



Medford City Council
Medford, Massachusetts

The First Joint Session, March 19, 2025

City Council

Isaac B. "Zac" Bears
Anna Callahan
Kit Collins
Emily Lazzaro
Matt Leming
George A. Scarpelli
Justin Tseng

School Committee

Mayor Breanna Lungo-Koehn
Nicole Branley
Jenny Graham
John Intoppa
Aaron Olapade
Erika Reinfeld
Paul Ruseau

This meeting will take place at 6:00 P.M. in the Alden Memorial Chambers, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

Zoom Link: <https://us06web.zoom.us/j/89371258728>

Call-in Number: +13017158592,,89371258728#

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

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

CALL TO ORDER & ROLL CALL

MOTIONS, ORDERS, AND RESOLUTIONS

25-044 - Offered by Kit Collins, City Councilor

Resolution to Adopt Joint Session Rules

25-039 - Offered by Isaac Bears, Council President

Resolution Regarding Schedule of Annual Budget Process for FY2026

PUBLIC PARTICIPATION

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

Adjournment



Medford City Council
Medford, Massachusetts

MEETING DATE

March 19, 2025

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

25-044 - Resolution to Adopt Joint Session Rules

FULL TEXT AND DESCRIPTION

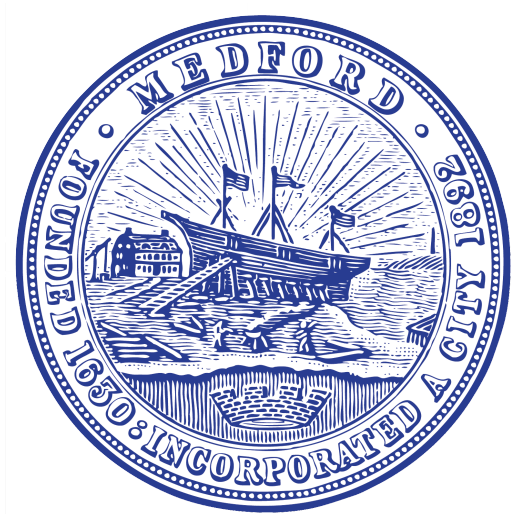
Be it Resolved by the Medford City Council that we adopt the Joint Session Rules as proposed in the attached document.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Medford City Council and Medford School Committee Joint Session Rules



Joint Session Rules of the Medford School Committee and Medford City Council

2025-2026

Adopted in Joint Session **TBD**

1. Purpose:
 - a. The joint session between the Medford School Committee and the Medford City Council is designed to facilitate collaboration, discussion, and decision-making on matters affecting both the Medford Public Schools and the City of Medford.
2. Agenda Setting:
 - a. The agenda for the joint session shall be prepared collaboratively by representatives from both the School Committee and the City Council.
 - b. Items for discussion must be submitted at least two weeks prior to the session.
 - c. The agenda will be distributed to all members at least one week before the meeting.
3. Meeting Schedule:
 - a. Joint sessions will be held annually to comply with the City Council budget ordinance, with additional meetings scheduled as necessary.
 - b. Sessions will be held in the Alden Memorial Chambers.
4. Leadership and Facilitation:
 - a. The School Committee Chair and the City Council President will co-chair the session.
 - b. A neutral facilitator may be appointed if deemed necessary by both parties.
5. Participation:
 - a. All members of the School Committee and City Council are expected to attend.
 - b. Members may invite relevant stakeholders or experts to provide insights on specific agenda items, with prior approval from both chairs.
6. Procedure:
 - a. The conduct of the meeting will follow the parliamentary procedures outlined in the most recently revised edition of Robert's Rules of Order, wherever these joint rules are silent.
7. Quorum:
 - a. A quorum for the joint session shall consist of a majority of members from both the School Committee and the City Council.
8. Decision-Making:
 - a. Decisions will be made by consensus whenever possible. If a vote is required, each body will vote separately, and a majority from each is needed for approval.
 - b. Decisions made during the joint session are advisory and must be ratified by each body in their respective meetings.
9. Conduct:
 - a. Members are expected to engage respectfully and constructively.
 - b. The use of electronic devices should be minimized to ensure focus and engagement.
10. Documentation:
 - a. Minutes of the joint session will be recorded and distributed to all members within one week of the meeting.

- b. A summary of decisions and action items will be included in the minutes.
- c. Minutes will be created by a designee of each body.
- d. The minutes of the other body will be attached to the minutes of each body once each body approves its minutes, following approvals per Open Meeting Law timelines.
- e. There will be no joint minutes requiring approval. Each body's minutes approved by that body will be the minutes belonging to each body.
- f. The minutes each body takes will include the votes of both member bodies. A motion passing requires a majority of each body and should be noted as such in the minutes. A majority by one body and a minority of the other body is considered a failure of the motion to pass.

11. Public Access:

- a. Joint sessions are open to the public, and community members are encouraged to attend.
- b. A designated time for public comment will be included in the agenda.

12. Review and Amendments:

- a. These rules shall be reviewed annually by both the School Committee and the City Council.
- b. Amendments can be proposed by either body and must be approved by a majority of both.

These rules are intended to ensure productive and efficient collaboration between the Medford School Committee and the Medford City Council, fostering a cooperative environment for addressing shared concerns and initiatives.

Policy Information

First Adopted in Joint Session: **TBD**

Last Amended in Joint Session: N/A

Last Reviewed in Joint Session: N/A

First Adopted in School Committee: **TBD**

Last Amended in School Committee: N/A

Last Reviewed in School Committee: N/A

First Adopted in City Council: **TBD**

Last Amended in City Council: N/A

Last Reviewed in City Council: N/A

Review Frequency: one (1) year

Next Review: **TBD**

Version: 1

Medford School Committee Policy ID: BEF

Medford City Council Rule ID: **TBD**

Legal References:

M.G.L. [30A:20](#)



Medford City Council
Medford, Massachusetts

MEETING DATE

March 19, 2025

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

25-039 - Resolution Regarding Schedule of Annual Budget Process for FY2026

FULL TEXT AND DESCRIPTION

Be it Resolved by the Medford City Council that the Council President requests City Councilors submit individual budget recommendations to the City Clerk by Thursday, March 13, 2025 for consideration in a Committee of the Whole meeting on Tuesday, March 18, 2025 at 6PM.

Be it Further Resolved that, based on Budget Ordinance and discussions with the administration, the City Council and City Administration will follow the following budget schedule for the FY2026 City Budget:

- By March 13, 2025 - City Councilors Submit Individual Budget Recommendations for Consideration in Committee of the Whole
- March 18, 2025 at 6PM - City Council Committee of the Whole Meeting to Discuss Council Budget Recommendations
- March 19, 2025 at 6PM - Joint Meeting of the City Council and School Committee to Receive a Financial Update and Discuss the FY26 Budget Process
- Tuesday, March 25, 2025 - City Council Regular Meeting to Submit Collective Budget Recommendation to the Mayor
- From April 15th, 2025 to May 21st, 2025 - City Council Holds Preliminary Budget Meetings with Department Heads
- By Friday, May 31st, 2025 - Mayor Submits Comprehensive Budget Proposal to the City Council

Be it Further Resolved that the Draft Schedule of Preliminary Budget Meetings in Committee of the Whole is as follows:

- Tuesday, April 15th, 2025 at 6:00 P.M.
- Tuesday, April 29th, 2025 at 6:00 P.M.
- Wednesday, April 30th, 2025 at 7:00 P.M.
- Tuesday, May 13th, 2025 at 6:00 P.M.

- Tuesday, May 20th, 2025 at 6:00 P.M.
- Wednesday, May 21st, 2025 at 6:00 P.M.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None