

**COMMITTEE OF THE WHOLE
MEETING NOTICE
TUESDAY, NOVEMBER 15, 2016 @ 5:00 PM
IN ROOM 207, COUNCIL OFFICE
MEDFORD CITY HALL**

There will be a meeting of the Committee of the Whole on Tuesday, November 15, 2016 at 5:00 PM, in room 207, Council Office, Medford City Hall

The purpose of the meeting is to review and discuss recommendations from the AD HOC Sub Committee on the Community Preservation Act

The committee has requested that Mark Rumley, City Solicitor and members of the committee attend the meeting.

For further information, aids and accommodations contact the City Clerk at 781-393-2425

November 10, 2016

Yours truly,

Frederick N. Dello Russo Jr. (EF)

Frederick N. Dello Russo Jr.
Council President

Cc: Mayor Council M. Rumley

(see attachment)

**An Ordinance Amending Chapter XX
of the
Revised Ordinances of the City of Medford**

Community Preservation Committee

BE IT ORDAINED: By the City Council of the City of Medford that Chapter XX of the Revised the Ordinances of the City of Medford, be amended by enacting a new section entitled “Community Preservation Committee”, containing the following language:

Sec. xx-01. Establishment, Responsibilities and Organization.

- a. Establishment: The City of Medford Community Preservation Committee [hereinafter “Committee”] is hereby established to carry out the functions and duties of such a community preservation committee as provided in G. L. c 44B.

- b. Responsibilities: The Committee is responsible to:
 - i. Evaluate the community preservation needs of the City of Medford;
 - ii. Make recommendations to the Mayor and the Medford City Council as part of the annual budget process;
 - iii. Engage in the role equivalent of a capital planning committee to develop multi-year capital improvement plans and to present the same to the City Council;
 - iv. Create a community preservation prioritization plan; review proposals for work related to that plan and recommend specific proposals for funding of the plan.

- v. Perform a periodic needs study which shall include an annual review consultation with appropriate municipal departments, boards and commissions;
 - vi. Hold at least one (1) public hearing annually;
 - vii. Publish its recommendations annually;
 - viii. Compile an annual budget, submit the same to the Mayor and to the Medford City Council;
 - ix. Maintain written records and minutes of its meetings.
- c. Organization: The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate. In addition:
- i. The Chairperson may recommend to the Mayor that any member of the committee be removed if, without good cause, that member has a number of unexcused absences that exceed twenty-five percent [25%] of the number of meetings of the committee held within a twelve [12] month period. The decision of the Mayor to accept, reject or take no action with regard to the recommendation of the Chairperson under this section shall not be subject to the approval or confirmation of the City Council
 - ii. In the event that the City Council rejects or reduces a project proposed for funding by the Committee, the Committee may adjust the scope and/or the terms of any rejected or reduced project and re-submit the same to the City Council no later than 90 days following the date of the Council's initial refusal.

- iii. The Chairperson of the committee may call for Public Hearings in excess of one (1) in her or his sole discretion.

Sec. xx-02. Composition, Manner and Method of Selection.

- a. The committee shall consist of nine members, as follows:

- i. Statutory Members: The City of Medford Conservation Commission, Community Development Board, Housing Authority, Historic Commission and Board of Park Commissioners shall each designate one of its members to serve as a member of the committee.

- ii. Appointed Members: The remaining four members shall be appointed by the Mayor and subject to confirmation by a majority vote of the Medford City Council.

Sec. xx-03 Preference in Selection, Qualifications for Appointed Members:

- a. In choosing persons for “appointed” positions the Mayor shall give preference to those residents who have expertise and/or a demonstrated interest in open space, recreation, historic preservation, affordable housing, capital planning, municipal finance, or fiscal accounting practices. To the greatest extent possible appointed members of the Committee shall be selected in a geographically balanced fashion so as to achieve a fair representation of the entire City.

- b. It shall be required that all appointed members be residents of the City of Medford and be domiciled in the City of Medford.

- c. No employee of the City of Medford, whether he or she is an employee of a municipal department, school department, shall be eligible to serve as an “appointed member” of the committee.

- d. No official of the City of Medford, whether she or he is an elected or appointed official, shall be eligible to serve as an “appointed member” of the committee.

Sec. xx-04 Vacancies in Appointed Member Positions

If there is a vacancy in an Appointed Member Position of the Commissions, the

following process shall be utilized to fill such vacancy:

- a. Written notice of the vacancy shall be posted by way of a public advertisement on the website of the City of Medford, in a newspaper of general circulation and by any other suitable method announcing to the general public that there is a vacancy in the appointed membership of the commission and stating how and where an application for that position can be obtained.
- b. The written notice of vacancy shall run once a week for two (2) successive weeks. Applicants for the vacant position shall have at least three (3) weeks from the first date that the written notice of vacancy is posted to submit their applications.
- c. Vacancies shall be advertised and posted as soon as reasonably possible and vacancies shall be filled within 45 days of days of said advertisement and posting. If a vacancy is not so filled within 45 days, the process set forth in this section shall begin again.
- d. The qualification for appointment to a vacancy to an appointed member position shall be the same as is set forth in section 03 of this ordinance.

Sec. xx-05. Terms of Service, Applicable Limitations

a. Members shall serve for terms of three (3) years or until their successors shall take office. However, in order to provide for staggered terms, the initial appointments shall be as follows:

i. Statutory Members: The Housing Authority shall designate one member for a one (1) year term. The Parks Commission and Historic Commission shall each designate one statutory member for a two (2) year term. The Community Development Board and the Conservation Commission shall each designate a statutory member for a three (3) year term.

ii. Appointed Members: Two appointed members shall be appointed for a one year term; one appointed member shall be appointed for a two year term; and one appointed member shall be appointed for a three year term.

iii (to be included)

To review any capital plans submitted to it by the Mayor; to consult with the Mayor and municipal departments and boards, as needed and requested, regarding the formation of capital plans, projects or applications for funding consistent with

the purposes of the Community Preservation Act or any other matter related or incidental thereto