

Budget No. 20											
Dept. No. 240											
TOWN OF WAKEFIELD											
Summary of Expenditures of Prior Periods With Estimates For the fiscal Period of 2025											
Inspectional Services											
====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
		Actual	Actual			Act. Expend.	Departmental	Town Admin.			
EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended		
====	=====	FY 2022	FY 2023	FY 2023	FY 2024	12/26/23	FY 2025	FY 2025	FY 2025		
====	=====	=====	=====	=====	=====	=====	=====	=====	=====		
SHEET B - 2 CONTRACTUAL SERVICES											
5243	Repair/Maint Motor Vehicle	0.00	1900-01-00	0.00	0.00	0.00	0.00	0.00	0.00		
5244	Repair/Maint Office	0.00	1900-02-26	100.00	300.00	0.00	300.00	300.00	0.00		
5273	Vehicle Allowance	6,087.00	1920-11-28	6,600.00	6,600.00	3,086.00	8,100.00	8,100.00	0.00		
5306	Printing & Binding	1,335.00	1903-08-04	1,500.00	1,500.00	435.00	1,500.00	1,500.00	0.00		
5340	Postage	429.00	1901-05-21	300.00	300.00	59.00	300.00	300.00	0.00		
5341	Telephone	3,980.00	1910-10-08	5,000.00	5,000.00	2,135.00	5,000.00	5,000.00	0.00		
5351	Travel Inside Commonwealth	1,082.00	1901-11-30	1,150.00	1,150.00	294.00	1,150.00	1,150.00	0.00		
	TOTAL 2	12,913.00	1938-09-25	14,650.00	14,850.00	6,009.00	16,350.00	16,350.00	0.00		

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Inspectional Services										
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		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
		FY 2022	FY 2023	FY 2023	FY 2024	12/26/23	FY 2025	FY 2025	FY 2025	
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
SHEET B - 4 MATERIALS/SUPPLIES										
5422	Office Supplies	1,726.00	1905-04-25	1,800.00	1,800.00	682.00	1,800.00	1,800.00	0.00	
5423	Reproducing and Computer	459.00	1901-06-27	750.00	750.00	559.00	750.00	750.00	0.00	
5481	Motor Vehicle Parts	0.00	1900-01-00	0.00	0.00	0.00	0.00	0.00	0.00	
5482	Oil and Additives	1,000.00	1900-01-00	0.00	0.00	0.00	0.00	0.00	0.00	
5511	Books & Periodicals	1,061.00	1904-01-26	1,500.00	3,500.00	236.00	3,500.00	3,500.00	0.00	
5593	Uniforms	2,396.00	1904-12-04	3,000.00	3,500.00	2,400.00	3,500.00	3,500.00	0.00	
	TOTAL 4	6,642.00	1915-10-21	7,050.00	9,550.00	3,877.00	9,550.00	9,550.00	0.00	

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Inspectional Services											
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		Actual	Actual			Act. Expend.	Departmental	Town Admin.			
EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended		
		FY 2022	FY 2023	FY 2023	FY 2024	12/26/23	FY 2025	FY 2025	FY 2025		
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====		
SHEET B - 7 SUNDRY CHARGES											
5731	Dues & Memberships	500.00	1901-05-14	500.00	500.00	260.00	500.00	500.00	0.00		
	TOTAL 7	500.00	1901-05-14	500.00	500.00	260.00	500.00	500.00	0.00		

Budget No. 16													
Dep. No. 210													
TOWN OF WAKEFIELD													
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2025													
Police Department													
		Actual	Actual	Approp.	Approp.	Act. Expend.	Departmental	Town Admin.					
EOC	Dept/Appropriation	Expend.	Expend.	FY 2023	FY 2024	Thru Wk. 26	Request For	Request For				Recommended	
		FY 2022	FY 2023	FY 2023	FY 2024	12/26/23	FY 2025	FY 2025				FY 2025	
1	Personal Services												
5111	Regular Salaries	4,111,472.00	4,400,261.00	4,412,203.00	4,730,045.00	2,252,685.00	4,958,531.00	4,958,531.00				0.00	
5192	Education Incentive	623,151.00	608,421.00	608,921.00	638,162.00	303,893.00	714,434.00	714,434.00				0.00	
5114	Clerical / Parking Enforcement	91,865.00	97,312.00	114,250.00	118,114.00	49,257.00	118,145.00	118,145.00				0.00	
5150	Fitness Incentive	28,000.00	27,000.00	30,000.00	30,000.00	27,000.00	30,000.00	30,000.00				0.00	
5123	Matron	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
5129	Town Mtgs/Elections	6,290.00	13,564.00	12,000.00	12,000.00	367.00	12,000.00	12,000.00				0.00	
5130	July 4th	372.00	41,511.00	38,000.00	42,000.00	46,134.00	43,500.00	43,500.00				0.00	
5136	Court	47,354.00	41,853.00	87,200.00	87,200.00	19,053.00	57,500.00	57,500.00				0.00	
5138	Training Schools	96,980.00	130,709.00	105,200.00	110,700.00	63,254.00	110,700.00	110,700.00				0.00	
5146	Holidays	302,764.00	315,160.00	327,212.00	342,212.00	164,894.00	363,000.00	363,000.00				0.00	
5147	Firearm Qualification	41,908.00	59,016.00	51,300.00	55,000.00	23,162.00	60,000.00	60,000.00				0.00	
5133	Sub Vacation - OT	227,511.00	273,970.00	251,400.00	296,400.00	156,836.00	300,000.00	300,000.00				0.00	
5134	Subsick & Injured - OT	113,864.00	81,095.00	71,800.00	77,300.00	58,948.00	82,000.00	82,000.00				0.00	
5139	Emergency Overtime - OT	184,613.00	126,127.00	107,700.00	116,700.00	101,368.00	150,000.00	150,000.00				0.00	
	Sub-Total Overtime	525,988.00	481,192.00	430,900.00	490,400.00	317,152.00	532,000.00	532,000.00				0.00	
	TOTAL PERSONAL SERVICES	5,876,144.00	6,215,999.00	6,217,186.00	6,655,833.00	3,266,851.00	6,999,810.00	6,999,810.00				0.00	
	RFT												
	TOTAL WITH RFT	5,876,144.00	6,215,999.00	6,217,186.00	6,655,833.00	3,266,851.00	6,999,810.00	6,999,810.00				0.00	

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EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended
		FY 2022	FY 2023	FY 2023	FY 2024	12/26/23	FY 2025	FY 2025	FY 2025
2	CONTRACTUAL SERVICES								
5243	Maintenance Auto	11,258.00	11,366.00	9,000.00	9,000.00	4,501.00	11,000.00	11,000.00	0.00
5244	Rep Main Off Equip	2,548.00	2,751.00	3,500.00	3,500.00	45.00	3,500.00	3,500.00	0.00
5246	Maintenance Radio	22,026.00	20,462.00	23,000.00	23,000.00	21,376.00	28,000.00	28,000.00	0.00
5247	Computer Maint Equip	24,785.00	28,664.00	25,000.00	25,000.00	3,576.00	31,500.00	31,500.00	0.00
5248	Repair Maint Equip	4,130.00	7,214.00	5,500.00	5,500.00	1,217.00	5,500.00	5,500.00	0.00
5249	Comp Maint Software	17,625.00	65,978.00	69,000.00	59,000.00	25,952.00	59,000.00	59,000.00	0.00
5271	Hired Equipment	13,986.00	16,585.00	16,120.00	16,120.00	6,694.00	16,120.00	16,120.00	0.00
5275	Training Schools	36,965.00	31,826.00	37,000.00	37,000.00	15,649.00	37,000.00	37,000.00	0.00
5301	Advertising	3,615.00	3,459.00	3,600.00	3,600.00	516.00	3,600.00	3,600.00	0.00
5306	Printing / Stationary	2,225.00	1,577.00	2,100.00	2,100.00	445.00	2,100.00	2,100.00	0.00
5316	Professional Service	68,750.00	85,865.00	89,687.00	89,687.00	52,108.00	89,687.00	89,687.00	0.00
5340	Postage	1,791.00	1,762.00	1,800.00	1,800.00	417.00	1,800.00	1,800.00	0.00
5341	Telephone	27,128.00	30,369.00	35,000.00	35,000.00	19,594.00	35,000.00	35,000.00	0.00
5351	Travel	764.00	806.00	1,700.00	1,700.00	633.00	1,700.00	1,700.00	0.00
5399	Unclassified	2,067.00	5,700.00	4,500.00	4,500.00	1,116.00	4,500.00	4,500.00	0.00
	FEMA / CARES / ARPA REIMB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL CONTRACTUAL	239,663.00	314,384.00	326,507.00	316,507.00	153,839.00	330,007.00	330,007.00	0.00

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Police Department									
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EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended
		FY 2022	FY 2023	FY 2023	FY 2024	12/26/23	FY 2025	FY 2025	FY 2025
4	MATERIALS & SUPPLIES								
5422	Office Supplies	3,462.00	4,123.00	4,200.00	4,200.00	958.00	4,200.00	4,200.00	0.00
5423	Reprod/Comp Supplies	0.00	3,982.00	3,500.00	3,500.00	163.00	3,500.00	3,500.00	0.00
5481	M.V. Parts & Acc	20,758.00	21,897.00	20,000.00	20,000.00	14,107.00	20,000.00	20,000.00	0.00
5482	Gasoline & Oil	78,122.00	60,523.00	60,000.00	65,000.00	31,653.00	65,000.00	65,000.00	0.00
5483	Tires - Automotive	6,007.00	5,821.00	6,000.00	6,000.00	2,317.00	6,000.00	6,000.00	0.00
5501	Communication Parts	10,065.00	10,901.00	11,000.00	11,000.00	9,017.00	11,000.00	11,000.00	0.00
5502	Medical Supplies	3,984.00	7,078.00	6,200.00	6,200.00	1,975.00	6,200.00	6,200.00	0.00
5511	Books/Publications	1,205.00	1,166.00	1,000.00	1,000.00	150.00	1,000.00	1,000.00	0.00
5512	Education Supplies	282.00	0.00	400.00	400.00	0.00	400.00	400.00	0.00
5540	Other Mat & Supplies	10,047.00	11,259.00	11,000.00	11,000.00	3,807.00	11,000.00	11,000.00	0.00
5590	Photo/Fingerprint	0.00	705.00	1,500.00	1,500.00	451.00	1,500.00	1,500.00	0.00
5591	Public Safety	26,402.00	27,526.00	30,000.00	30,000.00	18,115.00	30,000.00	30,000.00	0.00
5593	Uniforms/Clothing	6,455.00	11,808.00	12,000.00	12,000.00	810.00	12,000.00	12,000.00	0.00
	TOTAL MATERIALS & SUPP	166,789.00	166,789.00	166,800.00	171,800.00	83,523.00	171,800.00	171,800.00	0.00

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		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2022	FY 2023	FY 2023	FY 2024	12/26/23	FY 2025	FY 2025	FY 2025	
=	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
7	SUNDRY CHARGES									
5731	Dues/Memberships	12,894.00	12,969.00	13,000.00	13,000.00	10,150.00	13,000.00	13,000.00	0.00	
	TOTAL SUNDRY CHARGES	12,894.00	12,969.00	13,000.00	13,000.00	10,150.00	13,000.00	13,000.00	0.00	

TOWN OF WAKEFIELD
FY25 BUDGET
LIBRARY DEPARTMENT

FY25 Budget Information

Personal Services

No added hours or positions. Includes 38 Sundays. Librarian contract expires 6/30/24 - rates are last available (FY24)

Contractual step & COLA increases included

Technology (patron and staff hardware) moved from Capital to Operating (averages 11k/yr)

Utilities are level funded. Town Administrator would be alerted to potential payment difficulties should costs rise substantially.

Board Reviews

Trustees first draft approval	11/15/2023
Town Acct, Town Mgr for review	11/22/2023
Fincom library liasons	1/24/2024
Town Council	2/12/2024
Finance Committee	2/15/2024
Town Meeting Approval	

TOWN OF WAKEFIELD
FY25 BUDGET
LIBRARY DEPARTMENT

Account Title	Actual	Actual	Appropriated	Appropriated	W#26 Actual	Requested	\$	%	notes
	Expenditure FY22	Expenditure FY23	FY23	FY24	Expenditure FY24	FY25	Change	Change	
1 Personal Services	1,327,832	1,371,635	\$ 1,385,623	\$ 1,424,695	\$ 675,941	\$ 1,458,844	\$ 34,149	2.4%	<i>contractual. No added hrs or positions. Includes Sunday. Librarians - expired contract rates.</i>
2 Contractual Services	246,565	265,945	267,174	279,139	127,779	279,139	\$ -	0.0%	
4 Materials & Supplies	222,000	224,300	224,300	229,900	89,559	234,900	\$ 5,000	2.2%	<i>IT moved from Capital to Operating</i>
TOTAL OPERATING BUDGET	1,796,396	1,861,879	1,877,097	1,933,734	893,278	1,972,883	\$ 39,149	2.0%	
trust fund income			61,721	62,285		52,070			
tax levy			1,815,376	1,871,449		1,920,813			
<i>13% State Minimum Materials Expenditure Requirement estimate</i>			<i>244,023</i>	<i>251,385</i>		<i>256,475</i>			

Account Title	Actual	Actual	Appropriated FY23	Appropriated FY24	W#26 Actual	Requested FY25	\$ Change	% Change	notes
	Expenditure FY22	Expenditure FY23			Expenditure FY24				
CONTRACTUAL SERVICES									
5211 Electricity	50,620	61,455	62,370	62,370	28,267	62,370	\$ -	0.0%	<i>increases may be offset by conservation measures.</i>
5212 Gas	19,137	18,777	19,500	19,500	2,175	19,500	\$ -	0.0%	
5231 Water & Sewer Charges	2,363	4,590	5,800	6,000	1,870	6,000	\$ -	0.0%	
5240 HVAC Maintenance	22,921	5,835	14,293	14,293	8,639	14,293	\$ -	0.0%	
5241 Building Maint. & Improvements	41,911	50,397	41,448	43,448	13,688	43,448	\$ -	0.0%	
5244 Equipment Maintenance	5,497	5,507	6,786	6,786	1,183	6,786	\$ -	0.0%	
5273 Vehicle Allowance	12	88	1,000	1,000	185	1,000	\$ -	0.0%	
5302 Tuitions	3,192	3,660	5,000	5,000	2,025	5,000	\$ -	0.0%	
5316 Professional Services	18,715	30,883	27,887	31,229	11,653	31,229	\$ -	0.0%	
5323 Automated Network Services	79,652	82,003	80,340	86,763	55,939	86,763	\$ -	0.0%	
5340 Postage	1,119	1,650	1,650	1,650	1,056	1,650	\$ -	0.0%	
5341 Telephone	1,424	1,100	1,100	1,100	1,100	1,100	\$ -	0.0%	
TOTAL CONTRACTUAL SERVICES	246,565	265,945	267,174	279,139	127,779	279,139	\$ -	0.0%	
MATERIALS & SUPPLIES									
5422 Office Supplies	9,421	7,965	10,800	13,900	2,277	18,900	\$ 5,000	36.0%	<i>replaces IT Capital</i>
5431 Building Maintenance Supplies	10,163	12,263	13,500	13,500	4,718	13,500	\$ -	0.0%	
5511 Books & Publications	202,415	204,072	200,000	202,500	82,564	202,500	\$ -	0.0%	<i>with trust fund income, certification met</i>
TOTAL MATERIALS & SUPPLIES	222,000	224,300	224,300	229,900	89,559	234,900	\$ 5,000	2.2%	

	Town of Wakefield, FY25 Budget, Library Dept.							
Acct. #	Account Title	FY25 Request line item detail	FY25 Request	FY24 Request line item detail	FY24 Request	FY23 Actual Exp	FY23 Request Line Item detail	FY23 Request & Appropriation
PERSONAL SERVICES								
CONTRACTUAL SERVICES								
	<i>Utilities budgets are guess-timated by review of prior use, cost expectations, and sustainability measures</i>							
5211	Electricity		62,370		62,370	61,455		62,370
		62,370		62,370			62,370	
5212	Gas-Heating		19,500		19,500	18,777		19,500
		19,500		19,500			19,500	
5231	Water User Charges		6,000		6,000	4,590		5,800
	water - 300 100cf @ \$7.67 (2301) FY21	2,500		2,500			2,300	
	sewer - 300 100cf @ \$11.76 (3528) FY21	3,500		3,500			3,500	
5240	Building Maintenance - HVAC		14,293		14,293	5,835		14,293
	controls (software) maintenance & repair	4,250		4,250			4,250	
	mechanical HVAC repairs -aging; 1 (redundant) boiler down.	9,000		9,000			9,000	
	water testing & chemical treatments	1,043		1,043			1,043	

Acct. #	Account Title	FY25 Request line item detail	FY25 Request	FY24 Request line item detail	FY24 Request	FY23 Actual Exp	FY23 Request Line Item detail	FY23 Request & Appropriation
5241	Building Maintenance & Improvements <i>monitoring, repairs, inspections, improvements. Original building dated 1922; renovation in 1998</i>		43,448		43,448	50,397		41,448
	burglar alarm maintenance & monitoring upgrade, incl. remote access	900		900			900	
	electrical maintenance & repair	7,000		7,000			7,000	
	elevator maintenance, inspections, & permits LULA & handicap lift inspection every 2 yrs (even) qrtrly maint.; permits; insp.; repair	8,000		8,000			8,000	
	fire safety & suppression (detectors, alarm, sprinkler, extinguishers) annual test; repairs (Norel)	3,000		3,000			3,000	
	floor, carpet, furniture cleaning & repair	2,500		2,500			2,500	
	groundskeeping - lawn, plantings, asphalt, trees	2,500		2,500			2,500	
	irrigation system maintenance	500		500			500	
	locksmith, door controls (incl. auto at Avon)	1,000		1,000			1,000	
	masonry repair - small maintenance (projects in capital budget)							
	motor service & repair - lawnmower, leafblower, shampooer, snowblower, vacuum	250		250			250	
	painting - rotation of interior areas (larger/specialized need is capital)	1,000		1,000			1,000	
	plumbing repair (8 bathrooms, 2 kitchens, outdoor faucets, fireplace, backflow preventers)	3,500		3,500			2,500	
	roof repair & maintenance (in DPW capital budget)	0		0			0	
	security system (DVD, cameras) repair & extension	700		700			700	
	snow removal - 3 entrances, plaza, steps, sidewalks. Town clears parking lot.	6,000		6,000			6,000	
	window cleaning	1,598		1,598			1,598	
	Rotating repairs/replacements	5,000		5,000			4,000	

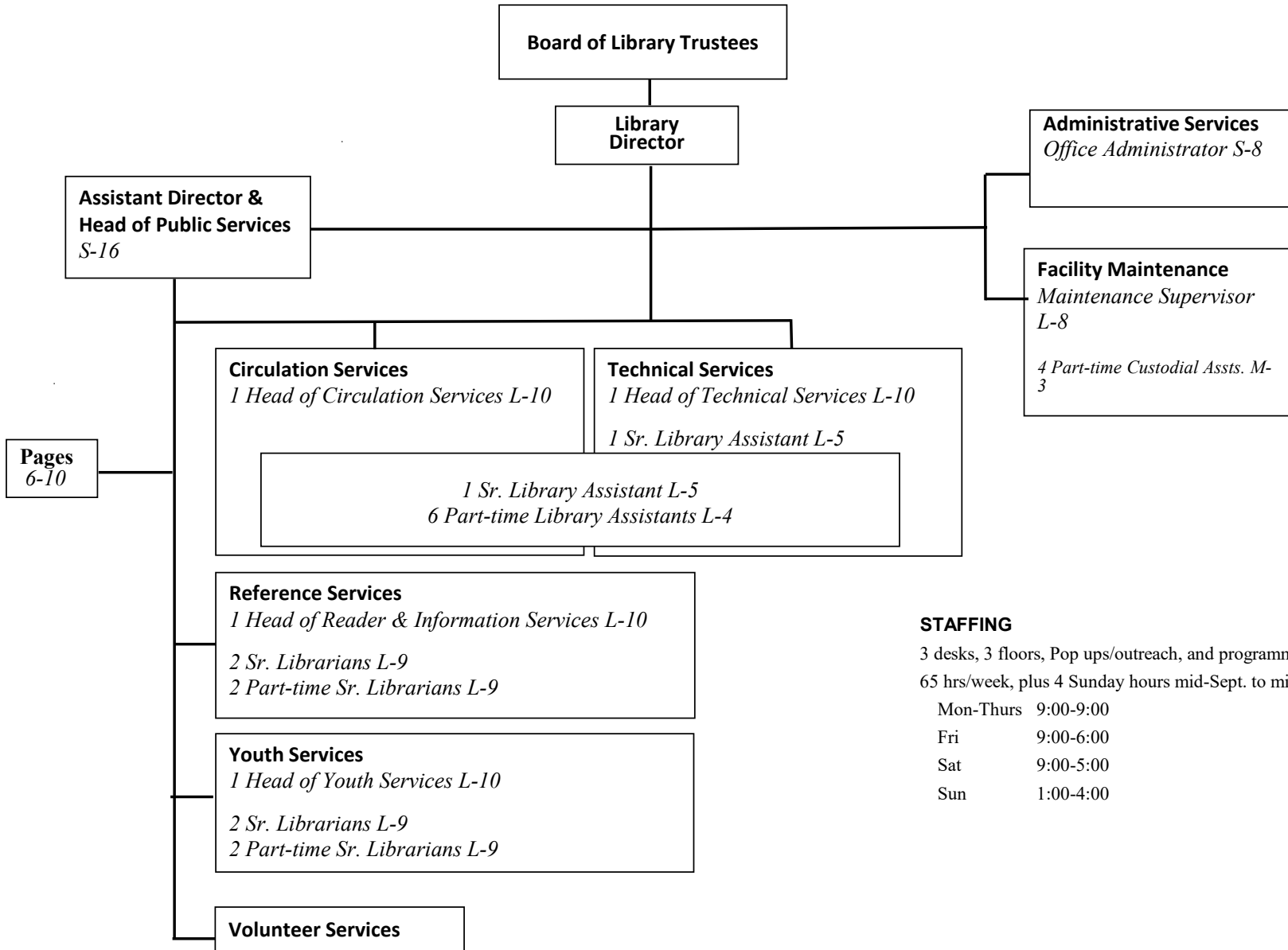
Acct. #	Account Title	FY25 Request line item detail	FY25 Request	FY24 Request line item detail	FY24 Request	FY23 Actual Exp	FY23 Request Line Item detail	FY23 Request & Appropriation
5244	Equipment Maintenance - Office print, copy, scan, postage, piano tuning		6,786		6,786	5,507		6,786
	<i>Equipment maintenance costs are based on previous service records and current rates. Lease via Town IT reduces copier costs.</i>							
	printer service contract	2,712		2,712			2,712	
	computer, fax, scanner, microtext machine, digital sign repair	1,200		1,200			1,200	
	copier lease via Town IT Dept. 164.50/mo. (renewed FY22) No increases to date	1,974		1,974			1,974	
	copier service contract (supplies charge: staples)	100		100			100	
	piano tuning	300		300			300	
	postage meter rental & supplies 391.20 rental; ink increase	500		500			500	
5273	Vehicle Allowance		1,000		1,000	88		1,000
	travel for meetings, continuing education, procurement at \$.655/mi. est.	1,000		1,000			1,000	
5302	Tuitions prof development, memberships, conferences, training		5,000		5,000	3,660		5,000
	professional development - courses, seminars, workshops, conferences	4,250		4,250			4,250	
	professional memberships	750		750			750	
5316	Professional Services software, printing, book binding		31,229		31,229	30,883		27,887
	advertising - help wanted ads, legal notices	200		200			200	
	Consultants (ASL interpreters; TIC; prof. contractual)	3,000		3,000			2,500	
	interlibrary loan fees	100		100			100	
	book binding, audio & video tape repair (<i>slight cost increases</i>)	515		515			515	
	software licensing and vendor support							
	IT (<i>licenses, security, website hosting</i>)	7,521		7,521			4,936	
	Patron Service support (<i>zoom, adobe, training platforms, hot spots</i>)	5,385		9,805			9,798	
	Patron Use (count toward State Aid MER: Adobe, training platforms, hot spots)	4,420						
	Admin (<i>HR, emergency communications</i>)	3,268		3,268			3,018	
	Communications (<i>newsletters, graphic design</i>)	2,070		2,070			2,070	
	PPSI print management. Supplement with donations	3,500		3,500			3,500	
	printing - bar codes, borrowers' cards, business cards, bookplates, stationery	1,250		1,250			1,250	

Acct. #	Account Title	FY25 Request line item detail	FY25 Request	FY24 Request line item detail	FY24 Request	FY23 Actual Exp	FY23 Request Line Item detail	FY23 Request & Appropriation
5323	Automated Network Services		86,763		86,763	82,003		80,340
	<i>NOBLE (North of Boston Library Exchange, Inc.) is the technology partner for libraries north of Boston. Core services include circulation and cataloging operations; statistics for reporting and collection management; and various readers' services, including databases, downloadable ebooks and audiobooks, and all the resources of the Internet available on Beebe Library's public computers and wireless network. Group purchasing ensures reduced costs.</i>							
	integrated library system, internet access, training & support	52,635		51,943			51,943	
	web site hosting & maintenance, ssl cert. incl.	0		0			0	
	PC reservation software (Envisionware)	250		250			236	
	Materials (count toward State Aid Certification Materials Expenditure Requirement)							
	downloadable ebooks & audiobooks (Overdrive)	22,224		18,885			17,107	
	periodicals database & indexes (EBSCO)	11,654		15,685			11,054	
	EBSCO - Supplementary : Consumer Reports, MyHeritage, LibraryAware, Core Coll. 6							
	Consumer Reports							
	Learning Express							
	Hobbies & Crafts							
	My Heritage							
	Cricket Media Collection							
	LibraryAware (communications)							
	EBSCO core collection 6 - dev tool							
5340	Postage		1,650		1,650	1,650		1,650
	Patron notices & business correspondence	1,500		1,500			1,500	
	shipping (interlibrary loan returns, materials to microfilm or bindery) increases anticipated	150		150			150	
5341	Telephone		1,100		1,100	1,100		1,100
	3 voice, 2 fax, 2 elevator alarm lines on the Town's VOIP system.	1,100		1,100			1,100	
TOTAL CONTRACTUAL SERVICES		279,139	279,139	279,139	279,139	265,945		267,174

Acct. #	Account Title	FY25 Request line item detail	FY25 Request	FY24 Request line item detail	FY24 Request	FY23 Actual Exp	FY23 Request Line Item detail	FY23 Request & Appropriation
MATERIALS AND SUPPLIES								
5422	Office Supplies Office, circulation, & processing supplies (incl. public & staff computer & equip. supplies)		18,900		13,900	7,965		10,800
	Whenever possible, supplies are bought through statewide collective purchasing contracts administered by the Massachusetts Higher Education Consortium (MHEC) qualifying as state contract. The Office Supply account includes consumable supplies for a technology network that includes a server, public & staff computers and peripherals. Supplies for publicly used equipment are largely supported by donations. Library IT has been removed from the annual Capital Budget.							
	circulation supplies	1900		1900			1900	
	Public computer & equip. supplies - supplement w/donations, Flotech (Stout trust fund income expended FY24)	6,000		0			0	
	Staff computer & equip. supplies (scanners, receipt printers, cartridges, paper, printer parts)	6,000		7,000			3,900	
	miscellaneous supplies (archival storage, desktop equipment, kickstools, name badges)	0		500			500	
	office supplies	1,500		1,500			1,500	
	preservation supplies (misc. dedicated to preservation)	500						
	processing supplies (covers, labels, RFID, stamps, tape)	3,000		3,000			3,000	

Acct. #	Account Title	FY25 Request line item detail	FY25 Request	FY24 Request line item detail	FY24 Request	FY23 Actual Exp	FY23 Request Line Item detail	FY23 Request & Appropriation
5431	Building Maintenance Supplies <i>custodial, sanitary, grounds, hardware, HVAC filters, lighting</i>		13,500		13,500	12,263		13,500
	building equipment - e.g., ceiling tiles, emergency batteries, fire extinguishers, flags, floor mats, hand dryers, lumber, paint, plumbing parts, security cameras, smoke detectors, trash cans.	1,500		1,500			1,500	
	bulbs, lamps & ballasts - stock for fixtures & equipment	1,500		1,500			1,500	
	cleansers & sanitary products (8 public restrooms) most purchased on Mass. State Contract	8,500		8,500			8,500	
	grounds supplies - e.g., fertilizer, mulch, mower gas (salt & sand supplied by DPW)	200		200			200	
	hardware & tools - e.g., flashlights, keys, nuts & bolts, padlocks	1,000		1,000			1,000	
	HVAC filters	800		800			800	
5511	Books & Publications		202,500		202,500	204,072		200,000
	<i>According to state certification guidelines for Wakefield's population group, the library is required to spend a minimum amount on materials that is 13% of its budget (Material Expenditure Requirement).</i>							
	<i>As a certified MA library, Wakefield contributes to and shares the resources of the entire Mass. library system. Wakefield continues to participate in regional network sharing of ebooks, audiobooks, and magazines via OverDrive. Licensing of electronic formats can be expensive, so this is a valuable benefit.</i>							
	<i>For students and researchers, the hard copy Reference collection continues to be replaced by authoritative online sources. Morningstar Mutual Funds, Value Line Investment Survey, Ancestry.com, GenealogyBank, and Pronunciator Languages are products that have no print equivalents.</i>							
	<i>This request, plus materials provided through NOBLE in line #5323, patron use software in #5316, and some State Aid will allow the library to meet its 13% minimum standard.</i>							
		202,500		202,500			200,000	
TOTAL MATERIALS & SUPPLIES		234,900	234,900	229,900	229,900	224,300		224,300

TOWN OF WAKEFIELD, FY25 BUDGET
 LUCIUS BEEBE MEMORIAL LIBRARY ORGANIZATIONAL CHART



STAFFING

3 desks, 3 floors, Pop ups/outreach, and programming
 65 hrs/week, plus 4 Sunday hours mid-Sept. to mid-June.

Mon-Thurs	9:00-9:00
Fri	9:00-6:00
Sat	9:00-5:00
Sun	1:00-4:00

Underused Town Properties Options to Consider



Potential Properties

Hurd School

John McCarthy Senior Center

Butler Ave

5 Common



Hurd School

- Built in 1899 (auditorium in 1920s)
- Site -45,548 Square feet
- Building
 - 22,116 Square feet (gross)
- Turned over to the Town in 2005
- Current/ Recent Usages
 - Private School
 - Swing space for Police during PSB Construction
 - Storage
 - Friends of Beebe Library Book sale operations and storage





TOWN OF WAKEFIELD



TOWN OF WAKEFIELD



Potential Uses

- Community Meetings 2016
 - Consensus ... Housing in existing footprint
 - 11 +/- units
 - Municipal Offices consideration
 - Educational use
 - Park
 - Museum
 - 3 lots
 - Rec center



Recommendation

- Refer to Affordable Housing Trust for Recommendations including affordability and units for challenged individuals.



John McCarthy Senior Center

- Built in 1910
- Turned over to the Town (formerly the Warren School)
- Senior Center and Veteran's Services on Floors one and two
- Third floor is vacant /storage
- Stage on 4th Floor
- Approximately 6700 Square feet
- Working Elevator





TOWN OF WAKEFIELD









Potential Uses

- Movement of Town Departments from 5 Common,
4th floor stage area as a performance space,
Friends of Beebe Book Sale storage area
- Cost estimate \$450,000



Butler Ave

Acquired by Town in 2020 as part of an environmental settlement

\$2 Million Note owed

Site contains 10.72 Acres

Contamination area 2+ Acres

Wetlands



Site Remediation Steps

- Town and Consultant obtain conceptual approval from DEP 2021
- Area Use Limitation-passive recreation (walking paths)
- Summer 2023 Town Files Notice of Intent with Conservation Comm
- August Town Hires new LSP- DEP non compliance-updated timeline
- New LSP develops new testing plan late 2023
- January 2024-February 2024 testing—limit of contamination may be extended
- Completion of Tests this spring
- Plan development
- Wetlands delineation
- DEP approval December 2025





TOWN OF WAKEFIELD



TOWN OF WAKEFIELD



TOWN OF WAKEFIELD



Figures - Existing Site Debris



Potential Uses

- Housing– Refer to Affordable Housing Trust
 - Affordable through a 40B process.



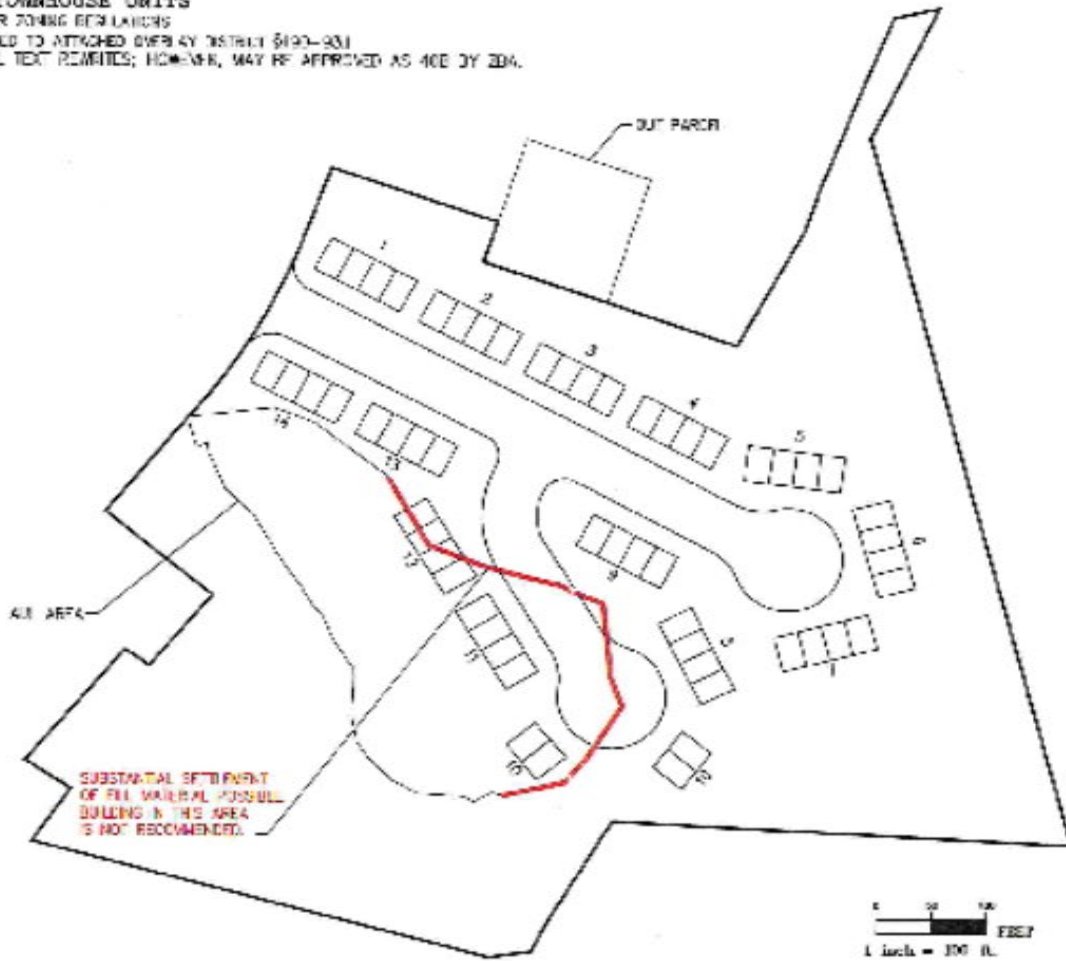
APR 13, 2018

SCHEME 5: TOWNHOUSE UNITS

NOT ALLOWED IN SR ZONING FOR LAKERS

POSSIBLE TO BE ZONED TO ATTACHED OVERLY DISTRICT (190-90)

WITH SUBSTANTIAL TEXT REVISIONS; HOWEVER, MAY BE APPROVED AS 400 BY EDA.



STANDARD TOWN HOUSE PLAN
51' WIDE STREET, 40' WIDE
140' x 100' (EACH)
2,800 SF (TOTAL)
140' x 100' = 14,000 SF
PLANNED VACUITY STREET

0 50 100
FEET
1 inch = 100 ft.



TOWN OF WAKEFIELD



TOWN OF WAKEFIELD



Next Steps

- Complete approval process with the DEP re: Contamination area
- Complete remediation and pathways
- Finalize wetland delineation.



5 Common

Purchased by the Town in 1999 (\$860,000 included 11R Lafayette)

Contains approximately 3870 Square feet

Accessibility Entrance added to Rear of the Building

Currently utilized by Health and Treasury Departments

No ADA access to second Floor or basement













Options

- Hinges upon potential relocating of Health and Treasury Depts.
- Housing potential 2-4 units
- Work with Affordable Housing Trust



Questions, Comments, and Suggestions



BRIAN D. McGRAIL
ATTORNEY AT LAW
LAKESIDE OFFICE PARK
607 NORTH AVENUE
DOOR 18
WAKEFIELD, MASSACHUSETTS 01880

TOWN CLERK
WAKEFIELD, MA

2024 FEB -7 PM 12:41

TELEPHONE
(781) 246-9999

FAX
(781) 246-1986

February 7, 2024

Jonathan P. Chines, Chair
Wakefield Town Council
Town Hall
1 Lafayette Street
Wakefield, MA 01880

RE: Zoning Bylaw Change

Dear Mr. Chair,

I am hereby presenting a proposed change to the Zoning Bylaw, Town of Wakefield for inclusion as an Article on the spring of 2024 Town Meeting Warrant.

Enclosed please find the proposed change signed and initiated by more than ten (10) registered voters in the Town of Wakefield.

I respectfully request that you place this matter on the agenda for your meeting on Monday February 12, 2024 to present the proposed Article for inclusion on the spring of 2024 Town Meeting Warrant and referral to the Planning Board for a public hearing as required by law.

If any questions arise please feel free to contact me and thank you in advance for your anticipated cooperation.

Yours truly,



Brian D. McGrail, Esq.

Enclosure

TOWN CLERK
WAKEFIELD, MA
2024 FEB -7 PM 12:41

Proposed Changes To Chapter 190- Zoning Bylaw, Town of Wakefield

We (names below), registered voters in the Town of Wakefield Massachusetts, pursuant to the provisions of the Zoning Bylaw, Town of Wakefield and/or the Wakefield Home Rule Charter and/or MGL c. 40A, s. 5, hereby submit proposed amendments and/or additions to the Zoning Bylaw, Town of Wakefield attached hereto as Exhibit "A" and incorporated herein by reference.

**REGISTERED VOTERS IN THE TOWN OF WAKEFIELD,
MASSACHUSETTS**

- | <u>Name (Printed)</u> | <u>Name (Signed)</u> | <u>Address</u> |
|--------------------------|---------------------------|------------------------------|
| ✓ 1. JOSEPH M. DISTAULA | <i>Joseph M. Distaula</i> | 23 Melrose Ave |
| ✓ 2. Joseph A. Distaula | <i>J. Distaula</i> | 23 Melrose Ave |
| ✓ 3. GINA JONES | <i>Gina Jones</i> | 41 Stark Ave |
| ✓ 4. Christopher Barrett | <i>Chris Barrett</i> | 31 Pinchill CR. |
| ✓ 5. Michael Barrett | <i>Michael Barrett</i> | 5 Medway Rd |
| ✓ 6. PETER SANDOZ | <i>Peter Sandoz</i> | 10 Pine Ridge WAKEFIELD, MA |
| ✓ 7. ANN-MARIE STEPHENS | <i>Ann-Marie Stephens</i> | 6 Pine Ridge Rd Wakefield MA |
| ✓ 8. KARE SIMEDIA | <i>Kare Simedia</i> | 7 Lantern Lane |
| ✓ 9. Michael Simeak | <i>Michael Simeak</i> | 7 Lantern Lane |
| ✓ 10. Brian D. McGrail | <i>Brian D. McGrail</i> | 81 Outlook Road |
| ✓ 11. Michael McCarthy | <i>Michael McCarthy</i> | 11 Morningdale Rd |
| ✓ 12. Melissa McGrail | <i>Melissa McGrail</i> | 81 Outlook Rd |
| ✓ 13. Paul Finocchio | <i>Paul Finocchio</i> | 4 Highland Ave |

A TRUE COPY ATTEST:
Betsy Sheeran
TOWN CLERK
TOWN OF WAKEFIELD

EXHIBIT "A"

Warrant Article _____: To see if the Town will vote to amend the Zoning Bylaw, Town of Wakefield as follows:

2024 FEB -7 PM 12:41

1. *Amend §190-4B of the Zoning Bylaw, Town of Wakefield by adding the following definition:*

"Self-Storage Facility: A facility where individual portions of the space are rented to businesses or consumers for the temporary storage of business or personal items."

2. *Amend §190-5 of the Zoning Bylaw, Town of Wakefield entitled "Establishment" by adding the following district at the end thereof:*

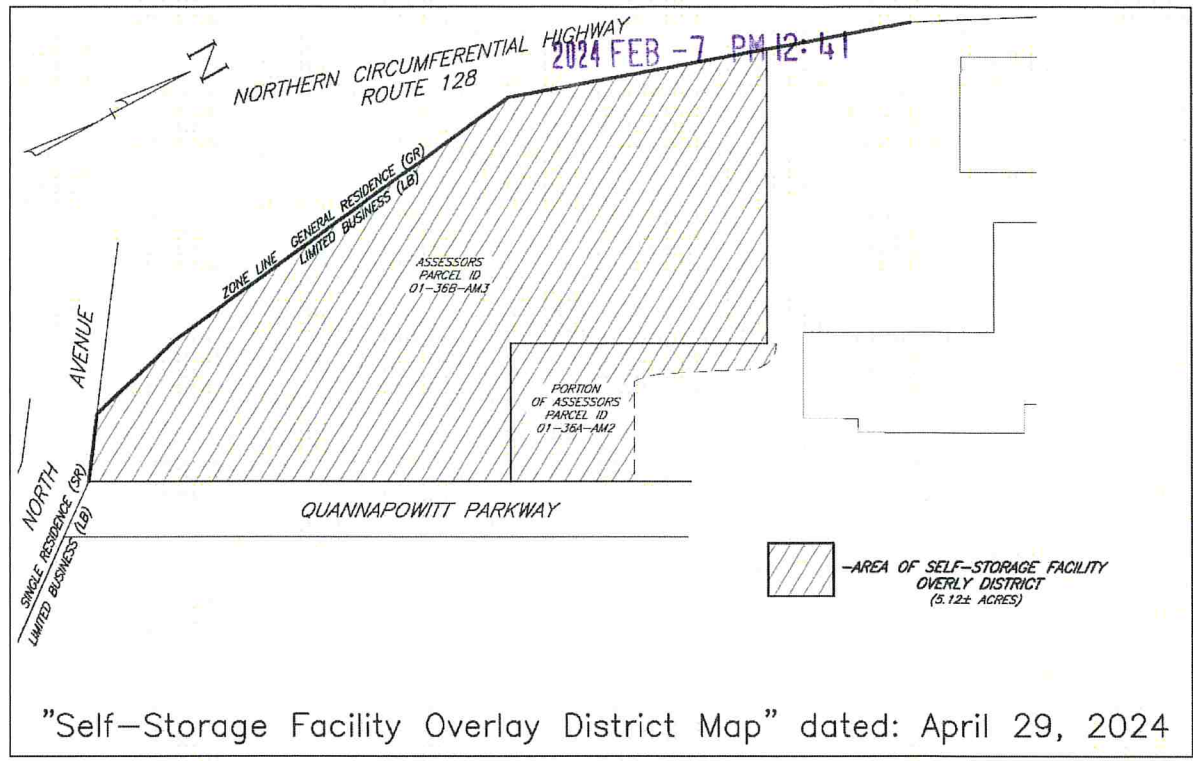
"Self-Storage Facility Overlay District (SSFOD)"

3. *Amend §190-6A of the Zoning Bylaw, Town of Wakefield entitled "General Description" by adding the following at the end thereof:*

"The Self-Storage Facility Overlay District (SSFOD) is a special overlay district to distinguish locations suitable for a Self-Storage Facility. Within the Self-Storage Facility Overlay District (SSFOD), all provisions of the Zoning Bylaw, Town of Wakefield applicable to the underlying districts shall continue to apply, except that a Self-Storage Facility shall also be allowed therein by special permit."

4. *Amend the Zoning Bylaw, Town of Wakefield by amending the Wakefield Zoning Map by adopting a map entitled "Self-Storage Facility Overlay District Map", dated April 29, 2024.*

TOWN CLERK
WAKEFIELD, MA



- Amend §190-7A of the Zoning Bylaw, Town of Wakefield entitled "Zoning Map" by adding the following at the end thereof:

"The Self-Storage Facility Overlay District (SSFOD) is located as shown on a separate map entitled ""Self-Storage Facility Overlay District Map"", dated April 29, 2024."

- Amend the Table of Use Regulations, § 190-23, Table 1 of the Zoning Bylaw, Town of Wakefield, by adding the following thereto below wholesale or warehouse establishment:

Principal Permitted Use	Assisted Living Facility										SSFOD
	SSR	SR	GR	MR	NB	LB	B	LI	I	Overlay District	
Self-Storage Facility	N	N	N	N	N	N	SP	Y	Y	N	SP

2024 FEB -7 PM 12:41

7. *Amend the Table of Required Off-Street Parking, § 190-41B, Table 3 of the Zoning Bylaw, Town of Wakefield, by adding the following thereto below auto sales and display (new and used):*

Self-Storage Facility

1.0 per 10,000 square feet of gross floor area

8. *Amend §190-31 of the Zoning Bylaw by adding the following paragraph at the end thereof as §190-31M:*

“M. The Board of Appeals may allow reductions from the requirements of Section 190-31 of the Zoning Bylaw, Town of Wakefield and the Front Yard, Side Yard, and Rear Yard Setback requirements of Table 2 (Table of Dimensional Regulations) of the Zoning Bylaw, Town of Wakefield for a Self-Storage Facility located in the Self-Storage Facility Overlay District (SSFOD) by special permit. Any such reductions shall be supported by evidence of lack of suitable land or design considerations or other similar factors. The Board of Appeals must also find that the granting of said special permit will not adversely affect the health, safety, convenience, character or welfare of the neighborhood or the Town.”

9. *Amend §190-36 of the Zoning Bylaw, Town of Wakefield by adding the following paragraph at the end thereof as §190-36D:*

“D. Exceptions for a Self-Storage Facility. Notwithstanding anything to the contrary stated in the Zoning Bylaw, Town of Wakefield a common driveway may serve a Self-Storage Facility on a Lot located in the Self-Storage Facility Overlay District (SSFOD) and an adjacent Lot located in any zoning district. Furthermore, when the literal application of the standards for off-street parking and loading required herein proves to be infeasible for a Self-Storage Facility located in the Self-Storage Facility Overlay District (SSFOD), the Board of Appeals may reduce the requirements by issuance of a special permit. Any such reductions shall be supported by evidence of infeasibility due to lack of suitable land, design considerations or other similar factors. The Board of Appeals must also find that the granting of such special permit will not adversely affect the health, safety, convenience, character or welfare of the neighborhood or district or of the Town.”

Or to see what the Town will do about it.

Proposed Change To Chapter 190-Wakefield Zoning Bylaw

2024 FEB -6 PM 2:10

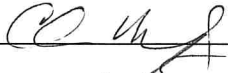


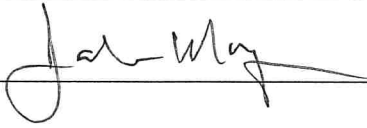

I (names below), being a registered voter in the Town of Wakefield Massachusetts pursuant to the Wakefield Town Charter and/or the Wakefield Zoning Bylaw hereby submit a proposed change and/or addition to the Wakefield Zoning Bylaw attached hereto and incorporated herein by reference.

	<u>Name (Printed)</u>	<u>Name (Signed)</u>	<u>Address</u>
✓ 1.	Joseph McCarthy	Joe McCarthy	69 Cordis Street
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Proposed Change To Chapter 190-Wakefield Zoning Bylaw

2024 FEB -6 PM 2:10

I (names below), being a registered voter in the Town of Wakefield Massachusetts pursuant to the Wakefield Town Charter and/or the Wakefield Zoning Bylaw hereby submit a proposed change and/or addition to the Wakefield Zoning Bylaw attached hereto and incorporated herein by reference.

	<u>Name (Printed)</u>	<u>Name (Signed)</u>	<u>Address</u>
✓ 1.	Chris Murphy		109 Water St
✓ 2.	Robert Leon		5 Cyrus St
✓ 3.	Shauna Murphy		5 Cyrus St
✓ 4.	John Murphy		133 Water St
✓ 5.		Paul Murphy	131 Water St.
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Proposed Change To Chapter 190-Wakefield Zoning Bylaw

2024 FEB -6 PM 2:10


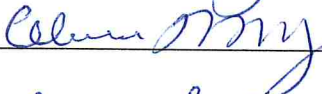
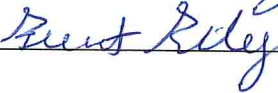
I (names below), being a registered voter in the Town of Wakefield Massachusetts pursuant to the Wakefield Town Charter and/or the Wakefield Zoning Bylaw hereby submit a proposed change and/or addition to the Wakefield Zoning Bylaw attached hereto and incorporated herein by reference.

<u>Name (Printed)</u>	<u>Name (Signed)</u>	<u>Address</u>
✓ 1. Megan McCarthy	<i>Megan McCarthy</i>	69 Foundry St
✓ 2. Neil Fitzgerald	<i>Neil Fitzgerald</i>	90 Kendrick Rd
✓ 3. James McAuliffe	<i>Jim McAuliffe</i>	69 Foundry St.
✓ 4. Karen McAuliffe Karen McAuliffe	<i>Karen McAuliffe</i>	20 Morel Circle
✓ 5. Phil McAuliffe	<i>Phil McAuliffe</i>	20 Morel Cir
✓ 6. Michael McCooly	<i>Michael McCooly</i>	11 Riverside Rd
✓ 7. Debra Scorsone	<i>D. Scorsone</i>	4 Shady Ave
✓ 8. Brian D. McGill	<i>Brian D. McGill</i>	81 Outlook Road
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Proposed Change To Chapter 190-Wakefield Zoning Bylaw

2024 FEB -6 PM 2:10

I (names below), being a registered voter in the Town of Wakefield Massachusetts pursuant to the Wakefield Town Charter and/or the Wakefield Zoning Bylaw hereby submit a proposed change and/or addition to the Wakefield Zoning Bylaw attached hereto and incorporated herein by reference.

<u>Name (Printed)</u>	<u>Name (Signed)</u>	<u>Address</u>
✓ 1. Andrew McCarthy		18 Goffen Drive
✓ 2. Olivia McCarthy		18 Goffen Drive 37 Curtis St.
✓ 3. Brett Riley		HAACKENZIE LN
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2024 FEB 05 PM 2:11
Proposed Change To Chapter 190-Wakefield Zoning Bylaw

I (names below), being a registered voter in the Town of Wakefield Massachusetts pursuant to the Wakefield Town Charter and/or the Wakefield Zoning Bylaw hereby submit a proposed change and/or addition to the Wakefield Zoning Bylaw attached hereto and incorporated herein by reference.

	<u>Name (Printed)</u>	<u>Name (Signed)</u>	<u>Address</u>
✓ 1.	Julie Ruane	J Ruane	29 FOX Rd
✓ 2.	Thomas M. Ruane	TR	29 Fox Rd
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**AMENDMENT OF ZONING ORDINANCE
CHAPTER 190**

§190-4 (Definitions) of the Town of Wakefield Zoning Bylaw is hereby amended by inserting after the definition of “Lot Width” the following new definitions:

MARIJUANA

All parts of any plant of the genus Cannabis, not excepted below and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol; provided that "marijuana" shall not include:

A. The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination;

B. Hemp; or

C. The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other products.

MARIJUANA ACCESSORIES

Equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

MARIJUANA CULTIVATOR

An entity licensed to cultivate, process and package marijuana, and to transfer marijuana to other marijuana establishments, but not to consumers.

MARIJUANA ESTABLISHMENT

A marijuana cultivator, marijuana product manufacturer, marijuana retailer, marijuana testing laboratory, or any other type of licensed marijuana-related business, except a registered marijuana dispensary (RMD), subject to regulation under Chapter 94G of the Massachusetts General Laws.

MARIJUANA PRODUCT MANUFACTURER

An entity licensed to obtain, manufacture, process and package marijuana and marijuana products, and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

MARIJUANA PRODUCTS

Products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils, and tinctures.

MARIJUANA RESEARCH FACILITY

Chapter 190 (Zoning Bylaws) of the Town of Wakefield Bylaws is hereby amended by deleting the existing article XIX and inserting in place thereof the following new Article XIX:

ARTICLE XIX

190-111 Purpose.

Purpose. The purpose of this section is to permit state-licensed marijuana establishments to operate in select locations in the Town of Wakefield, pursuant to local requirements that seek to protect the health, safety, and public welfare of residents and in accordance with Chapter 94G of the Massachusetts General Laws, 935 CMR 500.000 ("Adult Use of Marijuana"), and regulations promulgated by the Cannabis Control Commission.

190-112. Applicability.

The provisions of this section shall be applicable to all marijuana establishments in the Town of Wakefield, with the exception of registered marijuana dispensaries (RMDs). Regulations for RMDs can be found in Article XVIII of the Wakefield Zoning Ordinance (Sections 190-104 through 190-110).

190-113 General Requirements and Conditions.

General requirements and conditions.

(1) Location and operation.

- a. Marijuana establishments are permitted as allowed in the Table of Use Regulations (§190-23).
- b. All aspects of a Marijuana Establishment relative to the cultivation, possession, processing, distribution, dispensing or administration of marijuana, marijuana products, or related supplies must take place at a fixed location within a fully enclosed building and shall not be visible from the exterior of the building. A Marijuana Establishment shall not be located in a trailer, storage freight container, motor vehicle or other similar movable enclosure.
- c. No outside storage of marijuana, marijuana products, or related supplies is permitted.
- d. The Marijuana Establishment shall provide an odor control plan that provides for proper and adequate ventilation at such facilities in such a manner so as to prevent pesticides, insecticides or other chemicals used in the cultivation or processing of marijuana or marijuana related products from being dispersed or released outside the

facilities. All resulting odors, smoke, vapor, fumes, gases and particulate matter from marijuana or its processing or cultivation shall be effectively confined to the premises or so disposed of so as to avoid any air pollution.

e. The Marijuana Establishment shall provide for adequate and proper security at the premises so as to avoid, deter and prevent illegal activities from taking place upon or about the applicant's premises.

f. No marijuana or marijuana product shall be smoked, eaten or otherwise consumed or ingested on the premises. All Marijuana Establishments permitted under this Section shall comply with all state and local laws, rules and regulations governing the smoking of tobacco.

g. All signs associated with marijuana establishments shall comply with 935 CMR 500.000 and Article XIII (§§190-74 through 83), Signs, of the Wakefield Zoning Ordinance. Signs shall only identify the marijuana establishment by its registered name and shall not utilize graphics related to marijuana or paraphernalia on the exterior of the building in which the establishment is located.

(2) Additional location requirements.

(a) A marijuana establishment shall not be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12. Distances shall be measured in a straight line from the geometric center of the Marijuana Establishment Entrance to the geometric center of the nearest school entrance, unless there is an Impassable Barrier within those 500 feet; in these cases, the buffer zone distance shall be measured along the center of the shortest publicly-accessible pedestrian travel path from the geometric center of the Marijuana Establishment Entrance to the geometric center of the nearest school entrance. "Impassable Barrier" means, for the purposes of determining the 500 feet buffer zone, a highway, public or private way or path, inaccessible structure, body of water or wetland, or other geographical feature or obstruction that renders any part of the 500- straight-line distance between a Marijuana Establishment Entrance and a School Entrance inaccessible by a pedestrian or automobile.

(b) Marijuana establishments shall not be located in a building that contains a pre-existing daycare center.

(c) Marijuana product manufacturing shall not be done in any building containing assembly, educational, health care, ambulatory health care, residential board and care, residential, or detention and correctional facilities.

(3) Security.

- (a) Marijuana establishments shall provide the Wakefield Police Department and Building Commissioner with the names, phone numbers, and e-mail addresses of all management staff and key holders to whom one can provide notice if there are operating problems associated with the establishment and update that list whenever there is any change in management staff or key holders.
- (b) Solid waste dumpsters or other waste containers shall be locked and enclosed by a screening enclosure so as not to be accessible to the public.
- (c) Landscaping elements must be nonobtrusive. The placement of landscaping elements for the marijuana establishment must ensure landscaping elements, including trees, bushes, and other foliage, do not allow for a person or persons to conceal themselves at night.
- (d) The exterior grounds, including the parking lot and landscaped areas, shall be lighted in such a manner that all areas are clearly visible at all times during business hours.
- (e) Marijuana establishments shall secure every entrance to the marijuana establishment so that access to areas containing the storage of marijuana products are restricted to employees and others permitted by the marijuana establishment to access the area and to Cannabis Control Commission or state and local law enforcement officers, agents, and emergency personnel.

190-114 Special Permit.

Special permit. For special permits for marijuana establishments, the Zoning Board of Appeals is the special permit granting authority. The Zoning Board of Appeals may grant a special permit for a marijuana establishment as allowed herein if the Board finds that the proposal satisfies the purposes set forth in §190-111 above, the general requirements and conditions for marijuana establishments in Subsection §§190-112 & 113 above, the findings in §190-44 of the Zoning Ordinance, and the following statements, regulations, requirements, findings, conditions, and limitations. Applications for a special permit for a marijuana establishment shall not be subject to site plan review (§§190-45 & 46).

(1) Requirements.

- (a) It shall be unlawful for any person to operate a marijuana establishment without obtaining a special permit to operate pursuant to the requirements of this section.
- (b) A separate special permit is required for each different marijuana establishment detailed in § 190-4, entitled “Definitions”. In the case that one or more different types of marijuana establishments are proposed, each establishment type shall require a special permit from the Zoning Board of Appeals.
- (c) The special permit requirements set forth in this chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state, or local law.

(d) The issuance of a special permit pursuant this chapter does not create an exception, defense, or immunity to any person or entity in regard to any potential criminal liability the person or entity may have for the production, distribution, or possession of marijuana.

(e) A special permit issued for a marijuana establishment is not transferable or assignable to a different location or a different type of marijuana establishment.

(2) All applicants are encouraged to contact the Zoning Board of Appeals to schedule a pre-application meeting. In addition to all the application requirements related to special permits the applicant shall include the following at the time of application:

(a) Copies of all licenses, permits and documentation demonstrating application status, registration or licensure by the Commonwealth of Massachusetts Cannabis Control Commission.

(b) A security plan showing the arrangement of pedestrian circulation and access to the public points of entry to the premises from the nearest public or private street or off-street parking area. The security plan shall detail how the property will be monitored so as to avoid, deter and prevent illegal activities from taking place upon or about the applicant's premises and shall show the location of any walkway structures, lighting, gates, fencing and landscaping.

(c) A list of all managers, officers, directors, persons or entities having direct or indirect authority over the management, policies, security operations or cultivation operations of the Marijuana Establishment.

(d) A list of all persons or entities contributing 10% or more of the initial capital to operate the Marijuana Establishment, including capital in the form of land or buildings.

(e) Proof that the Marijuana Establishment is registered to do business in the Commonwealth of Massachusetts as a domestic business corporation or another domestic business entity in compliance with 935 CMR 500 and is in good standing with the Secretary of the Commonwealth and Department of Revenue.

(f) Documentation of a bond or other resources held in an escrow account in an amount sufficient to adequately support the dismantling or winding down of the Marijuana Establishment, if required.

(g) An odor control plan detailing the specific odor-emitting activities or processes to be conducted on-site, the source of those odors, the locations from which they are emitted from the facility, the frequency of such odor-emitting activities, the duration of such odor-emitting activities, and the administrative and engineering controls that will be implemented to control such odors, including maintenance of such controls.

(h) An applicant who is not the property owner shall submit evidence in the form of a deed, an executed lease or valid purchase and sale agreement documenting the

applicant's contingent property interest and legal right to operate a Marijuana Establishment at the property.

(i) Any other information requested by the Zoning Board of Appeals that will allow fair and full consideration of the special permit request.

(3) Applications for a marijuana retailer seeking to co-locate with a registered marijuana dispensary shall include a narrative detailing the physical separation between medical and adult-use (recreational) sales areas. Separation may be provided by a temporary or semipermanent physical barrier, such as a stanchion, that adequately separates sales areas of marijuana products for medical use from sales areas of marijuana products for adult use. A retailer shall provide for separate lines for sales of marijuana products for medical use from marijuana products for adult use within the sales area; provided, however, that the holder of a medical registration card may use either line and shall not be limited only to the medical use line. A retailer shall additionally provide an area that is separate from the sales floor to allow for confidential consultation.

(4) The Zoning Board of Appeals shall distribute a set of the application materials to the Police Chief, Health Director, and Building Commissioner for review. The Zoning Board of Appeals will provide notice of receipt of an application to the Town Engineer, Fire Chief, Conservation Commission, Town Solicitor, Town Council, and Town Administrator. All departments shall report their comments, conditions, remedial measures and recommendations, in writing, to the Zoning Board of Appeals within 30 days.

(5) Findings. In addition to the findings required by 190-44, the Zoning Board of Appeals shall not issue a special permit for a marijuana establishment unless it finds that:

- a. The Marijuana Establishment does not derogate from the purposes and intent of this Section and this Bylaw.
- b. The application information submitted is adequate for the SPGA to consider approving the special permit request.
- c. The proposed establishment is designed to minimize any adverse impacts on abutting properties.
- d. The security plan provides sufficient assurance that adequate security controls have been implemented to ensure the protection of the public health and safety during hours of operation and that any marijuana or marijuana related products are adequately secured on-site or via delivery.
- e. The odor control plan proposed adequately provides for the ongoing safe operation of the establishment and minimizes any adverse impacts to abutting properties from odor-emitting activities to be conducted on-site.

- f. The proposed design and operation of the Marijuana Establishment will meet the requirements of this Section.

(6) Lapse. A special permit granted under this Section shall lapse if not exercised within two years of issuance.

(7) Inspections and reporting.

(a) Marijuana establishments shall consent to unannounced, unscheduled, periodic inspections of its premises by the Building Commissioner or designee, including an agent from the Building, Health, Police, and Fire Departments on weekdays during normal business hours to determine the marijuana establishment's compliance with the requirements of applicable state and local laws, regulations, codes, license and permit conditions, and this section.

(b) Routine inspections may be made on weekdays during regular Town business hours by authorized inspectional departments to determine compliance with applicable state and local laws, regulations, codes, and license and permit conditions. Inspections by the authorized inspectional departments may be made at other times to investigate complaints or suspected noncompliance issues.

(c) Inspections may include all areas occupied, used, or controlled by the marijuana establishment. Inspections shall be conducted in conformity with applicable federal, state, and local law.

(d) Each marijuana establishment permitted shall as a condition of its special permit file an annual report to the special permit granting authority, the Board of Health, the Building Commissioner, the Police Department, and the Town Clerk no later than January 31, providing a copy of all current applicable state licenses for the marijuana establishment and/or demonstrating continued compliance with 935 CMR 500.000 as well as the conditions of the special permit.

(8). Abandonment or discontinuance of use.

(a) A special permit granted under this section shall have a term limited to the duration of the applicant's operation of the premises as a marijuana establishment.

(b) A marijuana establishment shall be required to remove all material, plants, equipment, and other paraphernalia:

- (i) If any required permit or license is revoked or suspended by the issuing authority;
- (ii) Prior to surrendering its state licenses or permits; or
- (iii) Within six months of ceasing operations; whichever comes first.

Chapter 190 (Zoning Bylaws) of the Town of Wakefield Bylaws is hereby amended by the following new Article XX:

ARTICLE XX

MARIJUANA ESTABLISHMENT OVERLAY DISTRICT

1. Purpose

It is the purpose of the Marijuana Establishment Overlay District (MEOD) to encourage the use of property within its boundaries for a Marijuana Establishment, as defined in Section 190-4. The MEOD is designed to strengthen the area's existing uses and infrastructure by permitting the development of a Marijuana Establishment, consistent. Among the objectives of the MEOD are:

- (a) To facilitate development in the MEOD of a Marijuana Establishment together with uses accessory thereto;
- (b) To stimulate the general economy of the Town by creating jobs and generating real estate and other tax revenue;
- (c) To encourage the appropriate use of land.

2 Overlay District

2.1 Map

The MEOD is an overlay district which encompasses land shown on Wakefield Assessors' Map, Lots 36W-017-008, 36W-010-012 & 36W-009-015 which land is shown on the map entitled "Exhibit to Accompany an Amendment to the Wakefield Zoning Ordinance - Marijuana Establishment Overlay District" dated January 31, 2024, incorporated herein by reference and hereby made a part of the Town's official zoning map. A copy of said map is on file with the Town Clerk's Office and the Planning Department.

2.2 Establishment

The MEOD is an overlay district superimposed on the underlying zoning district and the land affected thereby. The underlying zoning shall remain in full force and effect. To the extent that any provision in this Section is in contradiction or conflicts with any other provision of this ordinance, the provisions of this Section shall control.

2.3 Applicability

The Zoning Board of Appeals shall be the special permit granting authority for special permits granted pursuant to this Section.

Notwithstanding anything to the contrary contained in this ordinance, in any instance where the ZBA has jurisdiction to issue a special permit for a Marijuana Establishment pursuant to this Section, it shall also be the sole special permit granting authority for all other special permits or any site plan required by this ordinance for such use and/or development.

2.4 Standard to be Applied

Special Permits under this Article shall be granted under the standards of Article XVIII (Registered Marijuana Dispensaries) and XIX (Marijuana Establishments).

2.5 Uses

2.6 Uses Allowed by Right

Uses allowed by right in the underlying zoning district shall be allowed by right in the MEOD.

2.7 Uses Authorized by Special Permit

In addition to the uses permitted as of right or by special permit in the underlying zoning district(s), the following uses shall be permitted subject to the issuance of a special permit issued by the Zoning Board of Appeals (ZBA):

- (a) Marijuana Establishment and Registered Marijuana Dispensary, as defined in §190-4 of the Zoning Bylaws; and
- (b) The accessory uses authorized by the definition of "accessory use" in Section 190-4 (Definitions) of the Zoning Bylaws and other uses customarily accessory to a Marijuana Establishment or Registered Marijuana Dispensary whether or not specifically mentioned in the Zoning Bylaws.

2.8 Prohibited Uses

Any use not specifically allowed by right or by special permit within the MEOD as provided in said Article XVIII (Registered Marijuana Dispensaries) or XIX (Marijuana Establishments) or in the underlying zoning district[s] is prohibited.

2.9 Dimensional Requirements

2.10 Dimensional Table

All buildings and structures permitted pursuant to the MEOD shall conform to the following dimensional requirements, which requirements shall be deemed to be a part of Article VII (Parking and Loading Requirements) under an MEOD designation:

2.11 Off-Street parking and Loading Requirements

2.12 Off-Street Parking Requirements

The parking requirement for a MARIJUANA ESTABLISHMENT within the MEOD shall require a minimum of one space for every 300 square feet of publicly accessible retail area and one space for every 3 employees in the largest shift, with no additional parking required for any use determined by the ZBA to be accessory to a MARIJUANA ESTABLISHMENT, including but not necessarily limited to warehouse or inventory storage. If a proposed MARIJUANA ESTABLISHMENT within the MEOD does not conform with any parking provision in this ordinance, the special permit granting authority may authorize such nonconformance by the grant of a special permit under the standard set forth in Section 4.2.1. Without limiting the generality of the foregoing, the special permit granting authority may grant a special permit to authorize shared, valet and/or tandem parking, on and off-site, regardless of the distance of the off-site parcel from the principal use and to modify the design and layout standards of the Zoning Bylaws.

In connection with any special permit application hereunder, the special permit granting authority may allow by special permit the use of a lot off-site to provide parking accessory to a MARIJUANA ESTABLISHMENT located within the MEOD, provided that such off-site lot is not located within a residential district, and a MARIJUANA ESTABLISHMENT use on such off-site lot is allowed as of right or by special permit. Such off-site lot(s) may be a shared lot, served by a valet and/or may have tandem parking if so authorized by the special permit granting authority.

2.13 Off-Street Loading Requirements

The loading requirements for a MARIJUANA ESTABLISHMENT within the MEOD shall require a minimum of one loading bay.

2.14 Signs

Article XIII this ordinance shall govern signage in the MEOD.

2.15 Submissions

2.16 Contents

Any application for a special permit under the MEOD shall include a plan or plans with the information required by Article XVIII (Registered Marijuana Dispensaries) or XIX (Marijuana Establishments), any other special permits required pursuant to this ordinance, for which the ZBA is designated as the special permit granting authority, shall include the information required in this ordinance. Review of an application for a special permit shall comply with the procedural requirements of this ordinance as applicable to ZBA special permits, including the requirements of notice and a public hearing and deadline for the same and for the

issuance of a decision thereon.

2.17 Relief by Special Permit

In any instance where a MARIJUANA ESTABLISHMENT, including any uses determined by the ZBA to be accessory uses to a MARIJUANA ESTABLISHMENT, does not comply with any provisions of this Section, the ZBA is authorized to issue zoning relief for such non-compliance by the issuance of a special permit. In granting a request for a special permit, the ZBA may condition its grant on the provision of certain open space, or traffic or pedestrian improvements or other amenities.



TOWN OF WAKEFIELD

TOWN COUNCIL

TOWN WARRANT FOR THE PRESIDENTIAL PREFERENCE PRIMARIES COMMONWEALTH OF MASSACHUSETTS

Middlesex, SS.

To any Constables of the Town of Wakefield in said County of Middlesex:

GREETINGS:

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

Precincts 1, 2, 3, 4, 5, 6 and 7

Galvin Middle School, 525 Main Street

On **TUESDAY, THE FIFTH DAY OF MARCH, 2024**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE	FOR THIS COMMONWEALTH
STATE COMMITTEE MAN	FIFTH MIDDLESEX SENATORIAL DISTRICT
STATE COMMITTEE WOMAN	FIFTH MIDDLESEX SENATORIAL DISTRICT
TOWN COMMITTEE	WAKEFIELD

The polls in each precinct will be open at seven o'clock in the forenoon and will be closed at eight o'clock in the afternoon.

And you are directed to serve this Warrant by causing the same to be published in two issues of the Wakefield Daily Item, the first time being not less than seven days before the day of meeting, and by posting an attested copy thereof, at the official polling place, at the Public Safety Building and Town Hall in said Town two consecutive Sabbaths, at least before the time of holding said meeting.

Hereof fail not, and make due return of this Warrant, with your doings thereon to the Town Clerk at the time and place of said meeting as aforesaid. Given under our hands at Wakefield this 12th day of February in the year of our Lord two thousand twenty-four.

JONATHAN P. CHINES, CHAIR
MICHAEL J. MCLANE, VICE CHAIR
MEHREEN N. BUTT
ANNE P. DANEHY
EDWARD F. DOMBROSKI, JR.
JULIE SMITH-GALVIN
ROBERT E. VINCENT II
Wakefield Town Council

A true copy attest:
Christian Lopes
Constable

