



Medford City Council  
Medford, Massachusetts

## **The Seventeenth Regular Meeting, October 7, 2025**

### **City Council**

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

This meeting will take place at 7:00 P.M. in the City Council Chamber, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

Zoom Link: <https://us06web.zoom.us/j/83429493562>

Call-in Number: +13092053325,,83429493562#,,, \*479095#

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

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

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

### **SALUTE TO THE FLAG**

### **ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS, AND RECORDS**

#### **Records**

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

The Records of the Meeting of September 30, 2025 were passed to Vice President Collins

Acknowledgement of Review and Continued Non-disclosure of City Council Executive Session Minutes, dated August 19, 2025, under the Open Meeting Law.

**Reports of Committees**

**24-073 and 24-354 - Offered by Matt Leming, City Councilor**

Resident Services and Public Engagement Committee, September 30, 2025, Report

**MOTIONS, ORDERS, AND RESOLUTIONS**

**25-149 - Offered by Isaac Bears, Council President**

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

**25-152 - Offered by Emily Lazzaro, City Councilor, Matt Leming, City Councilor**

Resolution to Increase Pedestrian Safety at Boston Avenue and High Street

**COMMUNICATIONS FROM CITY OFFICERS AND EMPLOYEES**

**25-153**

**Submitted by Election Commission**

Medford Call For Election November 2025

**25-154**

**Submitted by Election Commission**

Medford Election Warrant November 2025

**PUBLIC PARTICIPATION**

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

**UNFINISHED BUSINESS**

<b><u>24-069</u></b>	<b>Amendment to Human Rights Commission Ordinance, Chapter 50, Article II</b>	
IN CITY COUNCIL	MAY 13, 2025	APPROVED FOR FIRST READING
ADVERTISED	JUNE 12, 2025	MEDFORD TRANSCRIPT & SOMERVILLE JOURNAL
IN CITY COUNCIL	JUNE 24, 2025	ELIGIBLE FOR THIRD READING

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

IN CITY COUNCIL              FEBRUARY 6, 2024

TABLED

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

IN CITY COUNCIL              SEPTEMBER 9, 2025

TABLED

**25-124**                      **Tree Committee Ordinance**

IN CITY COUNCIL              SEPTEMBER 9, 2025

TABLED

**Reports Due/Deadlines**

**16-574**                      University Accountability Report (Next Report Due in November 2025)

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

**22-027**                      Monthly Copy of Warrant Articles from Chief Financial Officer/Auditor

**Adjournment**

**RESIDENT SERVICES AND PUBLIC ENGAGEMENT COMMITTEE  
MEETING REPORT  
TUESDAY, SEPTEMBER 30, 2025 @ 6:00pm**

Attendees: Councilor Matt Leming, Committee Chair; Councilor Anna Callahan; Councilor Emily Lazzaro; Councilor Tseng; (Councilor Scarpelli, Vice Chair Absent) Assistant City Clerk Richard Eliseo Jr; other participants as noted in the body of this report.

Chair Leming called the meeting to order at 6:05p.m. on September 30, 2025 in the City Council Chambers on the second floor of Medford City Hall, and via Zoom. The purpose of the meeting was to discuss Publishing city council newsletter, and to discuss City Council listening sessions (Paper 24-354, 24-073).

Chair Leming gave a summary of work to date on the newsletter. He stated that he sent out another copy to the committee with Councilor Lazzaro's edits to commemoration and acknowledgments. Also added that we didn't meet to constantly justify sending out the monthly one, we followed same pattern last year and this covers June through September 2025 and touches on the most important points from those meetings along with links to YouTube videos.

Councilor Tseng spoke to four points he had, the Skrmetti v. US point asking for state action to pass stronger protects or possible protections for transgender people, resolution to reduce heavy trucking we voted to send to Public works & Facilities Committee, Public health and community resolution to help prepare plans for dependents of those who have been abducted or deported by ICE. Councilor Lazzaro added that I think we can remove the section that says hold immigration enforcement accountable and that the resolution touched on Medford's response to when Ice has had actions in Medford and how the community has responded, and how we are responding to help those dependents of people taken by ICE. Councilor Callahan spoke to the language around the 8,000,000 from free cash to capitalization is confusing and if we could reword to "we moved 8,000,000 from free cash to" and that "we approved 2,346,101 of appropriations". Councilor Tseng asked if we could add the word "reserves" after free cash.

Councilor Tseng asked on the last 3 bullet points under Public Health and Safety committee if it could say "we sent" instead of we passed.

Chair Leming asked if anyone else had any other edits on this draft. Seeing none, he asked for any motions.

Councilor Callahan motioned to approve and distribute (seconded by Tseng) – Approved on a voice vote of four in favor, zero opposed and one absent (councilor Scarpelli).

Discussion turned to the listening sessions. Chair Leming stated that we can talk about any listening session we attended, what the vibes were and how things went. Councilor Lazzaro spoke to her listening session at the senior center last week and it was well attended and that this session is usually held on the fourth Thursday at lunchtime each month, and we would like to be able to host more at other locations as well. She stated we talked a lot about parking, roads, DPW work and bring that feed back to City Hall. They also brought up zoning proposals and I was able to explain to them the differences in those proposals. She stated that it is often herself or Councilor Leming, and sometimes Councilor Callahan and Tseng attend. Chair Leming stated he had a confession to make that he put a wrong calendar date on his calendar and missed a session but that he ended up at a chat held by the Veterans Services Director and had a chat with the veterans there and that a month later he did attend a session at the senior center more of an informal one and residents were talking about trees that were growing too tall in front of houses and that it was a much more relaxed environment. Chair Leming stated if any folks or colleagues would like to take it up, they are held at 12:30 end of the month on Thursday at the senior center. Chair Leming asked for any motions.

Councilor Tseng motioned to adjourn (seconded by Councilor Callahan) – approved on a voice vote of four in favor, zero opposed and one absent (Councilor Scarpelli).

Chair Leming adjourned the meeting at 6:45pm.

Respectfully submitted  
Richard Eliseo Jr  
Assistant City Clerk



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

October 7, 2025

**SPONSORED BY**

Isaac Bears, Council President

**AGENDA ITEM**

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

**FULL TEXT AND DESCRIPTION**

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

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

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

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

**Recruitment and Hiring Process for City Clerk**

**Step 1: Human Resources Requisition Form**

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

**Step 2: Advertisement of Position**

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

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

### **Step 3: Interview Process**

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

### **Step 4: City Council Appointment**

- Once the final candidates are selected, HR will schedule final interviews before the City Council.
- The City Council will appoint one of the candidates by majority vote.
- A Conditional Offer is issued to the person appointed by the City Council by the Director of HR at Salary Step 1, subject to education and experience, and a CORI will be conducted.
- Required Education/License Credentials will be collected during the onboarding process.

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

## **RECOMMENDATION**

## **FISCAL IMPACT**

## **ATTACHMENTS**

- I. Job Description - City Clerk





## City of Medford – Job Description - City Clerk

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

### POSITION OVERVIEW:

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

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

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

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

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



## City of Medford – Job Description - City Clerk

### **Beneficial:**

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

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

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

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

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

### **CONFIDENTIALITY:**

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

### **JUDGMENT AND COMPLEXITY:**

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



## City of Medford – Job Description - City Clerk

### **NATURE AND PURPOSE OF CONTACTS:**

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

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

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

### **SUPERVISION EXERCISED:**

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

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

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



Medford City Council  
Medford, Massachusetts

**MEETING DATE**

October 7, 2025

**SPONSORED BY**

Emily Lazzaro, City Councilor, Matt  
Leming, City Councilor

**AGENDA ITEM**

**25-152** - Resolution to Increase Pedestrian Safety at Boston Avenue and High Street

**FULL TEXT AND DESCRIPTION**

Whereas, the City Council received a letter dated September 28, 2025 from Victoria Borowski, age 10, that highlighted dangerous conditions for pedestrians at the intersection of Boston Avenue and High Street in West Medford; now therefore:

Be it resolved that the Medford City Council request an update on the pavement marking plan for the High Street corridor from Boston Avenue to the West Medford/High Street rotary, and any other potential traffic calming and safety measures available to increase the safety of pedestrians.

Be it further resolved that the Medford City Council invite Traffic and Transportation Director Todd Blake to present said update.

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



## City of Medford

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

Call for Election  
GENERAL MUNICIPAL  
Tuesday, November 4, 2025

BE IT ORDERED: that the Elections Commission be and is hereby authorized and directed to notify and warn such of the inhabitants of the City of Medford, as were qualified by law to vote for candidates at our General Municipal Election on Tuesday, November 4, 2025, to assemble at the polling places in their respective wards and precincts, then and there to give in their votes for:

### **MAYOR CITY COUNCIL SCHOOL COMMITTEE QUESTION 1**

and the polls of said GENERAL MUNICIPAL ELECTION shall open at 7:00 A.M. and remain open until 8:00 P.M.

BE IT FURTHER ORDERED: that the following named polling places be, and they are hereby designated for use at the GENERAL MUNICIPAL ELECTION on November 4, 2025.

(The said polling places to be open at 7:00 A.M. to 8:00 P.M.)

#### Voting Precincts

Ward 1 Precinct 1	Andrew Middle School, 3000 Mystic Vly. Pkwy.
Ward 1 Precinct 2	Fire Fighters' Club, 340 Salem Street
Ward 2 Precinct 1	Roberts Elementary School, 35 Court Street
Ward 2 Precinct 2	Roberts Elementary School, 35 Court Street
Ward 3 Precinct 1	Medford American Legion, 321 Winthrop Street
Ward 3 Precinct 2	Temple Shalom, 475 Winthrop Street
Ward 4 Precinct 1	Tufts University, Gantcher Center Rear, 161 College Ave.
Ward 4 Precinct 2	22 Walkling Ct./Auburn and North St. (Fondacaro Center)
Ward 5 Precinct 1	Missituk Elementary School, 37 Hicks Ave.
Ward 5 Precinct 2	Missituk Elementary School, 37 Hicks Ave.
Ward 6 Precinct 1	West Medford Fire Station, 26 Harvard Ave.
Ward 6 Precinct 2	Brooks School, 388 High Street



## City of Medford

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

Ward 7 Precinct 1  
Ward 7 Precinct 2

Mystic Valley Towers, North Building Entrance  
McGlynn K-8 Public School, 3004 Mystic Valley Parkway

Ward 8 Precinct 1  
Ward 8 Precinct 2

Senior Center, 101 Riverside Avenue  
South Medford Fire Station, Zero Medford Street

In-person early voting for the November General Municipal Election	Saturday, Oct. 25 - 8:30AM - 2:30PM Sunday, Oct. 26 - 8:30AM - 2:30PM Monday, Oct. 27 - 8:30AM - 4:30PM Tuesday, Oct. 28 - 8:30AM - 4:30PM Wednesday, Oct. 29 - 8:30AM - 7:30PM Thursday, Oct. 30 - 8:30AM - 4:30PM Friday, Oct. 31 - 8:30AM - 12:30PM
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COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

WARRANT FOR MEDFORD NOVEMBER 2025 GENERAL MUNICIPAL ELECTION

SS.

To the Residents of the City of Medford, MA

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

Ward 1 (P1)	Andrews Middle School	3000 Mystic Valley Parkway (Café)
Ward 1 (P2)	Firefighter's Club	340 Salem Street
Ward 2 (P1)	Roberts Elementary School	Park St & Court St
Ward 2 (P2)	Roberts Elementary School	35 Court St
Ward 3 (P1)	American Legion	321 Winthrop St
Ward 3 (P2)	Temple Shalom	475 Winthrop St
Ward 4 (P1)	Tufts University, Gantcher Center	161 College Ave
Ward 4 (P2)	WalkLing Court (Fondacaro)	Auburn St & North St
Ward 5 (P1)	Missituk Elementary School	37 Hicks Ave
Ward 5 (P2)	Missituk Elementary School	37 Hicks Ave
Ward 6 (P1)	West Medford Fire Station	26 Harvard Ave
Ward 6 (P2 & P2A)	Brooks Elementary School	388 High St
Ward 7 (P1)	Mystic Valley Towers	North Building Entrance
Ward 7 (P2 & P2A)	McGlynn K-8 Public School	3004 Mystic Valley Pkwy
Ward 8 (P1)	Senior Center	101 Riverside Ave
Ward 8 (P2)	South Medford Fire Station	Zero Medford St

On **TUESDAY, THE FOURTH DAY OF NOVEMBER 2025**, from 7:00 A.M. to 8:00 P.M., for the following purpose: To cast their votes in the General Municipal Election for the candidates of the following offices:

**OFFICES**  
MAYOR  
CITY COUNCIL  
SCHOOL COMMITTEE  
QUESTION 1

as thereon at the time and place of said voting. Given under our hands this 7<sup>th</sup> day of October 2025.

The Medford City Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Posted at each polling location, the library, and City Hall, NO LATER THAN 10/24/2025.**