 per 350 s.f.	1/15,000 s.f.
<b>F. RETAIL AND SERVICE USES</b>					
1. Retail sales <sup>2</sup>	Y	Y	Y	1 per 350 s.f.	1/15,000 s.f.
2. Convenience retail <sup>2</sup>	Y	Y	Y	1 per 500 s.f.	1/15,000 s.f.

	<b>MX-1B</b>	<b>MX-2A</b>	<b>MX-2B</b>	<b>PC<sup>5</sup></b>	<b>LC</b>
3. Neighborhood retail	Y	Y	Y	1 per 750 s.f.	1/15,000 s.f.
4. Drive through retail sales and consumer service	N	N	N	1 per 350 s.f.	1/15,000 s.f.
5. Consumer service establishment	Y	Y	Y	1 per 350 s.f.	1/50,000 s.f.
6. Body art establishment	Y	Y	Y	1 per 850 s.f.	1/15,000 s.f.
7. Adult Use Marijuana Establishment — Cultivation	ZBA	ZBA	ZBA	1 per 350 s.f.	1/50,000 s.f.
8. Adult Use Marijuana Establishment — Manufacture and processing	ZBA	ZBA	ZBA	1 per 350 s.f.	1/50,000 s.f.
9. Adult Use Marijuana Establishment — Retail	ZBA	ZBA	ZBA	1 per 350 s.f.	1/15,000 s.f.
10. Adult Use Marijuana Establishment — Independent laboratory	ZBA	ZBA	ZBA	1 per 350 s.f.	1/15,000 s.f.
11. Doggy Daycare	Y	Y	Y		
<b>G. EATING, DRINKING, AND ENTERTAINMENT ESTABLISHMENTS</b>					
1. Eating place, without drive through	Y	Y	Y	1 per 350 s.f.	1/50,000 s.f.
2. Eating place, with drive through	N	N	N	1 per 350 s.f.	1/15,000 s.f.
3. Neighborhood Café	Y	Y	Y	1 per 350 s.f.	1/50,000 s.f.
<b>H. MOTOR VEHICLE RELATED USES</b>					

	<b>MX-1B</b>	<b>MX-2A</b>	<b>MX-2B</b>	<b>PC<sup>5</sup></b>	<b>LC</b>
1. Motor vehicle light service station	N	N	N	1 per 350 s.f.	1/50,000 s.f.
2. Motor vehicle repair establishment	N	N	N	1 per 350 s.f.	1/50,000 s.f.
3. Motor vehicle sales or rental of new vehicles only, accessory storage entirely within enclosed structure	N	N	N	1 per 1,040 s.f.	1/50,000 s.f.
4. Outdoor motor vehicle sales and storage accessory to H.3	N	N	N	NA	NA
5. Motor vehicle sales and storage, outdoors	N	N	N	NA	NA
6. Class II used motor vehicle sales	N	N	N	NA	NA
7. Motor vehicle wash within enclosed structure	N	N	N	1 per 350 s.f.	1/50,000 s.f.
<b>I. MISCELLANEOUS COMMERCIAL USES</b>					
1. Parking area or garage not accessory to permitted principal use:					
Residential	N	N	N	NA	NA
Nonresidential	N	N	N	NA	NA
2. Parking area or garage accessory to a principal use which is on the same lot as a conforming principal use	Y	Y	Y	NA	NA
3. Parking area or garage accessory to a principal use which is within 500 feet of a conforming principal	Y	Y	Y	NA	NA

	<b>MX-1B</b>	<b>MX-2A</b>	<b>MX-2B</b>	<b>PC<sup>5</sup></b>	<b>LC</b>
use but not necessarily in the same district					
4. Parking area or garage accessory to a principal use which is on the same lot as a nonconforming principal use	N	N	N	NA	NA
5. Parking area or garage accessory to a principal use which is within 500 feet of a conforming principal use in the same MUZ district <sup>3</sup>	N	N	N	NA	NA
6. Open Storage	N	N	N	1 per 1,400 s.f.	1/15,000 s.f.
7. Moving of land	N	N	N	NA	NA
8. Radio and television tower	N	N	N	NA	NA
9. Solar energy system	Y	Y	Y	NA	NA
<b>J. WHOLESALE, TRANSPORTATION, INDUSTRIAL USES</b>					
1. Fuel and ice sales	N	N	N	1 per 1,400 s.f.	1/50,000 s.f.
2. Motor freight terminal	N	N	N	NA	NA
3. Printing and publishing	N	N	N	H	B
4. Railroad right-of-way	Y	Y	Y	NA	NA
5. Manufacturing	N	N	N	1 per 2 employees	1/50,000 s.f.
6. Research and testing laboratory	N	N	N	1 per 2 employees	1/50,000 s.f.

	<b>MX-1B</b>	<b>MX-2A</b>	<b>MX-2B</b>	<b>PC<sup>5</sup></b>	<b>LC</b>
7. Plumbing or carpentry shop, and other similar service or repair shops	N	N	N	1 per 350 s.f.	1/15,000 s.f.
8. Wholesale bakery or food processing plant	N	N	N	1 per 2 employees	1/15,000 s.f.
9. Wholesale laundry, cleaner, dyer or similar use	N	N	N	H	1/50,000 s.f.
10. Warehouse, Wholesale establishment	N	N	N	1 per 1,400 s.f.	1/15,000 s.f.
11. Mini or self-storage warehouse	N	N	N	<u>1 per 1,400 s.f.</u>	<u>1/15,000 s.f.</u>
12. Distillery or winery.	Y	Y	Y	<u>1 per 350 s.f.</u>	<u>1/15,000 s.f.</u>
13. Food Production Facility	Y	Y	Y	<u>1 per 2 employees</u>	<u>1/50,000 s.f.</u>
14. Life Science Facility	N	N	N	<u>1 per 2 employees</u>	<u>1/50,000 s.f.</u>
15. Light Manufacturing	Y	Y	Y	<u>1 per 2 employees</u>	<u>1/50,000 s.f.</u>
16. Maker Space	Y	Y	Y	<u>1 per 2 employees</u>	<u>1/50,000 s.f.</u>
17. Shared-use Kitchen	CDB	CDB	CDB	<u>1 per 1,000 s.f.</u>	<u>1/15,000 s.f.</u>
<b>K. ACCESSORY USES</b>					
1. Accessory Dwelling Units (see §94-8.2)	N	N	N	N	N
2. Home occupation (see § 94-3.4)				1 per 350 s.f.	NA
As of right	Y	Y	Y		
By special permit	Y	Y	Y	1 per 350 s.f.	NA

	<b>MX-1B</b>	<b>MX-2A</b>	<b>MX-2B</b>	<b>PC<sup>5</sup></b>	<b>LC</b>
3. Accessory child care center or school aged child care program	Y	Y	Y	Y	
4. Family day care home	Y	Y	Y	1 per 2 employees	NA
5. Family day care home, large	CDB	CDB	CDB	1 per 2 employees	NA
6. Adult day care home	CDB	CDB	CDB	1 per 2 employees	NA
7. Renting of one or two rooms without separate cooking facilities to lodgers within a dwelling unit to one or two total lodgers	Y	Y	Y	1 per Guestroom	NA
8. Noncommercial greenhouse, tool shed, or similar accessory structure	N	N	N	NA	NA
9. Swimming pool	Y	Y	Y	NA	NA
10. Scientific research and development, as provided at section 94-3.3.3.1	Y	Y	Y	NA	NA
11. Keno	N	N	N	NA	NA
12. Open storage	N	N	N	NA	NA
13. Heavy repair operations	N	N	N	1 per 1,400 s.f.	1/15,000 s.f.
<b>L. OTHER PRINCIPAL USES</b>					
1. Mixed-Use, Community	Y	Y	Y		
2. Mixed-Use Development	Y	Y	Y		

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

Dimensions	MX-1B	MX-2A	MX-2B
Lot Area sf (Min)	3,000	3,000	5,000
Frontage (Min)	30	40	40
Façade Build Out (Min)	80%	80%	80%
Active Ground Floor (Min)	75%	75%	75%
Residential Density (Units per lot) (Min-Max)	-	-	-
Historical Conversion (Max) <sup>1</sup>	Y	Y	Y
<b>Height</b>			
Max Base Height. (Stories)	4	5	7
Max Incentive Height (Stories)	1	2	2
<b>Setbacks (ft)</b>			
Front (Min/Max)	0/20	0/20	0/20
Side	-	-	-
Rear	0	0	0
<b>Stormwater and Landscaping</b>			
Building Coverage (Max)	80%	80%	80%
Green Score	25	25	25
Open Space, Permeable (Min)	20%	20%	20%
Pervious Surface (Min)	-	-	-
Open Space Landscape (Min)	-	-	-

<sup>1</sup> The Maximum permissible number of units is determined by dividing the Gross Floor Area of the existing principal structure by 900 sf. Each unit within the existing building must have a minimum area of 400 sf. Additions and expansions to the existing building shall not increase the number of units allowed. Historic Conversion in mixed-use districts could be converted into a mixed-use building.

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

- a) is located within the FEMA National Flood Hazard Layers; or
- b) requires Site Plan Review.

In those cases, Pervious Surface requirement does not apply.

## Add Section 94-9.X Neighborhood Corridors

### 94-9.X.1 Purpose

The purpose of the Neighborhood Corridors is to allow a mix of uses, including residential, multifamily, and commercial, to meet the following needs for the neighborhood corridors:

1. Wider variety of uses and building types to support jobs and economic development near established residential neighborhoods, providing options for living within walking distance of jobs, goods, and services.
2. Mixed-use, multifamily, and commercial uses at a density appropriate to the historic walkable, economic centers.
3. Design standards to buffer abutting neighborhoods from the higher intensity of uses and reinforce the identity of the neighborhood corridors as local and regional destinations.

### 94-9.X.2 Applicability

The Main Street Neighborhood Corridor District (MSNCD), Broadway Neighborhood Corridor District (BNCD), Boston Avenue Corridor Neighborhood District (BANCD), Harvard Street Neighborhood Corridor District (HSNCD) and West Medford Neighborhood Corridor District (WMNCD) replace the existing zoning districts and is shown on the Zoning Map, City of Medford, Massachusetts, as amended. An applicant may develop within these districts in accordance with the provisions of Section 94-9.X and other relevant sections of the Zoning Ordinance.

1. The MSNCD is comprised of the following subdistricts:

- a. **Mixed-use 1B.** The Mixed-Use 1B Subdistrict allows a mix of residential and commercial uses at a lower scale of building size and massing.
- b. **Mixed-use 2A.** The Mixed-Use 2A Subdistrict allows a mix of residential and commercial uses at a medium scale of building size and massing. The MX- 2A subdistrict has a lower height limit than the MX-2B district.

2. The BNCD is comprised of the following subdistricts:

- a. **Mixed-use 1B.** The Mixed-Use 1B Subdistrict allows a mix of residential and commercial uses at a lower scale of building size and massing.
- b. **Mixed-use 2A.** The Mixed-Use 2A Subdistrict allows a mix of residential and commercial uses at a medium scale of building size and massing. The MX- 2A subdistrict has a lower height limit than the MX-2B district.

3. The BANCD is comprised of the following subdistricts:

- a. **Mixed-use 1B.** The Mixed-Use 1B Subdistrict allows a mix of residential and commercial uses at a lower scale of building size and massing.
- b. **Mixed-use 2A.** The Mixed-Use 2A Subdistrict allows a mix of residential and commercial uses at a medium scale of building size and massing. The MX- 2A subdistrict has a lower height limit than the MX-2B district.
- c. **Mixed-use 2B.** The Mixed-Use 2B Subdistrict allows a mix of residential and commercial uses at a larger scale of building size and massing.

4. The HSNCD is comprised of the following subdistrict:

- a. **Mixed-use 2A.** The Mixed-Use 2A Subdistrict allows a mix of residential and commercial uses at a medium scale of building size and massing. The MX- 2A subdistrict has a lower height limit than the MX-2B district.

5. The WMNCD is comprised of the following subdistrict:

- a. **Mixed-use 1B.** The Mixed-Use 1B Subdistrict allows a mix of residential and commercial uses at a lower scale of building size and massing.

#### 94-9.X.3 Dimensional Requirements and Waivers.

The following waivers are available to the Site Plan Review or Special Permit Authority for projects within the MSNCD, BNCD, BANCD, HSNCD and WMNCD.

- b. **Front Setbacks.** The building façade must be set back from the lot line at a distance sufficient to create a 12-foot sidewalk in conjunction with an existing City sidewalk. A maximum setback of 20 feet is allowed for the purpose of creating an active public plaza.
- c. **Side and Rear Setbacks.** If the proposed development is adjacent to an existing lot with a residential use of fewer than 5 units, the applicant shall provide a landscaped buffer of at least 10 feet wide. The property owner shall maintain the buffer and landscaping.
- d. **Height Stepback Requirements.** For any lot within the MX-1B, MX-2A, or MX-2B district that abuts a NR-3, GR, or APT-1 district, a height setback is required along the lot line abutting the residential district. The height stepback is calculated by a 45-degree angle beginning at the third floor and extending to the highest floor of the building in the MX-1B, MX-2A, or MX-2B district. The fourth floor and above shall not break the plane of that 45-degree angle.
- e. **Multi-Building Lots.** In the Neighborhood Corridor Districts, lots may have more than one principal building.

- f. **Ground Floor Active Frontage.** Active uses are required on the ground floor of any building with its principal façade parallel to Boston Avenue, Main Street, Broadway, Harvard St, and High Street in WMNCD are subject to the Active Frontage percentages set forth in Section 94-4.1 Table of Dimensional Requirements (Table B). Active uses are defined as arts-related uses, retail (including retail accessory to an artisanal, maker, or manufacturing use), restaurant, personal services, publicly-accessible spaces, residential lobbies and common amenities, and other uses that encourage high levels of pedestrian activity and create a perception of safety.
- g. **Transition to adjacent residential districts.** Buildings adjacent to a residential zoning district should step down to the base height required by the subdistrict of the MSNCD, BNCD, BANCD, HSNCD and WMNCD in which the project is located for any buildings between twenty and thirty feet of the rear or side setback abutting a parcel within that residential zoning district. If the side or rear setback is adjacent to an active public way, no stepback is required.
- h. **Setbacks for Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of Section 94-4.1 Table of Dimensional Requirements. Otherwise, infill buildings may match the setback line of either adjacent building or an average of the setback of the two buildings to provide consistency along the street.
- i. **Drop-off zone.** The required setback distances may be waived to allow for a cut-out along the curb for loading and short-term parking for deliveries or drop-off/pick-up zones. Such a cut-out must be coordinated with City staff. The required setback distances may also be waived to allow a development to meet the requirements of Chapter 91.
- j. **Height Waiver 1.** The limitation on the height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.
- k. **Height Waiver 2.** The minimum height requirement may be waived by a Special Permit from the Community Development Board for projects that are consistent with the purpose of the district and the goals of the Medford Comprehensive Plan.
- l. **Stepback Waiver.** If a building is subject to a front stepback and rear or side stepbacks, the Community Development Board may waive the strict dimensional requirement of any of the stepbacks, provided that priority is

given to retaining the stepback(s) in 94-9.X.3.c Height Stepback Requirements.

- m. **Energy-Efficiency.** The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in 94-9.X.6 Development Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.

#### 94-9.X.4 Development Incentives

Table of Development Incentive Bonuses.						
Incentive 1: Affordability						
Incentive 1A: Deeper Affordability:						
# of Lots or Units in Proposed Project	Required Minimum/Total Percentage of Affordable Units at 80% AMI	For One Additional Floor		For Two Additional Floors		
		Minimum Percentage of Affordable Units at 80% AMI	Minimum Percentage of Affordable Units at 65% AMI	Minimum Percentage of Affordable Units at 80% AMI	Minimum Percentage of Affordable Units at 65% AMI	Minimum Percentage of Affordable Units at 65% AMI
1 10-24	10%	8%	2%	5%	5%	5%
2 25-49	13%	8%	5%	6%	7%	
3 50 +	15%	10%	5%	8%	7%	
Incentive 1B: More Affordable Units:						
# of Lots or Units in Proposed Project	Required Minimum Percentage of Affordable Units at 80% AMI	For One Additional Floor		For Two Additional Floors		
		Additional Percentage of Affordable Units at 80% AMI	Total Percentage of Affordable Units at 80% AMI	Additional Percentage of Affordable Units at 80% AMI	Total Percentage of Affordable Units at 80% AMI	Total Percentage of Affordable Units at 80% AMI
1 10-24	10%	3%	13%	5%	15%	
2 25-49	13%	3%	16%	5%	18%	
3 50 +	15%	3%	18%	5%	20%	
Incentive 2: Community Amenities (privately maintained)						
Indoor pedestrian seating or outdoor pedestrian plaza of at least 300 square feet and accessible to the public during business hours.				1 additional half-story		

<b>Table of Development Incentive Bonuses.</b>	
One of the following neighborhood open spaces: <ul style="list-style-type: none"><li>• Pocket Park</li><li>• Garden</li><li>• Playground</li><li>• Skate Park</li></ul>	1 additional half-story
Fountain / Water element (maintenance and repair for the life of the associated building)	1 additional half-story
<b>Incentive 3: Community Amenities (publicly maintained)</b>	
Streetscape Improvements along a public street	1 additional half-story
<b>Incentive 4: Vibrant Neighborhoods</b>	
Parking is concealed below grade or within a building structure.	1 additional half-story
The development project provides a minimum of 50% or the ground floor at rents no less than 15% below market for a minimum tenancy of three years to qualified nonresidential tenants (nonprofits or local businesses under 10 employees)	1 additional story
<b>Incentive 5: Environmental Resilience</b>	
The development project meets the Ideal Green Score	1 additional story
The building(s) is/are certified as Net Zero Emissions Building	1 additional story
The development project is certifiable as LEED Platinum or equivalent standard	1 additional story

In exchange for incorporating certain provisions that further the City's goals for affordability, economic development, environmental sustainability, and climate resiliency, Applicants may receive Development Incentive Bonuses that allow for additional stories beyond the base number of stories that are allowed as of right under Section 94-4.1 Table of Dimensional Requirements. However, the total number of stories is limited to the maximum number of stories allowed in each subdistrict, as shown in Section 94-4.1 Table of Dimensional Requirements. Additional stories must comply with any setback, stepback, or other dimensional requirements and the development and design standards in 94-9.X.3 Dimensional Requirements and Waivers and 94-9.X.6 Development Standards.

#### 94-9.X.5 Design Guidelines and Applicability of Development Standards

- 1. Design Guidelines.** The Community Development Board may adopt and amend, by simple majority vote, Design Standards which shall be applicable to all rehabilitation,

redevelopment, or new construction submitted under this Neighborhood Corridor Districts. Such Design Guidelines may address the scale and proportions of building, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off-street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. Design Guidelines may contain graphics illustrating a particular standard or definition to make such standard or definition clear and understandable.

2. **Applicability of Development Standards.** Sections 94-9.X.6 Development Standards shall apply to all projects submitted under this MSNCD, BNCD, BANCD, HSNCD and WMNCD. These standards, along with any Design Guidelines adopted under paragraph 1, above, are components of the Site Plan Review and Special Permit processes as defined in this Zoning Ordinance.

## 94-9.X.6 Development Standards

### **1. Site Standards.**

- a. **Connections.** Sidewalks shall provide direct connections among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.
- b. **Sidewalk Width.** Along the streets named in Section 94-9.X.3.f, for any lot abutting a public sidewalk that is less than twelve (12) feet in width, the frontage area must be paved to provide a sidewalk that is at least twelve (12) feet in total width.
- c. **Sidewalk Materials.** Sidewalks shall be continuous across driveways, using the same materials and grade and level as the sidewalk on either side of the driveway.
- d. **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged. Curb cuts for one-way access shall be no more than twelve (12) feet in width, while curb cuts for two-way traffic shall be no more than twenty (20) feet in width. Designated drop-off and pick-up areas for deliveries and ride-sharing companies should be incorporated to reduce conflicts associated with double-parking and blocking of bicycle lanes, crosswalks, and bus stops. These areas should be clearly marked with signs and conveniently located near entrances to buildings and major destinations.
- e. **Circulation.** Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
- f. **Open Space.** Open Space shall be contiguous and connected to the pedestrian network. Isolated pockets of space that cannot be accessed for maintenance are prohibited. Open Space may be either private or public. Public open space shall be in the front or side setback. A minimum third of the requested open space, permeable, shall be landscaped.
- g. **Screening for Surface Parking.** Surface parking adjacent to a public sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than [6 (six)] feet. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk. Chain-link and vinyl fences are prohibited.
- h. **Parking Materials.** The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.

- i. **Plantings.** Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
- j. **Lighting.** Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide the illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skylight.
- k. **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.
- l. **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Dumpsters or other trash and recycling collection points located within the building are preferred.
- m. **Stormwater management.** Strategies that demonstrate the compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and the City of Medford's Stormwater Management Rules and Regulations. The applicant shall also provide an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

## 2. General Building Standards.

- a. **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street.
- b. **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.
- c. **Multiple buildings on a lot.**
  - a. **Location of Mixed Uses.** For a mixed-use development, uses may be mixed within the buildings or in separate buildings.
  - b. **Orientation.** The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

- c. **Position relative to the street.** Building(s) adjacent to a public street shall have a pedestrian entry facing that public street.

### 3. Mixed-use development.

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

### 4. Corner Lots.

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

- a. **Connections.** Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
- b. **Façade Design.** All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.
- c. **Fire Exits.** Fire exits serving more than one story shall not be located on either of the street-facing façades.

### 5. Parking.

Parking shall be subordinate in design and location to the principal building façade.

- a. **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be in the setback between the building and any lot line adjacent to the public right-of-way.

- b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
  - c. **Parking structures.** Above-grade parking structures (stand-alone or within a residential, commercial, or mixed-use building) shall be subordinate in design and placement to the primary uses. Ground-floor parking levels shall be wrapped with active uses such as commercial/retail, community spaces, or residential amenity spaces. Exposed facades of upper parking levels shall incorporate design treatments such as public art installations, vertical planting, or other architectural features for visual interest and to disguise the parking uses within. Vehicular openings shall have doors.
  - d. **Electrical Vehicle (EV) Charging Spaces.** One EV charging space is required for every twenty (20) parking spaces, rounded up to the next highest number of EV stations.
  - e. **Bicycle parking.** For a multi-family development or a mixed-use development, a minimum of 50% of the required bicycle spaces shall be covered or integrated into the structure of the building(s). E-bike storage is only permitted in an area that is separated from the dwelling units by a fire-rated structure.
6. **Waivers.** Upon the request of the Applicant, the Site Plan Review Authority may waive the requirements of 94-9.X.6 Development Standards in the interests of design flexibility and overall project quality and upon a finding of consistency of such variation with the overall purpose and objectives of the Neighborhood Corridor Districts.

#### 94-9.X.5 Affordability Requirements

Development in the Neighborhood Corridor Districts is subject to the requirements of Section 94-8.1 Inclusionary Housing.

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## MEDFORD TREE COMMITTEE ORDINANCE

Chapter 2, Article III of the Medford City Ordinances is hereby amended as follows to insert a new Division 17, creating the Medford Tree Committee:

1. **Purpose:** The Medford Tree Committee will promote a diverse, healthy and sustainable urban forest that will provide for the health, general welfare and quality of life of Medford's citizens, and the beauty and quality of the City's environment.

The State Legislature has granted municipalities the right and responsibility to protect the health, safety and welfare of their residents through the creation and enactment of regulations. Zoning powers further allow municipalities to "regulate the use of land, buildings and structures to the full extent of independent constitutional powers of cities and towns to protect the health, safety and general welfare of their present and future inhabitants," according to MGL Chapter 40A.

### 2. **Appointments:**

- a. The Committee shall consist of between five and ten Medford residents; one appointment made by City Council and all additional appointments made by the Mayor, subject to confirmation by the Medford City Council. If possible, two youth members shall be between the ages of fifteen and twenty-two at the time of their appointment. Residency is not required for youth members while they are enrolled in an educational institution based in Medford.
- b. At least one member of the committee will demonstrate expertise in the field of urban forestry and/or landscape design. Medford residency is not required if the requisite expertise is demonstrated.
- c. Upon formation of the Medford Tree Committee, one third of the members shall be appointed for a term of three years, one-third of the members shall be appointed for a term of two years, and one third of the member shall be appointed for a term of one year.
- d. Tree Committee members may be removed only for cause by a 2/3 vote of the Commission, including for unexcused absences that exceed 25 percent of the number of meetings of the committee held within a 12-month period.

**3. Duties:** The Medford Tree Committee will serve in an advisory capacity to the City on all matters concerning Medford's trees. The duties may include but not be limited to:

- a. Working with the Tree Warden on Public Tree Hearings and Landmark Tree Hearings, including documentation of and/or follow-up after tree hearings.
- b. Studying considerations of management of the urban forest and environment as a whole or in particular neighborhoods or watersheds, including the perceived pace of tree removals in particular neighborhood; consideration of area flooding or increased flood risk caused by tree cutting in particular locations; exacerbation of the heat island effect in areas with poor canopy coverage; and erosion and sedimentation risk in steep terrains.
- c. Reviewing the Community Forestry Management Plan provided by the DPW Forest Division. Review the administration's progress in implementing the Community Forestry Management Plan, and report any concerns to the City Council.
- d. Reviewing the annual report of tree-planting, tree-removal, and tree-maintenance activity. Request such annual report from the Mayor if one is not provided annually.
- e. Promoting the creation of manuals and other guidance for planting, maintaining and removing trees from streets, parks and private land.
- f. Promoting equity of tree planting across the City including in neighborhoods identified as needing more trees.
- g. Engaging in projects and activities that promote sustainable forestry and the long-term health of public trees in the City, including programs and community events.
- h. Providing liaison and recommendations on tree-related matters to the City Council and all other City boards and commissions and to community organizations.

- i. Regularly reviewing the inventory of existing public trees, including historic and notable trees, in order to improve understanding, management, and protection of tree resources. Review the administration's ability to maintain the tree inventory, and report any concerns to the City Council.
- j. Reviewing vegetation management plans from utilities to promote appropriate pruning of public trees.
- k. Promoting knowledge and awareness of the benefits of trees and their impact on the quality of life.
- l. Serving as a catalyst for community education and outreach related to trees and forests.
- m. Serving as a means of publicizing and making available City information on trees.
- n. Evaluating costs of mitigation and penalties by setting annual increases to keep pace with the actual market costs of mitigation as outlined in this ordinance.
- o. Being available to assist the Tree Warden in intended placement of replacement trees.



Medford City Council  
Medford, Massachusetts

MEETING DATE	SPONSORED BY
September 9, 2025	Kit Collins, Council Vice President
AGENDA ITEM	<u>25-135</u> - Resolution to Support the Fostering Artificial Intelligence Responsibility Act
FULL TEXT AND DESCRIPTION	Whereas, the FAIR Act would protect workers in Massachusetts from harmful effects of proliferating A.I. by prohibiting employers from relying exclusively on A.I. decision-making systems to make employment-related decisions; by restricting the surveillance of workers and the collection, use, and sharing of surveillance data; by shoring up worker autonomy protections; and protecting workers from reprisal for refusing or questioning the directives of A.I.-generated instructions; now, therefore:  Be it resolved that the Medford City Council express its support of H.77 and S.35, an Act Fostering Artificial Intelligence Responsibility, also known as "The FAIR Act."  Be it Further Resolved that the City Clerk forward a copy of this resolution to the Medford legislative delegation as well as to the Chairs of the Joint Committee on Advanced Information Technology, the Internet and Cybersecurity.
RECOMMENDATION	
FISCAL IMPACT	
ATTACHMENTS	None



Medford City Council  
Medford, Massachusetts

MEETING DATE	SPONSORED BY
September 9, 2025	Matt Leming, City Councilor
AGENDA ITEM	<u>25-136</u> - Resolution to Update Inclusionary Zoning for Fractional Affordable Housing Incentives
FULL TEXT AND DESCRIPTION	

WHEREAS, Medford's current inclusionary zoning, as defined under 94-8.I.6, dictates that at least a certain percent of new units have to be "affordable", as defined under Mass General Law, and are tiered as follows:

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

WHEREAS, Medford's current policy, under 94-8.I.8, dictates that, if this percentage were not a whole number, it needs to be rounded up; and

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

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

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

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

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

**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

None



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

September 4, 2025

**Via Electronic Delivery**

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

**Re: Capital Stabilization and Water & Sewer Capital Stabilization Appropriation Requests**

Dear President Bears and City Councilors:

I respectfully request and recommend that your Honorable Body approves the appropriations of:

1. Capital Stabilization Fund in the amount of Two Million, Three Hundred Forty-Six Thousand, One Hundred One Dollars and Zero Cents (\$2,346,101.00) on the following items:

**DPW**

- \$357,287 for a 4WD dump truck/sander with plow;
- \$300,000 for design development of the 7-acre lawn cemetery expansion;
- \$200,000 for stump removal;
- \$180,000 for removal of displaced grave soil;
- \$154,592 for a fleet tow truck;
- \$100,158 for a ¾ ton pickup truck with liftgate;
- \$94,055 for a dump truck;
- \$60,000 for field refurbishment; and
- \$32,000 for a leaf vacuum & leaf box for a dump truck;

**Facilities**

- \$340,000 for ADA-compliant renovations for two bathrooms on the first floor of City Hall;
- \$79,200 for design work at the Hegner Center;
- \$32,000 for Fire Department paving projects; and
- \$30,000 for replacement of the hot water heater at the Police Station;

**Fire**

- \$166,000 for two pickup trucks (deputy shift commander and multi-use vehicle, such as fire investigations, trailing items, and training division needs, etc.).

**General**

- \$16,500 for the Capital Improvement Plan update.

**Police**

- \$204,309 for three hybrid marked cruisers.

**85 George P. Hassett Drive, Medford, MA 02155**  
**781-396-5500 \* [www.medfordma.org](http://www.medfordma.org)**



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

The balance of the Capital Stabilization Fund before this vote is \$13,000,000.

2. Water & Sewer Capital Stabilization Fund in the amount of Two Hundred Thirty-Five Thousand Dollars and Zero Cents (\$235,000.00) on the following items:

**Engineering**

- \$175,000.00 for additional costs relating to a sewer line rehabilitation project; and
- \$60,000.00 for a sewer survey project that is related to an Inflow & Infiltration (I/I) project.

The balance of the Water & Sewer Capital Stabilization Fund before this vote is \$2,000,000.

DPW Commissioner Tim McGivern, Facilities Director Paul Righi, Fire Chief Todd Evans, Captain Barry Clemente and City Engineer Owen Wartella will be available to answer questions.

Respectfully submitted,

  
Breanna Lungo-Koehn  
Mayor



BREANNA LUNGO-KOEHN  
MAYOR

# City of Medford

## OFFICE OF THE MAYOR

City Hall - Room 202  
Medford, Massachusetts 02155  
Telephone (781) 393-2408

FAX: (781) 393-2514  
TDD: (781) 393-2516  
E-mail: mayor@medford-ma.gov

August 19, 2025

**Via Electronic Delivery**

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

**Re: Recommendation for the Medford Affordable Housing Trust Fund Board of Trustees**

I respectfully request and recommend that your Honorable Body approve the following candidate to serve on the Board of Trustees for the Medford Affordable Housing Trust Fund.

In accordance with the Medford Affordable Housing Trust Fund Ordinance, the Board of Trustees shall be appointed by the Mayor upon approval from the City Council. The Board must consist of seven members, including the Mayor or their designee. The Ordinance stipulates that the initial appointment of trustees must be staggered, with three members serving a one-year term and the remaining four serving a two-year term. Subsequent appointments and re-appointments (except for the Mayor's seat) will be for two-year periods.

Below is the recommended candidate with their initial term:

1. Teda Marie DeRosa – 2-year term

Furthermore, information on each candidate is provided to support the candidate recommendation submission.

Thank you for your kind attention to this matter.

Sincerely,

Breanna Lungo-Koehn  
Mayor



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

September 3, 2025

**Via Electronic Delivery**

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

**Re:** Recommendation for the **Community Preservation Committee**

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body confirm the appointment of **Myisha Majumder** of Medford to the **Community Preservation Committee** for a term to expire September 10, 2026.

Myisha will be present during the meeting.

Thank you for your kind attention to this matter.

Sincerely,

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

Breanna Lungo-Koehn  
Mayor



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

**REQUEST FOR EXPENDITURE FROM LAW DEPARTMENT CLAIMS OVER  
\$2,500.00 ACCOUNT #010-151-5762**

Date: September 3, 2025

To: The President and Members of the  
Honorable Medford City Council

From: Breanna Lungo-Koehn, Mayor *BLK*

Claimant Name: Judith Dean v. City of Medford  
Law Department File No. 21-44

Date of Accident: April 17, 2021

Date of Settlement: June 24, 2025

Date of Trial Result: N/A

Amount of Request: **\$3,448.36**

Claimant's Attorney: N/A

**Description of Alleged Claim:**

The claimant, Ms. Judith Dean of 78 Rural Avenue, Medford, seeks reimbursement for damages and expenses incurred due to damage to her property as a result of a sewer backup into her basement on April 17, 2021. The Department of Public Works has confirmed that the incident occurred. The blockage was cleared by the City Water and Sewer Department employees, led by Joe Sousa.

The necessary Release has been obtained from the claimant.

**Breakdown of Amount Requested:**

Medical Cost: -0-

Lost Wages: -0-

Property Damage: \$3,448.36

Other: -0-

Total Settlement: \$3,448.36



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

September 3, 2025

**Via Electronic Delivery**

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

**Re: Litigation Settlement**

Dear President Bears and Members of the City Council:

I respectfully request and recommend your Honorable Body enter Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation concerning the matter of Teamsters, Local 25 and the City of Medford, AAA# 01-24-0007-8702. I also recommend that the Council's agenda state in the executive session notice that "votes may be taken". Attorney Steven Johnson from KP Law will be present to provide the Council with guidance on this matter.

Thank you for your kind attention to this matter.

Sincerely,

  
Breanna Lungo-Koehn  
Mayor



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

September 3, 2025

**Via Electronic Delivery**

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

Re: Food Truck Permit

Dear President Bears and Members of the City Council:

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

**Business Name:** Chicken and Rice Guys

**Date + Time:** 9/27/2025  
12:00 PM – 4:00 PM

**Location:** Condon Shell in Medford

**Event:** Mystic River Celebration

**About the Event:** Spend the afternoon at the Condon Shell at Medford’s biggest arts festival! Watch live performances, browse local artisan crafts, get to know local businesses and organizations, eat food, and take part in any number of fun activities for all ages, including a Knucklebones play area for kids.

Thank you for your kind attention to this matter.

Sincerely,

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

Breanna Lungo-Koehn, Mayor

Honorable Clerk Antelope ~  
I Kindly Thank you for  
Your Attention.



RECEIVED  
CITY CLERK  
MEDFORD, MASS.

2025 AUG 26 AM 11:08

City Of Medford  
Massachusetts

August 25 2025

**PETITION**

To The Honorable City Council:

The undersigned respectfully request for:

(Please write brief request below)

\* The main TOPICS will focus pointedly @

Purpose, Tone of Council and Segregated Reports by  
Certain Depts to the Public

(1) Boring - Focused approach  
+ aims

(4) most importantly,  
Safety of the

(2) tone + purpose of Council Meetings Community  
(3) Environmental - Meeting by the Tree Wards

\* 1-2 sentences of meaningful comment on each of the above.

Petitioner's Name: Sharon D'Espresso

Date: August 25, 2025

Petitioner's Signature: Sharon D'Espresso

Residence: 130 Circuit Rd / Res Ave.

Place of Business (if applicable): N/A

Home/Cell Phone: 781 572-5130

Business Phone: 781 396-5248 (H)