



Medford City Council
Medford, Massachusetts

The Sixteenth Regular Meeting, September 30, 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/j/86576484230?pwd=87EMBiDvtrVWjoYbAtZkyCLISgUYPr.1>

Call-in Number: +16469313860,,86576484230#,,,,*806587#

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

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

CALL TO ORDER & ROLL CALL

SALUTE TO THE FLAG

ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS, AND RECORDS

Records

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

The Records of the Special Meeting of August 19, 2025 were passed to Councilor Tseng

The Records of the Meeting of September 9, 2025 were passed to Councilor Callahan

PETITIONS, PRESENTATIONS, AND SIMILAR PAPERS

25-146

Petition for a Common Victualler's License - Tea Bar Nails and Lashes

MOTIONS, ORDERS, AND RESOLUTIONS

25-147 - Offered by Matt Leming, City Councilor, Isaac Bears, Council President

Resolution to Support Workers at Medford Rehab & Nursing Center and Their Efforts for Fair Compensation

25-148 - Offered by Matt Leming, City Councilor

Resolution to Discuss Implementation of New City Waste Removal Contract

25-149 - Offered by Isaac Bears, Council President

Resolution to Establish a Recruitment and Hiring Process for the City Clerk

25-150 - Offered by Isaac Bears, Council President

Executive Session Minutes - Request for Executive Session (Votes May Be Taken)

COMMUNICATIONS FROM CITY OFFICERS AND EMPLOYEES

25-151

Submitted by Office of Planning, Development, and Sustainability

Proposed Amendments to the Medford Zoning Ordinance - SSNCD Map Change (for referral to the Community Development Board)

PUBLIC PARTICIPATION

To participate outside of Zoom, please e-mail AHurtubise@medford-ma.gov.

Sharon Deyeso

UNFINISHED BUSINESS

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
-----------------	----------------	-------------------------------

ADVERTISED	SEPTEMBER 18, 2025	MEDFORD TRANSCRIPT & SOMERVILLE JOURNAL
------------	--------------------	--

IN CITY COUNCIL	SEPTEMBER 30, 2025	ELIGIBLE FOR THIRD READING
-----------------	--------------------	-------------------------------

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

IN CITY COUNCIL	FEBRUARY 6, 2024
-----------------	------------------

TABLED

25-103 **Proposed Amendments to the Medford Zoning Ordinance
- Other Corridors Districts (for referral to the CDB)**

IN CITY COUNCIL	SEPTEMBER 9, 2025
-----------------	-------------------

TABLED

25-124 **Tree Committee Ordinance**

IN CITY COUNCIL	SEPTEMBER 9, 2025
-----------------	-------------------

TABLED

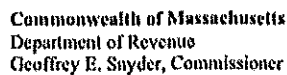
Reports Due/Deadlines

<u>16-574</u>	University Accountability Report (Next Report Due in November 2025)
----------------------	--

<u>22-026</u>	Quarterly Presentation on City's Financial Health by Chief Financial Officer/Auditor
----------------------	---

<u>22-027</u>	Monthly Copy of Warrant Articles from Chief Financial Officer/Auditor
----------------------	--

Adjournment



Letter ID: L0998198368
Notice Date: September 18, 2025
Case ID: 0-003-066-545

CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE

THONG DUONG
315 CENTRAL ST
SAUGUS MA 01906-2342



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

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): FANCY'S NAILS DBA Tea Bar

Address: 61 LOCUST ST

City/State/Zip: MEDFORD, MA 02155-5789 Phone #: _____

Are you an employer? Check the appropriate box:

- | | |
|---|---|
| <p>1. <input checked="" type="checkbox"/> I am a employer with <u>2</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|---|---|

Type of project (required):

6. ☐ New construction
7. ☐ Remodeling
8. ☐ Demolition
9. ☐ Building addition
10. ☐ Electrical repairs or additions
11. ☐ Plumbing repairs or additions
12. ☐ Roof repairs
13. ☐ Other _____

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

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

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

Insurance Company Name: The Hartford

Policy # or Self-ins. Lic. #: 08WECBU7WNP Expiration Date: 07/01/2026

Job Site Address: _____ City/State/Zip: _____

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: [Signature] Date: 09/10/2025

Phone #: 617-396-6917

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. ☐ Electrical Inspector 5. ☐ Plumbing Inspector 6. ☐ Other _____

Contact Person: _____ Phone #: _____

INFORMATION PAGE

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

INSURER: Hartford Accident and Indemnity Company
ONE HARTFORD PLAZA HARTFORD CT 06155



NCCI Company Number:
Company Code: 5

10448

POLICY NUMBER:
Previous Policy Number:

08 WEC BU7WNP

New

Suffix
LARS RENEWAL

1. **Named Insured and Mailing Address:** FANCY'S NAILS
(No., Street, Town, State, Zip Code) 61 LOCUST ST
MEDFORD MA 02155

FEIN Number: 81-0966714

State Identification Number(s):

The Named Insured is: Corporation
Business of Named Insured: Snack and Nonalcoholic Beverage Bars
Other workplaces not shown above:

2. **Policy Period:** From 07/01/25 To 07/01/26 ANNUAL
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: THUY AN INSURANCE AGENCY
969 DORCHESTER AVENUE
DORCHESTER MA 02125

Producer's Code: 08089102

Issuing Office: THE HARTFORD BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251
(866) 467-8730

Total Estimated Annual Premium: \$365

Deposit Premium:

Policy Minimum Premium: \$207 MA

Audit Period: ANNUAL

Installment Term: Full Pay (100%Down)

The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan L. Castaneda
Authorized Representative

07/29/25
Date

3. A. Workers Compensation Insurance: Part one of the policy applies to the Workers Compensation Law of the states listed here: MA

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A.

The limits of our liability under Part Two are:

Bodily injury by Accident	\$100,000	each accident
Bodily injury by Disease	\$500,000	policy limit
Bodily injury by Disease	\$100,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any , listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. This policy includes these endorsements and schedule:

SEE ENDORSEMENT-WC 99 03 68

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
Total Standard Premium			\$168
Expense Constant			\$159
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement			\$8
Other Miscellaneous State Premiums			\$20
Estimated Annual Premium (before Surcharges)			\$355
Total Estimated Surcharges			\$10

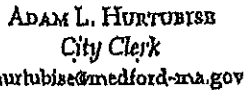
*See the attached Schedule(s) of Operations for Location and State Level Premium Information

Total Estimated Annual Premium: \$365
Deposit Premium:
Policy Minimum Premium: \$207 MA

Interstate/Intrastate Identification Number: Refer to Schedule of Operations

Labor Contractors Policy Number:

NAICS: 722515
 SIC: 5812



Page 13 of 41



City of Medford
Massachusetts

OFFICE OF THE CITY CLERK

DATE 8/6/25

TO: THE BOARD OF HEALTH

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

Tee Bar Nails + Lashes
APPLICANT NAME

61 Locust St. Medford, MA
STREET ADDRESS

TELEPHONE NO. 617-396-6917

Thongt7799@gmail.com
REPORT BY THE BOARD OF HEALTH OF CONDITIONS

Do you approve of granting this LICENSE? Yes

What are the sanitary conditions? Yes

ENVIRONMENTAL REPORT

[Signature]
BOARD OF HEALTH INSPECTOR



City of Medford
Massachusetts

OFFICE OF THE CITY CLERK

DATE 8/6/25

TO: TREASURER/COLLECTOR

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

Tea: Bar nails + Lashes
APPLICANT NAME

61 Locust St.
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 _____

Justin M. Oshesky
TREASURER/COLLECTOR

1. 2. 3. 4.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

1.

1.



City of Medford
Massachusetts

OFFICE OF THE CITY CLERK

DATE 8/10/25

TO: MEDFORD FIRE CHIEF

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

Tea Bar Nails + Lashes
APPLICANT NAME

61 Locust St. Medford
STREET ADDRESS

TELEPHONE NO. 617 - 396-6917

REPORT OF THE FIRE CHIEF

Does this property conform to FIRE DEPARTMENT REGULATIONS?

no obvious violations observed

Capt. Spencer
8/12/25

MEDFORD FIRE CHIEF



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

City of Medford
OFFICE OF THE CITY CLERK

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 8/6/25

The following is a Traffic Impact Report on a Common Lic
LICENSE application of Tea Bar Nails + Lashes
located at 61 Locust St. Medford

No traffic impact anticipated

Signed:

Chief Paul F. Pina
MEDFORD Chief of Police



City of Medford, Massachusetts

Office of the City Clerk

To: The Medford Building Commissioner

Date: 8/6/25

A PETITION for a NEW COMMON VICTUALLER LICENSE

has been received from:

Tea Bar nails + Lashes
Applicant Name/DBA

61 Locust St, Medford, MA 02155
Establishment Street Address

617 - 396 - 6917
Telephone No./Email Address

REPORT OF THE BUILDING COMMISSIONER

Does this Property conform to Zoning Regulations?

YES

Parcel #

Zoning District

Proposed Zoning Use

(see Table B4-A)

[Signature]
Signature/Building Commissioner

8/7/2025
Date

RECEIVED
CITY CLERK
MEDFORD, MASS.

BUSINESS CERTIFICATE NO.

New ☒ Renewal ☐

Fee: \$30.00

7025 MAY 29 PM 12:13

THE COMMONWEALTH OF MASSACHUSETTS

CITY OF MEDFORD

132

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:

TEA BAR NAILS & LASHES

61 LOCUST ST, MEDFORD, MA

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

FULL NAME

RESIDENCE

THONG THANH DUONG (Tax ID# 810966714)

NHUNG TUYET HO

315 CENTRAL ST, SAUGUS, MA 01906

E-Mail Address THONGD7799@ Phone Number 617-396-6917

Gmail.com

Signed

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex

County

MAY 29

2025

Personally, appeared before me the above-named

Thong Thanh Duong

and made oath that the foregoing statement is true.

(seal)

C. Panto

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 29, 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: _____

Title: _____

City Clerk's Office

85 George P. Hassett Drive, Room 103

Medford, MA. 02155

781-393-2425



Medford City Council
Medford, Massachusetts

MEETING DATE

September 30, 2025

SPONSORED BY

Matt Leming, City Councilor, Isaac
Bears, Council President

AGENDA ITEM

25-147 - Resolution to Support Workers at Medford Rehab & Nursing Center and Their Efforts for Fair Compensation

FULL TEXT AND DESCRIPTION

Whereas, workers at the Medford Rehabilitation & Nursing Center are the lowest-paid workers in 1199SEIU, with the average CNA making only \$17 dollars per hour, with employees with more than 35 years of experience in the facility making no more than \$22.89 per hour; and,

Whereas, the housekeeping and dietary department makes only \$16.37 per hour with no pay scale; and

Whereas, bargaining has been ongoing since June, with the workers fighting for adequate pay raises; and

Whereas, Medford Rehab & Nursing has listed over 64 CNAs who have been hired and then left in under one year; and

Whereas, a significant portion of the workers are Haitian refugees working under TPSs, who send what little they can back to their struggling families in Haiti, leaving even less for themselves; and,

Whereas, the workers at Medford Rehab & Nursing Center are holding a picket on Thursday, October 2nd from 2PM to 4PM; now, therefore:

Be it Resolved by the Medford City Council that we stand with the union workers at Medford Rehab & Nursing Center and offer our full support to their efforts to win a fair contract with strong compensation and benefits for the essential work that they do.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

September 30, 2025

SPONSORED BY

Matt Leming, City Councilor

AGENDA ITEM

25-148 - Resolution to Discuss Implementation of New City Waste Removal Contract

FULL TEXT AND DESCRIPTION

Whereas, the City of Medford entered into a new Waste Removal contract last year; and

Whereas, this new contract created a policy that condominium complexes over a certain size would not receive city-provided waste removal services; and

Whereas, certain townhouse condominium complexes in Medford are more similar to homes with fewer than 4 units than large residential buildings; now, therefore:

Be it Resolved by the Medford City Council that we request an update from the City Administration regarding the waste removal contract and the possibility of continuing city-provided waste removal services for residential condominium properties that are laid out as townhouses.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Medford City Council
Medford, Massachusetts

MEETING DATE

September 30, 2025

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

25-149 - Resolution to Establish a Recruitment and Hiring Process for the City Clerk

FULL TEXT AND DESCRIPTION

Whereas, City Clerk Hurtubise has informed the City Council that he will resign from his position as City Clerk effective December 31, 2025; and,

Whereas, the City Council thanks Clerk Hurtubise for his years of dedicated service to the residents of the City of Medford and to this City Council; and,

Whereas, the City Council President has worked with the City Solicitor and Director of Human Resources to outline a recruitment and hiring process for the appointment of a City Clerk for the City of Medford; now, therefore:

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

Recruitment and Hiring Process for City Clerk

Step 1: Human Resources Requisition Form

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

Step 2: Advertisement of Position

- The position will be posted on the City's website and advertised externally as with all department head positions and on specific industry sites such as Massachusetts Municipal Association, Betterteam, and specialty sites if applicable.

- Timeframe: job posting will remain active on the City's website for a minimum of two weeks. If there is not enough interest in the position, we will keep it open until filled.
- After the two-week period, the position will be closed in BetterTeam, unless it becomes designated as "open until filled," in which case it will remain open until sufficient qualified candidates have applied, then it will be closed.
- Human Resources will be responsible for reviewing applications received on BetterTeam. The City Council President will have access to those applicant submissions that meet the minimum qualifications and requirements of the position.

Step 3: Interview Process

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

Step 4: City Council Appointment

- Once the final candidates are selected, HR will schedule final interviews before the City Council.
- The City Council will appoint one of the candidates by majority vote.
- A Conditional Offer is issued to the person appointed by the City Council by the Director of HR at Salary Step I, subject to education and experience, and a CORI will be conducted.
- Required Education/License Credentials will be collected during the onboarding process.

- Upon receiving satisfactory results of all conditions, the candidate will be required to complete the onboarding process.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Job Description - City Clerk



City of Medford – Job Description - City Clerk

Position Title:	City Clerk	FLSA (Ex/Non-Ex):	Exempt
Department/Division:	City Clerk's Office	Reports To:	See Supervision
Salary Range:	See Salary Grade Scale	Union/Grade:	Non-Union/CAF-19
HR Contract:	Human Resources Office/204	HR Telephone:	781-475-5640

POSITION OVERVIEW:

The City Clerk is the official keeper of records for the city including but not limited to, Vital Statistics (birth, marriage, and death certificates), City Council records, Ordinances and other official documents.

ESSENTIAL FUNCTIONS: *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Serves as Clerk to the City Council and to all Council Committees.
- Creates and maintains City Council agendas and records; attends all City Council and committee meetings and creates public records of events; functions as liaison between various municipal departments and City Council.
- Serves as the City's frontline customer service department for residents and visitors seeking vital records, information, or comparable documentation.
- Registrar of Vital Statistics for the City; oversees and participates in the creation, maintenance, recording, and issuance of certified copies of birth, death and marriage certificates, submits reports to the state and other authorities as required.
- Responsible for the receipt, recording and maintenance of all official public records including road layouts, general and zoning bylaws, personnel bylaws, ordinance bylaw, business certificates, professional registrations, conflict of interest disclosures, historical records, meeting minutes of municipal boards and committees, etc.
- Responsible for updating City Administration and City Website, recording all updated ordinances, charter review and muni codes.
- Works with the Director of Human Resources on all personnel issues as they relate to the Clerk's Office including, but not limited to, coaching, training, supervisory, personnel discipline, etc.
- Responsible for the development and implementation/organization of management practices regarding the management of filing or storage of official municipal documents.
- Assists in managing FOIA requests as needed.
- Serves as the "Keeper of the Seal"; seals and attests by signature, to local ordinances, resolutions, contracts, easements, bonds, and other documents requiring City certification.
- Administers the oath of office for all municipal officials, keeping records of oaths, bonds, resignations, etc.
- Conducts genealogy research, notarizes documents, records and certifies cemetery deeds, records pole hearings and pole locations in record book, certifies paperwork for pole hearings.
- Performs marriages in accordance with laws and policy.
- Performs other related job duties as required by law, City Council, Mayor or designee.

MINIMUM QUALIFICATIONS: *Any equivalent combination of the below-listed education, training, certification, and experience is qualifying.*

- Bachelor's degree in public administration, political science, or related field with 3 years of related business administration, customer service, or bookkeeping experience, and 5 years of related experience in a supervisory capacity.



City of Medford – Job Description - City Clerk

Beneficial:

- Experience managing a high-volume office.
- Municipal government experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of local, state, and federal statutes and regulations applicable to the duties and responsibilities relating to a City Clerk's office; administration, secretarial practices, financial record keeping, and automated office systems; office software including word processing, spreadsheet applications, website, and the Internet in support of department operations in support of department operations; municipal government operations and public meeting protocols in accordance with the method chosen by the City.
- Strong communication, problem-solving, and customer-service skills. Effective leadership and supervisory skills; proficient skill in operating personal computers and related software; proficient record keeping skills.
- Ability to multi-task and manage conflict; communicate effectively both orally and in writing; maintain good public relations and to maintain effective collaborative working relationships with municipal departments, fellow employees, federal, state, and local officials, and the general public, and to respond in a courteous and professional manner; meet deadlines; work independently; conduct research and respond to a variety of inquiries; establish and maintain detailed record keeping systems; deal effectively with frequent interruptions and time deadlines; establish and maintain detailed and accurate record keeping systems.

PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS: *The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.*

- Performs administrative work in an office environment. Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment weighing up to 30 lbs. Applies motor skills to move objects, file, and sort documents, and use office equipment such as telephones and computers. Routinely reads documents for general understanding and analytical purposes, including handwriting, forms, and reviews detailed information displayed on a computer screen.

CONFIDENTIALITY:

5.2. The employee has regular access to confidential records and information at the department level, requiring discretion in interactions, attention to detail in handling information and records, and responsibility for following security protocols.

JUDGMENT AND COMPLEXITY:

3.1. The work involves serving as a recognized authority in interpreting and applying guidelines such as executive, administrative, or organizational policies, general principles, regulations, legislation, and directives that pertain to specific functional areas. The employee develops policies and methods to implement such guidelines and requirements.



City of Medford – Job Description - City Clerk

NATURE AND PURPOSE OF CONTACTS:

4.1. Contacts are with co-workers, the public, representatives of organizations, boards, and committees, and groups, and involve interactions with those who have conflicting opinions or objectives, diverse points of view, or differences where achieving compromise is required to secure support, concurrence, or compliance.

SUPERVISION RECEIVED: Works under the general direction of the City Council, or designee.

1.2. DEPARTMENTAL: The employee works from policies, goals, and objectives, establishes short-range plans and objectives, and departmental performance standards, and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy is required or requested; exercises control in the development of departmental policies, goals, objectives, and budgets; and is expected to resolve matters for divisions/departments under their control.

SUPERVISION EXERCISED:

2.2. DEPARTMENTAL/DIVISIONAL: The employee is accountable for the direction objectives and programs accomplished through others; analyzes program objectives, determines the various departmental work operations needed to achieve them, estimates the financial and staff resources required, allocates available funds and staff, reports periodically on the achievement and status of objectives, and recommends new goals; formulates or recommends program goals and develops plans for achieving short and long-range objectives; and determines organizational structure, operating guidelines, and work operations.

SCHEDULE: Full-time (35 hours/week), nights and weekends may be required.

Department Head:		Date:	
Approved By – Director of HR:	Director of HR	Date:	
Last Updated By:	Human Resources Office	Date:	
Union Approval/If Applicable:		Date:	
Employee:		Date:	



Medford City Council
Medford, Massachusetts

MEETING DATE

September 30, 2025

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

25-150 - Executive Session Minutes - Request for Executive Session (Votes May Be Taken)

FULL TEXT AND DESCRIPTION

I request that the Council enter executive session to review executive session minutes from the August 19, 2025 Special Meeting pursuant to General Laws, Chapter 30A, section 22(g)(1), which states that "[t]he public body, or its chair or designee, shall, at reasonable intervals, review the minutes of executive sessions to determine if the provisions of this subsection warrant continued non-disclosure. Such determination shall be announced at the body's next meeting and such announcement shall be included in the minutes of that meeting."

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



City of Medford

Office of Planning, Development and Sustainability

City Hall - Room 308
85 George P. Hassett Drive
Medford, Massachusetts 02155

Contact:
(781)393-2480
Fax: (781)393-2342
ocd@medford-ma.gov

To: City Council President Zac Bears and Honorable Members of the City Council
From: Danielle Evans, Senior Planner, Office of Planning, Development, and Sustainability *on behalf of* the City of Medford Community Development Board
Date: September 25, 2025
RE: Proposed Amendment to the Salem Street Neighborhood Corridor District

The City of Medford Community Development Board ("CDB") held a public meeting on September 17, 2025 to consider a request from Mayor Lungo-Koehn to initiate a zoning amendment to the Salem Street Neighborhood Corridor District in accordance with the provisions of M.G.L. c.40A, s. 5. The proposed amendment, as described in the attached memorandum from Mayor Lungo-Koehn to the CDB dated September 15, 2025, would amend the zoning map to change the designation from MX-2 to MX-1 for the parcels within the Salem Street and Park Street node as shown on the map entitled, "Salem Street Corridor Zoning" dated March 3, 2025.

Board members present at the meeting were Acting Chair Adam Behrens, Member John Anderson, Member Sean Beagan, Member Doug Carr, and Member Dina Colagerro. Chief of Staff, Nina Nazarian appeared before the Board and presented the request. After consideration of the request, the CDB voted unanimously 5-0 to submit the zoning amendment to City Council as presented.

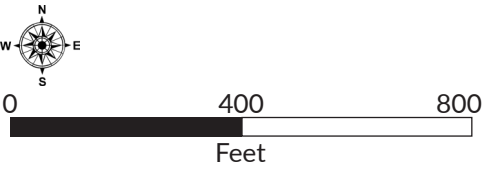
cc: Breanna Lungo-Koehn, Mayor
Nina Nazarian, Chief of Staff
Alicia Hunt, Director of Planning, Development, and Sustainability
Andrew Dowd, Acting City Clerk
Richard Eliseo, Assistant City Clerk



Salem St Corridor

Zoning LEGEND

- Mixed-Use 1
- Mixed-Use 2
- Commercial
- MR



Date: 03/03/2025

This map was produced in March 2025 by Innes Associates for the City of Medford using data from MassGIS: "Bureau of Geographic Information (MassGIS), Commonwealth of Massachusetts, Executive Office of Technology and Security Services".





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

September 15, 2025

Via Electronic Delivery

Community Development Board
Medford City Hall, Room 308
Medford, MA 02155

Re: Salem Street Corridor Zoning Amendment

Dear CD Board Members:

As you know, on March 5, 2025, the Community Development (CD) Board voted to recommend the addition of the Salem Street Corridor District to the City's Zoning Ordinance, along with related amendments (e.g., amendments to the Table of Use Regulations, Dimensional Requirements, etc.) for the City Council's consideration.

One of the CD Board's recommendations was to designate the Salem Street/Park Street node as Mixed-Use 1 (MX-1). However, the City Council did not accept that recommendation and instead designated that node as Mixed-Use 2 (MX-2). Given the significant height differences between MX-1 and MX-2, and in light of concerns I have heard from the community, I continue to support the CD Board's original recommendation.

In accordance with M.G.L. c. 40A, § 5, a Zoning Ordinance/Map Amendment may be initiated "...by a planning board...". Therefore, I respectfully request that the CD Board formally initiate the attached amendment to the Zoning Ordinance and Zoning Map and support a request for the City Council to reconsider the designation.

Respectfully yours,


Breanna Lungo-Koehn

Mayor

Enclosure

cc: Danielle Evans, Senior Planner
Alicia Hunt, Planning, Development and Sustainability Director
Scott Vandewalle, Building Commissioner

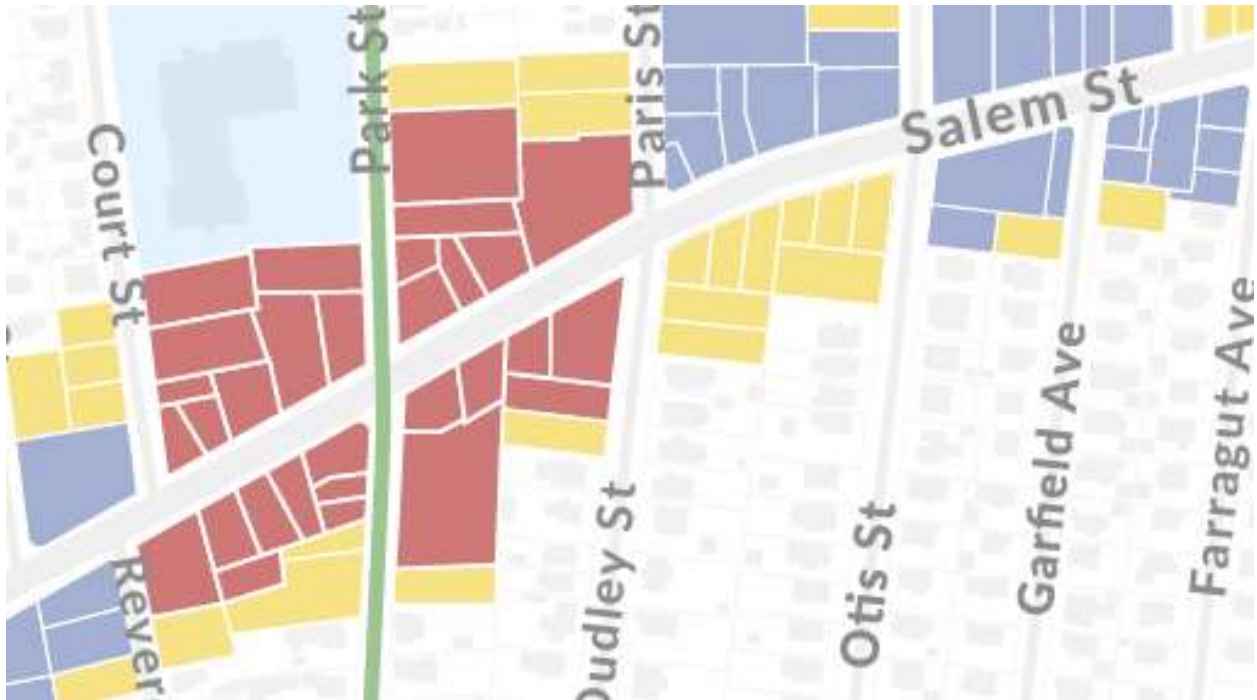
**85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org**



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





Proposed Zoning Ordinance and Map Amendment

That the Medford City Council approve an amendment to the City of Medford Zoning Ordinance and Zoning Map to rezone the land shown on the map below from the Mixed Use-2 Zoning District to the Mixed-Use 1 Zoning District.



Salem Street Corridor

Zoning Legend

-  Mixed-Use 1
-  Mixed-Use 2
-  Commercial
-  Multi-unit Residential

85 George P. Hassett Drive, Medford, MA 02155
781-396-5500 * www.medfordma.org

Honorable Clerk Antikides ~
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)

* Sept. 9 Council Meeting
[if meeting agenda is full - Sept. 23]

* The main TOPICS will focus primarily @
Purpose, Tone of Council and Requested Reports by
Certain Depts to the Public

(1) Boring - ^{Focused} approach
+ aims

(4) most importantly,
Safety of the
Community

(2) tone + purpose of Council Meetings

(3) Environmental Meeting by the Tree Warden

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

Petitioner's Name: Sharon Deyero

Date: August 25, 2025

Petitioner's Signature: Sharon Deyero

Residence: 130 Circuit Rd / Pleasant Ave.

Place of Business (if applicable): NA

Home/Cell Phone: 781 572-5130

Business Phone: 781 396-5278 (H)