



Medford City Council  
Medford, Massachusetts

## **Committee of the Whole, April 8, 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 5:30 P.M. in the City Council Chamber, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

Zoom Link: <https://us06web.zoom.us/j/84993264744>

Call-in Number: +13017158592,,84993264744#

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

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

### **CALL TO ORDER & ROLL CALL**

### **ACTION AND DISCUSSION ITEMS**

#### **25-048 - Offered by Kit Collins, Council Vice President**

Resolution to Meet on Parking Department Surveillance Report, GLX Parking Zone, and Parking Ordinance Updates

### **PAPERS IN COMMITTEE**

To view Papers in Committee, please email [ahurtubise@medford-ma.gov](mailto:ahurtubise@medford-ma.gov).

## **Adjournment**



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

Kit Collins, Council Vice President

**AGENDA ITEM**

**25-048** - Resolution to Meet on Parking Department Surveillance Report, GLX Parking Zone, and Parking Ordinance Updates

**FULL TEXT AND DESCRIPTION**

Be it resolved that the City Council meet on April 8th in Committee of the Whole to go over Parking Department related matters:

- Use of surveillance technology pursuant to Community Control Over Public Surveillance Ordinance
- Updates on Green Line Extension Parking Program
- Parking Ordinance Updates (Sec. 78-173. - Municipal employee and municipal business parking)

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. 2025-04-08\_LPR\_ImpactReport
2. 2025-04-08\_LPR\_SurveillanceUsePolicy
3. 2025-04-08\_RepealMunicipalEmployeeandMunicipalBusinessParkingOrdinance



# City of Medford

## PARKING DEPARTMENT

City Hall – Room 110  
85 George P. Hassett Drive  
Medford, MA 02155  
Telephone (781) 393-2463

### **City of Medford Parking Department License Plate Recognition Surveillance Impact Report**

1. SenSen License Plate Recognition technology (awaiting manufacturer product information). The parking department has two vehicles with license plate recognition cameras installed. The cameras are designed to detect and recognize license plates. Using the license plate information in combination with GPS coordinates and pre-programmed permit data, the system will alert when a vehicle is parked in violation of Medford's parking regulations.
2. The purpose of implementing the license plate recognition technology is to safely and efficiently enforce parking regulations in the city of Medford. The parking department has five full-time parking control specialists, and this technology allows the PCSs to verify whether vehicles are permitted to be on a specific street or in a specific parking lot. The LPR is more efficient than having the PCS walk each street and manually scan each plate.
3. The use of the LPR system is throughout the City, but enforcement is limited to streets with permit parking, municipal lots that are pay to park areas, and municipal lots that allow parking by permit only.
4. The original quote for the LPR system is attached. The originally quoted three-year cost for the License plate recognition equipment and associated installation, professional services, cloud hosting, and data storage is \$145,547.09. Between 7/1/2024 and 3/28/2025 the LPR technology was utilized in the issuance of 2965 citations with a minimum fine of \$25.00 each.
5. Currently, there are no adverse effects on civil rights or civil liberties that have been reported to the City. This technology is designed to identify license plates to determine whether a vehicle is in violation of city parking regulations, considering applicable staffing and operational considerations. Any photos captured by the LPR are subject to facial blurring to ensure de-identification, should a face be captured inadvertently in public, non-private spaces. All plate reads associated with a citation are retained by Gtechna, not the City. There is currently no long-term retention or reporting of data for vehicles not in violation of parking regulations. The parking control staff are trained to patrol all permitted streets on a regular basis without targeting specific streets, individuals



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or areas with greater frequency than others. The de-identified data captured by the LPR in public spaces is not readily available to Medford Police officers and zero requests from Medford Police for data captured by the LPR technology have been received.



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### **Surveillance Use Policy for the use of License Plate Recognition Technology**

1. Purpose: The use of License Plate Recognition Technology (LPR) is intended to aid in enforcement of the City's parking regulations.
2. Authorized Use: LPR will be used only by select authorized City officials to verify whether a vehicle parked in a public area in the City of Medford has valid credentials for the area in which it is parked.
  - a. Each authorized use will be limited to enforcing current state and local parking regulations.
  - b. Any use of LPR outside of the enforcement of parking regulations is strictly prohibited.
  - c. Data will be collected and analyzed by trained Parking Control Specialists during their working hours at City Hall for use in determining a vehicle's parking credentials.
3. Data Collection: LPR technology detects license plates and stores an image of each license plate scanned as well as the GPS coordinates of the location of the license plate.
  - a. Data not assigned to a parking violation will be maintained in accordance with the Municipal Records Retention Schedule. Data assigned to a parking violation is retained as proof of a violation of parking regulations consistent with records retention requirements.
  - b. Any photos of faces inadvertently captured in the background of license plate images will be automatically blurred and provided in a de-identified manner.
4. Data Protection
  - a. Only authorized users of Gtechna Command Center may access LPR plate scans. The database is protected by passwords.
5. Data Retention
  - a. Data assigned to a parking violation is retained as proof of a violation of parking regulations in accordance with the requirements of the records retention schedule relative to ticketing and any potential appeals.
  - b. Data will be audited quarterly by the parking director or, the parking control foreman, as designated to ensure secure and compliant records retention for the limited purpose of parking enforcement.
6. Surveillance Data Sharing: At this time, the City of Medford's Parking Department is not seeking to share access to the surveillance technology or data with any other agency, department, bureau, division, or unit.



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7. Demands for Access to Surveillance Data: Surveillance Data will only be made available to government entities or third parties if specific data is subpoenaed and still available, and/or required by law to be provided including court order or the Public Records Law, while analyzing applicable Public Records Law exemptions that may apply.
8. Auditing and Oversight: Only authorized City users will have access to LPR data. Authorized users currently include the Parking Director, parking clerks, and the parking control foreman.
9. Complaints: Complaints or concerns from the public regarding the use of LPR can be submitted to the Parking Department in person or in writing with a response to be provided within 14 calendar days of receipt of the inquiry. The Parking Director will be responsible for assuring all inquiries regarding LPR technology will receive a response within 14 calendar days.



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

April 3, 2025

**Via Electronic Delivery**

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

**Re: Chapter 78, Article III, Division 2, Subdivision I, Sec. 78-173 - Municipal employee and municipal business parking.**

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body repeal Sec. 78-173, Municipal employee and municipal business parking, of Chapter 78, Article III, Division 2, Subdivision I, which reads as follows:

**Sec. 78-173. - Municipal employee and municipal business parking.**

(a) Purpose. The following described area shall be a municipal parking lot to be used solely for the purposes set forth in this section:

- (1) Parking of motor vehicles of municipal employees.
- (2) Temporary parking of vehicles of persons conducting business of a municipal nature in the city hall.

(b) Description of area. The following described area shall be a municipal parking lot; provided, nevertheless, that during the hours 7:30 a.m. to 5:30 p.m., Monday thru Friday inclusive, and excluding Saturdays, Sundays and holidays, the area described shall be used solely for the purposes set forth in subsection (a) of this section. The parking area surrounding city hall generally bounded by Salem Street to the north, Clipper Ship Drive to the east, the vacant parcel owned by the city (parcel 4 on Assessors Plan M-9) to the south and City Hall Mall to the west, totalling approximately 96 parking spaces.

(c) Penalty for violation of section. Persons violating this section shall be subject to a fine of \$10.00, and for towing costs.

The reason for this request is due to the fact that during the City's extensive work to catalog and identify all historical votes taken by the Traffic Commission, the City found that the Traffic Commission had not previously voted any requirements for the parking area surrounding City Hall. As a result, the City presented to the Commission a request to restrict the south side lot (rear of City Hall) to employees only with 4 handicap placard parking only spaces, one space dedicated to any Veteran, two electric vehicle charging spaces, and the north side lot (front of City Hall) to visitors parking only, which the Commission discussed and approved on January 14, 2025. Per the Traffic Commission's minutes:

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





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

2025-09      City Hall Parking Lot – new parking restrictions – Jim Silva  
Jim Silva in attendance. Gave presentation. Restrict parking in south side lot to  
City Employees Only (4 HP spaces and 1 Veteran space will remain) and front of  
building City Hall Business (2 HP spaces and 1 Veteran space will remain)  
Motion by Alicia Hunt to Approve  
Second:    Steve Burzinski  
Vote:      4 – 0 1 vacancy APPROVED

The above changes allow the City to update the signage at City Hall and enforce parking restrictions, whereas the City has been unable to enforce parking restrictions given the prior lack of parking restrictions voted by the Traffic Commission and signage that is consistent with such vote. We have found that there are commuters who are parking in the lot and using the bus or walking over to Harvard Vanguard and these additional cars are causing there to be insufficient parking for employees. Furthermore, it is important that we make these adjustments to get ready for the excavation work that needs to be completed in the Upper City Hall Mall Lot (known as the Commuter Lot, adjacent to the Hyatt property), as well as the future redevelopment of all 3 City owned lots.

In the City's preparations to replace the signage, communicate the changes, and implement, Parking Director Sarah McDermod identified the above referenced Ordinance, which should be repealed, to ensure that there is no inconsistency in the City's legal authority to implement the parking restrictions voted by the Traffic Commission. The City's planning is still underway with how it will communicate with the public on these changes, but the communication will include some combination of robo calls, social media and signage for the south side lot (rear of City Hall) and enforcement will include a grace period. Visitors will have full access to all 19 spots in front of City Hall which will clearly and repeatedly communicated to the public.

Respectfully submitted,

Breanna Lungo-Koehn  
Mayor