

# TOWN COUNCIL AGENDA

## ITEM 1 | Call to Order

## ITEM 2 | Executive Session

There is a need for Executive Session to discuss Woods Subdivision litigation because an open meeting may have detrimental effects on the bargaining position of the Town, with the intent of returning to open session immediately after. Motion and roll call vote anticipated. *Open session is expected to begin at 7:00 p.m.*

## ITEM 3 | Pledge of Allegiance

## ITEM 4 | Attendance

## ITEM 5 | Approval of Minutes

A. Approval of September 23, 2019 Regular Town Council Meeting Minutes. Vote anticipated.

B. Approval of September 23, 2019 Executive Session Town Council Meeting Minutes. Vote anticipated.

## ITEM 6 | Public Engagement

Any member of the public who wishes to address the Town Council is asked to arrive by 6:55 p.m. and sign in with the Clerk. Each person who is signed in will be allotted three (3) minutes to address the Council. The Chair reserves the right to extend that time. Members of the Town Council may ask any clarifying questions or make statements related to the matters presented. In the event further deliberation or action is warranted, any issues raised may be included as an item on a future Town Council Agenda.

## ITEM 7 | Presentation & Action Items

A. Reconfiguration of benches/placement Downtown and beyond. Vote anticipated.

B. Report on enhanced parking enforcement: update on violations issued and revenue.

C. Emergency Fund update.

## ITEM 8 | Committee, Board, & Commission Updates

Representatives of the Board of Health to provide updates to Councilors regarding projects and undertakings, as part of an ongoing initiative for improved communication between Town Council and Committees, Boards, and Commissions.

Edward F. Dombroski, Jr., Chair  
Ann McGonigle Santos, Vice-Chair  
Mehreen N. Butt  
Jonathan P. Chines  
Paul R. DiNocco  
Peter J. May  
Julie Smith-Galvin

Stephen P. Maio, Town Administrator  
Sherri A. Dalton, Clerk



# TOWN COUNCIL AGENDA

## ITEM 9 | Constituent Issues

Councilors have opportunity to briefly report any issues raised by constituents that are not included on current Agenda. No votes will be taken at this time, but items may be included on a future Town Council Agenda.

## ITEM 10 | Chairman's Comments

Chairman Dombroski to offer brief comments on:

- A. Ongoing efforts to identify and allocate parking space opportunities, both merchant and non-merchant and resident parking permits.
- B. Tri-Board Meeting update.
- C. Council Retreat recap.

## ITEM 11 | Licenses

### A. One Day Liquor License: Merry Eldridge

Applicant seeks one-day liquor license for private event fundraiser at the Col. James Hartshorne House on November 9, 2019. Vote anticipated.

### B. One Day Liquor License: Christina Dixon

Applicant seeks one-day liquor license for a private event at the Americal Civic Center. Vote anticipated.

### C. Class II License (Renewal): Quality Auto Service

Automotive repair shop located at 51 New Salem Street submitted application seeking renewal of current license. Vote anticipated.

## ITEM 12 | Gift Acceptance

Lucius Beebe Memorial Library

Library Trustees seek approval to accept and expend a gift or gifts to the Library. Vote anticipated.

## ITEM 13 | Matters Not Anticipated for Agenda

Any matters not anticipated prior to the 48-hour public notice requirement but necessitating immediate action by the Council.

## ITEM 14 | Announcements & Acknowledgements

Town Councilors, Town Administrator, Town Counsel, and Clerk may offer recognitions and notices to the public.

## ITEM 15 | Adjournment

Vote anticipated.

Next Regular Town Council Meeting: October 28, 2019 @ 7:00 p.m., WCAT Studios, 24 Hemlock Road, Wakefield





## WAKEFIELD TOWN COUNCIL

Monday, September 23, 2019

6:30 P.M.

WCAT Studios, 24 Hemlock Road, Wakefield, MA. 01880

**COUNCIL  
MEMBERS  
PRESENT:**

Councilor Edward F. Dombroski, Jr., Chair  
Councilor Ann McGonigle Santos, Vice-Chair  
Councilor Mehreen N. Butt  
Councilor Jonathan P. Chines  
Councilor Paul R. DiNocco  
Councilor Julie Smith-Galvin

**ADMINISTRATION PRESENT:**

Clerk Sherri A. Dalton  
Town Administrator Stephen P. Maio  
Town Counsel Thomas A. Mullen

**COUNCIL  
MEMBERS  
ABSENT:**

Councilor Peter J. May

----- TOPICS OF DISCUSSION -----

**Call to Order**

Councilor Dombroski called the meeting to order at 6:30 p.m. and stated there is a need for Executive Session to discuss Woods Subdivision litigation because an open meeting may have detrimental effects on the bargaining position of the Town, with the intent of returning to open session. Councilor Santos so motioned. Councilor DiNocco seconded. Motion passed on a roll call vote with all six councilors voting in the affirmative.

The Council returned to open session at 7:08 p.m.

**Pledge of  
Allegiance**

Leading the body in the Pledge of Allegiance was Natalie Jolly and Kyle McGrail. Natalie is a singer-songwriter and a vocalist and Kyle is the drummer in the band Natalie Jolly and the Reckless Hearts. They are the 2019 song of the year award winners from the New England Music Awards for their song "You Oughta Know." Both Kyle and Natalie are Wakefield Memorial High School graduates.

**Attendance**

Councilor Dombroski noted that Councilors Santos, DiNocco, Butt, Smith-Galvin and Chines were present as well as Madam Clerk Dalton, Town Administrator Maio and Town Counsel Mullen. Councilor Peter J. May was absent.

**Approve of  
Minutes -  
September  
09, 2019**

Councilor Santos motioned to approve the September 09, 2019 Minutes as presented. Councilor Chines seconded. Motion passed 5-0-1 with Councilor DiNocco abstaining.

**Public  
Engagement**

Eric Reid of 26 Crescent Street appeared before the Town Council and proposed a new By-Law: 51-4 Electronic distribution (of parts of the Annual Town Report).

**Joint Meeting**

Representatives of the Lucius Beebe Memorial Library Trustees

**- Library Trustees Appointments**

recommended to the Town Council Laura Cutone Godwin and Adam Rodgers as the two applicants for the interim Library Trustees appointments. These two (2) appointments are to fill two (2) unexpired terms Councilor Santos motioned to appoint Laura Cutone Godwin as an interim Library Trustee with a term ending April 21, 2020. Councilor Smith-Galvin seconded. Motion passed 13-0-0 with seven (7) Library Trustees and six (6) Town Councilors voting in favor of the motion. Councilor Santos motioned to appoint Adam Rodgers as an interim Library Trustee with a term ending April 21, 2020. Cindy Schatz seconded. Motion passed 13-0-0 with seven (7) Library Trustees and six (6) Town Councilors voting in favor of the motion.

**Notice of Events**

Representative Nancy Bertrand of the Wakefield Historical Society provided information on upcoming Wakefield Heritage Day celebrating the 375<sup>th</sup> Anniversary of the founding of the Town on September 28, 2019.

Representatives from Wakefield Alliance Against Violence (WAAV) provided information about upcoming “WAAV Racing to End Domestic Violence” 5K race and walk around Lake Quannapowitt on October 5, 2019 with a request for promotional signage placement on Town property. Councilor Santos motioned to grant the posting of signs. Councilor DiNocco seconded. Motion passed 6-0-0.

**Committee, Board & Commission Updates**

Representatives of the Zoning Board of Appeals provided project updates and undertakings. Televised Zoning Board of Appeals meetings in the future were discussed as well as posting their minutes on the Town’s website. The Town Council thanked the Board for their dedication to the Town.

**Liaison Updates**

Councilor Santos stated that representatives of the Fire Department and the Emergency Management Director is looking into the town’s ambulance contract as well as the Deputy Fire Chief position. She will also be reaching out in January to all committees regarding appointments/re-appointments to all committees.

Councilor Chines stated that the High School working group is in formation and the first meeting is to be determined. The School Department has ratified contracts with six of the seven bargaining units. MCAS results are due to be released tomorrow and the School Committee is getting an update at their meeting tomorrow. He suggested to have the Superintendent come to a Town Council meeting to speak about the MCAS results as well as how the school department evaluates their performance. Another area he highlighted for the school department is around the social and emotional needs of students and it was the main theme of the administrative retreat that Superintendent Lyons had over the summer. The School Committee also added a subcommittee specifically to focus on student services as part of this broader theme.

Councilor Smith-Galvin stated that the WMGLD at their last meeting decided to change the energy efficiency charges and expand the energy efficiency program. Currently all customers have a flat fee for energy efficiency. Going

forward it will change to mils per kilowatt hour so that customers will be charged more on usage than on a flat rate. Since this is a rate change, there will be a public hearing at their meeting on October 2, 2019 at 6:30 p.m. at the WMGLD. The WMGLD will be adding weatherization heating system incentives and adding programs for both commercial and industrial customers to be more consistent with surrounding communities. She also touch upon Communications and she has received good feedback on the website but she would like to start having more information pushed out through the newsletter or other ways.

Councilor Butt stated that hopefully by the end of the year the Albion Cultural Exchange building will have a bathroom. The Farmers Market is Saturday as well as the 375<sup>th</sup> celebration of Wakefield and the library is celebrating all things graphic with a comic conference event called Beebecon from 10:00 a.m. until 4:00 p.m. at the library with events being indoor and outdoor.

Councilor DiNocco – Community and Economic Development - stated that a very rough draft has been sent out for review and for comments. Commended the Police Department for their assistance with the Town of Lynnfield with locating a missing person. Parking enforcement has been doing a great job.

Councilor Dombroski – stated that Finance Committee applicants are going to be interviewed on October 1, 2019 and potentially October 3, 2019.

**Debit Service  
Capital Needs  
Account**

Councilor Chines motioned to transfer \$1,000,000.00 from the General Fund to the Debit Service Capital Needs Account. Councilor DiNocco seconded. Motioned passed 6-0-0.

**Constituent  
Issues**

Councilor Chines stated that Councilors had a table at the Farmers Market for office hours and as part of the office hours they did an informal survey with pom-poms to see what those in attendance were concerned about and what was important to them. Schools got the most votes followed by roads and then everything else. There were a number of write-in suggestions that included various topics, including publishing a town newsletter, greater efforts to reduce litter around the lake and other parts of town in downtown, improvements to the recycling program, greater support for the Beebe Library, budgetary support for the Wakefield Human Rights Commission, programming for LGBTQ seniors through the Council on Aging, working with the Wakefield Community Partnership in changing the name of Festival Italia, changing Wakefield Memorial High School mascot or the logo, sidewalk conditions and storm drains on West Water Street.

Councilor Smith-Galvin asked for an update on where the town is with the downtown revitalization and any future Town Meeting votes. Also concern about sidewalk construction that apparently is now taking place near Dolbeare and the High School right at the same time that all the kids are walking to school

## **Chairman's Comments**

The Public Safety Building Reassessment Committee has been meeting and working on this issue for quite some time. The last meeting was September 18, 2019 and there is a lot of headway in terms of doing assessments and approaching the issues from every angle to figure out the best solution. At present, it appears that moving forward with a better defined plan of what we had previously considered is probably the direction that the committee will be heading in. He anticipates tremendous communication efforts going forward so that members of the public are fully informed of the facts to understand what the issues are with visual and virtual tours with possible in-person tours. The biggest concern is time and every month that work gets delayed the town is looking at additional costs. It is expected that the Committee will bring the building project to the Annual Town Meeting in the Spring. A communications subcommittee has been formed to make sure that everyone is educated on all the issues. The next meeting is scheduled for December.

Preliminary feasibility designs based on the concepts presented at multiple public forums and focus groups on the Envision Wakefield Downtown Revitalization project will be presented by VHB, the project's design and engineering firm, at a meeting in early December with Massachusetts Department of Transportation. This meeting will preliminary discuss potential design options and help guide planning and design going forward, based upon elements meeting MassDOT requirements. As the State is a significant funding partner, the bike lane issue that some people have raised continues to be considered by the Town and VHB and there are still options being explored. There more community forums are expected to be hosted starting in January/February of 2020 when VHB has more details to provide. The parking enforcement piece has had tremendous success and he expects to have data for the next Town Council meeting. Councilor Chines asked if there was going to be another public forum before the December meeting. Councilor Dombroski stated he already spoke to VHB and they strongly recommended the next public forum convene after they have met with MA DOT, as VHB will then have more information to be able to provide in answer to questions raised both at the last forum and the next. Otherwise, it would be premature as they would have no further information to report. Councilor Chines respectfully disagrees with VHB. Councilor Santos added that she doesn't think having another public meeting at this time would add anything. Councilor Dombroski stated he defers to VHB's expertise and their concern was that if the town were to come back in essence where we are currently it wouldn't be any different than where we left off at the last meeting. Councilor Smith-Galvin suggested that we ensure the website is kept updated relative to the project information and with what is presented to MassDOT. She asked about when this will go before Town Meeting and Town Administrator Maio stated that it all depends on where the funding comes from as it may not need to go to Town Meeting.

A meeting with Chief Skory, DPW Director Conway and Chairman Dombroski regarding the placement of the benches downtown will take place in the next week or so before the next Town Council meeting.

<b>Licenses</b>	Councilor Santos motioned to approve the One Day Liquor License request for a private event fundraiser at the Wakefield Masonic Building on October 26, 2019. Councilor DiNocco seconded. Motion passed 6-0-0.
<b>Gift Acceptance</b>	Councilor Chines motioned to accept and expend a gift or gifts to the library in the amount of \$2,873.50 from various donors with thanks. Councilor Santos seconded. Motion passed 6-0-0.
<b>Warrants</b>	Councilor Chines signed Warrant #5 dated July 30, 2019 through Warrant #8 dated August 20, 2019 regarding town affairs.
<b>Matters Not Anticipated for Agenda</b>	There were no matters unanticipated.
<b>Announcements &amp; Acknowledgements</b>	<p>Councilor Chines – Mystic Valley Elder Services is having a fundraiser on October 17, 2019 at The Porch in Medford; congratulations to the Wakefield Memorial High School marching band on their recent awards; Lynnfield is having a Special Town Meeting on Thursday, September 26, 2019 to discuss funding for the design portion of the Wakefield Lynnfield Rail to Trail</p> <p>Councilor Butt – WAAV 5K is October 5, 2019; noted the caliber of library trustees was unbelievable; every place was packed as she drove through town Friday night</p> <p>Councilor Smith-Galvin – this Saturday there is an event being organized by the Unitarian Universalist Church and Sustainable Wakefield called Wakefield Climate Organizing 101; there will be a Flu Clinic at the Farmers Market on Saturday; asked for a report on the Emergency Assistance Fund</p> <p>Town Counsel – filed a Proof of Claim on a town vendor that went bankrupt and the Town received a check for roughly \$167,000.00</p> <p>Councilor Dombroski – reminder of the 375<sup>th</sup> anniversary celebration this weekend; Nahant Street Pit is open every Saturday, every Wednesday and every second and fourth Sunday; WAAV 5K is October 5, 2019</p>
<b>Adjournment</b>	At 9:16 p.m. Councilor Santos motioned to adjourn. Councilor DiNocco seconded. Motion passed 6-0-0.
<b>Next Council Meeting</b>	<p>The next regular Town Council meeting is October 7, 2019 at 7:00 p.m. at WCAT Studios, 24 Hemlock Road, Wakefield</p> <p>Town Council Strategic Retreat: October 2, 2019 at 6:00 p.m. at the Americal Civic Center, 467 Main Street, Wakefield</p>

Respectfully submitted,



Sherri A. Dalton, Executive Assistant

## Sherri Dalton

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**From:** Edward Dombroski  
**Sent:** Thursday, October 03, 2019 9:43 AM  
**To:** Sherri Dalton  
**Subject:** Fwd: Map of Down Town  
**Attachments:** image002.jpg; ATT00001..htm; image003.jpg; ATT00002..htm; image004.png; ATT00003..htm; Bench Locations.pdf; ATT00004..htm

Edward F. Dombroski, Jr.  
Chairman, Wakefield Town Council  
One Lafayette Street  
Wakefield, MA 01880  
(617) 290-2026

Begin forwarded message:

**From:** Chief Steven Skory <[sskory@wakefieldpd.org](mailto:sskory@wakefieldpd.org)>  
**Date:** October 3, 2019 at 9:19:12 AM EDT  
**To:** Edward Dombroski <[councilor.dombroski@wakefield.ma.us](mailto:councilor.dombroski@wakefield.ma.us)>  
**Cc:** Stephen Maio <[smaio@wakefield.ma.us](mailto:smaio@wakefield.ma.us)>, Joe Conway <[jconway@wakefield.ma.us](mailto:jconway@wakefield.ma.us)>  
**Subject:** RE: Map of Down Town

Ed, Steve and Joe,

The attached map has the current locations of the benches marked in yellow. There are 10 pairs of benches throughout the square. I recommend removing one bench from each pair and turning the remaining bench to face inward on the sidewalk. The benches that remain can stay in the same location. I have identified possible new locations for the 10 benches that need a new home and they are marked in pink on the map:

1. ZuZu Café
2. Artichokes
3. Aria
4. Empty Store
5. Doll House
6. CVS
7. Bus Stop in front of Galvin
8. Dog Park
9. JJ Round Park
10. Mapleway Park

7 through 10 are not marked on the map.

In addition there are two sets of benches that face each other at the bus stop on Main Street at the corner of Water Street. This was a focal gathering point before the other benches went in, so I would recommend removing one bench from each pair, turn the remaining benches toward Main Street and finding new homes for the two removed benches.

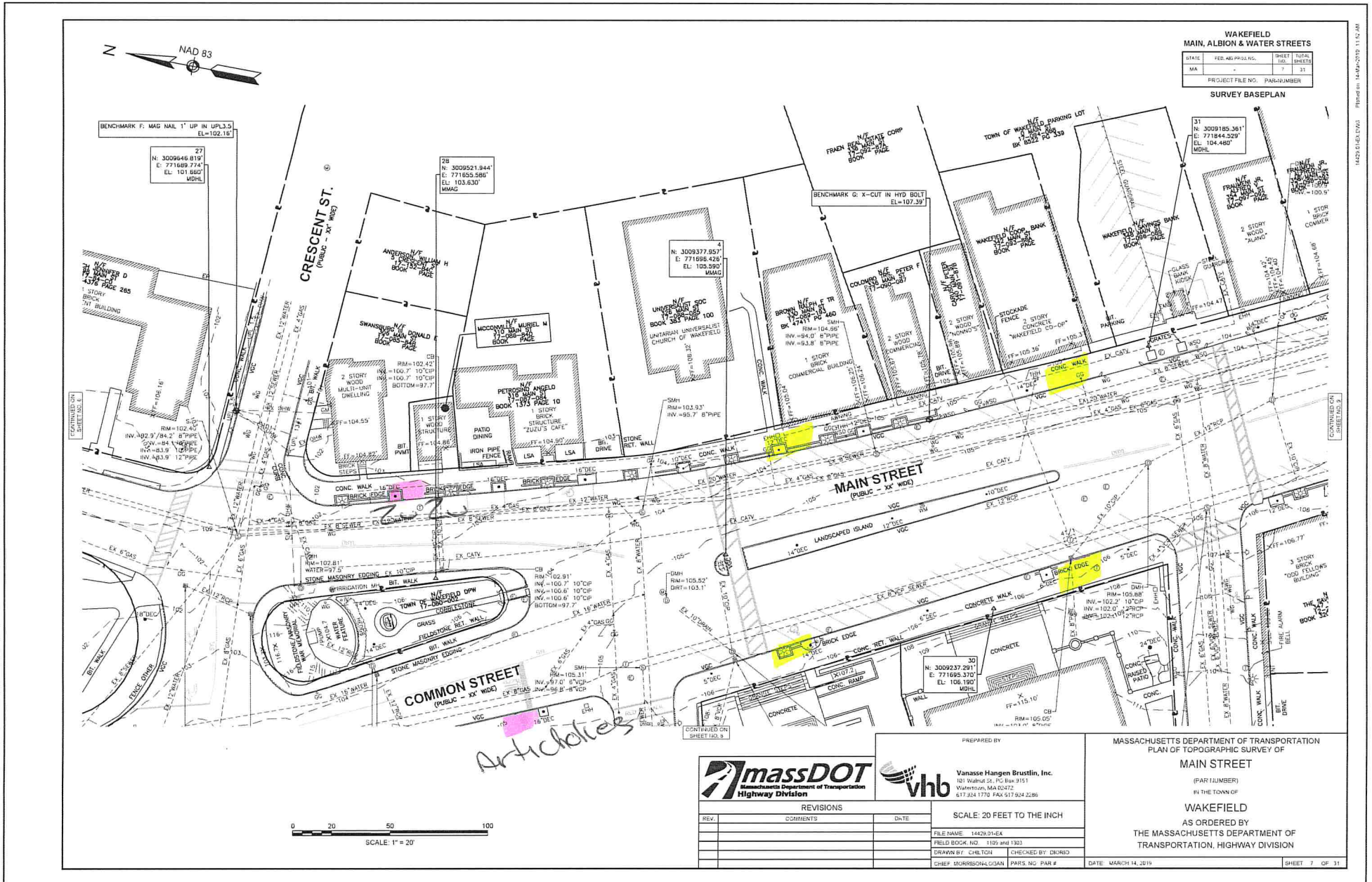
Thanks,



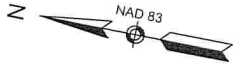
Steve

Chief Steven A. Skory  
Wakefield Police Department  
1 Union Street  
Wakefield, MA 01880  
Phone (781) 246-6331  
Fax (781) 245-1299

- Currently there are 20 Benches in 10 locations
- Remove 1 bench from each pair and turn the remaining bench to face inward

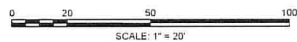
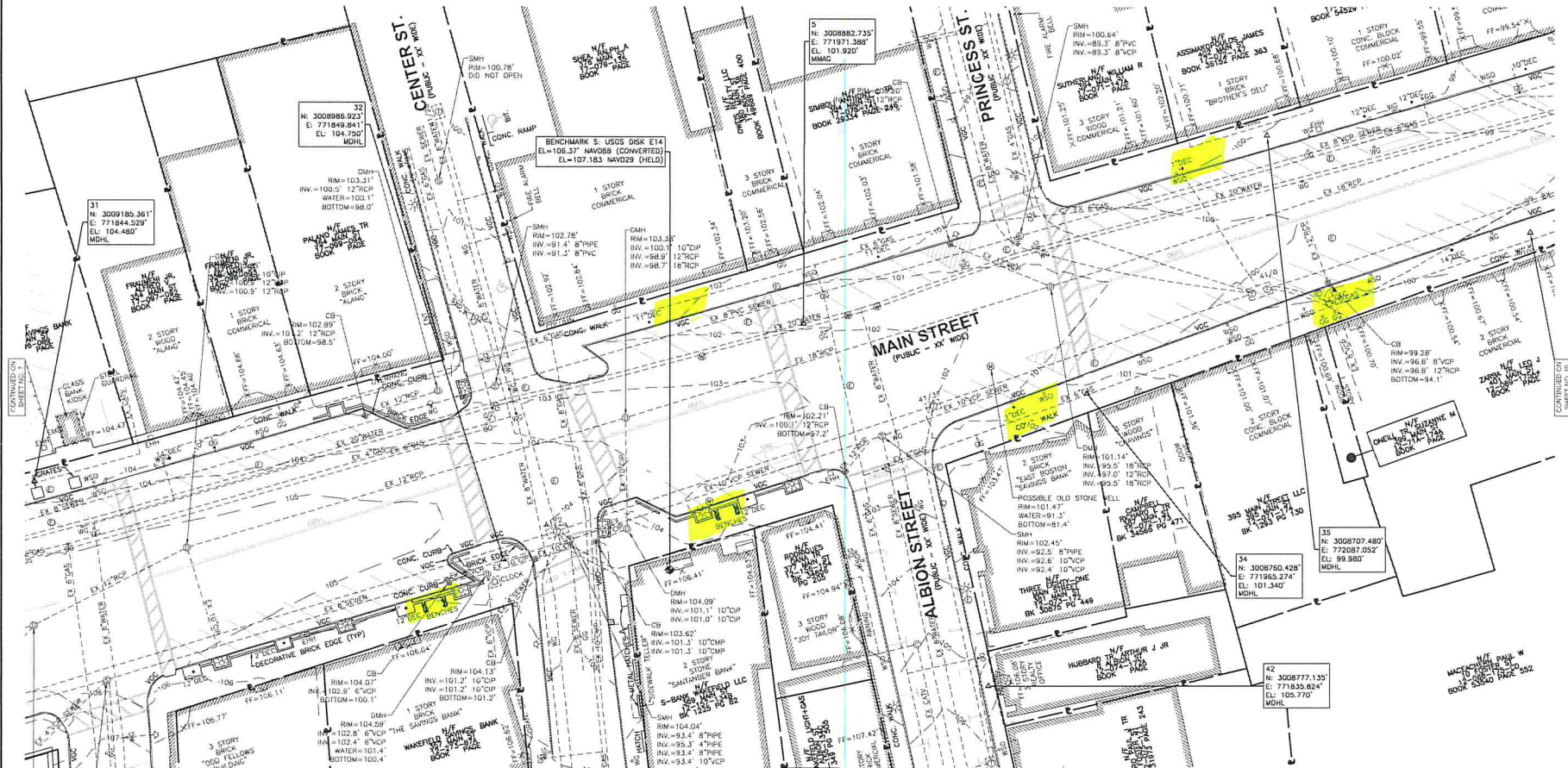


- Locations to add single benches:
- |              |               |              |                      |            |
|--------------|---------------|--------------|----------------------|------------|
| ① Zuzu cafe  | ③ Aria        | ⑤ Doll House | ⑦ Bus stop at Galvin | ⑨ IT Road  |
| ② Artichokes | ④ Empty store | ⑥ CVS        | ⑧ Dog Park           | ⑩ Mapleway |



WAKEFIELD MAIN, ALBION & WATER STREETS			
STATE	FEELING PROJECT	SHEET NO.	TOTAL SHEETS
MA		11	31
PROJECT FILE NO. PARK NUMBER			

**SURVEY BASEPLAN**



REVISIONS		DATE
REV	COMMENTS	

SCALE: 20 FEET TO THE INCH	
FILE NAME	14479-01-EX
FIELD BOOK NO.	1185 AND 1303
DRAWN BY	CHILTON
CHECKED BY	DIORIO
CHEF	MORRISON/SGAN
PARS. NO. PAR #	

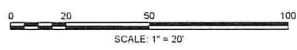
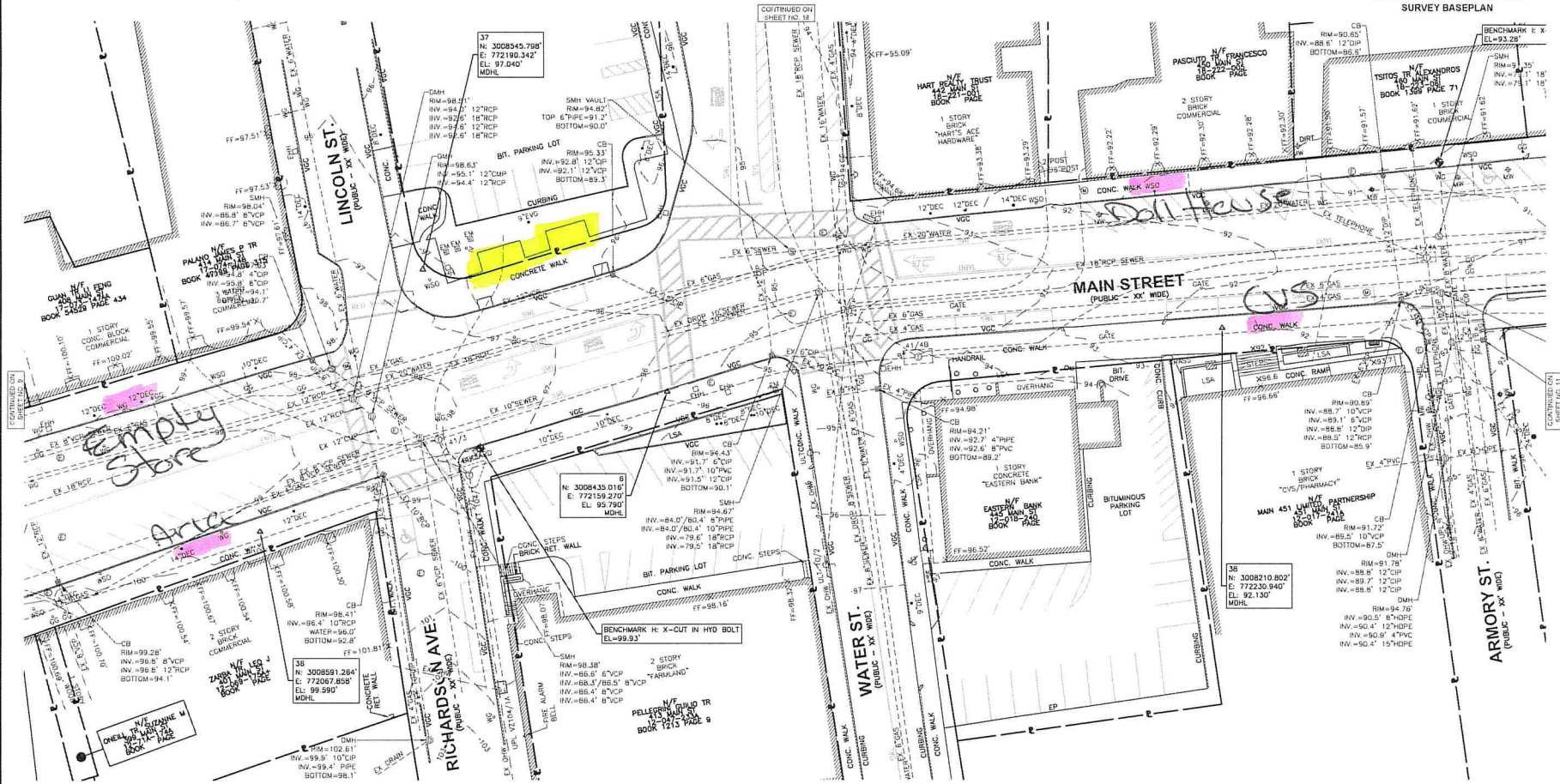
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
 PLAN OF TOPOGRAPHIC SURVEY OF  
**MAIN STREET**  
 (FAR LUMBER)  
 IN THE TOWN OF  
**WAKEFIELD**  
 AS ORDERED BY  
 THE MASSACHUSETTS DEPARTMENT OF  
 TRANSPORTATION, HIGHWAY DIVISION

DATE: MARCH 14, 2019 SHEET 9 OF 31

14479-01-EX.DWG P:\2019\14479-01\11-02.dwg



WAKEFIELD MAIN, ALBION & WATER STREETS			
STATE	FIELD NO. PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA		10	31
PROJECT FILE NO. PAR. NUMBER		SURVEY BASEPLAN	



REV.	COMMENTS	DATE

SCALE: 20 FEET TO THE INCH	
FILE NAME	14429 01-EX
FIELD BOOK NO.	1139-960 103
DRAWN BY	CHLTON
CHECKED BY	BJORDJ
CHIEF SURVEYOR	COAL
PAR. NO.	PAR. #

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
PLAN OF TOPOGRAPHIC SURVEY OF  
**MAIN STREET**  
(PAR. NUMBER)  
IN THE TOWN OF  
**WAKEFIELD**  
AS ORDERED BY  
THE MASSACHUSETTS DEPARTMENT OF  
TRANSPORTATION, HIGHWAY DIVISION

DATE: MARCH 14, 2019 SHEET 10 OF 31

14429 01-EX-103



# TOWN OF WAKEFIELD

## OFFICE OF THE TOWN ADMINISTRATOR

One Lafayette Street, Wakefield, Massachusetts, 01880

Business 781-246-6390

Fax 339-219-4160

**Stephen P. Maio**  
Town Administrator

Email [smaio@wakefield.ma.us](mailto:smaio@wakefield.ma.us)  
Email [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)

**Sherri A. Dalton**  
Executive Assistant

Memo to: Edward Dombroski  
From: Steve Maio  
Re: Parking Enforcement  
Date: October 2, 2019



As you are aware, the parking enforcement has been ongoing for a little over 2 months. The initial days have been trying (it always is when you attempt to change behavior) but we do have some actual data to review. Although we started enforcement in the middle of July, that month is not a good barometer as Independence Day skews the results. Therefore, this memo will focus on August and September.

### Tickets issued

<b>August 2018</b>	<b>161</b>	<b>August 2019</b>	<b>520</b>
<b>September 2018</b>	<b>118</b>	<b>September 2019</b>	<b>335</b>
<b>Total</b>	<b>279</b>	<b>Total</b>	<b>855</b>

As you can see the total number of tickets increased dramatically by 576 or approximately by 200%.

More telling is the fact that a very high percentage of these tickets issued were for overtime parking in or around the business districts. For example in August of 2019, 177 tickets were issued on main and Albion for overtime parking alone.

Revenue has also displayed a big increase (\$5770) basically doubling (remember there are certainly lags in collecting). Also, the number of merchant and residential passes have sky rocketed. Since the parking enforcement was promoted we sold 68 residential as well as 246 merchant passes (total \$3140).

### Revenue Collected

<b>August 2018</b>	<b>\$2435</b>	<b>August 2019</b>	<b>\$4300</b>
<b>September 2018</b>	<b>\$3925</b>	<b>September 2019</b>	<b>\$7830</b>
<b>Total</b>	<b>\$6360</b>	<b>Total</b>	<b>\$12,130</b>

From a total revenue perspective it is certainly appropriate to assign \$8910 in new revenue as a direct result of the enforcement. It is noted that the personnel cost of the two attendants was budgeted at \$38,000 for the year, plus \$10,000 for materials and supplies. We will have to see



# TOWN OF WAKEFIELD

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## OFFICE OF THE TOWN ADMINISTRATOR

One Lafayette Street, Wakefield, Massachusetts, 01880

Business 781-246-6390

Fax 339-219-4160

**Stephen P. Maio**  
*Town Administrator*

Email [smaio@wakefield.ma.us](mailto:smaio@wakefield.ma.us)  
Email [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)

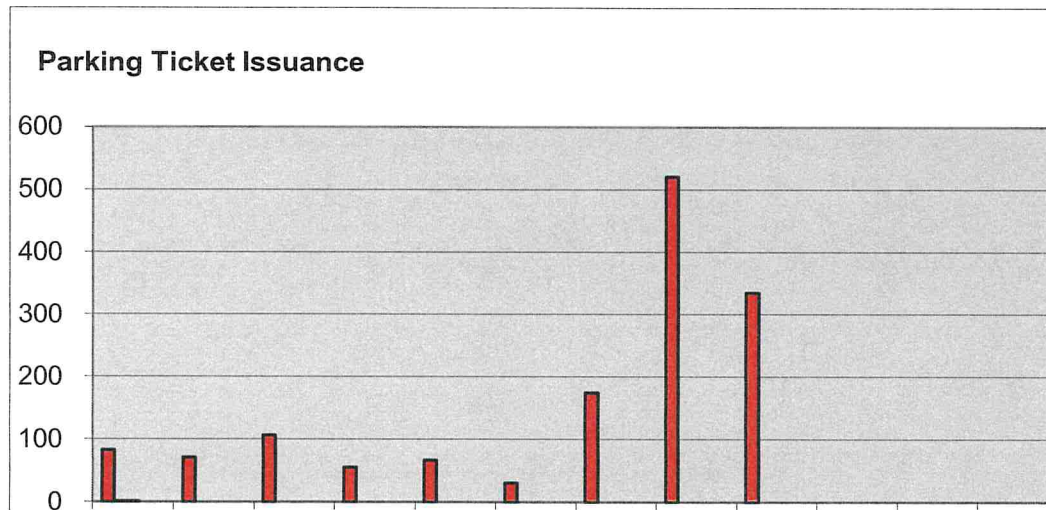
**Sherri A. Dalton**  
*Executive Assistant*

how the numbers hold up over the next few months but for this snap shot the increased efforts for parking enforcement are close to revenue neutral (candidly, the amount of tickets should decrease as people adapt).

The larger story however, is that there now appears to be more ample parking for customers in the business districts. We still need to adjust to some changes in parking patterns as people move out further from Main Street, and the Traffic Advisory Committee will be reviewing those issues on an ongoing basis. But I would call the parking experiment an overall success. I have attached some back-up data and am available for any questions.

## Wakefield Parking Violations

	2019 Tickets
Jan.	83
Feb.	72
Mar	106
Apr.	56
May	67
June	31
July	175
Aug.	520
Sept.	335
Oct.	
Nov	
Dec.	
<b>TOTALS</b>	<b>1,445</b>



August 5 2019

Number of Violations Issued	Street Name	Reason
30	Albion Street	Overtime Parking
1	Albion Street	Parking upon/front of private road/driveway
5	Amory Street	Parking in a permit zone
4	Amory Street	Parking in restricted area
1	Amory Street	Overtime Parking
23	Avon Street	Overtime Parking
1	Centre Street	Parking on sidewalk
1	Centre Street	Parking in area for handicapped
5	Centre Street	Overtime Parking
4	Chestnut Street	Parking in restricted area
19	Chestnut Street	Overtime Parking
1	Chestnut Street	Parking within 20ft of intersection
1	Common Street	Overtime Parking
1	Creasant Street	Parking in restricted area
22	Foster Street	Overtime Parking
1	Foster Street	Parking on crosswalk
2	Franklin Street	Parking in restricted area
3	Franklin Street	Parking within 20ft of intersection
1	Franklin Street	Wrong direction parking
2	Gould Street	Parking on sidewalk
1	Gould Street	Parking in restricted area
5	Greenwood Ave	Overtime Parking
10	Greenwood Street	Overtime Parking
6	Greenwood Street	Parking on sidewalk
9	Lincoln Street	Overtime Parking
24	Main Street	Parking in restricted area
2	Main Street	Parking in area for handicapped
147	Main Street	Overtime Parking
3	Main Street	Parking in bus stop
2	Main Street	Parking within 20ft of intersection
2	Main Street	Parking on crosswalk
1	Main Street	Not parking within marked spots
2	Main Street	Not parking within marked spots
1	Montrose Ave	Parking on sidewalk
9	Murray Street	Overtime Parking
3	New Salem Street	Parking on sidewalk
6	North Ave	Parking in bus stop
2	North Ave	Not parking within marked spots
3	Oak Street	Parking in restricted area





SEPT 2019

Number of Violations Issued	Street Name	Reason
32	Albion Street	Overtime Parking
1	Albion Street	Parking upon/front of private road/driveway
1	Albion Street	Parking in restricted area
1	Albion Street	Not parking within marked spots
5	Amory Street	Parking in a permit zone
1	Amory Street	Overtime Parking
1	Avon Ct	Parking in restricted area
19	Avon Street	Overtime Parking
3	Bennett Street	Parking over 24 hours
2	Cedar Street	Overtime Parking
1	Centre Street	Parking in restricted area
2	Centre Street	Overtime Parking
1	Chestnut Street	Parking in restricted area
17	Chestnut Street	Overtime Parking
1	Church Street	Parking on crosswalk
1	Coolidge Road	Parking within 20ft of intersection
7	Emerson Street	Overtime Parking
7	Foster Street	Overtime Parking
3	Greenwood Street	Overtime Parking
1	Lake Street	Overtime Parking
1	Lincoln Street	Overtime Parking
3	Lincoln Street	Overtime Parking
3	Madison Ave	Wrong direction parking
42	Main Street	Parking in restricted area
2	Main Street	Parking in area for handicapped
30	Main Street	Overtime Parking
2	Main Street	Parking in bus stop
1	Main Street	Parking on crosswalk
1	Main Street	Not parking within marked spots
1	Maple Street	Parking in restricted area
10	Murray Street	Overtime Parking
9	Murry Street	Parking in restricted area
1	Nahant Street	Parking on sidewalk
13	North Ave	Overtime Parking
2	Oak Street	Overtime Parking
1	Oak Street	Parking on sidewalk
5	Pitman Ave	Overtime Parking
4	Pleasant Street	Parking on sidewalk
13	Princess Street	Overtime Parking

SEPT 2019

1	Princess Street	Parking in restricted area
1	Princess Street	Wrong direction parking
27	Richadson Ave	Overtime Parking
2	Salem Street	Parking on sidewalk
8	Smith Street	Overtime Parking
1	Smith Street	Parking in area for handicapped
9	Tuttle Street	Overtime Parking
1	Union Street	Parking in restricted area
3	Union Street	Overtime Parking
1	Valley Street	Parking in restricted area
16	West Water Street	Overtime Parking
1	West Water Street	Parking upon/front of private road/driveway
5	Yale Ave	Overtime Parking

## Parking Clerk 2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year
<b>Deposit</b>													
	755.00	675.00	415.00	520.00	455.00	795.00	450.00	850.00	2,020.00				
	305.00	630.00	900.00	555.00	485.00	505.00	415.00	555.00	965.00				
	1,040.00	370.00	560.00	630.00	625.00	340.00	415.00	675.00	1,240.00				
	460.00	450.00	1,145.00		625.00	595.00	815.00	650.00	1,595.00				
			1,350.00		540.00		320.00	770.00	1,055.00				
								800.00	955.00				
<b>Totals</b>	<b>2,560.00</b>	<b>2,125.00</b>	<b>4,370.00</b>	<b>1,705.00</b>	<b>2,730.00</b>	<b>2,235.00</b>	<b>2,415.00</b>	<b>4,300.00</b>	<b>7,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,270.00</b>
<b>Surcharge</b>													
	232.20	222.60	210.60	246.60	280.80	265.20	222.60	250.20	298.20				
		206.40											
<b>Totals</b>	<b>232.20</b>	<b>429.00</b>	<b>210.60</b>	<b>246.60</b>	<b>280.80</b>	<b>265.20</b>	<b>222.60</b>	<b>250.20</b>	<b>298.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,435.40</b>
<b>Handicap</b>													
		175.00	125.00					155.00					
		125.00											
<b>Totals</b>	<b>0.00</b>	<b>300.00</b>	<b>125.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>155.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>580.00</b>
<b>Tickets Issued</b>													
	83	72	106	56	67	31	175	520	291				
<b>Totals</b>	<b>83</b>	<b>72</b>	<b>106</b>	<b>56</b>	<b>67</b>	<b>31</b>	<b>175</b>	<b>520</b>	<b>291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,401</b>

<b>Month</b>	<b>Tickets</b>	<b>Issued</b>
Aug.	161	8/18
Sept.	118	9/18
Oct.	70	10/18
Nov	63	11/18
Dec.	48	12/18
Jan.	83	1/19
Feb.	72	2/19
Mar	106	3/19
Apr.	56	4/19
May	67	5/19
June	31	6/19
July	175	7/19
Aug.	520	8/19



# TOWN OF WAKEFIELD

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## OFFICE OF THE TOWN ADMINISTRATOR

One Lafayette Street, Wakefield, Massachusetts, 01880

Business 781-246-6390

Fax 339-219-4160

**Stephen P. Maio**  
*Town Administrator*

Email [smaio@wakefield.ma.us](mailto:smaio@wakefield.ma.us)

Email [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)

**Sherri A. Dalton**  
*Executive Assistant*

Memo to: Town Council  
Re: Emergency Fund  
Date: October 1, 2019  
From: Stephen P. Maio Town Administrator



At the Council meeting on September 23, 2019 a request was made to receive an update on the emergency fund. The Council will recall that the Emergency fund was established in 2018, in order to provide assistance to Wakefield residents who are facing difficult situations. The limit is \$1000 per applicant and the payments are made directly to the Vendor (landlord or oil company for example). We also attempt in every instance to work toward long term solutions and refer the applicants to programs that may help them in that regard. The identity of all applicants are confidential.

The fund was originally funded by a fundraiser held at Tonnos in September of 2018 (\$11,650). Three awards have been completed 2 for rental assistance and one for heating oil.

The fund has a current balance of \$9125.75

I am enclosing the original press release and account detail.

---



- Detail
- Journal
- Approvals

Org 20230230 Object 570000 Project Account 0020-0230-0000-0000-0000-000-000230-0000-570000

Account Description OTHER CHARGES

Journal	Eff Dt	Src	Ref1	PO/I	Ref:	Ref4	Amount	Check #	Warrant	Vendor
659	03/26/19	API	009999	1...	W	032619	470.75	164794	032619	[REDACTED]
403	02/19/19	API	011630	1...	W	021919	1,000.00	163578	021919	[REDACTED]
457	12/25/18	API	011515	1...	W	122518	1,000.00	161720	122518	[REDACTED]

*\$ 9,179.25*

*10/2/18 \$ 11,650.00 deposit*

Total Amount 2,470.75

## **Wakefield Emergency Fund: Neighbors helping neighbors**

October 1, 2018

The Town of Wakefield has created a Wakefield Emergency Fund. The fund is a town donation fund administered by the Town Administrator's office to help Wakefield residents in times of need.

The fund will be flexible to meet the diverse needs of individual situations. The goal is the fund will assist families in a variety of dramatic situations including gift cards to department stores for families who lost all their possessions in a fire or groceries for those who lose power or assisting with funeral service costs.

In every case, the goal of the fund is to offer one-time aid that helps a family get back on its feet. By paying a portion of rent or clearing an overdue utility bill, the fund helps these families avoid getting into a debt spiral that can result in utility shutoffs, eviction, and homelessness.

Applicants must be residents of Wakefield, but beyond that, the fund administrator has discretion to determine the applicant's need and the level of assistance. This allows the town to provide financial help to residents in a variety of situations that may fall outside the normal parameters for receiving government aid, and in many cases to deliver the aid more speedily than other agencies as well. The fund will never give money directly to the recipients but instead makes payments on their behalf for rent, utilities, or other needs.

Furthermore, the fund administrator also makes referrals to other agencies such as local food pantries, the local housing authority, the Boys and Girls Club and the Center of Aging. Often families in sudden need have no idea of the resources available to them, and the Emergency Fund administrator can provide information as to other possible sources of help.

The hope is that the Emergency Fund will be funded entirely by donations. The fund's initial donation came local restaurant Tonno Wakefield, which donated \$13,000 over the summer.

Residents apply for aid at the Town Administrator's Office. Photo ID and proof of residence are required, and the applicant fills out a form detailing income, expenses, and debt. Usually the fund administrator does a face-to-face interview as well, to determine the applicant's greatest need and possible other sources of help. All information is confidential and remains within the Town Administrator's office; however, applicants may sign a release allowing the fund administrator to contact other agencies directly on the resident's behalf.



# Wakefield Health Department



**Public Health**  
Prevent. Promote. Protect.

Values  
&  
Goals

How  
we'll  
get  
there


What  
we'll  
do

# Values and goals

The mission of the Wakefield Health Department is to promote the personal and environmental health of the community. We achieve this through education and policy development supported by enforceable regulations and collaboration with other people and organizations.




# How we'll get there



Leadership of  
Board of Health



Professional Staff



Constant search for  
resources

# **Leadership of the Board of Health**

established by state statute

3 member elected Board

Set policy

Promulgate regulations

Enforce regulations

# **Professional staff**

Qualified

Continued professional education

Customer service oriented

Community service oriented

# **Continuing search for resources**

Shared services

Working with other organizations

Grants

Interns

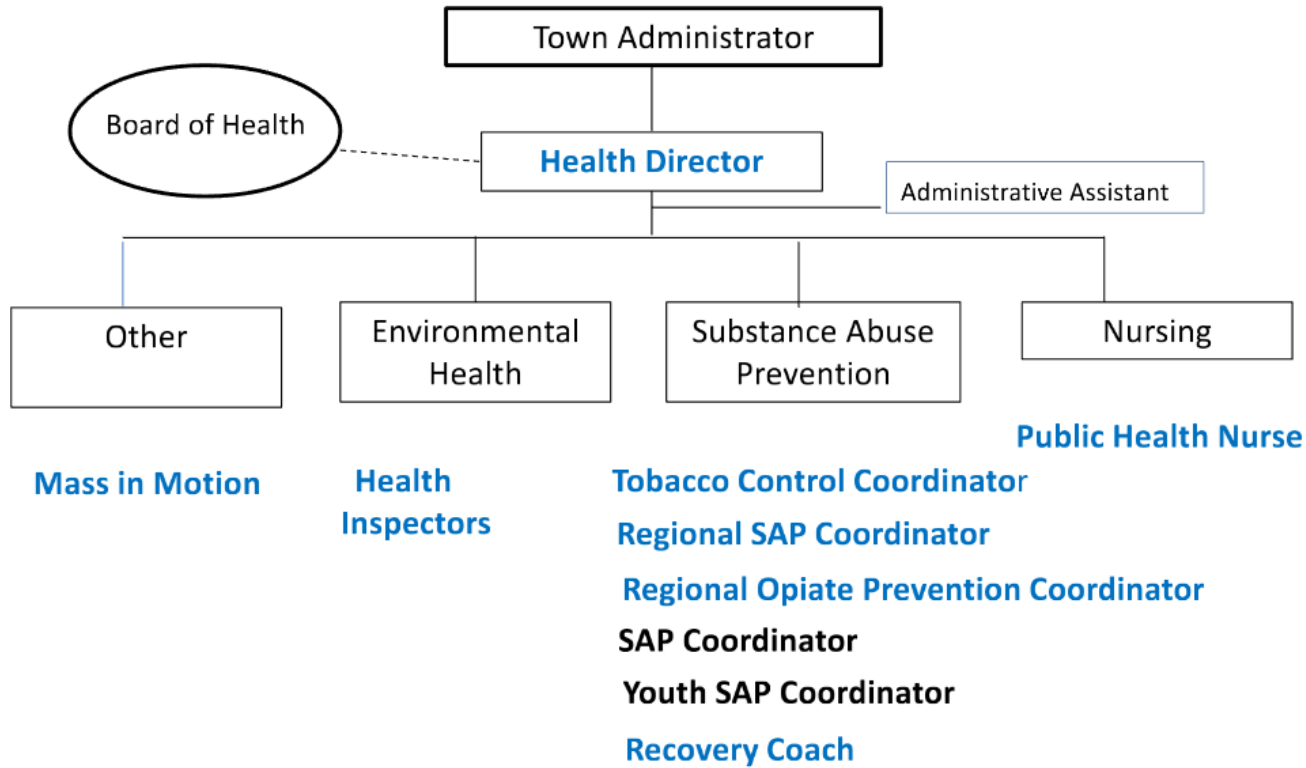
# What we do

```
graph LR; A((What we do)) --- B((Who)); A --- C((What)); A --- D((Highlight substance abuse));
```

Who

What

Highlight  
substance  
abuse









# Mass in Motion Coordinator

DPH grant funded  
12 hours a week  
Shared with Melrose



Community Food Assessment:  
examining the healthy food  
environment through research,  
analysis and mapping

3<sup>rd</sup> Annual Health Living Expo  
(see you on 10/26/19!)

Age Friendly with  
Council on Aging

# Eat Better, Move More

Complete Streets &  
Envision Wakefield

Positive projects with  
Youth Action Team

Safe Routes to School



# Health Inspectors Environmental Health A - Z

- Enforce Sanitary Code: Food, Housing, Camps, Pools, Tanning
- Enforce DEP regulations: septic, noise, dust, odor
- Respond to nuisance complaints: rodents, trash, unkempt houses
- Mosquito control



# Public Health Nursing

Immunizations  
Communicable Disease Follow up  
Community outreach



# Emergency Preparedness

Work with Mystic Valley Public Health Coalition

Emergency Dispensing Sites

Response to biological, chemical or radiological events

Table top exercises – January 15



# Mental Health

# Mental Health Outreach:

**Need help with a crisis?**

**Eliot** Eliot Community Services operates a 24/7 mobile service. Staff will travel to the home or school for psychiatric evaluation, crisis intervention, stabilization & follow-up.

**Call 1-800-988-1111**

Serves children, adults, & elders in psychiatric distress in Wakefield, MA. Adult consent required for services.

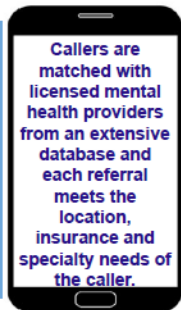
[www.eliotchs.org/Emergency-Services](http://www.eliotchs.org/Emergency-Services)

Total Eliot calls for Wakefield:  
01/01/18-12/31/18= 332  
01/01/19-07/30/19= 171  
(Youth & Adults)



## About the Service

Sponsored by the Town of Wakefield & the Wakefield Public Schools. This free and confidential service helps Wakefield residents connect with a wide range of valuable resources related to mental health and wellness.



## Key Numbers

# 323

**WAKEFIELD  
RESIDENTS  
HAVE USED THE  
SERVICE**

**FY 2016 43 CALLS**

**FY 2017 73 CALLS**

**FY 2018 104 CALLS**

**FY 2019 103 CALLS**

## Types of Callers

**2%** **76%** **26%**

Other

Parent/  
Guardian

Self

## Presenting Concerns by Callers

Callers may share multiple presenting concerns for their loved one/client to be served. The most frequently reported concerns are below...

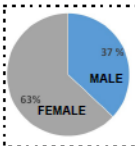
**Anxiety 39%**

**Family Related 35%**

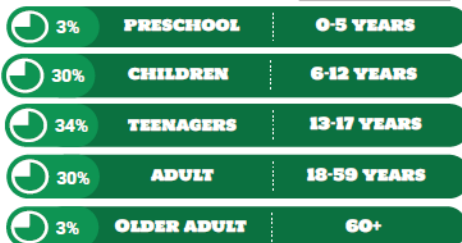
**Depression 28%**

**Behavioral 15%**

Other top concerns include: ADHD, Substance Use Disorder & Addiction, Anger Management & Divorce



Annual cost of the service for Wakefield is \$13,000 (unlimited referrals).



### 2018-2019 School Year Referrals

Dolbere- 5, Greenwood- 1, Walton-3, Woodville-9, Galvin-29, WMHS-12


Other Referral Sources include: Health Department, Police Department, Town Website, Senior Center, Friend





# Regional Prevention Efforts

Tobacco Control  
Substance Abuse Prevention  
Opioid Prevention



# Local Substance Abuse Prevention

Grant funded through a federal grant

WAKE-UP Coalition

Youth Action Team

Collaboration with the Police Department

Collaboration with the School Dept

# The Wakefield Youth Action Team:

(noun)

- 1.) A group of diverse teens whose main goals, along with their community partners, is to promote and sustain a positive and healthy future for Wakefield as a whole.
- 2.) **Growing positive flowers:** e.g. healthy eating, active living, mental health support, connecting youth to activities and community resources.
- 3.) **Shrinking negative weeds:** e.g. youth vaping, tobacco/nicotine use, marijuana use as well as underage binge drinking.



## YAT project example: *Convenience Store Checks*

On 8/29/19, we went to 15 convenience stores in Wakefield to take note of tobacco, nicotine and drug paraphernalia in stock.

We also noted if there was anything that caught our eye and if there was fruit or other healthy items present.

## What we found

Circle K, AL Prime, Quick & Clean Car Wash, Carousel Variety, 7 Eleven and McGill's looked good!

# What we found

Thank you Ruth, Cindy and Maureen who followed up on all these possible violations!!

However, we found possible violations at some stores:

- *Cumberland Farms*: CBD edibles behind the counter
- *Quick Mart*: Flavored multi-pack cigars, mini scales behind counter, Whip-its & Nitrous Oxide containers locked with the Vape Products and torches
- *Salem Variety/Wakefield Variety*: Flavored multi-pack cigars
- *Wakefield Convenience, 4 Elm*: Flavored single cigars, CBD edibles behind counter
- *Shell, 356 Lowell*: CBD edibles on counter
- *Sunoco, 493 Salem*: Flavored single cigars
- *Jackpot/Noah's/Quick Mart, 602 Main*: Flavored multi-pack cigars, Glass Roses behind counter, CBD edibles on counter
- *Fast Freddie's/Mobil Mart*: CBD edibles behind counter
- *JLM/Tufts Convenience/Vsit Me*: Glass Roses in front case

Whip Its at  
Quick Mart



# Other things that caught our eye

Zyn

1/3 of the stores had Velo (nicotine pouches)

11 of the 15 stores were selling mini juuls (i.e. Alto brand)

CBD syringe







CBD  
syringe at  
Quick Mart

# A few of our other past & present YAT Projects

Trusted Adult Campaign

Bi-weekly Galvin & HS Clubs

Run 8th grade leadership summit every August

Sugary Sweetened Beverage Campaign: Drink More Water

Mental Health: Nan Project & MA Cultural Council grant

Present in 9th grade Health Class Presentations (vaping & mental health focus)

# A few Wake-Up Highlights:



## ***Recovery Coach services now available in Wakefield***



Through a partnership between the Wakefield Police Department, Wakefield Health Department and Eliot Community Services, we are thrilled to welcome Tracy Ascolillo, as our town's Recovery Coach. The primary goal of a Recovery Coach is to improve access to substance use disorder services for residents of the Town of Wakefield. The Coach will help individuals navigate the care system, build a relationship with each individual and family referred to the program, and help to support their behavior changes in their journey toward recovery. Clients identify their own goals for treatment and the coach helps support them to meet those goals. Talk to your WPS Student Support Staff Team member if you feel your family could benefit from the support of a recovery coach.

Find more at: [www.wakefieldstudentsupport.com](http://www.wakefieldstudentsupport.com)



# Wakefield Diversion Program



## Police/Community Based Violations



- Police Officer recommends youth for Diversion for substance related situation (Marijuana Possession, Underage Drinking, etc.)
- A few days later Police Prosecutor meets with youth and parent/guardians to go over Diversion Program Contract
- Youth Completes Program within 6 months
- OR**
- Youth DOES NOT complete DIVERSION CONTRACT and...
  1. Appears in Court
  2. Pays Marijuana Fine

## School Based Violations



- School Administration recommends youth for Diversion for substance use related situation
- School Administration meets with student & parent/guardians to go over Suspension and/or Diversion Program Contract
- Youth Completes Diversion Program within 6 months **OR**
- Student DOES NOT complete DIVERSION CONTRACT and receives additional penalties

# Diversion Contracts



WAKEFIELD PUBLIC SCHOOLS  
SUBSTANCE USE DIVERSION CONTRACT



The Student signing below agrees to the following terms (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_

Wakefield Public School Student Requirements*:	<input type="checkbox"/> Group Education Class
DATE _____	LOCATION _____
Additional comments: A school administrator will oversee class scheduling & sign up. Parents / Guardians will be asked to review written educational materials and to complete follow-up survey.	
Written Essay Requirements:	<input type="checkbox"/> Mandatory 2 page essay to Address Topics Below
Topic (1) How use of a nicotine product would impact my life and future <u>AND</u> strategies that I have learned that will prevent future encounters with vaping and/or drugs. Essay must be completed prior to meeting with Guidance Counselor Burns for follow-up mtg. (noted below) Additional comments: Typed Times New Roman, 12 Point font, Double-spaced.	
Community Service Requirements:	<input type="checkbox"/> Mandatory Hours of Community Service _____ # of hours
Additional comments: Service hours must be documented accurately. Service must be done at an approved agency or organization and documented by agency supervisor on the attached form.	
Individual Follow-Up:	<input type="checkbox"/> Mandatory 30 Minute Follow-Up with _____
Additional comments: One-on-one follow-up must occur within 21 days after the completion of the Group Education Class	
Other Requirements: Additional Requirements to be determined at Principal's hearing or expulsion hearing:	
Additional requirements: _____	

**IF I DO NOT COMPLETE THE TERMS OF THIS DIVERSION CONTRACT:** If I do not complete the terms I will be subject to the full extent of the discipline code up to and including expulsion. I am voluntarily agreeing to participate in the diversion program in consideration of a lesser school penalty. My expulsion and/or full suspension is held in abeyance pending the successful completion of all contract expectations.

\_\_\_\_\_  
Student (Print Name)                      Date                      Parent/Guardian (Print Name)

\_\_\_\_\_  
Student (signature)                      Date                      Parent/Guardian (signature)                      Date

ALL REQUIREMENTS LISTED ABOVE MUST BE COMPLETED BY: \_\_\_\_\_

Failure to complete requirements will result in further school consequences, including suspension from school.



Northeast Metro Tech High School  
SUBSTANCE USE DIVERSION CONTRACT



The Student signing below agrees to the following terms (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_

Northeast Metro Tech Student Requirements*:	<input type="checkbox"/> Group Education Class
	<input type="checkbox"/> 6 Session Group
Additional comments: Tracey O'Brien, Administrator of Student Services, will oversee class scheduling & sign up. Parents / Guardians will be asked to review written educational materials and follow-up survey.	
Written Essay Requirements:	<input type="checkbox"/> Mandatory 2 page essay to Address Topics Below
Additional comments: Typed Times New Roman, 12 Point font, Double-spaced. Topic (1) How a criminal record would impact my life and future. <u>AND</u> Strategies that I have learned that will prevent future encounters with alcohol and drugs	
Community Service Requirements:	<input type="checkbox"/> Mandatory Hours of Community Service _____ # of hours
Additional comments: Service hours must be documented accurately. Service must be done at an approved agency or organization and documented by agency supervisor on the attached form.	
Individual Follow-Up:	<input type="checkbox"/> Mandatory 30 Minute Follow-Up with _____
Additional comments: One-on-one follow-up must occur within 21 days after the completion of the Group Education Class	
Other Requirements: Additional Requirements to be determined at Principal's hearing or expulsion hearing:	
Additional requirements: _____	

**IF I DO NOT COMPLETE THE TERMS OF THIS DIVERSION CONTRACT:** If I do not complete the terms I will be subject to the full extent of the discipline code up to and including expulsion. I am voluntarily agreeing to participate in the diversion program in consideration of lesser school penalty. My expulsion and/or full suspension is held in abeyance pending the successful completion of all contract expectations.

\_\_\_\_\_  
Student (signature)                      Date                      Parent/Guardian (Print Name)

\_\_\_\_\_  
Student (signature)                      Date                      Parent/Guardian (signature)                      Date

# Questions?





# Town of Wakefield APPLICATION FOR LICENSE

Return Form To:

Town Administrator's Office  
Attn: Sherri Dalton  
One Lafayette Street  
Wakefield, MA 01880

Col. James Hartshorne House Assoc, 41 Church St., Wakefield

(name and street address of Business or applicant)

Business Owner Col. James Hartshorne House Assoc, 41 Church St., Wakefield

(name and mailing address)

781-246-1825

(phone number)

bob32merry@msn.com

(email address)

Date, Time (starting and ending) and Place of Event:

Nov. 9, 2019 5-10 p.m., 41 Church St., Wakefield

Purpose of Event: Fundraising for maintenance and upkeep of historic home

<u>License Requested</u>	<u>Fee:</u>	<u>Total</u>
One Day Liquor License <input checked="" type="checkbox"/>	\$50.00	\$50.00
	<b>Total</b>	<b>\$</b>

Application is made to the Town of Wakefield Licensing Authority in accordance with their Rules and Regulations made under authority of applicable statutes.

Merry Eldridge  
Signature of Applicant

9-23-19  
Date

I the undersigned certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State tax returns and paid all State taxes required by law.

Merry E. Eldridge  
Signature of individual

OR

X  
Signature of Corporate Officer

[REDACTED]  
Social Security # or Federal Identification Number (whichever is applicable)

This license will not be issued unless this certification clause is signed by the applicant. Your social security number or FID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C, s. 49

9/18/2018



# Town of Wakefield APPLICATION FOR LICENSE

Return Form To:  
Town Administrator's Office  
Attn: Sherri Dalton  
One Lafayette Street  
Wakefield, MA 01880

Christina J Dixon

(name and street address of Business or applicant)

**Business Owner** Christina J Dixon 401 colonial Drive, Ipswich, MA 01938  
(name and mailing address)

617-955-7717

(phone number)

Christina.leonardi@gmail.com

(email address)

**Date, Time (starting and ending) and Place of Event:**

Saturday 10/12, 3pm-6pm, at Americal Civic Center, Wakefield MA 01880

**Purpose of Event:** Memeorial and Celebration of Life

<u>License Requested</u>		<u>Fee:</u>	<u>Total</u>
One Day Liquor License	<input checked="" type="checkbox"/>	\$50.00	\$50.00
		<b>Total</b>	<b>\$50.00</b>

Application is made to the Town of Wakefield Licensing Authority in accordance with their Rules and Regulations made under authority of applicable statutes.

X

Signature of Applicant

Christina J Dixon

9/17/2019

Date



**Rental Reservation Form and Agreement**

**Note:** No reservation is complete until a completed, signed ORIGINAL of this form, required documents and deposit have been received. **Failure to comply with any of the requirements may jeopardize the requested rental date.**

➤ **Room Requested:** Gym/Hall  Heritage Room

➤ **Date(s) and Time(s) of Rental – Hours of operation 8:00am to 10:00pm unless approved by Recreation Director.**

**Note:** Please provide date, start time, finish time and approximate number of attendees. If set up or break down time is required, please note minimum time necessary for each. For recurring rentals, please note all requested dates and times (add additional sheets if necessary). **Dates and times may only be reserved 1 year in advance and must be renewed for the following year.**

<u>Date(s)</u>	<u>Start Time</u>	<u>Finish Time</u>	<u>No. of Attendees</u>
10/12	3pm	6pm	40
_____	_____	_____	_____
_____	_____	_____	_____

➤ **Name of Organization and/or Contact Person\* Desiring to Rent Space:**

Christina J Dixon                      Debbie Jones

➤ **Address:**

14 Clifton Ave, Wakefield MA

➤ **Contact Information – Phone number and e-mail:**

Christina J Dixon, 617-955-7717                      Christina.leonardi@gmail.com

➤ **Type of Event – e.g. basketball game/practice, birthday party, meeting, public event**

Memorial service/celebration of life

\* Contact person is responsible for coordination with Wakefield Recreation Director as well as contact and notification to all group members or individuals of any cancellation or other changes relative to the rental. The Wakefield Recreation Department takes no responsibility for notification.

# Wakefield Recreation

467 Main Street, Wakefield, MA 01880

Tel. 781-246-6389 E-mail: dmcgrath@wakefield.ma.us

---

➤ **Type of Group (please check all that apply):**

Wakefield  Non-Wakefield  Non-Profit  For Profit  Individual

➤ **Will food and/or drinks be served?** Yes No

➤ **Rental Fees:**

**Heritage Room**

Americal Civic Center Tenant:	Free
Wakefield Non-Profit / Youth Organization:	\$25.00 per hour
Wakefield Resident Rental:	\$40.00 per hour
Non Resident Rentals / Trade Shows:	\$60.00 per hour
School and Town Governmental Rentals	Free during regular business hours. Non-Profit/Tenant Fee at the discretion of Recreation Director during peak rental hours.

**Gym/Hall**

Americal Civic Center Tenant:	\$35.00 per hour
Wakefield Non-Profit, Youth Organization	\$35.00 per hour
Wakefield Resident Rental:	\$50.00 per hour
Non Resident Rentals / Trade Shows:	\$100.00 per hour
School and Town Governmental Rentals	Free during regular business hours. Non-Profit/Tenant Fee at the discretion of Recreation Director during peak rental hours.

Custodial Charge: \$15.00 per hour for groups of 50+ people or at the discretion of the Recreation Director.

\$250 Security Deposit for groups of 50 or more.

➤ **Indemnification:**

The undersigned organization and/or individual hereby agrees to hold the Wakefield Recreation Department, Town of Wakefield, and all Wakefield Recreation Department staff, harmless from and to indemnify them against all cost, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such organization's and/or individual's use of the facilities and grounds of the Americal Civic Center. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the room rented or any other part of the Americal Civic Center building, tenant spaces or grounds; the cost of employee overtime, if occasioned by the use of the facility, the cost of police details (which shall in all events be borne by the renter) if deemed necessary by the facilities manager or his designee; and any claim asserted by any third party against the Wakefield Recreation Department, Town of Wakefield, and/or any Wakefield Recreation Department staff on account of any alleged injury causally related to the use of the facility and grounds, together with defense costs including reasonable attorney's fees.

# Wakefield Recreation

467 Main Street, Wakefield, MA 01880

Tel. 781-246-6389 E-mail: dmcgrath@wakefield.ma.us

---

➤ **Release:**

In consideration of the use of the facility, the undersigned organization and/or individual, for itself and each and all of its members and attendees, hereby releases, remises and waives any and all claims which they, or any of them, has, ever will have or may have against the the Wakefield Recreation Department, Town of Wakefield and/or The Wakefield Recreation Department staff for any injury to persons or damage to property suffered by such group, individuals, members or attendees during or as a result of the use of the facilities, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Wakefield Recreation Department, Town of Wakefield and/or Wakefield Recreation Department staff.

➤ **Civic Center Rental Policy:**

The undersigned, acknowledge(s) receipt of a copy of the Wakefield Recreation Rental Policy and agree(s) to abide thereby.

➤ **Required Documents**

Signed original agreement and deposit

Print name: Christina J Dixon Title, (optional) \_\_\_\_\_

Signature: Christina J Dixon Date: 9/17/19

Additional Notes:

To be completed by ACC staff:

Date Rcvd:	Deposit Amount:	Cash / Check #:	Balance Due:	Received by:
Date Rcvd:	Balance Amount:	Cash / Check #:	Received by:	

DATE: 08/28/2019

Fee: \$100.00

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF WAKEFIELD

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE OR ASSEMBLE SECOND HAND MOTOR VEHICLES OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a **CLASS II** license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? Quality Auto Svc. INC.

Business address of concern? 51 New Salem ST.

2. Is the above concern an individual, co-partnership, an association or a corporation?

Corporation

3. If an individual, state full name, residential address and phone number and email address:         

4. If a co-partnership, state full names, addresses and phone numbers and email addresses of the persons composing it:         

5. If an association or a corporation, state full names, addresses and phone numbers and email addresses of the principal officers.

President: Paul A. Czarnota - 781-443-2178 - 21 Alyssa Drive, Wakefield

Secretary:     "    Email - Wearejeeps @ AOL.com

Treasurer:     "    "

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles?  Yes  No

If so, is your principal business the sale of new motor vehicles?  Yes  No

Is your principal business the buying and selling of second hand motor vehicles?  
 Yes       No

Is your principal business that of a motor vehicle junk dealer?       Yes       No

7. Give a complete description of all the premises to be used for the purpose of carrying on the business:

60'X300' metal bldg. with paved parking  
located @ 51 New Salem St.

8. Are you a recognized agent of a motor vehicle manufacture?       Yes       No

If so, state name of manufacture: \_\_\_\_\_

9. Have you a signed contract as required by Section 58, Class 1?       Yes       No

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof:       Yes       No

If so, in what city/town: Wakefield

Did you receive a license?       Yes       No      For what year? 2018

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked?       Yes       No

Paul Czarnota  
Signature (duly authorized to represent the concern herein mentioned)

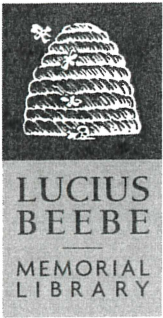
Paul Czarnota  
Print Name

21 Alyssa Dr, Wakefield MA 01880  
Residence

**RETURN TO:  
SHERRI DALTON  
TOWN ADMINISTRATOR'S OFFICE  
ONE LAFAYETTE STREET, WAKEFIELD, MA 01880  
sdalton@wakefield.ma.us**

**IMPORTANT**

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED. Note: If the applicant has held a license in the year prior to this application, he/she must file a duplicate of the application with the registrar. (See Sec. 59)



345 Main Street  
Wakefield, MA 01880-5093  
www.wakefieldlibrary.org

VOICE 781-246-6335  
FAX 781-246-6385  
EMAIL email@wakefieldlibrary.org

Date:

10/1/19

Town Council  
William J. Lee Memorial Town Hall  
1 Lafayette Street  
Wakefield, MA 01880

Dear Councilors:

In accordance with Chapter 44, Section 53A of Massachusetts General Laws, the Board of Library Trustees requests approval to accept and expend a gift or gifts to the Library as indicated on the attached form bearing the above date.

Thank you for your consideration.

Very truly yours,

Catherine McDonald  
Library Director

cc: Accounting



@wakefield.library



@Beebe\_Library



@beebelibrary

LUCIUS BEEBE MEMORIAL LIBRARY  
LIBRARY GIFTS RECEIVED FOR DEPOSIT  
ACCOUNTING DEPARTMENT USE

9/1/2019				
SOURCE	DONOR INTENT	DETAIL	AMOUNT	ACCOUNT TOTAL
<b>VARIOUS GIFTS - ORG 20610290, OBJECT 483000</b>				<b>485.30</b>
Various Patrons	Public Printer Donations	Public printer supplies, paper, toner	485.30	
<b>MAGAZINE GIFTS - ORG 20610295, OBJECT 483000</b>				<b>50.00</b>
Wakefield Garden Club	Gardening Related Publications		50.00	
<b>FRIENDS OF BEEBE LIBRARY GIFTS - ORG 20610291, OBJECT 483000</b>				<b>0.00</b>
<b>GIFT BOOKS - ORG 20610296, OBJECT 483000</b>				<b>0.00</b>
<b>AMERICAN CREED GRANT - ORG 20610902, OBJECT 483000</b>				<b>0.00</b>
<b>TOTAL DONATIONS</b>				<b>535.30</b>