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MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager 

FROM: Lisa Golden, Director of Health and Human Services

DATE: 9/5/23

SUBJECT: MOTION RESPONSE – HHS-6 8/22/2023 C. Scott Req. City Mgr. Work With Appropriate Department To Develop Regulations Around Health And Cleanliness Of Feeding Programs For The Homeless

In response to Councilor Scott's motion to develop regulations around health and cleanliness of feeding programs for the homeless; I propose the City of Lowell implement Charitable Feeding Guidelines based on the model outlined below.

Charitable Feeding Guidelines

The Lowell Health Department has recognized the need for Charitable Feeding Guidelines. The goal is to provide coordination of operations to organizations that serve food to homeless individuals.

The Program Consists of Four Basic Steps

1. Register the formal or informal food service organization or individual. Registration includes contact information, proposed schedule, location and proposed food to be served.
2. Get free, food handling training for the food service organization or individual. The training also includes information from the Director of Homelessness Initiatives about working with the homeless and referral information for additional services needed by the homeless.
3. Get property owner consent. Organizations and individuals must obtain the consent of the owner of the property of public or private locations when providing food service for more than five people. Public locations require the consent of the City of Lowell.
4. Schedule your food service. Coordination of location and times of food service should be scheduled on a shared calendar to maximize the distribution of food throughout the week.

Special Requirements

Each approved charitable food service provider on City of Lowell property must have the following:

1. Adequate trash receptacles, trash containment and removal measures to contain all trash, refuse, and litter on the site of the food service event and to properly dispose of all trash, refuse, litter and remove unused foods from the site at the conclusion of the food service event.
2. Adequate personnel to restore the site at the conclusion of the food service event.