



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

June 21, 2024

Via Electronic Delivery

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

Re: Medford Housing Authority Appointment

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body, in accordance with M.G.L. c. 121B §5, confirm the appointment of the following individual for a 5-year term through March 1, 2029, as the "representative of organized labor" as cited in the referenced statute:

- *James R. Lister, Representative of Organized Labor, 193 Winthrop Street, Medford, MA 02155*

A copy of the appointment letter is attached.

Thank you for your kind attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Breanna Lungo-Koehn".

Breanna Lungo-Koehn
Mayor

Enc: Resume for James R. Lister



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

June 14, 2024

Via First Class Mail

Jim Lister
193 Winthrop Street
Medford, MA 02155

Dear Jim Lister:

Thank you for your continued interest in serving on a board with the City of Medford.

Pursuant to Section 52 of the Medford City Charter and §5 of Chapter 121B of the Massachusetts General Laws, I hereby re-appoint **Jim Lister** as a member of the **Medford Housing Authority**, so established, and I certify in my opinion that he is a person specifically fitted by education, training, or experience to perform the duties of said office, and I make the appointment in the best interest of the City of Medford.

This appointment is for five years expiring on March 1, 2029.

Please contact the Office of the Medford City Clerk to be sworn in at your convenience.

Thank you for your commitment and dedication to the City of Medford.

Sincerely,

Breanna Lungo-Koehn
Mayor
City of Medford

BLK



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MAYOR

City of Medford

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June 14, 2024

Via Hand Delivery

Mr. Adam L. Hurtubise
City Clerk
City of Medford
Medford City Hall, Room 103
85 George P. Hassett Drive
Medford, MA 02155

Dear Mr. Clerk:

Pursuant to Section 52 of the Medford City Charter, I hereby re-appoint **Jim Lister** to the position of member of the **Medford Housing Authority**, so established, and I certify that in my opinion they are a person specifically fitted by education, training or experience to perform the duties of said office, and I make the appointment solely in the interest of the city.

This appointment will expire on March 1, 2029.

Signed,

Breanna Lungo-Koehn
Mayor
City of Medford

6/13/24
Date

JAMES LISTER

HOUSING COMMISSIONER

PROFESSIONAL SUMMARY

Accomplished International Vice President with a proven track record at the International Association of Heat & Frost Insulators and Allied Workers, adept in regulatory compliance and team building. Spearheaded growth strategies, improved operational efficiencies, and excelled in representing the company at key industry events. Experienced in fostering long-term relationships and enhancing union strength to address labor shortages.

EXPERIENCE

International Vice President

September 2022 - Present | International Association of Heat & Frost Insulators and Allied Workers, Lanham, MD

- Part of a strategic team to grow and strengthen our Industry. To position our Union to meet the demands of the up and coming Labor shortages.
- Provided leadership in developing corporate vision, mission, values, and culture.
- Developed growth plans by identifying key targets.
- Represented company at industry events and conferences.
- Identified areas of improvement within various departments through detailed analysis of current practices.

Business Manager

June 2018 - September 2022 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

- Managed the day-to-day operations of the Union including scheduling resources, monitoring workflow and ensuring deadlines are met.
- Developed long-term relationships with contractors through regular contact and follow up activities.
- Provided leadership in the development of policies, procedures, processes, systems, controls.

Union Trustee

July 2002 - December 2020 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

CONTACT

- ☎ (781) 507-3692
- ✉ jimlister@comcast.net
- 📍 Medford, Massachusetts 02155

SKILLS

- Conflict Resolution
- Regulatory Compliance
- Process Improvement
- Team Building

- One of the Representatives on the Union side that oversaw the Pension and Health and Welfare Funds of Local 6 Boston, which represented over 1000 participants.

Business Agent

January 2016 - June 2018 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

- I was responsible for supplying manpower to signatory contractors.
- 600 member Local with over 20 Contractors
- Responsible for filling all labor calls.

President

June 2015 - January 2016 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

- Conducted Union business on behalf of the membership. Chaired Union Meetings. Oversaw the Business Manager and Agent.

Vice President

June 2012 - June 2015 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

Chaired the Executive Board and meetings.

Foreman

September 1979 - January 2015 | Heat & Frost Insulators Local ^ Boston, Boston, Massachusetts

Worked for signatory Contractors installing Mechanical Insulation at various locations throughout Massachusetts. Directed Manpower on a daily basis and ordered material to be installed depending on crew size. Always met dead lines and finished jobs ontime and under budget with no call backs.

Responsible for Safety compliance from all workers under my supervision.

Medford Housing Commisisoner

June 2023 - Present | International Association of Heat & Frost Insulators and Allied Workers, Lanham, MD

EDUCATION

Trustee in Pension Funds

International Foundation for Employee Benefit Plan, various

CERTIFICATIONS

- Massachusetts Builders License

REFERENCES

References available upon request