



**24-033 - Offered by Kit Collins, Council Vice President**

Planning and Permitting Committee, March 26, 2025, Report

**22-379 and 22-453 - Offered by Emily Lazzaro, City Councilor**

Public Health and Community Safety Committee, April 1, 2025, Report

**24-069, 24-354 and 25-041 - Offered by Matt Leming, City Councilor**

Resident Services and Public Engagement Committee, April 2, 2025, Report

**HEARINGS**

**25-036**

Petition to Amend Special Permit - 282 Mystic Ave

**MOTIONS, ORDERS, AND RESOLUTIONS**

**25-053 - Offered by Justin Tseng, City Councilor**

Gender-Affirming Care and Reproductive Healthcare Ordinance

**25-054 - Offered by Matt Leming, City Councilor, Emily Lazzaro, City Councilor**

Vacant Building Ordinance

**25-055 - Offered by Emily Lazzaro, City Councilor, Isaac Bears, Council President**

Resolution to Support the Release of Rumeysa Ozturk

**25-056 - Offered by Isaac Bears, Council President**

Resolution to Calling on MassHealth to Enforce Authority Pertaining to Provision of Applied Behavioral Analysis Services to Massachusetts Children with Autism Spectrum Disorder

**25-057 - Offered by Kit Collins, Council Vice President, Justin Tseng, City Councilor**

Resolution to Create and Distribute Know Your Rights Information

**25-058 - Offered by George Scarpelli, City Councilor**

Resolution to Request Report on Tree Removals at Capen Park

**25-059 - Offered by George Scarpelli, City Councilor**

A Resolution Encouraging Peace, Unity, and Constructive Dialogue on the Israel-Palestine Conflict and Condemning Antisemitism

## **COMMUNICATIONS FROM THE MAYOR**

**25-050**

**Submitted by Mayor Breanna Lungo-Koehn**

Loan Order - \$25,775,000 School HVAC Infrastructure and Roof Bonds  
(Supplemental)

**25-051**

**Submitted by Mayor Breanna Lungo-Koehn**

Community Preservation Committee Appropriation Request

**24-468**

**Submitted by Mayor Breanna Lungo-Koehn**

Draft City Charter as Returned to Council by Mayor

## **COMMUNICATIONS FROM CITY OFFICERS AND EMPLOYEES**

**25-052**

**Submitted by Elections Commission**

2025 Medford Election Calendar

## **PUBLIC PARTICIPATION**

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

## **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

**25-020**

**Transfer and Conveyance of McCormack Avenue Parcels**

IN CITY COUNCIL

JANUARY 28, 2025

TABLED

**25-045**

**Appeal of Sign Permit Refusal - 42 Fulbright Street**

IN CITY COUNCIL

MARCH 25, 2025

TABLED

**Reports Due/Deadlines**

<b><u>16-574</u></b>	University Accountability Report (Next Report Due in March 2025)
<b><u>22-026</u></b>	Quarterly Presentation on City's Financial Health by Chief Financial Officer/Auditor
<b><u>22-027</u></b>	Monthly Copy of Warrant Articles from Chief Financial Officer/Auditor

**Adjournment**

**24-033**  
**PLANNING AND PERMITTING COMMITTEE**  
**MEETING REPORT**  
**WEDNESDAY, MARCH 26, 2025 @ 6:00 P.M.**

Attendees: Kit Collins, Council Vice President; Council President Isaac “Zac” Bears; Councillor Anna Callahan; Councillor Matt Leming; Councillor George Scarpelli; City Clerk Adam Hurtubise; Alicia Hunt, Director of Planning, Development, and Sustainability; Senior Planner Danielle Evans; Emily Innes, Innes Associates; Paula Ramos Martinez, Innes Associates; Jimmy Rocha, Innes Associates; other participants as noted in the body of this report.

Vice President Collins called the meeting to order on March 26, 2025 at 6:00 p.m. via Zoom. The purpose of the meeting was to discuss zoning updates with the Innes Associates team (Paper **24-033**).

Vice President Collins thanked participants for attending. Vice President Collins said we would follow up on two topics. On March 12, the Committee reviewed an early framework for updates to the Accessory Dwelling Unit ordinance. The Innes Associates team flagged updates that must happen under state law. She said we would look at an update to that ordinance tonight.

Vice President Collins said we would also discuss updated zoning for Medford Square, which is the very first time we are looking at a proposal for updates to Medford Square.

Ms. Ramos Martinez said we would look at the squares and we will also look at Wellington and Glenwood. She said we have been working in the residential districts since January. She said that there would be a residential public Q&A tomorrow.

President Bears arrived at 6:08 p.m.

Ms. Ramos Martinez detailed the numerous opportunities for public comment going forward. She showed four different districts on a map of Medford Square. She said that residential buildings in the pink area are six stories by right, commercial four stories by right, and other areas, fifteen stories by right. She said in the previous corridor, we had mixed use 1, 2, and 3, with the heights and incentives. She said we created a mixed-use 2a and 2b. She said we want to keep the historic buildings in the area.

Vice President Collins said she has previewed the section studies and that people will probably find those interesting.

Councillor Leming asked about the mixed-use 2b just to the right of City Hall. He asked if there was any logic to updating that to mixed use 3b so the buildings could go higher and possibly be a sound barrier to the traffic on 93. He also asked about potential

changes to the traffic pattern in Medford Square. He said he doesn't like the current traffic pattern and asked if the zoning changes could impact that at all.

Vice President Collins said that through zoning, we won't change traffic patterns. Councillor Leming said that he thinks that the traffic patterns in the square are terrible and he said he would like to explore changing the patterns. He said he knows it's not under the purview of zoning at all, but asked how that might interact with zoning.

Vice President Collins said we should not assume that increases in development will lead to increases in vehicle traffic.

Ms. Evans said that she was at a conference last fall and heard that one-way traffic is very bad for economic development. She said that Hyannis undid all the one-ways, made them two-ways, and there were fewer delays and increased visibility of certain businesses. She said changing the roads is part of what's on the table with the Medford Square city parking lot RFP. She said she feels that the streets should be two-way. She said she would also close the exit to 93. She thanked Councillor Leming for his questions and said she agrees with him on the traffic patterns.

Councillor Callahan said she is also interested in having height next to 93. She asked a question about the current map and said she wants to understand what height is there right now. Ms. Ramos Martinez said that to increase to MX3, these parcels are very narrow and we don't have a lot of space between 93 and City Hall. Councillor Leming said he lives in that area and those houses don't get much of a view because of the highway. Ms. Ramos Martinez said we need a little more research before answering some of these questions about mixed use 3. Director Hunt clarified that one of the zones was six-story condos.

Vice President Collins said that Medford Square traffic needs to be made slower and safer. Director Hunt said part of that is the interaction between the lights in the square and South Medford. She said DOT is hosting a meeting on that in the Chambers on April 23 at 6 p.m.

Ms. Ramos Martinez highlighted a zoning section study for Medford Square. She said what we see from High Street looks like four stories high but in reality they are six stories high. She said that the residential in front are also a little bit elevated. She said when we go higher on the density, it starts to be feasible for covered parking. She detailed some of the potential incentives. She said that there is a section of Salem Street where we can go a little bit higher. She said some buildings can be shifted with setbacks. She said we did a study to see if we could go lower toward Clippership and higher on Riverside and Salem Street. She said the view to the river is very difficult so she recommended looking at the shadows and said that the South side of the street should be lower than the North side of the street because of the shadows.

Vice President Collins said that this would be a great opportunity to get feedback from Councillors and City staff, as well as community members. She said this map is one

version of what could be made possible if the Council votes on this new zoning. She said it is not a guarantee that the square would look like that, but that it is a possibility.

Councillor Callahan asked how it would look for housing that is North of Salem Street. Ms. Ramos Martinez said we will always protect the transition to residential.

Vice President Collins said that in general this framework is about right. She said she is pleased that we can use the slope of the earth to create more height without making it look like we are creating more height. She said in general it is great to have parking. She said she had questions about how putting parking inside a building would impact the habitable space. She said that is probably more of an economic consideration on the developers' side.

Councillor Callahan said she is curious that the cemetery lot is zoned in mixed use. Director Hunt said that the cemetery lot is protected with all kinds of historic things and could never actually be developed, but that it had to go into a zone.

David McKenna, 2 Vine Street, said he lives about five minutes from City Hall so he is excited about this new development. He said he thinks there's a missed opportunity near the Police Station South of Mystic Valley Parkway. He said he thinks that could easily be up to eight stories without impacts on any existing residences. He said he thinks the 45 degree step back from residential makes sense. He said there should be less concern about casting shadows on a commercial building. He said he doesn't think this proposal is adding much on the West side at least for development. He said a lot of the single-family homes in the area are walking distance to the square.

Gaston Fiore, 61 Stickney Road said that Urban Residential does ban single family housing. He said that on S5 and S6, there is no shadow that goes on the buildings. Ms. Ramos Martinez said that there are other sections that are also mixed-use. She said we can bring a section that shows how this is. She said we addressed this with Salem Street by having a transition between residential and mixed-use. Mr. Fiore said that he is often in heavy traffic in the Square when he drives to City Council meetings.

William Navarre, 198 Medford Street #1B said that there is a concern that small and narrow parcels might not support height. He said he wonders if that could change with changes to the Building Code. He said he wondered if the Council would be okay with the height if that were allowed. He said he doesn't share the concerns about the shadows that some others have raised.

Councillor Callahan asked specific types of businesses we are lacking in the square, based on a zoning study. She asked if we would rely on our planning department and economic development department if we wanted to change the composition of businesses in the square. Vice President Collins said that her understanding is that it is tricky when we start picking and choosing. She said it gets complicated when we try to use zoning to get more specific about that.

Director Hunt said that if a business applies, and we deny it, that is very problematic if the business is in an allowed use.

Director DiStefano said we have launched a vacant storefront program to encourage the occupancy of vacant storefronts through our CDBG program. He said we have re-applied to boost that program. He said we are on the verge of launching a retail pop-up program. He said merchants and property owners often band together to request certain things. He said it takes leadership from existing property owners and businesses. He said the only challenge is that our business districts are spread out compared to other communities. He said we are always working with businesses and trying to get them into Medford. He said he hears concerns about the business mix.

Councillor Callahan said it is incredibly helpful to hear what other communities do.

President Bears departed at 7:17.

Councillor Scarpelli said he thinks that this is such a vital, vital piece of where the direction of Medford is going. He said he would caution us to maybe take a step back. He said that when we look at what we're trying to do in Medford Square, he thinks it's important that we start looking a little bit closely with zoning and development and working with the state. He said we have a community that built an access road around the center of its town.

He said we're looking at the opportunity we saw when we closed an off-ramp. He said he appreciates the work we're doing on zoning but he thinks that maybe we can slow this down so we can bring our stakeholders together. He said it would be interesting to look at redeveloping the Riverside Mall. He said he thinks we're at a critical time and an exciting time, and we should be looking at what neighboring communities have done, and using that as a model. He said that this should not be three-pronged, traffic study, development, zoning. He said bring it all together. He said he thinks this is a huge opportunity for us.

Vice President Collins said that Medford Square is probably the best area that we are going to look at for our comprehensive rezoning. She said we absolutely have to be widening that net to ensure that more voices are heard. She said that these committee meetings are the tip of the iceberg and they can feel like a really brief snapshot of the work that's gone on.

Cheryl Rodriguez, 281 Park Street, said she is concerned that this zoning is not allowing much room for growth. She said she appreciates that the shadow studies and feasibility studies are being done now. She said that this consideration for the neighbors is nothing more than what Salem Street asked for. She said she recommends that the community meeting happen before the Community Development Board meets.



Discussion turned to Accessory Dwelling Units. Ms. Ramos Martinez said that there are certain prohibited regulations that municipalities cannot have in their bylaws. She said we are looking at developing a new ADU ordinance. She said that there are some decisions left for the municipalities. She said municipalities can allow ADUs bigger than 900 square feet. She said additional ADUs on a property can be allowed by special permit. She detailed some terms that need to be incorporated as new definitions for an ADU ordinance. She detailed the draft ordinance. She said some of these things would need to be discussed with the Building Commissioner. She said among other things that short-term rentals would not be allowed in the ADUs. She said that 900 square feet is a two-bedroom apartment. She said 900 square feet is perfectly feasible for an ADU.

Councillor Scarpelli departed at 7:46 p.m. President Bears departed.

[The City Clerk lost his Zoom feed for approximately six minutes and rejoined.]

Vice President Collins said she is fine having the ADU being as high as 1200.

Daniel Werner, 79 Marston Street, said that the concerns with ADU use are similar throughout Medford. He suggested increasing the height limit. He said the sooner it's clear what the law is, the sooner these will be built.

Ms. Ramos Martinez said that whichever more permissive structure, there could be different setbacks and we need to communicate with the Building Commissioner.

Vice President Collins said we should take a closer look at this before we get the final version of these updates. She said we are doing these updates because we want more ADUs to be built. She said we want the new language to make it easy for people to take us up on these regulations.

Mr. Fiore asked about some of the zoning districts under NR 1 and NR 2. He asked clarifying questions about some of the presentation.

Ms. Ramos Martinez said that if you permit a second ADU, it's the special local ADU by special permit. She said your principal structure is the one that is going to tell you whether you can have an ADU or apply for an ADU. She said we can allow historical protections to protect ADUs. Mr. Fiore said we should look into the 1,200 square feet.

Mr. McKenna said he wanted to echo everything Daniel Werner said. He said that dimensional requirements could make it more complicated or confusing or challenging to build an ADU. He said we should ban short term rental use on these ADUs. He said he once lived in an ADU as a rental unit. He said we should not incentivize or allow short-term rentals in ADUs. Ms. Ramos Martinez said she would go to legal counsel but her understanding is that if the principal dwelling or the ADU is rented, the term must be more than thirty days. Vice President Collins said her preference would not be to encourage or incentivize short-term rentals.

Martha Ondras, 45 Kilgore Avenue, said she wanted to echo what Daniel Werner said about increasing the allowable height of the ADU and decreasing the side setback requirement. She said that a lot of people might be able to convert their garages and would need those less-strict requirements to make a viable unit. She said we need very clear restrictions on AirBnB options and the less than thirty day rental.

Keith Ganotto of Kingsley Ganato Architects in Illinois highlighted a situation in which a family is trying to move a couple into an ADU. He said we have an ADU in the front yard joined to a two-car garage. Vice President Collins said that this conversation is a bit higher-level but our Building Commissioner and our city planning staff would be able to provide instructions and next steps.

Tara Shankar, 397 High Street, also supported reduction in side setbacks. She also asked about the double ADUs attached to the main house in such a way that they would be attached to the main house and could be stacked on top of each other. She asked if there is guidance on stacking two ADUs.

Ms. Evans said that the law protects, and it has to be the most permissive. So if the height for the two stacked ADUs doesn't exceed the maximum height for the principal dwelling, she said she doesn't see how that wouldn't be allowed, but she also said that a second ADU would have to be allowed by special permit because that is what the law requires. She said there is no prohibition to stacking the ADUs.

Marie Izzo, 29 Pilgrim Road, asked for the requirement to add an ADU in one-family zoning. Director Hunt said that if a single-family house exists, there is no minimum square footage to build an ADU. She said that it would be different if there is an empty lot, and that is 5,000 square feet. Ms. Ramos Martinez said even if the current house is non-conforming, you can still build an ADU.

Vice President Collins thanked everyone for their input and participation.

Councillor Leming moved to adjourn at 8:26 p.m. (Councillor Callahan second)—approved on a roll call vote of three in favor, zero opposed and Councillor Scarpelli and President Bears absent.

Vice President Collins adjourned the meeting at 8:26 p.m.

**counc22-379**  
**PUBLIC HEALTH AND COMMUNITY SAFETY COMMITTEE**  
**MEETING REPORT**  
**TUESDAY, APRIL 1, 2025 @ 6:00 P.M.**

Attendees: Councillor Emily Lazzaro, Committee Chair; Councillor Justin Tseng, Committee Vice Chair; Councillor Anna Callahan; Council Vice President Kit Collins; City Clerk Adam Hurtubise; other participants as noted in the body of this report.

Chair Lazzaro called the meeting to order at 6:16 p.m. on April 1, 2025 in the Medford City Council Chambers and via Zoom. The purpose of the meeting was to review the draft of an ordinance to secure rights to gender-affirming and reproductive healthcare (Paper **22-379**).

Chair Lazzaro thanked participants for attending. She said we needed to review the purpose of this ordinance. She said she wanted to reaffirm that gender-affirming care and reproductive healthcare is a right in Medford and also at the state level. The ordinance reaffirms access to these healthcare resources and says that people will not be in trouble for accessing these resources. The ordinance also corrects the record on certain businesses that claim to be one type of business but are another type of business. She asked Councillors to look at the documents and decide which changes the Committee would like to adopt.

Councillor Tseng said that this is the third time that the current form of this committee has worked on it so far. He said that this is one that he is really excited to get across the finish line, particularly with the uncertainty at the federal level. He said that this has also grown into an effort to protect people seeking gender-affirming care as well. He said it is important for us to note that a lot of cities are pursuing sanctuary city legislation. He said some cities are doing this by resolution which is not binding. He said that this ordinance would codify protections for residents. He said that the draft before the committee aligns the ordinance with state law. He said that in the case of litigation, this draft gives us more legal protection. He said that this is very much a legal effort and it is in the wheelhouse of state and local governments. He said that the Tenth Amendment is very clear that there are powers that are given to the state and local government. He said that the federal government can't coerce state and local government to match the federal government.

Chair Lazzaro said that counsel recommended specifically aligning the text of the ordinance with state law. She read language that would bring the ordinance into alignment. Chair Lazzaro said that the language would replace the second paragraph.

Vice President Collins said she wanted to be deferential to the drafters of the ordinance. She said she hears the concerns about adhering this with other ordinances and with state law. She suggested adding this section rather than replacing paragraph two.

Chair Lazzaro said she thinks there are concerns about the way we state this because of where we are.

Councillor Tseng said that he can see an argument for keeping both and then having another conversation with legal counsel. Chair Lazzaro said she is curious about what happens if state law is changed or repealed. Chair Lazzaro said that there are a lot of changes suggested.

Councillor Tseng suggested going section by section.

Councillor Callahan said that it doesn't look to her like there are that many changes. She suggested going over just the substantive changes first. She said there was concern about the broadness of the term "city agent" and that it might be overly broad.

Vice President Collins said she is noticing some discrepancies between the versions that aren't noted in the markup. She said it might make sense to go through section by section.

Councillor Tseng said that the KP Law suggested version of the ordinance essentially takes out the enforceability or the kind of oversight that we would have over contractors. He said otherwise, the edits to the definition section aren't really that big and are based on state law.

Councillor Tseng said he would be comfortable making a lot of these edits and then getting legal counsel to take another look at it. He asked if we realistically see that extra reach being very helpful.

Chair Lazzaro said that the idea is to broaden the protections. She said that "city agent" to her means an employee of the City or a contractor when they are under contract with the City. Councillor Tseng said we should include "contractors." Chair Lazzaro said that "contractors while under contract with the City" should be included.

Councillor Callahan pointed out a provision that includes compliance with federal law.

Chair Lazzaro said her understanding is that we need to include language saying "notwithstanding any state or federal law to the contrary."

Vice President Collins said that she does not think we need to comply with certain federal laws that are contrary to the well-being of people who live here.

Councillor Tseng said that this could create an inconsistency with the language of the statute. He said that this is another question for counsel and we should not adopt that. He said he worries that if we accidentally incorporate federal law, we would nullify this ordinance.

Chair Lazzaro said that there are some comments from counsel that we should seek review from the Police Chief and from Public Health.

Vice President Collins said that legal counsel recommended that we take out the drafted section that would have limited service pregnancy centers for advertising their services in the city because it was a potential First Amendment violation. She said it is her understanding that you still have a right to talk about your business even if it is fraudulent.

Vice President Collins said she wanted to thank the sponsors. She said that the ordinance got stronger. She said we're not leaving anything in there that potentially opens the City to liability.

Vice President Collins moved to delete the part of the gender identity definition that comes after the first semi-colon. She said she knows that that's in alignment with state law. She said she understands the argument for having it aligned perfectly with state law.

Councillor Callahan said that some of the language discussing law enforcement officers may need to be corrected. Vice President Collins said that we need to make it really clear.

Councillor Tseng said the state law provision includes municipal police departments and university police departments as well.

Councillor Tseng said it could make sense to take out the definition of "city agent" and insert "or contractor" after each "employee" or "official."

Councillor Tseng also suggested adding "officials" to the definition.

Marie Izzo, Pilgrim Road, thanked the committee for all its hard work. She said she supports this measure.

Kate Ryan, 34 Warren Street, said she is in full support of this measure and thanked the committee for its work.

Sam Kadel, 24 Commonwealth Road, Watertown, said he supports this and asked where it will be put publicly.

Vice President Collins said that any documents are either on the public portal or will be added to the public portal after the meeting. She said it will also be added to the City's municode.

Jennifer Yanco, 16 Monument Street, said she wanted to add her voice in gratitude. She said that this is comprehensive and thorough and it is so important that we protect all of our residents.

Mike Denton, Fellsview Terrace, thanked the committee for doing this. He said he came here hoping that this would be voted out of committee tonight but everything he has heard leads him to think that it needs more thoughtful deliberations. He said a lot of people are exceedingly grateful that this is the Medford that we live in. He said nobody needs to live in a country where their government makes them scared.

Sharon Hays, Ripley Road, said she would add her voice in support of these ordinances.

Vice President Collins moved to STRIKE the following language:

"; provided, however, that gender identity may be demonstrated through medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity or any other evidence that the gender identity is sincerely held as part of a person's core identity; and provided further, that gender identity shall not be asserted for any improper purpose. deep internal sense of being female, male, a combination of both, or neither." At Councillor Tseng's request, she also moved to re-alphabetize.

Councillor Callahan seconded this motion, with Councillor Tseng's additional amendments—approved as amended.

Councillor Tseng moved to keep the word "agent" where the original draft had it; and to add officials to the definition of city agent, and to remove the last phrase in that section: "any recipient of city funding, grants, awards, or appropriations," (Councillor Callahan second)—approved.

Councillor Tseng moved to put the second paragraph back in but also to keep the reference to state law in the purpose section (see e-mail from Councillor Tseng below) and add the language from his e-mail, and accept the rest of the edits from KP Law (Councillor Callahan second)—approved.

Councillor Tseng's e-mail with wording (*Italics in original*):

*Further, it is contrary to the City of Medford's public policy to participate in the enforcement of another state's civil or criminal law when that law seeks to deny an individual's right to bodily autonomy or criminalize a person's efforts to live as their full, authentic self; and thus the City's resources should not be expended toward that end.*

Councillor Tseng moved to refer this out of committee to the next regular meeting (Councillor Callahan second)—approved.

Vice President Collins thanked her colleagues for their work and also thanked residents for reaching out.

Councillor Callahan moved to adjourn at 7:26 p.m. (Vice President Collins second)—approved.

Chair Lazzaro adjourned the meeting at 7:26 p.m.

**24-069, 24-354, & 25-041**  
**RESIDENT SERVICES AND PUBLIC ENGAGEMENT COMMITTEE**  
**MEETING REPORT**  
**WEDNESDAY, APRIL 2, 2025 @ 6:00 P.M.**

Attendees: Councillor Matt Leming, Committee Chair; Councillor Anna Callahan; Councillor Emily Lazzaro; Councillor Justin Tseng; City Clerk Adam Hurtubise; other participants as noted in the body of this report.

Chair Leming called the meeting to order at 6:15 p.m. on March 2, 2025 via Zoom. The purpose of the meeting was to discuss modernization of the Human Rights Commission's Enabling Ordinance; to edit and publish the City Council Newsletter; and to discuss a Public Engagement Plan for the FY26 Budget (Papers **24-069**, **24-354**, and **25-041**).

Chair Leming thanked participants for attending. Discussion turned to the latest monthly Newsletter, which Councillor Callahan drafted.

Councillor Lazzaro suggested highlighting the budget requests proposed to the Mayor.

Councillor Tseng arrived at 6:20 p.m.

Councillor Tseng wanted to link to individual Councillor requests. Chair Leming said he usually does this during the formatting process. Councillor Lazzaro said that for consistency, she was trying to keep the formatting the same way.

Councillor Callahan said we don't need to worry too much about consistency with a change as small as this.

Councillor Tseng said that the final vote on lead pipes was taken at the March 25 meeting. He said that the Council also appropriated free cash for a water main-related project.

Councillor Lazzaro said that the Public Health and Community Safety Committee moved the gender-affirming and reproductive healthcare ordinance out of committee last night.

Chair Leming said that he might need to fix the formatting. Councillor Callahan said to do whatever is necessary on the formatting.

Councillor Callahan moved to approve the newsletter as edited (Councillor Tseng second)—approved on a roll call vote of four in favor, zero opposed, and Councillor Scarpelli absent.



The next item was the Human Rights Commission enabling ordinance. Chair Leming asked that it remain tabled pending completion of legal review. He said it would likely take another month.

Councillor Tseng said he had a productive conversation with the Mayor yesterday. He said they worked through technical edits but that there are issues such as stipends that she wants to reconsider. Councillor Tseng said he asked for something in writing for Councillors to consider. He said that in the interests of fairness, it would be wise to wait a month to complete legal review.

Discussion turned to public engagement around the upcoming budget.

Councillor Tseng said he is very excited about getting more community input during the budget process. He said that there are a number of ways to go about it. He said that two years ago, he put out a Google form for people to send in ideas. He said he got 135 responses at that point. He said it was nice to get that feedback before final votes. He said he'd be happy to look at the previous document and see what needs to be kept or updated.

He said that this committee now has more resources to get information out to the public and to listen to residents.

Chair Leming said he is excited about this. He asked about survey distribution in previous years. Councillor Tseng said he distributed it himself on his social media networks and other Councillors also shared it that way. He said it would be a good idea to have written copies at City Hall, at the Senior Center and at the Library. He said it would make sense to work on it as a committee. He said that this would benefit from the input of a bunch of different Councillors. He said we could work on it tonight and vote it out tonight, or we could work on it, collect ideas this month, and present it at the next meeting.

Chair Leming said that having something solid to vote on at the next meeting would be useful. He said he would like to see a thorough collection of the demographic information. He said he is not too sure if there should be a feedback section for which departments people think should be funded. He said he would like to see the previous survey.

Councillor Tseng said that in the last survey, he chose not to ask very specific pointed questions. He read the questions from last year's survey.

Councillor Lazzaro said that this committee is a great place to orient this plan. She said that taking a deliberative approach to this kind of project and knowing the

methodologies or results would give us ways that we could learn more. She said she would be happy to support this project.

Councillor Callahan suggested using this not only as an opportunity to get feedback, but also as an opportunity to educate. She said that this is particularly helpful when we discuss budget items that the Council cannot change. She said she would love to be able to include a little bit of education along with this. She said she wants to show the sections that are not discretionary.

Chair Leming said he had some concerns about having a separate document explaining the budget.

Councillor Tseng said that it's really tough to have multiple choice because you have to frame it well. He said that with the budget, there are pieces that we're looking at and that is why he prefers a short form format.

Councillor Tseng said that he compiled this into a memo for the Mayor.

Councillor Callahan said that many years ago, when she was president of the board of a housing association, she did a participatory budgeting measure where she invited everyone who lived there to put in what they wanted to see in the budget and make their own adjustments to it. She asked about doing something similar for our residents.

Councillor Tseng said he would be happy to look at that and had questions about the components.

Chair Leming said that Councillor Leming has more experience than he does on this.

Councillor Lazzaro said it sounds great.

Councillor Tseng said he had shared with Chair Leming the memo he sent to the Mayor. He suggested some improvements to the previous process. He said compilation of the data requires a good coding system. He said that the last version took him an hour or two to code.

Councillor Tseng said that it is tougher to get information from renters than it is to get information from homeowners. He suggested outreach to the Medford Housing Authority.

Chair Leming said that the Charter Committee put a lot of effort into trying to bump up the survey numbers but were not able to get rid of the skew.

Councillor Tseng said he wanted to lock in what we can do this meeting and what we need to do for the next meeting.

Councillor Tseng suggested a motion to have Councillors send in ideas and we can vote out the distribution plan at the next meeting.

He said we need to leave at least a couple of weeks for people to read the survey and give feedback. He said we need sufficient time to field the survey. He suggested another short committee meeting in two weeks.

Councillor Tseng moved to send out a request for feedback about what Councillors would like to see included in the survey, and ideas Councillors have about distributing the survey, ahead of the next meeting of this committee (Councillor Callahan second)—approved on a roll call vote of four in favor, zero opposed, and Councillor Scarpelli absent.

Councillor Callahan moved to adjourn at 7:21 p.m. (Councillor Tseng second)—approved on a roll call vote of four in favor, zero opposed, and Councillor Scarpelli absent.

Chair Leming adjourned the meeting at 7:21 p.m.

**25-036**  
**NOTICE OF PUBLIC HEARING**  
**CITY OF MEDFORD**  
**CITY CLERK'S OFFICE**

RECEIVED  
CITY CLERK  
MEDFORD, MASS.

025 MAR -6 PM 12:41

The Medford City Council will conduct a public hearing on April 8, 2025, at 7:00 p.m. in the Howard F. Alden Memorial Auditorium, on the second floor of Medford City Hall, at 85 George P. Hassett Drive, Medford Massachusetts, relative to an amendment requested by Clear Channel Outdoor on behalf of the property located at 282 Mystic Ave, Medford Massachusetts 02155. The petitioner is seeking an amendment to a previously-granted special permit. The petitioner is seeking the amendment to upgrade and replace Two Digital Screens on the sign board located at the property, and to ask for a review and potential adjustment/reduction in the permit fee. A copy of the full text of the requested amendment can be viewed in the Office of the City Clerk, Room 103, Medford City Hall.

Please call the Medford City Clerk's Office at (781) 393-2425 for any accommodations/aids.

By order of the Medford City Council.

S/Adam L. Hurtubise  
City Clerk

## **Securing the rights of individuals seeking gender-affirming care and reproductive healthcare.**

(a) *Purpose.* The purpose of this ordinance is to reaffirm our City as a welcoming community, to declare again that all are welcome here, and to continue to increase public confidence in Medford's government by stating the guiding values and standards associated with our City's involvement in any civil or criminal action originating in another jurisdiction related to the provision of gender-affirming and reproductive healthcare consistent with state and federal law. Toward that end, the City acknowledges that, consistent with state law, access to safe, legal, and transparent Reproductive Health Care Services and Gender Affirming Health Care is a right secured by the constitution and laws of the Commonwealth and that interference with this right, whether or not under the color of law, is against the public policy of the Commonwealth and the City of Medford.

*Further, it is contrary to the City of Medford's public policy to participate in the enforcement of another state's civil or criminal law when that law seeks to deny an individual's right to bodily autonomy or criminalize a person's efforts to live as their full, authentic self; and thus, the City's resources should not be expended toward that end.*

It is therefore declared to be the City of Medford's public policy for the City to comply with the provisions of state law, including "An Act Expanding Protections for Reproductive and Gender-Affirming Care," Chapter 127 of the Acts of 2022, as set forth herein.

### **(b) Definitions.**

1. *City agent* means any employee or official of the City of Medford, whether full time or part time, regular or seasonal, any intern or volunteer when acting on behalf of the City of Medford, any contractor for the City of Medford while a contract between the City of Medford and said contractor is in effect.
2. *Gender-affirming healthcare services* means all supplies, care, and services of medical, behavioral health, mental health, surgical, psychiatric, therapeutic, diagnostic, preventative, rehabilitative, or supportive nature relating to the treatment of gender dysphoria.
3. *Gender expression* means the manner in which an individual represents or expresses gender including, but not limited to, clothing, haircut or hairstyle, behavior, activities, voice, mannerisms, or body characteristics.
4. *Gender identity* means an individual's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or birth sex.
5. *Legally-protected health care activity* means (i) the exercise and enjoyment, or attempted exercise and enjoyment, by any person of rights to reproductive health care services or gender affirming health care services secured by the constitution or laws of the commonwealth; or (ii) any act or omission undertaken to aid or encourage, or attempt to aid or encourage, any person in the exercise and enjoyment, or attempted exercise and enjoyment, of rights to reproductive health care services or gender-affirming health care services secured by the constitution or laws of the commonwealth, or to provide insurance coverage for such services; provided, however, that the provision of such a health care service by a person duly licensed under the laws of the commonwealth and physically present in the commonwealth, and the provision of insurance

coverage for such services, shall be legally protected if the service is permitted under the laws of the commonwealth, regardless of the patient's location; and provided further, that "legally-protected health care activity" shall not include any service rendered below an applicable professional standard of care or that would violate anti-discrimination laws of the commonwealth.

6. *Licensed health care provider* means a person licensed under the provisions of federal or state law to provide health care or other medical services.
7. provide any pregnancy-related service but does not provide, and will not refer clients to providers of, any of the following services:
  - (A) any FDA-approved contraceptive drug or device;
  - (B) pregnancy testing;
  - (C) obstetric ultrasound;
  - (D) prenatal care;
  - (E) abortion;
  - (F) sterilization.
8. *Reproductive health care services* means all supplies, care, and services of medical, behavioral health, mental health, surgical, psychiatric, therapeutic, diagnostic, preventative, rehabilitative, or supportive nature relating to pregnancy, contraception, assisted reproduction, miscarriage management, or the termination of a pregnancy.
9. *Transgender* means an individual whose gender identity or gender expression is different from their assigned sex at birth and encompasses both binary and non-binary identities.

(c) *Equal treatment.* It is the established policy of the City of Medford, as expressed in Medford Code of Ordinances Section 50-61, that the City of Medford shall treat and serve all individuals equally, regardless of gender identity, uphold the human rights of all persons in the city, and remove or overcome consequences of discrimination based on gender identity. An individual's gender identity or expression shall have no bearing on an individual's treatment by employees or officers of the City.

(d) *Safe access to protected healthcare information.* All information related to Reproductive Health Care Services or Gender-Affirming Health Care Services for any individual, including individuals who are not residents of the City or the Commonwealth, held by any City Agent is and shall be kept confidential and shall not be released or disclosed to the extent permitted by law to any third party absent the order of a court of competent jurisdiction.

No City Agent may furnish information, assistance, or aid, and no City resources, materials, or funds shall be used to facilitate or aid any person, entity or jurisdiction seeking to prohibit, criminalize, sanction, or bring or prosecute any criminal or civil action against, or otherwise interfere with any individual, entity or carrier that seeks, receives, causes, aids in access to, aids or abets or provides, or attempts or intends to seek, receive, cause, aid in access to, aid or abet, or provide Reproductive Health Care Services or Gender-Affirming Health Care Services, if such services are Legally-Protected Health Care Activities.

All City Agents shall comply with any state or federal law or regulation pertaining to Reproductive and Gender-Affirming Health Care not otherwise explicitly stated in this Ordinance.

*(e) Role of the police department and requests for protected healthcare information.*

(1) As required by state law, G.L. c. 147, s. 63, and notwithstanding any general or special law to the contrary, no officer or employee of a law enforcement agency of the commonwealth, while acting under color of law, shall provide information or assistance to a federal law enforcement agency or any other state's law enforcement agency or any private citizen or quasi-law enforcement agent in relation to an investigation or inquiry into services constituting legally-protected health care activity, as defined in section 11I½ of chapter 12, if such services would be lawful as provided if they occurred entirely in the commonwealth, except as required by Massachusetts or federal law, or by the order of a court of competent jurisdiction.

*(f) Fair access to reproductive health and gender affirming health care information.*

(1) The City shall make available in writing or via electronic communications information from the Commonwealth of Massachusetts that is relevant to accessing Reproductive Health Care Services and Gender Affirming Health Care Services, in addition to that information already available on the Commonwealth's website. This information may include documents pertaining to Limited-Services Pregnancy Centers, entities performing reproductive services in the Commonwealth, as well as advisories, notices, or other general information that is relevant to reproductive and gender affirming health care.

(2) The Health Department shall post on its official City website, and other forms of City communications, any current or future consumer advisories issued by the Commonwealth related to Reproductive Health Care Services and Gender Affirming Health Care Services. The Health Department shall also provide a link to [Sexual and Reproductive Health Care Locations](#) from the [Mass.gov](#) website, for so long as the link is made available by the state.

(3) The Health Department may provide information to residents, upon request, regarding resources related to consumer issues related to a limited services pregnancy center or other Reproductive Health Care. The form provided by the Office of the Attorney General Consumer Advocacy and Response Division shall be made available on the official City website and at City Hall through the Health Department or their designee.

(h) *Complaints.* Allegations of violations of this ordinance may be filed by any method provided for by law with respect to the filing of complaints, including without limitation with the personnel department or, in the case of a complaint against an officer or employee of the police department, the Department's Internal Affairs Division.

(i) *Reporting.* Beginning on the date of passage of this ordinance and every six months thereafter, the Chief of the Police Department shall submit to the Mayor and the City Clerk a de-identified report on the number and type of requests received, if any, from other jurisdictions for assistance or information related to civil or criminal action on the basis of an individual or entity providing, allowing, or seeking gender-affirming care or reproductive healthcare. Such a de-identified report may be placed on the agenda of the next-occurring meeting of the City Council.

(j) *Effective date.*

(1) The provisions of this ordinance shall be effective pursuant to the provisions of the Charter.

(2) All policies, practices, procedures, directives, and training necessary to implement this ordinance effectively and faithfully shall be promptly (but in no event later than ninety (90) days from the effective date) developed and promulgated by the mayor, the police department, and all other relevant entities.

(3) The policies, practices, procedures, directives, and training materials shall be forwarded to the city council upon their promulgation.

(k) *Severability.* The provisions in this ordinance are severable. If any part or provision of this ordinance, or the application of this ordinance to any person or circumstance, is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected by such holding and shall continue to have full force and effect.





Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

Matt Leming, City Councilor, Emily  
Lazzaro, City Councilor

**AGENDA ITEM**

**25-054** - Vacant Building Ordinance

**FULL TEXT AND DESCRIPTION**

WHEREAS the City of Medford has several commercial storefronts that have been vacant for long periods of time;

WHEREAS there are opportunities to incentivize owners of such property to maintain and rent their storefronts to active businesses;

WHEREAS active and well-maintained databases of business owners in the City of Medford will allow for a more robust and prosperous business community;

WHEREAS full, vibrant, and bustling business districts in the City of Medford will allow our community to improve visually and economically and add vitality to our squares and corridors;

BE IT RESOLVED that the Medford City Council adopt a vacant building ordinance, which can be applied to incentivize these storefront properties to remain occupied, or otherwise encourage them to beautify their properties with a public art installation;

BE IT FURTHER RESOLVED that this matter be referred to committee for further discussion with the Building Commissioner and the Economic Development Director.

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Vacant Building Ordinance Draft



# VACANT BUILDING ORDINANCE OF THE CITY OF MEDFORD, MASSACHUSETTS

Appendix A shall be amended to include the following:

<i>Article VIII. Vacant Building Fees</i>				
(a)	Registration of vacant buildings			
	(1)	Registration fee to be paid by the owner of the vacant building within ninety (90) days of it becoming vacant	\$150	10-120-A
(b)	Annual vacant building fees. All vacant building fees applied to a given calendar year shall be paid on or before January 31st of the next year.			10-121-A
	(1)	Fee to be paid by the Owner of the Vacant Building on the first year that it is vacant, but before the second.	\$500.00	
	(2)	Fee to be paid by the Owner of the Vacant Building on the second year that it is vacant, but before the third.	\$1000.00	
	(3)	Fee to be paid by the Owner of the vacant building in the third year and each subsequent year that it remains vacant.	\$1500.00	
(c)	Unsafe and Condemned Building Fee			10-124-A
	(1)	Annual fee to be paid for unsafe and condemned buildings, in addition to the annual vacant building fees.	\$500	
(d)	Violations of Vacant Building Ordinance			10-125-B
	(1)	Daily fee to be paid by Owners in violation of	\$100	

		the ordinance.		
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Section 94-7.5, "Vacant and Foreclosing Properties", shall be removed.

The following article shall hereby be added to Chapter 10 - Buildings and Building Regulations

## **Article VIII - Vacant Buildings**

### **Sec. 10-118. Findings and Purposes.**

The City Council has found that, among other things, vacant commercial and industrial properties can degrade the vitality of Medford's business districts; frustrate local planning and development efforts; create increased specific risks of fire damage, vandalism, and unlawful entry or uses; and give rise to other public health and safety hazards. This ordinance is intended to promote the City's public welfare and economic health by requiring all property owners to register and properly maintain vacant commercial and industrial properties.

The purpose of this ordinance is to protect the health, safety, welfare, and economic vitality of the City of Medford by protecting property values; maintaining neighborhood integrity, and accessibility; safeguarding against property blight; protecting City resources; and ensuring the safe and sanitary maintenance of commercial and industrial vacant properties in commercial districts.

The monies raised by the fees set forth in this ordinance will be used to provide an online registry of vacant properties in Medford which shall be maintained and updated by the Building Department to reflect current vacancies. It will do so by requiring that all commercial property owners register their properties with the Building Department every fiscal year, which will also provide a consistently-updated registry of businesses in the City. The enforcement of the provisions set forth herein will be implemented by the Building Department.

### **Sec. 10-119. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

- "Building" - Is as defined in the Zoning Ordinance.
- "Building Commissioner" - The Building Commissioner of the City of Medford or the commissioner's designee.
- "Director of Planning, Development, and Sustainability" - The Director of Planning, Development, and Sustainability for the City of Medford or the Director of Planning, Development, and Sustainability's designee.
- "Commercial Property"- A property containing a Building historically used for Retail and Service uses as classified in the Zoning Ordinance.

- “Commercial Districts” – The area shown as the Commercial 1 or Commercial 2 Districts on the zoning map of the City of Medford, as amended to date, which may be found at [www.medfordma.org](http://www.medfordma.org).
- “Industrial Property”- A property containing a Building historically used for Wholesale, Transportation or Industrial use as classified in the Zoning Ordinance.
- "Legally Occupied" – Means a Building is either occupied in accordance with a duly issued certificate of occupancy issued by the Building Commissioner or preexisting such that a certificate of occupancy is not required and such Building is actively and regularly utilized for a Commercial or Industrial use.
- "Owner" - A person or entity who, alone or severally with others:
  - Has legal or equitable title to any Vacant Property or has care, charge or control of any Vacant Property in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the holder of legal title; or
  - Is a tenant with a legal right to possess a part of or the entire Vacant Property; or
  - Is a mortgagee in possession of any Vacant Property; or
  - Is an agent, trustee, receiver or other person appointed by the courts and vested with possession or control of a Vacant Property; or
  - Is an officer or trustee of an association of unit owners of a condominium or cooperative which contains a Vacant Property.
- "Public Art" - Works of art for public benefit and viewing, approved by the Planning Department and Medford Arts Council (“MAC”) which Public Art Owners have agreed to the temporary display inside storefront windows or upon other safe, visible exterior surfaces of Vacant Properties.
- "Vacant Building or Structure" - Any, street-facing Building or portion of a street-facing Building historically occupied for a Commercial or Industrial use in the Commercial Districts which:
  - Has not been Legally Occupied for a period of at least ninety (90) consecutive days as determined by the Building Commissioner; or
  - Which is intermittently occupied by persons with legal right to do so, but exhibits in the opinion of the Building Commissioner dilapidated walls, roof, or doors which fail to prevent the entry of a trespasser for a period of more than seven (7) consecutive days.
- “Zoning Ordinance” -- The Zoning Ordinance for the City of Medford, Massachusetts as amended from time to time.

#### **Sec. 10-120. Registration.**

- A. Prior to, but not more than ninety (90) days after any ground-level, street-facing portion of a Building in the Commercial Districts becomes a Vacant Building, the Owner(s) shall register the Vacant Building with the City utilizing a form promulgated by the Building Commissioner or their designee which shall, at a minimum include: (a) the Owner’s name, address (which may not be a post office box), telephone number and secondary telephone number designated by phone type (b) property street number; (c) storefront status (vacant, leased, or sold to another owner); (d) property type and use (industrial/office/restaurant/retail); (e) square footage (f) the identity and contact information of any property manager, as applicable; (g) a statement as to whether the Building is currently a Vacant Building and if not, the

date upon which the Building will become a Vacant Building. The registration fee is offered in Appendix A.

- B. If or when the Building is no longer a Vacant Building, the Owner shall provide the Building Commissioner notice of the same on a form promulgated by the Building Commissioner.
- C. If the property containing a Vacant Building is conveyed to a third party the Owner shall provide written proof of such conveyance to the Building Commissioner on a form promulgated by the Building Commissioner and the new Owner shall thereafter assume all registration and other obligations under this ordinance.
- D. The City may exempt an Owner from the provisions of this ordinance upon the presentation of clear and convincing evidence to the Building Commissioner that the existence of a Vacant Building under their Ownership does not violate the purpose or intent of this ordinance. Requests for waiver from registration shall be acted upon by the reviewing body within thirty (30) days of request for such waiver. Approval or denial of such waivers shall be in writing, explaining the basis for the approval or denial. If the waiver is denied, registration shall occur within thirty (30) calendar days of such denial.
- E. Residential properties that have not been historically used as commercial space or do not have a ground-level commercial space are exempt from this Ordinance.

**Sec. 10-121. Annual Registration Permit Fee, Failure to Pay, Waiver.**

- A. The vacant building fee is included in Appendix A. The amount of the annual registration permit fee may be amended by the City Council pursuant to M.G.L c. 40, § 22F.
- B. Owners may apply for a waiver of the annual registration permit fee at the time the Vacant Property is registered on a form promulgated by the Building Department. All requests and applications for waivers after may be renewed on an annual basis at the time the invoice for the annual permit registration fee is received by the Owner. A waiver of the annual registration permit fee may be allowed by the reviewing department upon a showing of clear and convincing evidence of
  - a. A substantial financial hardship or
  - b. By agreeing in writing to display Public Art, or by
  - c. Demonstrating that the Vacant Building is being improved for future use.
- C. Waivers for financial hardship shall be granted only when, the applicant demonstrates that payment of the registration permit fee would cause the applicant a substantial financial hardship and no other form of waiver is available to the applicant. If a waiver based on financial hardship is granted, such waiver shall be reevaluated on an annual basis.
- D. Waivers for public art display shall be granted only when sufficient public viewing of the public art display is available, the Vacant Building is an appropriate location for such display, the proposal for the public art display has been reviewed and approved by the MAC, the Building Department, the artist and Owner. Terms of the exhibition shall be set forth in a written agreement promulgated by the Planning Department.
- E. Waivers for issues related to the improvement for the future reuse of the Vacant Building shall be reviewed by the Building Commissioner and Planning Department. Any building with an active building permit or application to the planning board shall

be exempt from this ordinance, as it demonstrates the Owner's intent to begin imminent reuse or redevelopment of the Vacant Building or property.

- F. Requests for waivers of the annual permit registration fee shall be acted upon by the Building Commissioner or their designee within thirty (30) days of request for such waiver. Approval or denial of such waivers shall be in writing, explaining the basis for the approval or denial. If the waiver is denied, the annual registration permit fee shall be paid within thirty (30) calendar days of such denial.

**Sec. 10-122. Maintenance Requirements.**

- A. Notwithstanding anything in this ordinance to the contrary, the Owner of a Vacant Building shall maintain the Vacant Building in accordance with all applicable state and municipal laws, regulations and ordinances.
- B. The Owner of a Vacant Building shall promptly repair all broken windows, doors, other openings and any unsafe conditions at the Vacant Building. Boarding of open or broken windows and doors is prohibited except as a temporary measure allowed by city ordinance, unless the Building Commissioner or Board of Health as the case may be, determines that, due to vandalism, security reasons, public health or circumstances out of the Owner's control, the proper boarding of windows and doors is necessary. Boards or coverings must be fitted to the opening size and colored to blend with the existing building color scheme.
- C. The Owner of a Vacant Building shall maintain the Vacant Building and property on which it is located for the duration of its existence as a Vacant Building in a condition so that the Building does not appear to be to be unused or vacant. Upon notice by the Building Commissioner, any accumulated trash and/or graffiti shall be removed from the Building or property by the Owner within seven (7) days.
- D. The Owner of any building which is a Vacant Building for a period exceeding six (6) months, whose utilities have been shut off, shall have such utilities removed or cut and capped to preserve public safety as directed by the Building Commissioner.
- E. The Owner of a Vacant Building shall display, on the Building, in a conspicuous location, and in a manner which is not subject to degradation by the elements the Owner(s)'s name, telephone number at which they can be contacted, and an email or web address.
- F. The Owner of a Vacant Building may display advertising materials in the vacant space or in the Vacant Building's street-facing windows in accordance with the sign ordinance and other provisions of the Zoning Ordinance.

**Sec. 10-123. Inspections**

- A. With the consent of the Owner, the Building Commissioner, Police Chief, Fire Chief, and the Health Director, or their designees, shall have the authority to periodically inspect and shall inspect on a quarterly basis, the exterior and interior of any Vacant Building for compliance with this Ordinance and other laws, regulations and ordinances relating to the health, safety and welfare of the citizens of Medford. If the Owner does not consent to the inspection, the city official seeking to conduct such inspection may request that the Mayor pursue an administrative search warrant from a court of competent jurisdiction authorizing the inspection.
- B. The City may assess a fee for inspections under this ordinance in an amount to be established by the Building Commissioner.

**Sec. 10-124. Unsafe and Condemned Buildings**

- A. In the event that a Vacant Building has been condemned in accordance with M.G.L. c. 143, § 9 or a like statute, such Vacant Building shall in addition to the annual registration permit fee incur a "Condemned Building" fee, as outlined in Appendix A, payable to the Building Department upon written notice from the Building Commissioner that the Building on the property is a Condemned Building. Such Condemned Building shall not be eligible for the Public Art or financial hardship exemptions to the annual registration permit fee.
- B. If the Building Commissioner determines the Condemned Building to be unsafe, the Building Commissioner may act immediately in accordance with the Massachusetts State Building Code and other applicable codes or laws to protect public safety. Furthermore, nothing in this ordinance shall abrogate the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, M.G.L. c. 139, § 1 et seq. and M.G.L. c. 143, § 6 et seq.

**Sec. 10-125. Violations and Penalties; Enforcement**

- A. The building commissioner, pursuant to M.G.L. c. 143, § 3, the State Building Code, and the Revised Ordinances of the City of Medford, is hereby designated as the enforcement authority.
- B. Except where public safety is at issue, any Owner found to be in violation of this ordinance shall receive a written notice on a form promulgated by the Building Commissioner providing the Owner notice of the violation and affording a minimum of seven (7) days to remedy all violations prior to the levying of registration fees, fines or initiation of any enforcement action by the Building Commissioner or City.
- C. Violations of any portion of this ordinance shall be punishable by a daily fine outlined in appendix A.
- D. Failure to pay the annual registration permit fee or the Condemned Building Fee shall be a violation of this ordinance, and upon the failure to pay such registration fee when it comes due, the full fee shall be deemed an assessment resulting from a violation of this ordinance.
- E. Any fee assessed or fines issued or levied under this ordinance shall constitute a "municipal charges lien" on the Vacant Property, to be collected in accordance with MGL c. 40, §58.
- F. The Building Commissioner may waive any fine assessed under this ordinance in total or in part upon the abatement of the violation(s). If a lien has been placed on the Vacant Property as the result of a fine, the City will work with the tax collector to remove such lien, if it is determined the violations have been addressed and all or part of the fine has been waived as provided for herein.
- G. Except as otherwise detailed herein, enforcement of this ordinance shall be by way of Section 6-15 of the City Ordinances for the City of Medford, Massachusetts as amended from time to time.

**Sec. 10-126. Compliance with Other Laws/Severability**

- A. Compliance with this ordinance shall not relieve the Owner of any obligations set forth in any other applicable statutes, ordinances, regulations, codes, covenant conditions or restrictions and/or association rules and regulations. In the event of a conflict, the stricter of the rules and regulations shall apply.



- B. If any provision of this ordinance is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, such provision shall be considered separate and apart from the remaining provisions, which shall remain in full force and effect.

**Sec. 10-127. Date of Effect**

This ordinance shall take effect on July 1, 2025.



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

Emily Lazzaro, City Councilor, Isaac  
Bears, Council President

**AGENDA ITEM**

**25-055** - Resolution to Support the Release of Rumeysa Ozturk

**FULL TEXT AND DESCRIPTION**

Whereas Rumeysa Ozturk was an international student with a legal student visa at Tufts University in Medford, and;

Whereas Rumeysa Ozturk's student visa was canceled because she co-wrote an op-ed in 2024 in the Tufts University student newspaper that was critical of the Tufts administration's refusal to acknowledge and stand against the ongoing genocide in Gaza, and;

Whereas the Constitution protects everyone in the United States regardless of immigration status, and;

Whereas the First Amendment of the Constitution protects the rights to freedom of speech, assembly, and to petition the government, and;

Whereas it is clear that Ms. Ozturk's visa was canceled because of political speech, which is a violation of the First Amendment of the Constitution, and;

Whereas it is the obligation of our local, state, and federal government to uphold and protect the rights of our residents, permanent and temporary, all of whom are protected by the United States Constitution;

Now, therefore, be it resolved that the Medford City Council condemns the abduction of Rumeysa Ozturk by Immigration and Customs Enforcement as unlawful punishment for political speech and acknowledges and condemns that Rumeysa Ozturk is a political prisoner;

Be it further resolved that the Medford City Council calls for the release of Rumeysa Ozturk immediately so that she may resume her studies of child development at Tufts University and her peaceful residence in Somerville;

Be it further resolved that the Medford City Council requests an update from Tufts University on specific policies to protect their students, faculty, and staff from similar abductions by ICE in the future and to protect their community's right to exercise freedom of speech, assembly, and to petition the government;

Be it further resolved that the Medford City Council requests that our partners in local government and our state and federal delegation speak out publicly against the unlawful arrest of a student in our community in violation of her due process rights and in violation of the United States Constitution.

## **RECOMMENDATION**

## **FISCAL IMPACT**

## **ATTACHMENTS**

None



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

Isaac Bears, Council President

**AGENDA ITEM**

**25-056** - Resolution to Calling on MassHealth to Enforce Authority Pertaining to Provision of Applied Behavioral Analysis Services to Massachusetts Children with Autism Spectrum Disorder

**FULL TEXT AND DESCRIPTION**

WHEREAS: In America today, one in 36 children have a form of Autism Spectrum Disorder (ASD); and

WHEREAS: the first years of life are the most consequential in human development, as well as predictive, for how the course of an individual's life, educational attainment, and other quality-of-life metrics. Despite everything we know about early intervention for children with ASD, Massachusetts has an acute shortage of key practitioners who are crucial in the provision of ABA services: Applied Behavioral Analysts (BCBA) resulting in a waitlist of 2,000-3,500 children ages 2-5, at any given time, and

WHEREAS: While diagnosable by a specialist by age 2, the average age of autism diagnosis in Massachusetts is 5.3 years old, per the National Autism Data Center, and the wait time for children with ASD, and their parents/guardians, can be for years on end, putting these children at severe risk of failing to receive critical intervention in what is a narrow and ever-closing window of human neurological development, and

WHEREAS: Massachusetts operates under a “two-tier” delivery model of ABA services rather than a “three-tier” delivery model, like California and Michigan.  
<https://docs.google.com/document/d/1ij1iFakg2Vwd1A4rBelqdS6nrWl6WmVMO4MP4jwh9pQ/edit?tab=t.0>

WHEREAS: Under the “three-tier” delivery model, there is, a Board Certified Assistant Applied Behavior Analyst (BCaBA), a mid-level provider type with supervisor authority licensed by the Department of Public Health

WHEREAS: access to care is almost doubled under a 3-tier model as one BCBA is able to oversee 10-16 clients in a 3-tier model (with support from 1-2 BCaBAs), but only 6-10 in a 2-tier model with no

support supervision from BCaBAs, and

WHEREAS: The clinical competency of brand new BCBA's is enhanced as they spend significant time as a mid-tier BCaBA supervisor, shadowing experienced BCBA clinicians and gaining hands-on experience that is not available under a 2-tier model, and

WHEREAS: the per-child costs are lower when a BCaBA mid-tier supervisor is part of the care team, as the reimbursement state's reimbursement rate for a BCaBA is below that of a BCBA

WHEREAS: MassHealth can exercise its authority to implement the three-tier model by establishing a rate of payment for BCaBAs and fully implementing the regulatory framework established by the Department of Public Health governing licensed ABA providers, and now, therefore:

Be it Resolved by the Medford City Council that we urge the Executive Office of Health and Human Services and MassHealth, without delay to fully recognize BCaBAs for the purpose of reimbursement and implementation of the three-tier delivery model for ABA services.

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

- I. Coalition to Improve Quality and End Wait Lists\_OnePager\_Dec 2024

## Coalition to Improve Quality and End Wait Lists

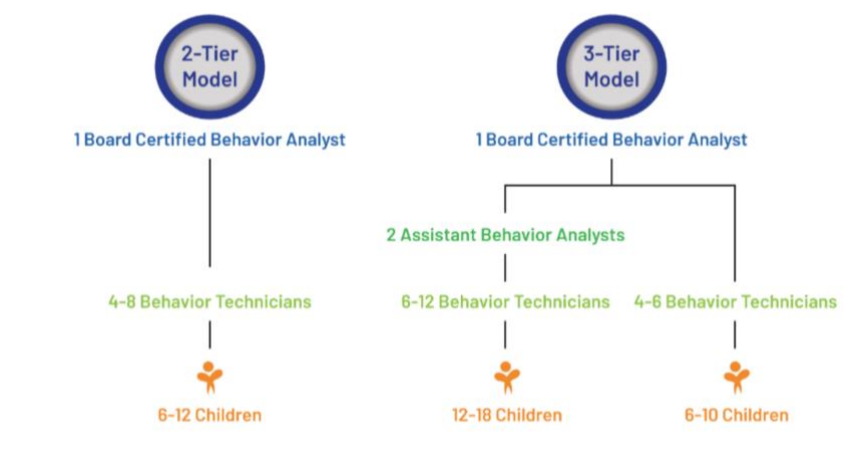
Today 2,000-3,000 Massachusetts children are waiting to receive vital services to treat Autism Spectrum Disorder. Early intervention and consistent, timely treatment is essential to achieve best outcomes.

However, according to a national study published in the September 2023 edition of the Journal of Pediatrics the average time between screening and diagnosis is 27 months and even longer to obtain ABA services following a diagnosis. The delay can result in disastrous consequences for young children.

The Coalition to End Wait Lists for Autism Services' mission is to improve quality and program integrity, increase access, and to support school systems in Massachusetts.

The biggest reason for this waitlist is that there are not enough supervising ABA providers, given the constraints of the current 2-tier delivery model. Under a 3-tier model, Board Certified Assistant Behavior Analysts (BCaBAs) serve as a mid-tier supervisor for the provision of autism services, operating under the direction of a Board Certified Behavioral Analyst (BCBA). This 3-tier model is successfully adopted in other states and by Blues Plans and Optum. This model carries three principal benefits:

- 1) The clinical competency of brand new BCBAAs is enhanced** as they spend significant time as a mid-tier BCaBA supervisor, shadowing experienced BCBA clinicians and gaining hands-on experience that is not available under a 2-tier model.
- 2) Access to care is almost doubled under a 3-tier model** as BCBAAs will oversee 10-16 clients in a 3-tier model (with support from 1-2 BCaBAs), but only 6-10 in a 2-tier model with no support supervision.
- 3) Per child costs are lower when a BCaBA mid-tier supervisor is part of the care-team**, as the reimbursement level for a BCaBA is below that of a BCBA. This is demonstrated by the diagram below:



The following 12 ABA providers, who make up 50% of the ABA services provided across Massachusetts have joined the Coalition. They are joined by the Council of Autism Service Providers (CASP) and the Massachusetts Professionals in Behavior Analysis (BABAT).

Adapt ABA

Autism Care Partners

Autism Learning Partners MA

BCI (a LEARN Behavioral provider)

Behavior Frontiers

Behavioral Health Works

Behavioral Health Network

Constellations Behavioral Services

Cortica, Inc.

Pacheco ABA Service and Behavioral Consulting

PLLC

Positive Synergy

The Stepping Stones Group



Additionally, 23 mayors have joined the coalition:

Mayor Bettencourt of Peabody  
Mayor Christenson of Malden  
Mayor Coogan of Fall River  
Mayor DeSimone of Attleboro  
Mayor Garcia of Holyoke  
Mayor Gove of Amesbury  
Mayor Johnson of Agawam  
Mayor Koch of Quincy  
Mayor LaChapelle of Easthampton  
Mayor Lungo-Koehn of Medford  
Mayor Marchetti of Pittsfield  
Mayor Mazzerella of Leominster

Mayor Mitchell of New Bedford  
Mayor Nicholson of Gardner  
Mayor Nicholson of Lynn  
Mayor O'Connell of Taunton  
Mayor Pangallo of Salem  
Mayor Petty of Worcester  
Mayor Reichelt of West Springfield  
Mayor Sciarra of Northampton  
Mayor Simmon of Cambridge  
Mayor Sisitsky of Framingham  
Mayor Verga of Gloucester





Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

Kit Collins, Council Vice President,  
Justin Tseng, City Councilor

**AGENDA ITEM**

**25-057** - Resolution to Create and Distribute Know Your Rights Information

**FULL TEXT AND DESCRIPTION**

Whereas, Immigration and Customs Enforcement (ICE) presence and surveillance has sharply increased across the region, in the wake of Acting Director Homan's promise to "bring hell" to Boston; and

Whereas, many ordinary community members have been punished by this campaign to remove noncitizens and sow fear, intimidation and uncertainty; and

Whereas, ICE is especially targeting residents of color and activists for arrest, detention, and/or deportation; and

Whereas, all residents, whether U.S. citizens, green card holders, visa holders, or undocumented immigrants, are guaranteed certain rights under the law; and

Whereas, unhelpful, unchecked, arbitrary and unlawful detentions and deportations thrive on community members not knowing their rights guaranteed by the United States Constitution; therefore:

Be it resolved that the City of Medford create Know Your Rights informational pamphlets or flyers, and distribute and promote this information via the City's online communication and social media platforms, and at community centers such as Medford City Hall, Medford Senior Center, Medford Public Schools, Medford Police Department Headquarters, and the Medford Public Library; and

Be it further resolved that this Know Your Rights information cover common questions and concerns, and information about basic rights under the law, including:

- You have the right to remain silent.

- You have the right to not answer questions, including questions about your immigration status.
- You have the right to call your attorney.
- You have the right to see your warrant. ICE must have a warrant signed by a judge to arrest or detain you.
- You have the right to not sign any documents, even if ICE instructs you to.
- If ICE comes to your home, you have the right to not open the door. If ICE claims to have a warrant, you have the right to ask them to slide it under the door. If ICE agents do not have a warrant signed by a judge, they cannot enter a home without permission from an adult.
- If ICE comes to your business, you have the right to not answer questions about specific employees. You have the right to not introduce ICE agents to employees that they request to see.
- If ICE comes to your business, you have the right to not allow them into private areas of your business. If ICE agents do not have a warrant signed by a judge, they cannot enter private areas of your business without your permission.

Be it further resolved that this Know Your Rights information be available in English, Arabic, Creole, Spanish, Portuguese, and Chinese.

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

None



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

George Scarpelli, City Councilor

**AGENDA ITEM**

**25-058** - Resolution to Request Report on Tree Removals at Capen Park

**FULL TEXT AND DESCRIPTION**

Be it resolved that the DPW commissioner and city arborist report back to the City Council with the reasons and process for the tree removal at Capen Park

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

George Scarpelli, City Councilor

**AGENDA ITEM**

**25-059** - A Resolution Encouraging Peace, Unity, and Constructive Dialogue on the Israel-Palestine Conflict and Condemning Antisemitism

**FULL TEXT AND DESCRIPTION**

WHEREAS, the City of Medford values diversity, inclusivity, and the peaceful coexistence of all its citizens, regardless of race, religion, or national origin; and

WHEREAS, Medford is home to a vibrant and diverse community, including Jewish, Muslim, and other faith-based populations, who contribute to the social, cultural, and economic fabric of our city; and

WHEREAS, the City Council recognizes that the Israel-Palestine conflict is a complex and longstanding issue, with a history of suffering on both sides, and acknowledges the pain and hardship faced by both Israelis and Palestinians; and

WHEREAS, Medford affirms that the right of Israel to exist and its right to defend itself from violence should be recognized as an important principle of international law; and

WHEREAS, the City of Medford expresses sorrow over the tragic events of October 7, 2023, when Hamas carried out an attack that led to the loss of over 1,200 lives and the abduction of innocent civilians; and

WHEREAS, the City of Medford condemns all acts of violence, including terrorism, and stands with the victims of violence, regardless of their nationality or religious background; and

WHEREAS, the City of Medford recognizes that antisemitism is a serious issue with a painful history, and we must stand against all forms of hate and discrimination in our community and beyond; and

WHEREAS, the City of Medford also acknowledges the difficulties faced by Palestinians, including displacement and the lack of a permanent homeland, and supports efforts to find a peaceful resolution to their challenges; and

WHEREAS, the City of Medford believes that the path forward in the Israel-Palestine conflict lies in peaceful dialogue, mutual respect, and a commitment to human rights for all individuals, regardless of their ethnicity or religion; and

WHEREAS, the City of Medford recognizes that while individuals may have differing views on the appropriate responses to the conflict, it is essential to ensure that these differences do not lead to the division of our community or the demonization of any group; and

WHEREAS, the City of Medford encourages dialogue and peaceful discussion as the means to foster understanding, and believes that divisive actions, such as divestment or boycotts, may undermine these efforts and should be approached with caution; and

WHEREAS, the City of Medford acknowledges the painful history of antisemitism and other forms of hatred, and reaffirms its commitment to ensuring that such bigotry has no place in our city or in our collective future.

NOW, THEREFORE, BE IT RESOLVED, that the City of Medford City Council:

1. Condemns all forms of hate, including antisemitism, and commits to fostering an environment of respect and understanding for all people, regardless of their background or identity.
2. Affirms the right of Israel to exist as a sovereign state and its right to protect its citizens from violence.
3. Encourages continued dialogue and efforts toward a peaceful and just resolution to the Israel-Palestine conflict, where the rights and dignity of both Israelis and Palestinians are respected.
4. Supports the people of Medford in engaging in thoughtful, respectful dialogue on this important issue, recognizing the need for understanding and reconciliation between communities with differing viewpoints.
5. Urges caution in considering measures such as divestment or boycotts, and instead encourages actions that promote diplomacy, mutual understanding, and peace.
6. Encourages all citizens of Medford to unite in standing against violence, hatred, and extremism in all forms, while advocating for peace, security, and justice for all people.
7. Supports educational efforts in the community to increase awareness and understanding of the complexities of the Israel-Palestine conflict, and to promote constructive and respectful discussions on this and other important issues.

BE IT FURTHER RESOLVED, that the Medford City Council will continue to encourage peace, unity, and understanding, and will work to create opportunities for meaningful dialogue among all members of Medford's diverse community.

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

None



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

April 2, 2025

**Via Electronic Delivery**

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

**Re: Loan Order – School HVAC Infrastructure and Roof Bonds**

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body approve the Loan Order below, which is in addition to the \$5,000,000 Loan Order that appeared before the Council at its December 17, 2024 meeting.

**CITY OF MEDFORD  
Loan Order – School HVAC Infrastructure and Roof Bonds**

BE IT ORDERED: That Twenty-Five Million Seven Hundred and Seventy-Five Dollars (\$25,775,000) is appropriated for the purpose of replacing boilers and cooling systems with new condensing boilers and heat pumps, including associated automated controls, structural and architectural work, electrical work, and weatherization, at the McGlynn School and Andrews School, and the acquisition and installation solar panels and a new roof or roof repairs at the McGlynn School, including the costs of planning, design, architectural and engineering services and all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

AND FURTHER ORDERED: That the Treasurer is authorized to file an application with the appropriate officials of the Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized to be borrowed pursuant to this loan order and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.

Respectfully submitted,

  
Breanna Lungo-Koehn  
Mayor

April 2, 2025

President Isaac B. Bears and Members of the  
Honorable Medford City Council  
City Hall  
Medford, MA 02155

Re: Council Paper No. 25-050 – Loan Order Opinion  
\$25,775,000 School HVAC Infrastructure and Roof Bonds (Supplemental)

Dear President Bears and Members of the Medford City Council:

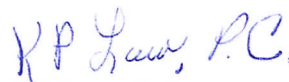
In accordance with the provisions of Medford City Council Rule 30, we examined the above-captioned Loan Order (the “Loan Order”) as to its legality and respectfully transmit this letter as notification of our findings.

In our opinion, the Loan Order in which an authorization is sought to borrow Twenty Five Million Seven Hundred and Seventy Five Dollars (\$25,775,000) for the purpose of paying the costs of replacing boilers and cooling systems with new condensing boilers and heat pumps, including associated automated controls, structural and architectural work, electrical work, and weatherization, at the McGlynn School and Andrews School, and the acquisition and installation of solar panels and a new roof or roof repairs at the McGlynn School, including the costs of planning, design, architectural and engineering services, and all other costs incidental and related thereto, is in proper legal form, and further, the projects to be financed with said borrowing are valid purposes for which the City can borrow pursuant to chapter 44 of the General Laws, as amended, including section 7(1) of said chapter. The Loan Order properly grants the Treasurer, with the approval of the Mayor, the authority to issue bonds and notes of the City to meet the appropriated amount, and duly authorizes the City to qualify said bonds and notes pursuant to chapter 44A of the General Laws, as amended.

It is also our understanding that the City’s bond counsel prepared and reviewed the Loan Order.

Thank you very much and please let us know if you have any questions.

Very truly yours,

  
KP Law, P.C.

cc: The Honorable Breanna Lungo-Koehn, Mayor (by e-mail)  
Adam L. Hurtubise, City Clerk (by e-mail)  
971019/MEDF/0001





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

March 17, 2025

**Via Electronic Delivery**

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

**Re: Winthrop Street Gardens Pergola Installation**

Dear President Bears and Members of the City Council:

On behalf of the Community Preservation Committee, I respectfully request and recommend that your Honorable Body approve the following recommendation of the Community Preservation Committee:

Requesting the appropriation of \$11,000.00 from the CPA General Reserve to the Winthrop Street Garden Commission for a pergola installation at the Winthrop Street Gardens.

The project will be tracked in the Community Preservation Fund. The CPC recommendation letter is attached and incorporated. Community Preservation Act Manager Theresa Dupont and Winthrop Street Garden Coordinator Georgiana Chevy will be in attendance.

Thank you for your consideration.

Respectfully submitted,

  
Breanna Lungo-Koehn  
Mayor

Enclosure



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



**Funding Recommendation Decision**

March 13, 2025

**Applicant Name:** City of Medford – Winthrop Street Garden Commission

**Applicant Address:** 85 George P. Hassett Drive, Medford MA 02155

**Project:** Winthrop Street Garden Pergola

On March 11, 2025, the City of Medford Community Preservation Committee (“CPC”) voted 8-0 to recommend approval to City Council that the City of Medford’s Winthrop Street Garden be awarded \$11,000.00 of Community Preservation Act funds to purchase and install a shade structure pergola, located that the Winthrop Street Gardens. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of rehabilitation of open space and recreational lands.

**Conditions of Approval:**

1. None

Signed by:

*Roberta Cameron*

F08445EDF6B4472...

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Roberta Cameron, Chair  
Community Preservation Committee

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



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

April 8, 2025

**SPONSORED BY**

**AGENDA ITEM**

**24-468** - Draft City Charter as Returned to Council by Mayor

**FULL TEXT AND DESCRIPTION**

The draft City Charter proposal as amended by the Mayor and returned to the Council on March 31, 2025 is attached.

This followed the approval by the City Council at the March 11, 2025 Regular Meeting by a vote of 6-0 (1 absent) of a draft charter referred from Committee of the Whole following the Governance Committee's review process.

If approved by the Council, this draft City Charter as amended by the Council will be re-submitted to the Mayor for her consideration for submission to the Legislature.

Subsequently, if the Mayor submits the draft City Charter to the Legislature and the Legislature approves said draft prior to the printing of ballots for the November 4, 2025 municipal election, the voters of the City of Medford will approve or deny the draft City Charter on the November 4, 2025 municipal election ballot.

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**Original Resolution**

Be it Resolved by the Medford City Council that the Governance Committee discuss updates to the City Charter, including creating a timeline for action and reviewing proposals of the Charter Study Committee once finalized.

Representatives of the Edward J. Collins, Jr. Center for Public Management at UMass Boston are invited to provide an overview of the charter review process and the next steps for the City Council.

**RECOMMENDATION**

**FISCAL IMPACT**

## ATTACHMENTS

- I. 2025.04.01 MedfordCharter 3.31.25 MayorFinal REDLINE(I)

Voted, to petition the General Court to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill unless the mayor approves amendments to the bill before enactment by the General Court. The mayor is hereby authorized to approve amendments which shall be within the scope of the public objectives of this petition.

AN ACT ESTABLISHING A CHARTER FOR THE CITY OF MEDFORD

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. The following shall be the charter for the city of Medford:

**PREAMBLE**

We the people of the city of Medford, under the constitution and laws of the Commonwealth of Massachusetts, desiring to manage our own affairs and conduct our local government so that it is accountable, transparent, innovative, stable, ethical, representative, and responsible, and wishing to participate fully in exercising the rights and responsibilities of local government, do adopt and adhere to this charter.

We aim for a government based upon this charter that will promote equity, inclusivity, civic engagement, and a vibrant, diverse community in which all people have a voice.

We recognize the fact that we need a government that is responsive and serves residents’ needs, and demand that our leaders are principled and professional.

Our city’s rich history, from even before the creation of the ford by the meadow from which Medford draws its name, is complex and significant and we resolve to cultivate a city that learns from that past to meet the promises and challenges of the future.

**ARTICLE I**

**INCORPORATION; SHORT TITLE; DEFINITIONS**

**SECTION 1-1: INCORPORATION**

The inhabitants of the city of Medford, within the territorial limits established by law, shall continue to be a municipal corporation, a body corporate and politic, under the name “City of Medford”.

## **SECTION 1-2: SHORT TITLE**

This instrument shall be known and may be cited as the city of Medford charter.

## **SECTION 1-3: DIVISION OF POWERS**

The administration of the fiscal, prudential, and municipal affairs of the city of Medford shall be vested in an executive branch headed by a mayor and a legislative branch consisting of a city council. The legislative branch shall never exercise any executive power, and the executive branch shall never exercise any legislative power.

## **SECTION 1-4: POWERS OF THE CITY**

Subject only to express limitations on the exercise of any power or function by a municipal government in the constitution or General Laws, it is the intention and the purpose of the voters of Medford, through the adoption of this charter, to secure for themselves and their government all of the powers it is possible to secure as fully and as completely as though each power were specifically and individually enumerated in this charter.

## **SECTION 1-5: CONSTRUCTION**

The powers of the city under this charter are to be construed liberally in favor of the city and the specific mention of any particular power is not intended to limit the general powers of the city as stated in section 1-4.

## **SECTION 1-6: INTERGOVERNMENTAL RELATIONS**

Subject only to express limitations in the constitution or General Laws, the city may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the commonwealth or any of its agencies or political subdivisions, or with the United States government or any of its agencies.

## **SECTION 1-7: DEFINITIONS**

As used in this charter, the following words shall, unless the context clearly requires otherwise, have the following meanings:

1. "Charter", this charter and any adopted amendments to it.
2. "City", the city of Medford.
3. "City agency", any multiple member body, any department, division or office of the city of Medford.

4. "City office or department head", a person having charge of a city office or department.
5. "City website", a site established and maintained by the city as its online repository of municipal information, whether on the internet or accessed through another comparable technology, not including the Medford Public Schools.
6. "District", as appearing in Articles 4 and 7 of this charter shall refer to the election of district ~~councilor or district~~ school committee members; 1 to be elected from the following districts comprised of combined wards within the city of Medford: wards 1 and 7, wards 2 and 3, wards 4 and 5, and wards 6 and 8.
7. "Emergency", a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
8. "Full city council", the entire authorized membership of the city council, notwithstanding any vacancy that exists.
9. "Full multiple member body", the entire authorized membership of a multiple member body, notwithstanding any vacancy that exists.
10. "Full school committee", the entire authorized membership of the school committee, notwithstanding any vacancy that exists.
11. "Local newspaper", a newspaper of general circulation within Medford, with either a weekly or daily circulation.
12. "Majority vote", when used in connection with a meeting of a multiple member body, shall mean a majority of those present and voting, unless another provision is made by ordinance or by such body's own rules; provided, however, that General Laws related to any vote to meet in executive session shall always require a majority of the full multiple member body.
13. "Measure", any ordinance, order or other vote or proceeding adopted, or which might be adopted, by the city council or the school committee.
14. "Multiple member body", any council, commission, committee, subcommittee or other body consisting of 2 or more persons, whether elected, appointed or otherwise constituted, but not including the city council, the school committee or an advisory committee appointed by the mayor or the school committee.
15. "New initiative measure", a measure proposed by the voters through the initiative process provided under this charter, excluding repeal referendum measures.
16. "Organization or reorganization plan", a plan submitted by the mayor to the city council which proposes a change in the organization or the administrative structure of the city administration or organization or a change in the way in which municipal services are delivered.

17. "Quorum", a simple majority of the members of the public body, unless otherwise provided in a general or special law, executive order or other authorizing provision.
18. "Recall", an election to remove an elected official from office before the expiration of the term for which elected.
19. "Remove from the city" or "remove from a ward", when a person ceases to be domiciled within the territorial limits of the city or a ward.
20. "Repeal referendum measure", a measure adopted by the city council or the school committee that is protested under the referendum procedures of this charter.
21. "Voters", registered voters of the city of Medford.
22. "Year", a calendar year, unless otherwise specified.

## **ARTICLE II LEGISLATIVE BRANCH**

### **SECTION 2-1: COMPOSITION; TERM OF OFFICE; ELIGIBILITY**

a) There shall be a city council that shall exercise the legislative powers of the city. The city council shall consist of 11 members, 1 ward councilor nominated and elected by the voters of each of the 8 wards of the city and the remaining 3 city council members shall be councilors-at-large who shall be nominated and elected by and from the voters at large.  
~~of the city. The city council shall consist of 9 members, 5 members elected at large by the voters of the city; and 1 each elected from the following districts comprised of combined wards within the city: wards 1 and 7, wards 2 and 3, wards 4 and 5, and wards 6 and 8.~~

b) The term of office for councilors shall be 2 years each, beginning on the first Monday in the January succeeding the councilor's election, except when that first Monday falls on a legal holiday, in which event the term shall begin on the following day and shall end when their successors have been qualified.

c) Any voter shall be eligible to hold the office of councilor-at-large. A ~~district city-council-candidate~~ward councilor shall be a voter in the ~~district~~ward from which election is sought ~~for at least 1 year prior to the date of inauguration.~~ If a ~~district~~ward councilor or a councilor-at-large removes from the city during the councilor's term, that office shall immediately be deemed vacant and filled in the manner provided in section 2-10. A ~~district~~ward councilor who removes from the ~~district~~ward in which the councilor was elected and who remains a resident of the city may continue to serve during the term for which the councilor was elected. The city council shall determine by 2/3 vote whether a city councilor has removed from the city.

### **SECTION 2-2: COUNCIL PRESIDENT AND VICE-PRESIDENT, ELECTION; TERM; POWERS**



a) Election and Term – As soon as practicable after the councilors-elect have been qualified following each biennial election, as provided in section 9-11, the members of the city council shall annually elect from among its members a city council president.

b) Powers and Duties - The president shall prepare the agenda for city council meetings. The city council president shall preside at all meetings of the city council, regulate its proceedings and shall decide all questions of order. The city council president shall appoint all members of all committees of the city council, whether special or standing. The city council president shall have the same powers to vote upon all measures coming before the city council as any other member of the city council. The city council president shall perform such other duties consistent with the office as may be provided by charter, by ordinance, city council rules or by other vote of the city council.

c) Council Vice-President – The members of the city council shall also elect annually from among its members a city council vice-president who shall serve as acting president during the temporary absence of the city council president. The powers of an acting city council president shall be limited to only those powers of the office indispensably essential to the performance of the duties of the office during the period of such temporary absence and no others.

d) Vacancy – If a vacancy shall occur in the office of city council president the city council shall elect from among its members a city council president who shall serve for the balance of the current term. If a vacancy shall occur in the office of city council vice-president the city council shall elect from among its members a city council vice-president who shall serve for the balance of the current term.

### **SECTION 2-3: PROHIBITIONS**

a) No member of the city council shall hold any other city office or city employment for which a salary or other emolument is payable from the city treasury. No former member of the city council shall hold any compensated appointed city office or appointed city employment until 1 year following the date on which such former member's service on the city council has terminated.

b) Neither the city council nor any member of the city council shall give orders or directions to any such officer or employee, either publicly or privately.

#### **SECTION 2-4: COMPENSATION**

a) The members of the city council shall receive such salary for their services as may from time to time be set by ordinance. No ordinance increasing or decreasing the salary of city councilors shall be effective unless it shall have been adopted by a 2/3 vote during the first 18 months of the term for which city councilors are elected and it provides that such salary is to take effect upon the organization of the city government following the next regular municipal election.

b) Subject to appropriation, the city council members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

#### **SECTION 2-5: EXERCISE OF POWERS; QUORUM; RULES**

Except as otherwise provided by law or the charter, all powers of the city shall be vested in the city council, which shall provide for their exercise and for the performance of all duties and obligations imposed upon the city by law.

The city council shall from time to time adopt rules regulating its procedures that shall include, but not be limited to:

1) Regular meetings of the city council be held at a time and place fixed by the city council rules;

2) Special meetings of the city council to be held at the call of the president or at the call of not less than 3 members, by written notice delivered in hand, via electronic mail or by first class mail to each member; provided, however, that such notice shall contain a listing of the items to be acted upon; provided further, that except in case of an emergency, which shall be determined by the president, such notice shall be delivered not less than 48 hours in advance of the time set for such meeting, excluding Saturdays, Sundays and legal holidays; and provided further, that a copy of the notice to members shall immediately be posted upon the city bulletin boards;

3) All sessions of the city council and of every committee or subcommittee of the city council shall be open to the public unless another provision is allowed by law.

#### **SECTION 2-6: ACCESS TO INFORMATION**

a) The city council may request a member of a multiple-member body or a city officer or employee to appear before the city council to give any information that

**Commented [AW1]:** We recommend adding the words: " and the city website;" to reflect modern posting practices.

the city council may require in relation to the municipal services, functions and powers or duties which are within the scope of responsibility of that person and not within the jurisdiction of the school committee.

The city council shall give a minimum of 14 days' notice to a person it may request to appear before it under this section. The notice shall include specific questions on which the city council seeks information, and no person called to appear before the city council under this section shall be required to respond to any question not relevant or related to those questions presented in advance and in writing.

**Commented [AW2]:** We moved what have been subsection (c) to be the second paragraph of subsection (a). This will improve clarity and readability.

b) The city council may request specific information from the mayor on any municipal matter and may request that the mayor be present to answer written questions relating to that information at a meeting to be held not earlier than 14 days from the date the mayor receives the questions. The mayor shall personally, or through a designee, attend such meeting and respond to the questions. The mayor, or designee, shall not be required to answer questions relating to any other matter.

~~c) The city council shall give a minimum of 14 days' notice to a person it may request to appear before it under this section. The notice shall include specific questions on which the city council seeks information, and no person called to appear before the city council under this section shall be required to respond to any question not relevant or related to those questions presented in advance and in writing.~~

## **SECTION 2-7: APPOINTMENTS OF THE CITY COUNCIL**

a) The city council shall elect a city clerk to serve for a term of up to 3 years. The city clerk shall be the keeper of vital statistics of the city and the custodian of the city seal and of all records of the city. The city clerk shall administer the oath of office to all city officers and shall issue licenses and permits as may be provided by law. The city clerk shall have the powers and duties provided to that office by law, this charter, ordinances or other votes of the city council.

b) The city council shall elect ~~a city messenger to serve for a term of up to 2 years.~~ ~~The city messenger shall serve as~~ an assistant to the members of the city council at the direction of the city council president or their designee. The ~~city-messenger~~assistant shall be a resident of the city.

c) Subject to appropriation, the city council may establish additional support positions by ordinance as the city council deems necessary and may appoint staff to serve in those positions. All officials of the city shall cooperate with employees of the city council in the performance of any oversight functions. City council staff shall have such other powers and duties as may be provided for by charter, by

ordinance or by other vote of the city council.

d) City council staff appointed under this section shall receive such compensation as may from time to time be provided for such position by ordinance.

## **SECTION 2-8: ORDINANCES AND OTHER MEASURES**

a) No ordinance shall be passed finally on the date it is introduced, except in case of an emergency involving the health or safety of the people or their property or in the case of the unanimous vote of the city council. No ordinance shall be regarded as an emergency ordinance unless the emergency is defined and declared in a preamble to the ordinance, separately voted upon and receives the affirmative vote of not less than 8 members of the city council. An emergency ordinance shall be repealed after the expiration of 60 days following its adoption unless an earlier date is specified in the measure, or another measure passed under this section extends the original emergency ordinance.

b) The city council may pass a measure through all of its stages at one meeting, except for proposed ordinances, appropriation orders and loan authorizations, if no member of the city council shall object; provided, however, that if a single member objects, a vote on the measure shall be postponed to the next meeting of the city council. If a member objects to the taking of a vote on the first occasion that the question of adopting any measure is put to the city council, except an emergency ordinance under subsection (a), the vote shall be postponed until the next regular or special meeting of the city council. This procedure shall not be used more than once for any measure notwithstanding any amendments made to the original measure.

c) Every introduced ordinance, appropriation order or loan authorization, except an emergency ordinance, shall be posted on the city bulletin board and city website and made available in the office of the city clerk. After final passage it shall be posted on the city bulletin board and city website and otherwise published and made public as may be required by ordinance.

## **SECTION 2-9: CITY COUNCIL CONFIRMATION OF CERTAIN APPOINTMENTS**

The mayor shall refer to the city council, and simultaneously file with the city clerk the name of each person the mayor desires to appoint as a member of a multiple-member body. Appointments made by the mayor shall become effective on the 30th day after the date on which notice of the proposed appointment was filed with the city clerk unless rejected by a majority vote of the city council within the 30 days, such rejection shall not be unreasonably withheld. The question on rejection of any appointment made by the mayor shall not be subject to the procedure of objection provided in section 2-8(b) of the charter.

**Commented [AW3]:** We recommend replacing this text with the following text "city officer, department head or member of a multiple-member body for whom no other method of appointment or selection is provided by the charter. "

## SECTION 2-10: FILLING OF VACANCIES

a) If a vacancy shall occur in the office of councilor-at-large, the vacancy shall be filled in descending order of votes received by the candidate for the office of councilor-at-large at the preceding city election who received the highest number of votes without being elected and who received not less than 30 percent of the total votes cast for the candidate with the highest number of votes for the office of councilor-at-large, if that person remains eligible and willing to serve as councilor-at-large. The board of election commissioners shall certify this candidate to the office of councilor-at-large to serve for the balance of the unexpired term.

b) If a vacancy shall occur in the office of districtward councilor, the vacancy shall be filled in descending order of votes received by the candidate for the office of districtward councilor in the districtward in which the vacancy occurs at the preceding cityregular municipal election who received the highest number of votes without being elected and who received not less than 30 percent of the total votes cast for the candidate with the highest number of votes for the office of districtward councilor in the districtward, if that person remains eligible and willing to serve as districtward councilor. The board of election commissioners shall certify this candidate to the office of districtward councilor to serve for the balance of the unexpired term.

c) If a vacancy shall occur in the office of councilor-at-large or in that of districtward councilor and there is no available candidate to fill the vacancy in the manner provided in subsection (a) or (b), the remaining members of the city council shall elect a person to fill the vacancy. The notice of the meeting to fill the vacancy must be posted at least 10 days in advance of the meeting. A person elected by the city council to fill a vacancy shall serve until the next regular election, at which time the vacancy shall be filled by the voters and the person chosen to fill the vacancy shall immediately be sworn and shall serve for the remainder of the unexpired term in addition to the term for which the person is elected.

d) No vacancy shall be filled under this section if a regular city election is to be held within 120 days following the date the vacancy is declared to exist. A person serving as a councilor under this section shall not be entitled to have the words "candidate for re-election" printed against the person's name on the election ballot.

## SECTION 2-11: PERIODIC REVIEW OF ORDINANCES

Not later than July 1, at 5-year intervals, in each year ending in a 7 or in a 2, the mayor and city council shall provide for a review to be made of some or all the ordinances of the city to prepare a proposed revision or recodification of them. This review shall be made by a special committee to be established by a

vote of the city council. The committee shall consist of 7 members; 3 members shall be appointed by the mayor and 4 members shall be appointed by the city council. All members of the committee shall be voters of the city. The special committee shall file its report with the city clerk on a date specified by a vote of the city council. The review of city ordinances shall be under the supervision of the city solicitor. Copies of any recommendations shall be made available to the public at a cost not exceeding the actual cost of the reproduction.

### **ARTICLE III EXECUTIVE BRANCH**

#### **SECTION 3-1: MAYOR: QUALIFICATIONS; TERM OF OFFICE; COMPENSATION; PROHIBITIONS**

- a) The chief executive officer of the city shall be a mayor, elected by and from the voters of the city at large. Any voter shall be eligible to hold the office of mayor. The mayor shall devote full time to the office and shall not hold any other elective public office, nor shall the mayor be engaged in any other business, occupation, or profession during the period of service as mayor.
- b) The term of office of the mayor shall be 4 years beginning on the first Monday in the January succeeding the mayor's election, except when that first Monday falls on a legal holiday, in which event the term shall begin on the following day and shall end when a successor has been qualified.
- c) No person shall be elected to the office of mayor for more than 4 consecutive terms.
- d) The city council shall, by ordinance, establish compensation for the mayor. No ordinance increasing or decreasing the compensation of the mayor shall be effective unless it has been adopted by a 2/3 vote of the full city council. No ordinance increasing or decreasing the compensation of the mayor shall be effective unless it has been adopted during the first 36 months of the term for which the mayor is elected and unless it provides that the compensation increase or decrease is to take effect upon the organization of the city government following the next regular city election.
- e) No former mayor shall hold any compensated appointed city office or city employment at least 1 year following the date on which said mayor leaves office.-

## **SECTION 3-2: EXECUTIVE POWERS; ENFORCEMENT OF ORDINANCES**

a) The executive powers of the city shall be vested solely in the mayor and may be exercised by the mayor either personally or through the several city agencies under the general supervision and control of the office of the mayor. The mayor shall cause the charter, the laws, the ordinances and other orders for the government of the city to be enforced and shall cause a record of all official acts of the executive branch of the city government to be kept.

b) The mayor shall exercise general supervision and direction over all city agencies, unless otherwise provided by law or the charter. Each city agency shall furnish to the mayor, forthwith upon request, any information, materials or otherwise as the mayor may request and as the needs of the office of mayor and the interest of the city may require.

c) The mayor shall be, by virtue of the office, a member of every multiple-member body of the city. The mayor shall have a right, as such ex officio member, to attend any meeting of any multiple-member body of the city, at any time, including so-called executive sessions, to participate in the discussions, to make motions and to exercise every other right of a regular member of such body, but not including the right to vote.

## **SECTION 3-3: APPOINTMENTS BY THE MAYOR**

a) The mayor shall appoint, subject to the review of such appointments by the city council under section 2-9, all city officers and department heads and the members of multiple-member bodies for whom no other method of appointment or selection is provided by the charter ~~or ordinance.~~ All appointments to multiple-member bodies shall be in accordance with section 2-9. Upon the expiration of the term of a member of a multiple-member body, a successor shall be appointed in like manner. The mayor shall fill a vacancy for the remainder of the unexpired term of a member of any multiple-member body.

b) All persons classified as department heads, except the city clerk, shall, subject to the consent of the mayor, appoint, promote, and discipline all assistants, subordinates, and other employees of the agency for which that person is responsible. All appointments and promotions made or approved by the mayor shall be made based on merit and fitness demonstrated by examination, past performance or by other evidence of competence and suitability. Each person appointed to fill

an office or position shall be a person especially fitted by education, training, and previous work experience to perform the duties of the office or position for which the person is chosen.

#### **SECTION 3-4: REMOVAL OR SUSPENSION OF CERTAIN OFFICIALS**

The mayor may, in writing, remove or suspend any city officer or the head of any city department appointed by the mayor by filing a written statement containing the effective date of the removal or suspension and the office or officer affected, with the city clerk.

#### **SECTION 3-5: TEMPORARY APPOINTMENTS TO CITY OFFICES**

(a) If a temporary or permanent vacancy occurs in a city office and the needs of the city require that the office be filled, the mayor may designate the head of another city agency, a city officer, a city employee or some other person to perform the duties of the office on a temporary basis until the position can be filled as otherwise provided by law or by this charter. If a person is designated under this section, the mayor shall file a certificate with the city clerk in substantially the following form:

I designate (name of person) to perform the duties of the office of (designate office in which vacancy exists) on a temporary basis until the office can be filled by (here set out the regular procedure for filling the vacancy or when the regular officer shall return). I certify that said person is qualified to perform the duties that will be required and that I make this designation solely in the interests of the city of Medford.

(b) A person serving as a temporary officer under this section shall have only those powers of the office essential to the performance of the duties of the office during the period of the temporary appointment. Notwithstanding any general or special law to the contrary, no temporary appointment shall be for more than 180 days; provided, however, that 1 extension of not more than 120 days of a temporary appointment may be made when a permanent vacancy exists in the office.

#### **SECTION 3-6: COMMUNICATIONS; SPECIAL MEETINGS**

(a) Within 12 weeks following the start of each fiscal year the mayor shall submit to the city council, and make available for public distribution, a complete report on the financial and administrative



activities of the city for the preceding fiscal year. The mayor shall, from time to time throughout the year, by written communications, recommend to the city council for its consideration such measures as, in the judgment of the mayor, the needs of the city require. The mayor shall, from time to time throughout the year by written communications, keep the city council fully informed of the financial and administrative condition of the city and shall specifically indicate in any such reports any fiscal, financial or administrative problems of the city.

(b) The mayor may call a special meeting of the city council for any purpose. Notice of the meeting shall, except in an emergency, require written notice delivered in hand, via electronic mail or by first class mail to each member; provided, however, that such notice shall contain a listing of the items to be acted upon; provided further, that except in case of an emergency, which shall be determined by the mayor, such notice shall be delivered not less than 48 hours in advance of the time set for such meeting, excluding Saturdays, Sundays and legal holidays; and provided further, that a copy of the notice to members shall immediately be posted upon the city bulletin boards.

**Commented [AW4]:** We recommend "and the city website."

### **SECTION 3-7: APPROVAL OF CITY MAYOR, VETO**

Every order, ordinance, or vote adopted or passed by the city council relative to the affairs of the city, except resolutions, the selection of city officers by the city council and any matters relating to the internal affairs of the city council, shall be presented to the mayor for approval. If the mayor approves of a measure, the mayor shall sign it. If the mayor disapproves of a measure, the mayor shall return the measure with the specific reasons for the disapproval attached to it, in writing, to the city council. The city council shall enter the objections of the mayor on its records and shall reconsider the measure not less than 10 but not more than 30 days from the date of the measure is returned. If the city council shall again pass the order, ordinance or vote by a 2/3 vote of the full city council, it shall then take effect notwithstanding the objections of the mayor. If the mayor has neither signed a measure nor returned it to the city council within 10 days following the date it was presented to the mayor, the measure shall take effect.

### **SECTION 3-8: TEMPORARY ABSENCE OF THE MAYOR**

(a) Whenever, the mayor is temporarily unable to perform the duties of the office, the president of the city council shall serve as acting mayor or, if the city council president is unable or unwilling to serve, the city

council shall elect, by majority vote, one of its members to serve as an acting mayor. The city council, by unanimous vote of the entire membership, may determine whether the mayor is unable to perform the duties of the office. The mayor may of their own authority declare themselves temporarily unable to perform the duties of the office. Notwithstanding any general or special law to the contrary, the vote of the council shall be taken in public session by a roll call vote. The mayor may at any point declare themselves able to perform the duties of office.

(b) The acting mayor shall have only those powers of the mayor as are indispensable and essential to conduct the business of the city in an orderly and efficient manner and on which action may not be delayed. The acting mayor shall have no authority to make a permanent appointment or removal from city service unless the absence of the mayor shall extend beyond 60 days, nor shall an acting mayor approve or disapprove of any measure adopted by the city council unless the time within which the mayor must act would expire before the return of the mayor. During any period in which any member of the city council is serving as acting mayor, such councilor shall not vote as a member of the city council.

### **SECTION 3-9: DELEGATION OF AUTHORITY BY THE MAYOR**

The mayor may authorize a subordinate officer or employee of the city to exercise a power or perform a function or a duty which is assigned by this charter, or otherwise, to the mayor and the mayor may rescind or revoke an authorization previously made; provided, however, that all acts performed under any such delegation of authority during the period of authorization shall be and remain the acts of the mayor. Nothing in this section shall be construed to authorize a mayor to delegate the powers and duties of a school committee member, the power of appointment to city office or employment or to sign or return measures approved by the city council.

### **SECTION 3-10: VACANCY IN THE OFFICE OF THE MAYOR**

(a) If a vacancy in the office of mayor occurs during the first 34 months of the term for which the mayor is elected, the city council shall forthwith order a special election to be held within 90 days following the date the vacancy is created, to fill such vacancy for the balance of the remaining term. If a regular city election is to be held within 180 days following the date the vacancy is created, a special election need not be held and the position shall be filled by vote at such regular election. The person elected shall serve for the balance of

the remaining term. An acting mayor as provided in Section 3-8 shall serve until such special or regular municipal election and shall receive such compensation as established by ordinance for mayoral compensation.

(b) If a vacancy in the office of mayor occurs in the last 14 months of the term to which the mayor is elected, the president of the city council shall serve as acting mayor and if the city council president is unable or unwilling to serve, the city council shall elect one of its members to serve as acting mayor. A majority vote of the city council shall be required to elect a mayor from among the members of the city council. Upon the election of a member of the city council as the mayor, under this section, a vacancy shall exist in that city council seat which shall be filled in the manner provided in section 2-10. Any person serving as mayor under this subsection shall not be subject to the restrictions contained in the second sentence of section 3-1(a). Such person shall not be entitled to have the words "candidate for re-election" printed against their name on the election ballot for the office of the ~~Mayor~~mayor, but may have these words printed against their name on the election ballot for their original city council position. Such person shall receive such compensation as established by ordinance for ~~mayoral compensation~~the office of mayor.

**Commented [AW5]:** We recommend replacing this text with the following: "but may have these words printed against their name on the election ballot for the city council seat they vacated."

## **ARTICLE IV SCHOOL COMMITTEE**

### **SECTION 4-1: COMPOSITION; TERM OF OFFICE; ELIGIBILITY**

(a) The school committee shall consist of 7 members: 2 members elected at large by the voters of the city; and 1 each elected from the following districts comprised of combined wards within the city: wards 1 ~~1~~ and 7, wards 2 and 3, wards 4 and 5, and wards 6 and 8. The mayor shall serve as the 7th member of the school committee.

(b) The term of office for ~~members elected to the~~ school committee ~~members, other than the mayor,~~ shall be 2 years each, beginning on the first Monday in the January succeeding the member's election, except when that first Monday falls on a legal holiday, in which event the term shall begin on the following day and shall end when their successors have been qualified.

(c) Any voter shall be eligible to hold the office of school committee member at-large. A district school committee candidate shall be a voter in the district from which election is sought.

(d) If any school committee member removes from the city during the school committee member's term, that office shall immediately be deemed vacant and filled in the manner provided in section 4-6. A district school committee member who removes from the district in which the school committee member was elected and who remains a resident of the city may continue to serve during the term to which the remainder of the school committee member was elected. The school committee shall determine by 2/3 vote whether a school committee member has removed from the city.

#### **SECTION 4-2: SCHOOL COMMITTEE ORGANIZATION; CHAIR, VICE CHAIR AND SECRETARY ~~(CLERK)~~**

(a) Immediately prior to the first regular committee meeting in January or as soon as practical after school committee members-elect have been qualified following each regular city election, the school committee members shall choose from amongst their membership a chair, vice chair, and secretary ~~(clerk)~~.

(b) The chair shall prepare the agenda for the school committee meetings. The chair shall preside over all regular meetings of the school committee and regulate its proceedings. The chair shall appoint members to various subcommittees. The chair will have the same powers to vote upon measures coming before the school committee as any other member of the school committee. The school committee chair shall perform such other duties consistent with the office as may be provided by charter, by ordinance or by other vote of the school committee. The vice chair shall preside in the absence of the chair.

(c) The secretary shall record the votes taken at regular school committee meetings. The secretary shall oversee and approve the bills of the school department unless the school committee votes to form a subcommittee expressly for reviewing the bills.

#### **SECTION 4-3: PROHIBITIONS**

No member of the school committee shall hold any other city office or city employment for which a salary or other emolument is payable from the city treasury. No former member of the school committee shall hold any compensated appointed city office or city employment until at least 1 year after the date on which the member's service on the school committee has ended.

#### **SECTION 4-4: COMPENSATION**

The members of the school committee shall receive such salary for their services as may from time to time be set by ordinance. No ordinance increasing or decreasing the salary of school committee members shall be effective unless it shall have been adopted by a 2/3 vote of the city council during the first 18 months of the term for which school committee members are elected and it provides that such salary is to take effect upon the organization of the city government following the next regular municipal election.

#### **SECTION 4-5 POWERS AND DUTIES**

a) The school committee shall have all powers which are conferred on school committees by the General Laws and the additional powers and duties provided by charter, ordinance or otherwise and not inconsistent with the General Laws.  
~~school committees by the General Laws and the additional powers and duties provided by charter, ordinance or otherwise and not inconsistent with the General Laws.~~

b) The school committee shall exercise the following powers and perform the following duties, and no individual member is empowered to act unless by vote of the school committee:

1) Making all reasonable rules and regulations for the management of the public school system and for conducting the business of the school committee as deemed necessary or desirable; including but not limited to determining the hours and sessions of the public schools, establishing rates of tuition for non-resident pupils, and participating in negotiations in accordance with the General Laws of the Commonwealth of Massachusetts.

2) Adopting and overseeing the administration of an annual operating budget for the school system, subject to appropriation by the city council; provided, however, that the school committee shall have general charge and superintendence of all school buildings and grounds and shall furnish all school buildings with proper fixtures, furniture and equipment.

#### **SECTION 4-6: FILLING OF VACANCIES**

a) If a vacancy shall occur in the office of school committee at-large, the vacancy shall be filled in descending order of votes received by the candidate for the office of school committee at-large at the preceding city election who received the highest number of votes without being elected and who received not less than 30 percent of the total votes cast for the candidate with the highest number of votes for the office of school committee at-large, if that person remains eligible and willing to serve as school committee at-large. The board of election commissioners shall certify this candidate to the office of school committee at-

large to serve for the balance of the unexpired term.

b) If a vacancy shall occur in the office of district school committee member, the vacancy shall be filled in descending order of votes received by the candidate for the office of district school committee in the district in which the vacancy occurs at the preceding city election who received the highest number of votes without being elected and who received not less than 30 percent of the total votes cast for the candidate receiving the highest number of votes for the office of district school committee in the district, if that person remains eligible and willing to serve as district school committee. The board of election commissioners shall certify this candidate to the office of district school committee to serve for the balance of the unexpired term.

c) If a vacancy shall occur in the office of school committee at-large or in that of district school committee member and there is no available candidate to fill the vacancy in the manner provided in subsection (a) or (b), the remaining members of the school committee and the city council shall meet in joint session to elect a person to fill the vacancy. The notice of the meeting to fill the vacancy must be posted at least 10 days in advance of the meeting. A person elected by the school committee and city council to fill a vacancy shall serve until the next regular election, at which time the vacancy shall be filled by the voters and the person chosen to fill the vacancy shall immediately be sworn and shall serve for the remainder of the current term in addition to the term to which elected. No vacancy shall be filled under this section if a regular city election is to be held within 120 days following the date the vacancy is declared to exist. A person serving as a school committee member under this section shall not be entitled to have the words "candidate for re-election" printed against the person's name on the election ballot.

## **ARTICLE V**

### **ADMINISTRATIVE ORGANIZATION**

#### **SECTION 5-1: ORGANIZATION OF CITY AGENCIES**

The organization of the city into agencies to provide services and administer the government may be accomplished only through an administrative order submitted to the city council by the mayor. No administrative order may originate with the city council. The mayor may, subject only to express prohibitions of a general law or this charter, submit proposals to reorganize, consolidate or abolish any agency, in whole or in part, or to establish a new agency as is deemed necessary, establish terms of office and prescribe the functions and administrative procedures to be followed by all such agencies.

No function assigned by this charter to a particular agency may be discontinued or assigned to any other agency unless specified by this charter. The mayor may prepare and submit to the city council administrative orders that establish agencies for the orderly, efficient, or convenient conduct of the business of the city. These administrative orders shall be accompanied by a message from the mayor which explains the expected benefits and advises the city council if an administrative order shall require amendments, insertions, revisions, repeal or otherwise of existing ordinances. Whenever the mayor proposes an administrative order, the city council shall hold 1 or more public hearings on the proposal giving notice by publication in a local newspaper and on the city's website, which notice shall describe the scope of the proposal and the time and place at which the public hearing will be held, not less than 7 nor more than 14 days following the publication. An organization or reorganization plan shall become effective at the expiration of 60 days following the date the proposal is submitted to the city council unless the city council shall, by a majority vote, within that 60-day period, vote to disapprove the plan. The city council may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

## **SECTION 5-2: MERIT PRINCIPLES**

All appointments and promotions of city officers and employees shall be made on the basis of merit and fitness demonstrated by examination, past performance or by other evidence of competence and suitability. Each person appointed to fill an office or position shall be a person especially fitted by education, training and previous work experience to perform the duties of the office or position.

## **ARTICLE VI FINANCIAL PROCEDURES**

### **SECTION 6-1: FISCAL YEAR**

The fiscal year of the city shall begin on July 1 and shall end on the last day of June, unless another period is required by general law.

### **SECTION 6-2: ANNUAL BUDGET MEETING**

On or before February 15th, the mayor shall call a joint meeting of the city council and school committee before the commencement of the budget process to review the financial condition of the city and share relevant information.

### **SECTION 6-3: SUBMISSION OF OPERATING BUDGET; BUDGET MESSAGE**

Not less than 45 days before the beginning of the fiscal year, the mayor shall submit to the city council a proposed operating budget for all city agencies, which shall include the budget as approved by the school committee, for the ensuing fiscal year with an accompanying budget message and supporting documents. The budget message submitted by the mayor shall explain the operating budget in fiscal terms and in terms of work programs for all city agencies. It shall outline the proposed fiscal policies of the city for the ensuing fiscal year, describe key features of the proposed operating budget and indicate any major variations from the current operating budget, fiscal policies, revenues, and expenditures, together with reasons for such changes. The proposed operating budget shall provide a complete fiscal plan of all city funds and activities and shall be in the form the mayor deems desirable. The school budget, as adopted by the school committee, shall be submitted to the mayor within a reasonable time before the submission of the proposed operating budget to the city council. The mayor shall notify the school committee of the date by which the budget of the school committee shall be submitted to the mayor. The mayor and the school superintendent shall coordinate the dates and times of the school committee's budget process.

### **SECTION 6-4: ACTION ON THE OPERATING BUDGET**

- a) The city council shall publish in at least one local ~~news-publication-of general-circulation-in-the-city~~newspaper and on the city website a notice of the proposed operating budget as submitted by the mayor. The notice shall state:
  - (i) the times and places where copies of the entire proposed operating budget are



available for inspection by the public; and (ii) the date, time and place, not less than 14 days after its publication, when a public hearing on the proposed operating budget will be held by the city council.

b) The city council shall adopt the operating budget, with or without amendments, not more than 30 days following the date the budget is filed with the city clerk. In amending the operating budget, the city council may delete or decrease any amounts except expenditures required by law. The city council, except on the recommendation of the mayor, shall not increase any item in or the total of the proposed operating budget unless otherwise authorized by law. If the city council fails to act on an item in the operating budget within 30 days after receipt of the budget, that amount shall, without any action by the city council, become a part of the appropriations for the upcoming fiscal year and shall be available for the purposes specified.

c) In addition to any other posting requirements under law, immediately after the submission of the proposed budget to the city council, the mayor shall cause the entire budget document to be posted on the city's website, such posting shall be prominently labeled as "Proposed FY \_\_\_\_\_ Budget". Said proposed budget document shall remain posted during the city council review process contained in this article. After the enactment of the budget, it shall be posted on the city's website and prominently labeled as "FY \_\_\_\_\_ Budget" and shall remain there throughout the fiscal year for which it is in effect. Said budget document shall reflect any amendments made by the city council and approved by the mayor.

## **SECTION 6-5: CAPITAL IMPROVEMENT PROGRAM**

a) The mayor shall submit a capital improvement program to the city council at least 120 days before the start of each fiscal year. The capital improvement program shall include:

- 1) a clear and concise general summary of its contents;
- 2) a list of all capital improvements proposed to be undertaken during the next ensuing 5 years, with supporting information as to the need for each capital improvement;
- 3) cost estimates, methods of financing and recommended time ~~schedules for each improvement; and,~~ schedules for each improvement; and,
- 4) the estimated annual cost of operating and maintaining each facility and piece of major equipment involved. This information is to be annually revised by the mayor with regard to the capital improvements still pending or in the process of being acquired, improved or constructed.

b) The city council shall publish in at least one newspaper of general circulation in the city, and on the city's website, a notice stating: (1) the times and places where entire copies of the capital improvements program are available for inspection by the public; and, (2) the date, time and place not less than 14 days after such publication, when a public hearing on said plan will be held by the city council.

c) At any time after the public hearing but before the first day of the last month of the current fiscal year, the city council shall by resolution adopt the capital improvements program with or without amendment, provided that each amendment must be voted separately and that any increase in the capital improvements program as submitted must clearly identify the method of financing proposed to accomplish such increase.

#### **SECTION 6-6: INDEPENDENT AUDIT**

The city shall annually provide for an outside audit of the books and accounts of the city to be conducted by a certified public accountant or a firm of certified public accountants, which has no personal interest, direct or indirect, in the fiscal affairs of the city or any of its officers. The mayor shall annually provide a sum sufficient to satisfy the estimated cost of conducting the audit. The report of the audit shall be filed in final form and published on the city website. At least every 5 years, the city shall conduct a competitive procurement process to retain auditing services.

#### **SECTION 6-7: EXPENDITURES IN EXCESS OF APPROPRIATIONS**

Except as otherwise provided by law, no official shall knowingly and intentionally expend in any fiscal year any sums in excess of the appropriations duly made in accordance with law or involve the city in any contract for the future payment of money in excess of these appropriations and any such expenditure or involvement shall be in strict compliance with section 31 of chapter 44 of the General Laws. An official who violates this section shall be personally liable to the city for any amounts so expended to the extent that the city does not recover these amounts from the person to whom the sums were paid.

### **ARTICLE VII ELECTIONS**

#### **SECTION 7-1: PRELIMINARY ELECTIONS**

A preliminary election to nominate candidates for mayor, councilor-at-large, ward city councilor, and at large and district school committee members

shall be held on the second Tuesday in September in each odd-numbered year in which the candidates are to be elected, but the board of election commissioners may, with the approval of the city council, reschedule the preliminary election to the fourth Tuesday in September to avoid a conflict with any civic or religious holiday. Whenever a special election to fill a vacancy is to be held, a preliminary election shall be conducted, if necessary, 28 days before the ~~date established for the special election; provided, however, that a preliminary election to fill a vacancy for district councilor or district school committee member shall be held only in the affected wards comprising such district.~~ date established for the special election; provided, however, that a preliminary election to fill a vacancy for a ward councilor shall be held in the affected ward; a preliminary election to fill a vacancy for a district school committee member shall be held only in the affected district.

## **SECTION 7-2: PRELIMINARY ELECTION PROCEDURES**

a) The number of signatures of voters required to place the name of a candidate on the official ballot to be used at a preliminary election shall be as follows: for the office of mayor, not less than 150 certified signatures; for any other office elected at large, not less than 100 certified signatures; for the office of ~~districtward~~ councilor, not less than 50 certified signatures; for the office of district school committee, not less than 50 certified signatures; provided, however, that the signatures for the office of ~~districtward~~ councilor shall be from voters in the ward for which the councilor shall be elected, and the signatures for district school committee members shall be from voters in the wards comprising such district. Signatures of voters shall be made on a form prescribed by the board of election commissioners and shall be made available not earlier than April 2 in each city election year and those forms shall be submitted to the board of election commissioners for certification of the names on or before the 14th day preceding the date fixed for submission to the board of election commissioners. The forms shall be submitted to the board of election commissioners on or before 5:00 in the afternoon on the 45th day prior to the declared date of the preliminary election. An individual may appear on the ballot for only one office at any preliminary, regular or special city election.

b) The order in which names of candidates for each office appear on the ballot shall be determined by a drawing, by lot, conducted by the city clerk at least 40 days before the preliminary election. The drawing shall be open to the public.

c) The 2 persons who receive the highest number of votes for nomination for an office at the preliminary election shall, except as provided by this section be the sole candidates for that office whose names shall be printed on the official ballot to be used at the regular or special city

election at which the office is to be voted upon and no acceptance of a nomination shall be necessary to its validity. If 2 or more persons are to be elected to the same office at the regular or special city election, the several persons equal in number to twice the number to be elected, receiving at such preliminary election the highest number of votes for nomination for that office shall, except as provided by this section, be the sole candidates for that office whose names shall be printed on the official ballot. If the preliminary election results in a tie vote among candidates for nomination receiving the lowest number of votes which would entitle a person receiving the same to have that person's name printed on the official ballot for the election, all candidates participating in the tie vote shall have their names printed on the official ballots, although in consequence thereof there shall be printed on the ballots the names of candidates exceeding twice the number to be elected.

d) If at the expiration of the time for filing statements of candidates to be voted for at any preliminary election, not more than twice as many such statements have been filed with the board of election commissioners for an office as are to be elected to such office, the candidates whose statements have thus been filed shall be deemed to have been nominated to the office and those candidates shall be voted on for such office at the regular or special city election and the board of election commissioners shall not print those names on the ballot to be used at the preliminary election and no other nomination to the office shall be made. If in consequence it shall appear that no names are to be printed upon the official ballot to be used at a preliminary election in the city, no preliminary election shall be held for such office or offices.

### **SECTION 7-3 REGULAR CITY ELECTION**

The regular city election shall be held on the first Tuesday following the first Monday in November in each odd-numbered year.

### **SECTION 7-4: BALLOT POSITION, REGULAR CITY ELECTION**

The order in which names of candidates for each office appear on the ballot shall be determined by a drawing, by lot, conducted by the board of election commissioners not later than 7 days after the certification of the preliminary election results. If there is no preliminary election in advance of the regular city election, the drawing shall be conducted at least 40 days before the general election. If there is no preliminary election in advance of a special city election, the drawing shall be conducted at least 40 days prior to the special city election.-

~~The drawing shall be open to the public.~~

The drawing shall be open to the public.

## **SECTION 7-5: NON-PARTISAN ELECTIONS**

All elections for city offices shall be nonpartisan and election ballots shall be printed without any party mark, emblem, or other political designation.

## **SECTION 7-6: WARDS**

The territory of the city shall be divided into 8 wards so established as to consist of as nearly an equal number of inhabitants as is reasonable to achieve based on compact and contiguous territory, bounded as far as reasonable by the center line of known streets or ways or by other well-defined limits. Each ward shall be composed of voting precincts established in accordance with the General Laws. The city council shall from time to time but not less than once every 10 years, review the wards to ensure their uniformity in number of inhabitants.

## **SECTION 7-7: APPLICATION OF STATE GENERAL LAWS**

Except as otherwise expressly provided in this charter and authorized by law, all city elections shall be governed by the General Laws relating to the right to vote, the registration of voters, the nomination of candidates, voting places, the conduct of preliminary, regular and special city elections, the submission of charters, charter amendments and other propositions to the voters, the of votes, the recounting of votes and the determination of results.

## **ARTICLE VIII CITIZEN PARTICIPATION MECHANISMS**

### **SECTION 8-1: GROUP PETITIONS**

The city council shall hold a public hearing and act with respect to every petition which is addressed to the city council and that is signed by at least 100 municipal voters as certified by the ~~Boardboard~~ of ~~Election-Commissioners~~election commissioners, along with their addresses, and that seeks the passage of a measure. Once received, the petition shall be reviewed by the City's legal department to ensure it does not conflict with any provisions of General Law regarding public hearings and legally permissible topics thereof. If approved for consideration, a hearing shall be held by the city council or by a committee or subcommittee thereof, and the city council shall act on the petition within 3 months of filing with the city clerk. Hearings on two or more petitions filed under this section may be held at the same time and place. At least 14 days before the hearing, the city clerk shall notify the ten petitioners whose names first appear on each such petition, publish a general summary of the subject matter of the petition, and post notice of the date and time of the public hearing. A hearing

**Commented [AW6]:** We recommend adding the following text "on municipal bulletin board and the city website"

shall not be held upon any subject more than once in a given 12-month period, as determined by the city council president.

## **SECTION 8-2: CITIZEN NEW INITIATIVE MEASURES**

a) Initiative procedures shall be started by the filing of a proposed initiative petition with the city clerk or the secretary ~~(clerk)~~ of the school committee. The petition shall: (i) be addressed to the city council or the school committee; (ii) contain a request for the passage of a particular measure, which shall be set forth in full in the petition; and (iii) be signed by not less than 250 voters and include their addresses. Not less than 25 signatures shall be certified from each ward. The petition shall be accompanied by an affidavit signed by 10 voters, containing their residential addresses, stating that they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, as well as designating one member as its clerk.

b) The city clerk or the secretary ~~(clerk)~~ of the school committee shall, immediately following receipt of a proposed petition, deliver a copy of the petition to the city solicitor. The city solicitor shall, not more than 15 days following receipt of a copy of the petition, advise the city council or the school committee in writing as to whether the measure as proposed may lawfully be proposed by the initiative process and whether, in its present form, it may be lawfully adopted by the city council or the school committee. If the opinion of the city solicitor is that the measure is not in proper form, the reply shall state the reasons for this opinion in full. A copy of the opinion of the city solicitor shall be mailed to the members of the petitioners' committee.

c) If the opinion of the city solicitor is that the petition is in a proper form, the ~~board of election commissioners~~city clerk shall provide blank forms for the use of subsequent

signers and shall print at the top of each blank form a fair, concise summary of the proposed measure, as determined by the city solicitor, together with the names and addresses of the first 10 voters who signed the originating petition. Not more than 90 days following the date the blank forms are issued by the city clerk, the petitions shall be returned and filed with the ~~board of election commissioners~~city clerk, signed by not less than 5 percent

of the total number of voters as of the date of the most recent city election. Signatures to an initiative petition may be on more than one sheet of paper but all papers pertaining to any one measure shall be fastened together and shall be filed as a single instrument with the endorsement on it of the name and residential address of the person designated as filing the same. With each signature on the petition, there shall also appear the street and number of the residence of each signer. Not

**Commented [AW7]:** We recommend removing this language because it is redundant.

more than 10 days following the filing of the petition, the board of board of election commissioners shall ascertain by what number of voters the petition has been signed and what percentage that number is of the total number of voters as of the date of the most recent city election. The board of election commissioners of voters shall attach to the petition a certificate showing the results of its examination and shall return the petition to the city clerk or to the secretary of the school committee, depending on how the petition is addressed. A copy of the board of election commissioners' certificate shall also be mailed to the person designated as clerk of the petitioners' committee.

d) Not more than 30 days following the date a petition has been returned to the city clerk or the secretary (clerk) of the school committee and after publication under subsection (f), the city council or the school committee shall act with respect to each initiative petition by: (i) passing it without change; (ii) passing a measure stated to be in lieu of the initiative measure; or (iii) rejecting it. The passage of a measure in lieu of an initiative measure shall be considered a rejection of the initiative measure. If the city council or the school committee does not act with respect to an initiative measure that is presented to it not more than 30 days following the date the measure is returned to it, the measure shall be deemed to have been rejected on the thirtieth day. If an initiative measure is rejected, the city clerk or the secretary (clerk) of the school committee shall promptly give notice of that fact to the persons designated as the petitioners' committee by certified mail.

e) Not more than 60 days following the date an initiative petition has been rejected, a supplemental initiative petition may be filed with the city clerk or the secretary of the school committee, but only by persons constituting the original petitioners' committee. The supplemental initiative petition shall be signed by a number of additional voters that is not less than 105 percent of the total number of voters as of the date of the most recent city election. The signatures on the initial petition filed under subsection (c) and the signatures on the supplemental petition filed under this subsection, taken together, shall contain the signatures of not less than 1510 percent of the total number of voters in the city. If the number of signatures to this supplemental petition is found to be sufficient by the board of election commissionerscity clerk, the city council shall call a special election to be held on a date fixed by it not less than 35 days nor more than 90 days following the date of the certificate of the board of election commissionerscity clerk that a sufficient number of voters have signed the supplemental initiative petition and shall submit the proposed measure, without alteration, to the voters for determination; provided, however, that if another city election is to be held not more

**Commented [AW8]:** We recommend replacing this sentence with the following: "A copy of the certificate issued by the board of elections commissioners shall be mailed to the 10 persons constituting the petitioners' committee."

than 180 days following the date of the certificate of the ~~board of election-commissioners~~city clerk that a sufficient number of voters have signed the supplemental initiative petition, the city council may omit the calling of such special election ~~and cause the question to appear on the election ballot at such regular city election for determination by the voters.~~ and cause the question to appear on the election ballot at such regular city election for determination by the voters.

f) The full text of an initiative measure that is to be submitted to the voters shall be published in at least one local ~~news-publication~~newspaper not less than 7 days but not more than 14 days before the date of the election at which the question is to be voted upon. Additional copies of the full text shall be available for distribution to the public in the office of the board of election commissioners, and the text of the initiative and ballot question shall be posted on the city's website.

g) The ballots used when voting on a measure proposed by the voters under this section shall contain a question in substantially the following form: Shall the following measure that was proposed by an initiative petition take effect? (Insert a fair, concise summary prepared by the petitioners and approved by the city solicitor.)

YES

NO

If the vote meets the voter participation criterion of Section 8-6, and a majority of the votes cast on the question is in the affirmative, the measure shall be effective immediately unless a later date is specified in the measure.

### **SECTION 8-3: CITIZEN REPEAL REFERENDUM PROCEDURES**

a) If, not more than 21 days following the date on which the city council or the school committee has voted finally to approve of a measure, a petition signed by a number of voters amounting to not less than ~~15~~12 percent of the total number of voters as of the date of the most recent general city election and addressed to the city council or to the school committee, as the case may be, protesting against the measure or any part of it is filed with the secretary ~~(clerk)~~ of the school committee or city clerk, the effective date of the measure shall be temporarily suspended. The school committee or the city council shall immediately reconsider its vote on the measure or part of it and, if the measure is not rescinded, the city council shall provide for the submission of the question for a determination by the voters at a special election, which the city council may call at its convenience, or within such time as may be requested by the school committee or at the next regular city election; provided, however, that pending this submission and



determination the effect of the measure shall continue to be suspended.

b) The petition under this section shall be a referendum petition and the applicable provisions of section 8.2 that relate to the filing and certification of signatures shall apply to such referendum petitions, except that the words "measure or part thereof protested against" shall replace the word "measure" and the word "referendum" shall replace the word "initiative". The measure or part protested against shall be null and void unless a majority of those voting on the question shall vote in favor of the measure or part protested against at the election.

#### **SECTION 8-4: INELIGIBLE MEASURES**

The following shall not be subject to the initiative or referendum procedures:

- (i) a proceeding relating to the internal organization or operation of the city council or the school committee;
- (ii) an emergency measure adopted under this charter;
- (iii) the city budget or school committee budget as a whole, or any portion thereof;
- (iv) an appropriation for the payment of the city's debt or debt service;
- (v) an appropriation of funds to implement a collective bargaining agreement;
- (vi) a proceeding relating to the appointment, removal, discharge, employment, promotion, transfer, demotion, or other personnel action;
- (vii) a proceeding repealing or rescinding a measure or part of it that is protested by referendum procedures;
- (viii) a proceeding providing for the submission or referral to the voters at an election;
- (ix) a memorial resolution and other votes constituting ordinary, routine matters not suitable as the subject of an initiative or referendum petition;
- (x) setting of a property tax rate;
- (xi) setting of water and sewer rates; and
- (xii) a change in the title of a ~~City Agency~~city agency or any body, department, division, office, or school of the Medford Public Schools.

#### **SECTION 8-5 RECALL**

a) The holder of the elected office of mayor in the city, with more than 6 months remaining in the term of office for which the mayor was elected, may be recalled

therefrom by the voters of the city in the manner provided in this section. No recall petition shall be filed against an officer within 6 months after taking office.  
~~in this section. No recall petition shall be filed against an officer within 6 months after taking office.~~

b) A recall petition may be initiated by the filing of an affidavit containing the name of the mayor, provided that the affidavit is signed by at least 500 voters. The board of election commissioners shall thereupon deliver to those voters making the affidavit copies of petition blanks demanding such recall, copies of which printed forms the board of election commissioners shall keep available. The blanks shall be issued by the board of election commissioners, with signature and official seal attached thereto. The blanks shall be dated, shall be addressed to the city council and shall contain the names of all the persons to whom the blanks are issued, the number of blanks so issued, the name of the person whose recall is sought, the office from which removal is sought and the grounds of recall as stated in the affidavit. A copy of the petition shall be entered in a record book to be kept in the office of the board of election commissioners. Said recall petition shall be returned and filed with the board of election commissioners within 40 days after the filing of the affidavit and shall have been signed by at least 20% of the voters of the city. The board of election commissioners shall, within 5 days, certify thereon the number of signatures which are names of voters.

c) If the petition shall be found and certified by the city clerk to be sufficient, the city clerk shall submit the same with such certificate to the city council within 5 days, and the city council shall give written notice of the receipt of the certificate to the officer sought to be recalled and shall, if the officermayor does not resign within 5 days thereafter, order an election to be held on a date fixed by the city council not less than 64 days and not more than 90 days after the date of the city clerk's certificate that a sufficient petition has been filed; provided, however, that if any other citymunicipal election is to occur within 120 days after the date of the certificate, the city council shall postpone the holding of the recall election to the date of such other election. If a vacancy occurs in saidthe office of mayor after a recall election has been ordered, the election shall not proceedheld as provided in this section.

d) The incumbentmayor t shall continue to perform the duties of the office until the recall election. If said-incumbentthe mayor is not recalled, the incumbent mayor shall continue in office for the remainder of the unexpired term subject to recall as before. If recalled, the officermayor shall be deemed removed and the office vacant. The vacancy created thereby shall be filled under article 3 of this charter for filling vacancies in such  
offices.a vacancy A person chosen to fill the vacancy caused by a recall shall hold office until the next regular citymunicipal election. Should the person be a candidate in the subsequent election, that person will not be allowed to have "candidate for reelection" appear on the ballot at such election.

e) The form of the question to be voted upon shall be substantially as follows:  
Shall [here insert the name and title of the elective officer whose recall is sought]  
be recalled? YES\_\_\_ NO\_\_\_

f) If a majority of the votes cast upon the question of recall is in the affirmative,  
~~such elected officer~~the mayor shall be recalled.

g) In the case of ~~an officer~~a mayor subjected to a recall election and not recalled  
thereby, no other or additional recall petition shall be filed against such officer  
until at least 270 days after the election at which the officer's recall was  
submitted to the voters of the city.

h) No person who has been recalled from an office or who has resigned from  
office while recall proceedings were pending against such person shall be  
appointed to any city office within 2 years after such recall or such resignation.  
~~from office while recall proceedings were pending against such person  
shall be appointed to any city office within 2 years after such recall or  
such resignation.~~

#### **SECTION 8-6: REQUIRED VOTER PARTICIPATION**

For any measure to be effective under initiative procedure and for any  
measure to be declared null and void under a referendum procedure, at least  
20% of the registered voters as of the most recent regular city election must  
vote at an election that includes on the ballot submission to the voters of  
one or more initiative or referendum questions. Any election that includes  
on the ballot submission a recall question shall require that 25% of the  
registered voters as of the most recent regular city election must vote at  
such election.

#### **SECTION 8-7: SUBMISSION OF OTHER MATTERS TO VOTERS**

The city council may by its own motion, and shall at the request of the  
mayor or the school committee if a measure originates with the mayor or  
school committee and pertains to affairs under its jurisdiction, submit to the  
voters at any regular city election for adoption or rejection any measure in  
the same manner and with the same force and effect as are hereby provided  
for submission by petitions of voters.

#### **SECTION 8-8: CONFLICTING PROVISIONS**

If 2 or more measures passed at the same election contain conflicting  
provisions, only the measure receiving the greatest number of affirmative  
votes shall take effect.

## **ARTICLE IX GENERAL PROVISIONS**

### **SECTION 9-1: CHARTER CHANGES**

This charter may be replaced, revised or amended in accordance with any procedure made available under the state constitution or by the General Laws.

### **SECTION 9-2: SPECIFIC PROVISION TO PREVAIL**

To the extent that a specific provision of this charter conflicts with any provision expressed in general terms, the specific provision of the charter shall prevail.

### **SECTION 9-3: RULES AND REGULATIONS**

A copy of all rules and regulations adopted by a city agency shall be placed on file in the office of the city clerk not later than the effective date of the rule or regulation and shall be available for review by any person who requests such information at any reasonable time. Unless an emergency exists, as determined by the mayor, no rule or regulation adopted by a city agency shall become effective until at least 5 days following the date it is filed.

### **SECTION 9-4: PERIODIC REVIEW OF CHARTER**

a) The charter shall be subject to review by a charter review committee as defined below within 10 years of the charter's approval by the voters, and every 10 years thereafter.

b) In any year where a charter review is taking place, the mayor and city council shall provide for a review to be made of the city charter. This review shall be made by a special committee to be composed of ~~34~~ appointees of the mayor, 3 appointees of the city council, and ~~32~~ appointees of the school committee . In the case of the resignation or removal of a member of the special committee, the original appointing authority shall appoint a replacement. All members shall be ~~appointed by March 1 of the year of the charter review, and the committee shall prepare a report of its recommendations within 15 months of the committee's appointments. The committee shall hold at least 2 public hearings, one to hear testimony from city officials and residents, and one to present the committee's recommendations to the public. All members of the committee shall be voters of the city. The special committee shall file its report with the city clerk. Copies of any recommendations shall be made available to the public at city hall and posted to the municipal website.~~ appointed by March 1 of the year of the charter review, and the

committee shall prepare a report of its recommendations within 15 months of the committee's appointments. The committee shall hold at least 2 public hearings, one to hear testimony from city officials and residents, and one to present the committee's recommendations to the public. All members of the committee shall be voters of the city. The special committee shall file its report with the city clerk. Copies of any recommendations shall be made available to the public at city hall and posted to the municipal website.

c) The city council shall review and vote on the recommendations within 90 days of receipt of the committee's report. The city council may amend the recommendations.

#### **SECTION 9-5: UNIFORM PROCEDURES GOVERNING MULTIPLE-MEMBER BODIES**

a) All appointed multiple-member bodies shall elect a chair, a vice-chair and a secretary and any other officer it deems necessary.

b) All appointed multiple-member bodies of the city shall meet regularly at the times and places that the multiple-member body, by the body's own rules, prescribe. Special meetings of any multiple-member body shall be held at the call of the chair or by a majority of the members of the body. Notice of the meeting shall be posted as required by law. Except as may otherwise be authorized by law, all meetings of all multiple-member bodies shall at all times be open to the public.

c) Each appointed multiple-member body shall determine its own rules and order of business. Each multiple-member body shall provide for the keeping of agendas, minutes and related submissions of its proceedings. All such documents shall be a public record and certified copies shall be placed on file in the office of the city clerk within a reasonable period from the date of approval or acceptance of such submissions. Agendas and meeting minutes shall be posted on the city's website at the same time as submission to the city clerk, and to the extent practicable, all related submissions to any agenda item; provided, however, that if such submission cannot reasonably be posted on the website, the meeting minutes shall state where and when any submissions as referenced in the meeting minutes can be viewed.

d) If requested by a member, a vote of an appointed multiple-member body shall be taken by a roll call vote and the vote of each member shall be recorded in the minutes, but if the vote is unanimous, only

that fact need be recorded.

e) A majority of the members of an appointed multiple-member body shall constitute a quorum. Unless some other provision is made by the multiple-member body's own rules while a quorum is present, except on procedural matters, a majority of the full membership of the body shall be required to vote on any matter representing an exercise of the powers of the multiple-member body. General Laws related to a vote to meet in "executive session" shall always require a majority of members of the body.

f) All appointed multiple-member body members shall be residents of the city. However, the residency requirement established by this subsection may be waived by majority vote of the city council upon recommendation of the mayor. The mayor's recommendation shall set out the reasons why said waiver is in the best interest of the city.

#### **SECTION 9-6 LOSS OF OFFICE; EXCESSIVE ABSENCE**

If any person appointed to serve as a member of a multiple-member body shall fail to attend 3 or more consecutive meetings, or all of the meetings held during 4 calendar months, or at least 50 per cent of all of the meetings of such body held in 1 calendar year, the remaining members of the multiple-member body shall, by a majority vote of their members, notify the appointing authority. Such notice to the appointing authority shall include the notice from the chair of the multiple-member body to the person meeting the criteria above given in hand, or mailed, postage prepaid, by registered or certified mail, return receipt requested, of the body's intent to notify the appointing authority of the incidence of absence at least 10 days before providing notice to the appointing authority, and the response, if any, received from the person so notified. Only the appointing authority may determine if the seat is to be declared vacant.

#### **SECTION 9-7: REFERENCES TO GENERAL LAWS**

All references to General Laws contained in the charter refer to the General Laws of the commonwealth and are intended to refer to and to include any amendments or revisions to such chapters or sections or to the corresponding chapters and sections of any rearrangement, revision or recodification of such statutes enacted or adopted subsequent to the adoption of this charter.

#### **SECTION 9-8: COMPUTATION OF TIME**

In computing time under this charter the day of the act or event after which the designated period of time begins to run shall not be included. The last

day of the period shall be included, unless it is a Saturday, Sunday or legal holiday, in which event the period shall be extended to the next day which is not a Saturday, Sunday or legal holiday. When the period of time designated is fewer than 7 days, intermediate Saturdays, Sundays and legal holidays shall not be included, when the period is 7 days or more, Saturdays, Sundays and legal holidays shall be included.

#### **SECTION 9-9: OATHS OR AFFIRMATIONS FOR THE OFFICE OF MAYOR, CITY COUNCIL, SCHOOL COMMITTEE, ~~CITY CLERK~~**

A mayor-elect, the city council members-elect and the school committee members-elect shall, on the first Monday in the January of each even-numbered year, meet and take an oath or affirmation to the faithful discharge of the duties of their office by the city clerk. If the first Monday in January of such even-numbered years falls on a legal holiday, the oaths or affirmations shall be taken on the following day. Upon receiving the oath or affirmation, each official shall document the same by signing an oath or affirmation that shall be kept in a bound book maintained by the city clerk. In the case of the absence of the mayor-elect or any member-elect of the city council or school committee on the day the oath is administered, the oath or affirmation may at any time thereafter be administered to that person by the city clerk, the assistant city clerk, a judge of a court of record or by a justice of the peace. Modifications to this section may be prescribed by ordinance.

#### **SECTION 9-10: CERTIFICATE OF ELECTION OR APPOINTMENT**

Every person who is elected or appointed to an office or as a member of a multiple-member body shall receive a certificate of that election or appointment from the board of election commissioners. Except as otherwise provided by law, every person who is elected or appointed to an office or as a member of a multiple-member body, before performing any act under this election or appointment, shall take and subscribe to an oath or affirmation to qualify to enter upon the duties. The ~~board of election commissioners~~city clerk shall keep a record of this oath.

#### **SECTION 9-11: LIMITATION ON OFFICE HOLDING**

Unless otherwise allowed by law or this charter, no person shall simultaneously hold more than 1 city office or position of employment. This section may be waived by the mayor with the approval of the city council by majority vote. The city council shall have 30 days to accept or reject the mayor's request. If the city council does not act within said 30 days, the waiver shall become effective.

#### **SECTION 9-12: FELONY CONVICTION**

An elected official who has been convicted of a state or federal felony while holding office shall be deemed to have vacated the office. Any such vacancy shall be filled in accordance with the charter.

#### **SECTION 9-13: ENFORCEMENT OF CHARTER PROVISIONS**

It shall be the duty of the mayor to see that the charter is faithfully followed and complied with by all city agencies and city employees. Whenever it appears to the mayor that a city agency or city employee is failing to follow this charter the mayor shall, in writing, cause notice to be given to that agency or employee directing compliance with the charter. If it appears to the city council that the mayor personally is not following the charter the city council shall, by resolution, direct the attention of the mayor to those areas in which it believes there is a failure to comply with the charter. The procedures made available in chapter 231A of the General Laws may be used to determine the rights, duties, status or other legal relations arising under this charter, including any question of construction or validity which may be involved in such determination.

#### **SECTION 9-14: CONFLICT OF INTEREST**

All city employees shall be considered municipal employees under Chapter 268A of the General Laws and shall comply with the state conflict of interest laws.

### **ARTICLE X TRANSITIONAL PROVISIONS**

#### **SECTION 10-1: CONTINUATION OF EXISTING LAWS**

All general or special laws, city ordinances and rules and regulations of or pertaining to the city of Medford, including special acts creating regional entities and arrangements of which the city is a member, that are in force when this charter takes effect, and not specifically or by implication repealed by this charter, shall continue in full force and effect until amended or repealed, rescinded by law or until they expire by their own limitation. In any case in which this charter is found to be inconsistent with any general or special law that would otherwise be applicable, this charter shall be deemed to prevail. Every inconsistency between the prior law and this charter shall be decided in favor of this charter.

#### **SECTION 10-2: CONTINUATION OF GOVERNMENT AND ADMINISTRATION**

All city agencies shall continue to perform the duties of the agency until re-elected, reappointed or until successors to the respective positions are duly



appointed or elected or until the duties have been transferred and assumed by another city agency.

### **SECTION 10-3: TRANSFER OF RECORDS AND PROPERTY**

All records, property and equipment of a city agency, or part thereof, the powers and duties of which are assigned in whole or in part to another city agency, shall be transferred immediately to that agency.

### **SECTION 10-4: EFFECT ON OBLIGATIONS, TAXES, ETC.**

All official bonds, recognizance, obligations, contracts and other instruments entered into or executed by or to the city before the adoption of this charter and all taxes, assessments, fines, penalties and forfeitures, incurred or imposed, due or owing to the city, shall be enforced and collected and all writs, prosecutions, actions and causes of action, except as otherwise provided in this charter, shall continue without abatement and remain unaffected by the charter. No legal act done by or in favor of the city shall be rendered invalid by reason of the adoption of this charter.

### **SECTION 10-5: DISPOSITION OF CERTAIN SPECIAL ACTS**

Chapter 605 of the Acts of 1986 is hereby repealed.

Chapter 839 of 1974 establishing, a Department of Community Development and Chapter 423 of the Acts of 1958, as amended by Chapter 163 of 2014, relating to the Traffic Commission are hereby retained until the city takes action under Article 5.

### **SECTION 10-6: TIME OF TAKING EFFECT**

a) The mayor will be elected to a 4-year term at the November 2, 2027 regular city election.

b) The city council ~~composed~~comprised of ~~911~~ members, 8 from wards and ~~the school committee composed of 7 members~~ 3 at large will be elected at the November 2, 2027 regular city election.

~~e)-c)~~ The 6 elected school committee members comprised of 4 from districts as defined in the charter and 2 elected at large will be elected at the November 2, 2027 election.

d) The provisions in Article 6 relative to the operating budget and the capital improvement program will be in effect for the fiscal year beginning July 1, 2028.

SECTION 2: The board of election commissioners shall cause the following question to be placed on the official ballot to be used by the city of Medford at the regular city election to be held on November 4, 2025:

Shall the city adopt Chapter XXX of the Acts of 2025 that provides a special act charter for the city of Medford?

The city solicitor shall prepare the summary of the proposed special act charter which shall appear on the ballot along with the question provided in this section and the city solicitor shall submit the question and summary to the board of election commissioners in accordance with section 42C of Chapter 54 of the General Laws.

SECTION 3: Except as noted in Section 10-5, Section 1 of this act shall take effect upon acceptance by a majority of the voters participating in the November 4, 2025 election voting in the affirmative, but not otherwise.

SECTION 4: Section 2 of this act shall take effect upon passage.



*City of Medford*

*Election Commission  
85 George P. Hassett Drive, Room 102  
Medford, Massachusetts 02155  
781-393-2491*

**2025 MEDFORD ELECTION CALENDAR**

**(All papers must be filed in the Election Commission Office at City Hall, Room 102)**

Nomination Papers available	Tuesday, June 10, 2025	Nomination papers will be available in the Election Commission Office, Room 102.
Last day and hour to pick up nomination papers	Friday, July 25, 2025, 5:00 PM	This is the last day and hour to pick up nomination papers from the Election Commission Office. G.L. c. 53, § 10.
Last day and hour to submit nomination papers for certification	Tuesday, July 29, 2025, 5:00 PM	This is the last day and hour for nomination papers to be filed at the Election Commission Office.
Post list of candidates	Wednesday, August 13, 2025	The list of candidates will be posted outside the Election Commission Office, Room 102. G.L. c.43, § 44D
Last day and hour to object to nominations or withdraw from nomination.	Thursday, August 14, 2025, 5:00 PM	Any objections or withdrawals must be filed in the Election Commission Office, Room 102. Statements of withdrawal from candidacy must be notarized.
Ballot Position Drawing for Preliminary Municipal Election, if necessary	Friday, August 15, 2025, 9:30 AM	The drawing for ballot position, if there are more than two candidates nominated for an office, will occur in the Election Commission Office, Room 102. G.L. c.43, § 44D.
Last day to register to vote for September Municipal Preliminary	Friday, September 5, 2025 – 8:30-5:00PM	The last day to register to vote for any election is 10 days prior to the date of any election. When that date falls on a Saturday in Medford, however, the last day to register moves back to the prior business day. G.L. c. 51, §§ 26, 28, 31; G.L. c. 41, § 110A. Any person who registers after that date and time will not be eligible to vote in the Preliminary Election.
Last day and hour to apply to vote early by mail for September Preliminary Election	Tuesday, September 9, 2025, 5:00PM	Vote by Mail applications must be received in the Election Commission Office, Room 102, by 5:00PM on the 5 <sup>th</sup> business day prior to all elections. G.L. c.54, § 25B.
In-person early voting for the September Municipal Preliminary Election	Sat. Sept. 6 - 8:30AM-2:30PM Sun. Sept.7 - 8:30AM-2:30PM Mon. Sept 8 – 8:30AM-4:30PM Tue, Sept 9 - 8:30AM-4:30PM Wed, Sept 10 -8:30AM-7:30PM Thur. Sept.11, 8:30AM-4:30PM Fri, Sept 12- 8:30AM-12:30PM	All early in person voting will take place in the City Council Chamber on the third floor of City Hall on the dates and at the times shown.
September Municipal Preliminary Election	Tues, September 16, 2025, 7:00AM-8:00PM	See ____ for a list of locations for all Wards and Precincts.

**2025 MEDFORD ELECTION CALENDAR, page 2.**

**(All papers must be filed in the Election Commission Office at City Hall, Room 102)**

Last day and hour for a candidate to file a recount petition for the Preliminary Election	Monday, September 22, 2025, 5:00PM	A recount petition must be filed at the Election Commission Office, Room 102 no later than 5:00PM. on the 6 <sup>th</sup> day following a preliminary election for each ward requested to be recounted, signed by no less than 10 registered voters. One of the signatures for each ward must be sworn to before a notary.
Last day to register to vote for November Municipal Election	Friday, October 24, 2025 - 8:30AM-5:00PM	The last day to register to vote for any election is 10 days prior to the date of any election. When that date falls on a Saturday in Medford, however, the last day to register moves back to the prior business day. G.L. c. 51, §§ 26, 28, 31; G.L. c. 41, § 110A.
In-person early voting for November Municipal Election	Sat. Oct. 25 – 8 <sup>30</sup> AM- 2:30PM Sun. Oct. 26 – 8:30am- 2:30PM Mon Oct. 27 – 8:30AM-4:30PM Tue. Oct. 28 – 8:30AM-4:30PM Wed. Oct. 29 – 8:30AM-7:30PM Thur. Oct. 30 – 8:30AM-4:30PM Fri. Oct. 31 -8:30AM-12:30PM	All early in person voting will take place in the City Council Chamber on the third floor of City Hall on the dates and at the times shown.
Last day and hour to apply to vote early by mail for the November Municipal Election	Tuesday, October 28, 2025, 5:00PM	Vote by Mail applications must be received by 5:00 p.m. on the 5 <sup>th</sup> business day prior to all elections
<b>November Municipal Election</b>	<b>November 4, 2025, 7:00AM-8:00PM</b>	<b>See ____ for a list of locations for all Wards and Precincts.</b>
Last day and hour for a candidate to file a recount petition for the November Municipal Election	Friday, November 14, 2025, 5:00PM	A recount petition must be filed at the Election Commission Office, Room 102 no later than 5:00PM. on the 10 <sup>th</sup> day following a preliminary election for each ward requested to be recounted, signed by no less than 10 registered voters. One of the signatures must be sworn to before a notary.

**CAMPAIGN FINANCE REPORTING REQUIREMENTS**

Pre-Preliminary Campaign Finance Report due (8 days before election)	September 1, 2025 – 5:00PM	Election Commission Office, Room 102
Post-election Campaign Finance Report due (30 days after election)	October 12, 2025 – 5:00PM	Election Commission Office, Room 102
Pre-election Campaign Finance Report due (8 days before election)	October 30, 2025 – 5:00PM	Election Commission Office, Room 102
Post-election Campaign Finance Report due (30 days after election)	December 6, 2025 – 5:00PM	Election Commission Office, Room 102