



# TOWN OF WAKEFIELD

TOWN COUNCIL

Julie Smith-Galvin, Chair  
Mehreen N. Butt, Vice Chair

Jonathan P. Chines  
Anne P. Danehy

Edward F. Dombroski, Jr.  
Michael J. McLane

Ann Santos  
Sherri A. Dalton, Clerk

## NOTICE OF MEETING

April 25<sup>th</sup>, 2022 | 7:00 p.m.

WCAT Studio – 24 Hemlock Road | Via Zoom: <https://us02web.zoom.us/j/82426422684>

Consistent with the Governor's orders extending certain provisions of the Open Meeting Law, every effort will be made to allow the public to view and/or listen to the meeting in real time. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-301-715-8592 Meeting ID 824 2642 2684. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded. In compliance with the Americans with Disability Act, this location is accessible to people with disabilities, Wakefield provides reasonable accommodations and/or language assistance free of charge upon request. If you are a person with a disability and require information or materials in an alternate format, or if you require any other accommodation, please contact the Town's Disability Coordinator, William Renault-Town Engineer at 781-246-6308 as far in advance of the event as possible. Every effort will be made to grant your request. Advance notification will enable the Town to make reasonable arrangements to remove an accessibility barrier for you.

### Item 1 | Call to Order

### Item 2 | Pledge of Allegiance

### Item 3 | Attendance

### Item 4 | Public Engagement

Any member of the public who wishes to address the Town Council is asked to submit any comments or concerns to <https://www.wakefield.ma.us/public-participation> at least two hours prior to the start of the meeting. Alternatively, members of the public are invited to participate via the Zoom virtual meeting, using the instructions listed above.

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 5 | Approval of Minutes

- A. Approval of the April 11<sup>th</sup>, 2022 Town Council regular meeting minutes.
- B. Approval of the April 11<sup>th</sup>, 2022 Town Council executive session minutes.

### Item 6 | Public Hearing

7:03 p.m. Public Hearing for liquor license for Megoz, Inc. d/b/a Bellino's located at 146 Lowell Street.

### Item 7 | Property Updates

- A. 383 Water Street Update.



B. 5 Common Street – Notice to Quit.

**Item 8 | MBTA Communities**

MGL c40A presentation.

**Item 9 | Policies & Agreements**

A. Review of Flag Policy.

B. Bench and Lake Structure Policy – request for Memorial Remembrance.

C. Proposed joint representation concerning Director of Assessments IMA.

**Item 10 | Appointments**

A. Introduction of new Council on Aging Director.

B. Request to advertise for appointments to the Youth Council for one-year terms from July 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2023.

**Item 11 | Announcements**

**Item 12 | Matters Not Anticipated for Agenda**

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

**Item 13 | Adjournment**

Next Regular Town Council Meeting: Monday, May 9<sup>th</sup>, 2022 at 7:00 p.m.



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**APPLICATION FOR A TRANSFER OF LICENSE**

Municipality

**1. TRANSACTION INFORMATION**

- Transfer of License
- Alteration of Premises
- Change of Location
- Management/Operating Agreement
- Pledge of Inventory
- Pledge of License
- Pledge of Stock
- Other
- Change of Class
- Change of Category
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Transfer of Liquor License at Bellino's Restaurant, located at 146 Lowell St., Wakefield, MA 01880. Bellino's will remain an Italian-themed restaurant. The transfer is from the Purchase and Sale made between JKS Restaurants Inc. and Megoz, Inc.

**2. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="\$12 Restaurant"/>	<input type="text" value="All Alcoholic Beverages"/>	<input type="text" value="Annual"/>

**3. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number  FEIN

Entity Name

DBA  Manager of Record

Street Address

Phone  Email

Add'l Phone  Website

**4. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

Approximately 2,200 square feet of space. The restaurant has a kitchen, dining room, small service bar and two customer entrances with seating for 46, the premises includes the use of an outdoor deck.

Total Sq. Footage	<input type="text" value="2200"/>	Seating Capacity	<input type="text" value="46"/>	Occupancy Number	<input type="text" value="75"/>
Number of Entrances	<input type="text" value="2"/>	Number of Exits	<input type="text" value="2"/>	Number of Floors	<input type="text" value="1"/>



**APPLICATION FOR A TRANSFER OF LICENSE**

**5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

Transferor Entity Name <b>JKS RESTAURANTS, INC.</b>	By what means is the license being transferred? <b>Purchase</b>
---	---

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
CHRYSANTHI KAPOUKRANIDIS	President	50
SHANE MANFRED	Treasurer	50
CHRYSANTHI KAPOUKRANIDIS	Secretary	
CHRYSANTHI KAPOUKRANIDIS	Director	
SHANE MANFRED	Director	

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLC Members, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>SAMUEL A GOMEZ</b>	[REDACTED]	[REDACTED]	[REDACTED]
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
President/Director/Shareholder	100	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No



**APPLICATION FOR A TRANSFER OF LICENSE**

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)**

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

  

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

  

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

**6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**  
 Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**  
 Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

## APPLICATION FOR A TRANSFER OF LICENSE

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?  
Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

### 7. CORPORATE STRUCTURE

Entity Legal Structure  Date of Incorporation   
State of Incorporation  Is the Corporation publicly traded?  Yes  No

### 8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes  No

### 9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:

**APPLICATION FOR A TRANSFER OF LICENSE**

**10. FINANCIAL DISCLOSURE**

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	[REDACTED]
C. Other* (Please specify)	
D. Total Cost	[REDACTED]

\*Other: (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

**SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Samuel Gomez	[REDACTED]
Total:	[REDACTED]

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

**FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

**11. PLEDGE INFORMATION**

Please provide signed pledge documentation.

Are you seeking approval for a pledge?  Yes  No

Please indicate what you are seeking to pledge (check all that apply)  License  Stock  Inventory

To whom is the pledge being made?



## 12. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?  Yes  No \*Manager must be a U.S. Citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
4/5/1993	Present	Head Chef and Kitchen Manager	Toscana	Richard Cacciagrani, a managing partner
2005	2009	Butcher	Whole Foods	Kevin Bracken

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date

### 13. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?  
 If yes, please fill out section 13.

Yes  No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does **not** pertain to a liquor license manager that is employed directly by the entity.*

### 13A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

#### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
 If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

### 13B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

#### LICENSE

Does any individual or entity identified in question 13A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality



**13C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**13D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

**13E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question section 13B, 13C, 13D ever been suspended, revoked or cancelled?

Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

**13F. TERMS OF AGREEMENT**

- a. Does the agreement provide for termination by the licensee? Yes  No
- b. Will the licensee retain control of the business finances? Yes  No
- c. Does the management entity handle the payroll for the business? Yes  No

d. Management Term Begin Date  e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

- \$ per month/year (indicate amount)
- % of alcohol sales (indicate percentage)
- % of overall sales (indicate percentage)
- other (please explain)

**ABCC Licensee Officer/LLC Manager**

Signature:   
 Title:   
 Date:

**Management Agreement Entity Officer/LLC Manager**

Signature:   
 Title:   
 Date:



## ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

Applicant Megoz Inc is controlled by Samuel Gomez. Mr. Gomez has a successful track record as the Head Chef and Kitchen Manager at the popular restaurant, Toscano, with locations in Boston and Cambridge, where he has worked since 1993. Bellino's Trattoria will be Mr. Gomez's first solo-project, which Mr. Gomez is in the process of purchasing to manage and own his own Italian restaurant based on his decades of restaurant experience. Bellino's Trattoria has been serving fine and casual Italian-style food from its location at 146 Lowell Street, Wakefield, and Mr. Gomez plans to maintain all aspects of the existing full-service restaurant: Same name, signage, furnishings and decor, and hours of operation (Sundays-Thursdays 4pm-9pm; Friday-Saturday 4pm-10pm). As he did during his tenure at Toscano, Mr. Gomez will slowly introduce new menu items, featured on the attached Specials List, to add to the current menu of options.

Enclosed with this application please also find the following:

1. Photographs of logo, signage, and facade of Bellino's Trattoria.
2. Resume of Samuel Gomez
3. Mr. Gomez's Certificate of Completion of eTIPS On Premises 3.1 coursework completed on April 3, 2022.
4. Mr. Gomez's ServSafe Certification, valid through September 22, 2022.
5. Mr. Gomez's Certificate of Allergen Awareness Training, valid through April 1, 2027.
6. Mr. Gomez's Meat Apprentice Program certificate of completion, from his time working as a butcher at Whole Foods.
7. Mr. Gomez's Crowd Manager Training Program Certificate of Completion, valid through April 1, 2025.
8. Current Floor Plan of Bellino's Trattoria.
9. Sample list of Specials to be added over time to the food menu.
10. Mr. Gomez's driver's license and U.S. passport.
11. Three months bank statements and settlement statement from Mr. Gomez's refinance of his personal residence, the proceeds from which he is using to purchase Bellino's Trattoria.
12. Asset Purchase Agreement
13. Lease Documents, including Assignment, Amendment, Landlord Consent, and copy of original Lease.
14. Megoz Inc Articles of Incorporation and Change of Supplemental Information
15. CORI form of Mr. Gomez.
16. Proof of payment of \$200 ABCC fee

LAW OFFICES OF  
THOMAS A. MULLEN, P.C.  
40 SALEM STREET, BUILDING 2, SUITE 12  
LYNNFIELD, MASSACHUSETTS 01940  
Telephone: (781) 245-2284  
Fax: (781) 245-9990

Thomas A. Mullen  
Yael Magen

Of Counsel:  
Cathleen Cavell

March 25, 2022

BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Richard J. Luise, D.M.D.  
5 Common Street  
Wakefield, MA 01880

Re: Termination of Tenancy-at-Will

Dear Dr. Luise:

I am writing in my capacity as Town Counsel for the Town of Wakefield, Massachusetts (the "Town"). As you know, the Town is the owner of that certain real property known and numbered as 5 Common Street, including the office unit thereof which you occupy as a tenant-at-will (the "Premises"). The Town has enjoyed its relationship with you but now has pressing need for the space occupied by your practice and therefore must respectfully request, and hereby does demand, that you vacate and quit the Premises, removing all of your personal property, by June 30, 2022.

Thank you for your immediate attention to this matter.

Very truly yours,



Thomas A. Mullen

cc: Stephen P. Maio, Town Administrator  
Dr. Richard J. Luise, D.M.D. (by first class mail)

c:\Wakefield\Notice to Quit - Luise

**From:** [Stephen Maio](#)  
**To:** [REDACTED]  
**Cc:** [Sherri Dalton](#)  
**Subject:** Re: [Wakefield, MA] Additional flags (Sent by Linda Boucher, [REDACTED])  
**Date:** Friday, April 1, 2022 3:15:59 PM

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Linda,

Thank you for your email, it will be passed on to the Town Council as they will be deliberating on this issue at their next meeting on April 11<sup>th</sup>

Steve

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**From:** "Contact form at Wakefield, MA" <cmsmailer@civicplus.com> on behalf of "Contact form at Wakefield, MA" <cmsmailer@civicplus.com>

**Reply-To:** "[REDACTED]" <[REDACTED]>

**Date:** Friday, April 1, 2022 at 1:26 PM

**To:** Stephen Maio <smaio@wakefield.ma.us>

**Subject:** [Wakefield, MA] Additional flags (Sent by Linda Boucher, [REDACTED])

Hello smaio,

Linda Boucher ([REDACTED]) has sent you a message via your contact form (<https://www.wakefield.ma.us/users/smaio/contact>) at Wakefield, MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.wakefield.ma.us/user/286/edit>.

Message:

I don't know if you are the person to contact, but I hope you can direct this to the right department. I just read in the Daily Item that you are going to be adding 2 additional flags along with our American Flag. The Pride Flag and the Juneteenth Flag. I am quite disappointed to hear this. I am patriotic and believe that our American Flag should be flown by itself. I find it disrespectful to those who have fought and died for our freedom. I have no objections about those other flags being flown on a different pole but not along with our American Flag.

If you allow this to pass, you will be opening up a can of worms. Every club and other organization will then want to fly their flag.

Respectfully,

Linda Boucher

|



**From:** [Stephen Maio](#)  
**To:** [Sherri Dalton](#)  
**Subject:** FW: American Flag Protocol  
**Date:** Monday, April 4, 2022 11:28:28 AM  
**Attachments:** [American Legion Flag Code.docx](#)

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FYI

Stephen P. Maio  
Town Administrator Town of Wakefield  
1 Lafayette Street, Wakefield MA  
Phone 781-246-6390  
He/Him

**Confidentiality Notice**

This electronic message and any attached files contain information from the Town of Wakefield that may be privileged and/or confidential. The information is intended for the recipient named above, and use by any other person is not authorized. If you are not the intended recipient, any disclosure, distribution, copying or use of this information is strictly prohibited. If you have received this message in error, please notify the sender by e-mail immediately. Also, please be advised that the Secretary of State's office has determined that most e-mails sent to and from municipal officials are considered to be public records and consequently may be subject to public disclosure.

**From:** John Carney <[REDACTED]>  
**Sent:** Monday, April 4, 2022 11:17 AM  
**To:** Mehreen Butt <councilor.butt@wakefield.ma.us>; Jonathan Chines <councilor.chines@wakefield.ma.us>; Anne Danehy <councilor.danehy@wakefield.ma.us>; Edward Dombroski <councilor.dombroski@wakefield.ma.us>; Julie Smith-Galvin <councilor.galvin@wakefield.ma.us>; Michael J. McLane <councilor.mclane@wakefield.ma.us>; Ann Santos <councilor.Santos@wakefield.ma.us>  
**Cc:** Stephen Maio <smaio@wakefield.ma.us>; Tom Mullen <tmullen@thomasamullenpc.com>  
**Subject:** American Flag Protocol

As a Veteran, while I agree with the Council's purpose in supporting BLM or LGBT pride I do not feel that it should even be discussed within the realm of sharing the stage with our flag. I don't believe you have the jurisdiction nor as the Chief Executive officers of our community do you want to marginalize what the flag does symbolize. We can all be proud that we display the Menorah during Hanukkah in an appropriate setting but you wouldn't want to see it attached to some so called patriots F350 rear bumper nor do you want to invite political discourse around our only flag.

--

John F. Carney  
[REDACTED]  
Wakefield, MA 01880  
[REDACTED]

[REDACTED]



# United States Flag Code



## **Title 4, United States Code, Chapter 1**

As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; P.L. 80, 106th Congress, First Session, October 25, 1999; P.L. 110-41, 110th Congress, First Session, June 29, 2007; P.L. 110-181, 110th Congress, Second Session, January 28, 2008; P.L. 110-239, 110th Congress, Second Session, June 3, 2008, P.L. 110-417, 110th Congress, Second Session, October 14, 2008; P.L. 111-41, 111th Congress, First Session, July 27, 2009; P.L. 113-66 113th Congress, First Session, December 26, 2013; and P.L 115-305 115th Congress, Second Session, March 28, 2017.

## **§ 4. Pledge of Allegiance to the flag; manner of delivery**

The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag,

and render the military salute. Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

## **§ 5. Display and use of flag by civilians; codification of rules and customs; definition**

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

## **§ 6. Time and occasions for display**

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; National Vietnam War Veterans Day, March 29, Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Father's Day, third Sunday in June; Independence Day, July 4; National Korean War Veterans Armistice Day, July 27; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.



## § 7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff.

When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, or the death of a first responder working in any State, territory, or possession who dies while serving in the line of duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia, members of the Armed Forces from the District of Columbia, and first responders working in the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the

Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico; and

(4) the term "first responder" means a "public safety officer" as defined in section 1204 of title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. 10284).

(n) When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

## **§ 8. Respect for flag**

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free.

Bunting of blue, white, and red always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkin or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. (Disposal of Unserviceable Flags Ceremony)

## **§ 9. Conduct during hoisting, lowering or passing of flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, those present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

## **§ 10. Modification of rules and customs by President**



Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

Executive Order No. 10834 issued by President Dwight D. Eisenhower on August 24, 1959, amended the provisions of Title 4, U.S.C., Chapter 1 and established the 50 star Flag as the official Flag of the United States, effective on July 4, 1960.

## **The Flag Code - Modification of rules and customs by President**

Executive Order No. 10834  
August 24, 1959

### Part I - Design of the flag

Section 1. The flag of the United States shall have thirteen horizontal stripes, alternate red and white, and a union consisting of white stars on a field of blue.

Section 2. The position of the stars in the union of the flag and in the union jack shall be as indicated on the attachment to this order, which is hereby made a part of this order.

Section 3. The dimensions of the constituent parts of the flag shall conform to the proportions set forth in the attachment referred to in section 2 of this order.

## **Standard Proportions of the Flag**

hoist(width) of flag - 1.0  
fly (length) of flag - 1.9  
hoist of union-  $\frac{7}{13}$   
fly of union- .76  
diameter of star - .0616  
width of stripe -  $\frac{1}{13}$

## **Title 36, Subtitle I, Part A section 301 United States Code – National Anthem**

(a) Designation.— The composition consisting of the words and music known as the Star-Spangled Banner is the national anthem.

(b) Conduct During Playing.— During a rendition of the national anthem—

- (1) when the flag is displayed—

- (A) individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note;
- (B) members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform; and
- (C) all other persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart; and

[councilor.butt@wakefield.ma.us](mailto:councilor.butt@wakefield.ma.us)

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[councilor.santos@wakefield.ma.us](mailto:councilor.santos@wakefield.ma.us)

**From:** [Stephen Maio](#)  
**To:** [Sherri Dalton](#)  
**Subject:** FW: In support of changes to the flag policy and support of raising the Pride flag in Wakefield  
**Date:** Wednesday, April 6, 2022 10:26:42 AM

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Stephen P. Maio  
Town Administrator Town of Wakefield  
1 Lafayette Street, Wakefield MA  
Phone 781-246-6390  
He/Him

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**From:** Julianne Orsino <[REDACTED]>  
**Sent:** Wednesday, April 6, 2022 9:32 AM  
**To:** Julie Smith-Galvin <councilor.galvin@wakefield.ma.us>; Mehreen Butt <councilor.butt@wakefield.ma.us>; Jonathan Chines <councilor.chines@wakefield.ma.us>; Anne Danehy <councilor.danehy@wakefield.ma.us>; Edward Dombroski <councilor.dombroski@wakefield.ma.us>; Michael J. McLane <councilor.mclane@wakefield.ma.us>; Ann Santos <councilor.Santos@wakefield.ma.us>  
**Cc:** Stephen Maio <smaio@wakefield.ma.us>; Emily Rivera <[REDACTED]>; Benny Wheat <[REDACTED]>  
**Subject:** In support of changes to the flag policy and support of raising the Pride flag in Wakefield

Hello esteemed Town Councilors,

Thank you for your service to Wakefield. I am writing to you in support of the HRC's request to update the flag policy. I appreciate the 7-0 vote to move forward with considering the requested changes. I believe providing an opportunity for groups to raise flags in celebration and acknowledgement of our diverse community is essential to highlighting Wakefield as an inclusive and welcoming community.

The Pride flag is not just for the LGBTQ+ community. It allows for a moment of reflection for the greater community to consider the many obstacles in society, employment, marriage and family that members of the LGBTQ+ community have overcome and continue to face. By raising the Pride flag, the town of Wakefield acknowledges, welcomes and celebrates the successes and sacrifices of our LGBTQ+ residents.

I feel I would be remiss if I did not address a point that was made during your meeting regarding

the POW/MIA flag. There has never been a request to remove the POW/MIA flag. In fact, there are members of the LGBTQ+ community who are POW/MIA as well as military veterans and active service members. All our military branches include Americans of color, diverse religions, backgrounds and heritage. It's imperative to acknowledge all Americans who have sacrificed their lives for the freedom of others and not assume the POW/MIA flag does not hold the same reverence to each of us.

It is almost 1 year since the Town Council unanimously adopted [Proclamation Reaffirming Wakefield's Commitment to Acceptance and Openness Among All Our Citizens](#). Approving the requested changes by the HRC to the flag policy will show the community at large, the continued will of our Town Council to celebrate and welcome all residents of the town

Thank you for your consideration.

Very best regards,

Julianne Orsino  
Emily Rivera





4 April 2022

TO: Jay Pinette, Chair, Veterans Advisory Board  
FROM: Brian D. McCoubrey, VAB member  
SUBJECT: Flag Policy comment period

Thank you for this opportunity to comment on the proposed changes to the town's Flag Policy.

I grew up in Topsfield and Stoneham in the '50s and '60s. When I enlisted and arrived at basic training at Fort Gordon, Georgia the folks I met were pretty dissimilar to people I grew up with in a lot of ways. It was eye-opening to say the least.

I learned very quickly that we all had a lot in common. We were all rudely awakened at 4:30. We all got KP. We all hated drinking 3.2 beer. This was before women were officially allowed in combat. Otherwise, there were rich guys, guys who got their first pair of shoes at basic, multiple religions, lots of different races, and I presume a mix of sexual orientation although it wasn't openly discussed. In short, these people were simply comrades. As the old saying goes, "there are no atheists in foxholes." If race or gender or religion was your first concern about those beside you, you were a fool.

So, my feeling on the Flag Policy is in no way to be construed as being opposed to flying the Pride flag or the Juneteenth flag. Both are important symbols and recognize and reflect the sacrifices and tribulations of large segments of our population.

Rather, my feeling is that the US Flag represents a nation and that despite our faults as a nation, we are the greatest nation because we eventually see shortcomings and try to address them. Title IX as another example. Flying under the flag, the POW/MIA flag is a reminder of those who served, many of whom did not come home. I think those two flags should be flown alone on the same pole.

I support the raising and flying of other important flags. If the town needs additional flagpoles, we should have them.

Finally, I applaud the comments made during the recent Town Council meeting about the flag on the Veterans Memorial Common. I would also like to mention the VAB's work, through Dan Benjamin, to have signage and a re-dedication at Vets Field which is in the works.

Thank you for this opportunity to comment through you.

Brian D. McCoubrey



Hi Jay,

I was extremely upset by this article and the manner in which it was presented. I felt the person who wrote it, while on the right track regarding not adding any flags to fly with the Stars and Stripes, his bigoted and insulting remarks in order to support this were way out of line. As a mother and mother-law-law of a gay daughter and daughter-in-law I found highly insulting and because of that he took away from the real issue.

Simply stated our American Flag is a symbol of freedom that our military has fought for and died for whether on the battlefield or do to their service through other things such as wounds or toxic exposure etc since the American revolution. The only flag that should fly with it is the POW/MIA flag that honors those who served and never returned and were never found. PERIOD.

While I fully respect the issues these two other flags represent they in no way should be flown with the American flag. If the town or the HRC wish raise a flag pole to fly these flags I am all for it. But never should they be allowed to diminish what our countries flag stands for, it flies alone or with the only other flag they honors our fallen.

I would be happy to go on/to any meeting to back up my remarks.

Marion Dennehy  
NE Region President  
Gold Star Wives of America, Inc.

Town Council  
of the  
Town of Wakefield, Massachusetts

Policy: Use of Flagpoles on Town Property  
Adopted: April 11, 2022

Whereas, from time to time the Town of Wakefield (the “Town”) rents space in the Americal Civic Center (the “Civic Center”) to various groups for uses that include meetings and celebrations, or otherwise permits organizations to rent or reserve space in Town buildings or on Town property (including the Common); and

Whereas, a flagpole is located on the Civic Center lot, at the Town Hall, at Veterans’ Field, and at sundry other places on Town-owned property; and

Whereas, groups that rent or reserve space from the Town sometimes request the right to place a flag or banner on one or more flagpoles; and

Whereas, the Town Council desires to accommodate reasonable requests for use of such flagpoles; to maintain clear, content-neutral rules regarding such use; and to conform to applicable law concerning the display of the flag of the United States;

Now, therefore, the Town Council hereby adopts the following policy:

1. American Flag. Except during inclement weather, the flag of the United States shall regularly be flown from Town flagpoles during daylight hours. It shall not be flown at night except when illuminated. It shall be flown at half-staff whenever ordered by the President of the United States, the Governor of Massachusetts or the Town Administrator of the Town to honor the death of a public officer. No flag or banner may be displayed above the flag of the United States on Town flagpoles. The flag of the United States shall be flown in accordance with all applicable laws, including 4 U.S.C. §§ 1 – 10. In the event of any inconsistency between such laws and this policy, such laws shall take precedence.

2. No Other National Flag. No national flag other than that of the United States may be flown from Town flagpoles.

3. Non-National Flags and Banners. Flags and banners requested by groups renting or reserving space in or on Town property as aforesaid may be flown from one or more Town flagpoles, beneath the flag of the United States, on the following terms and conditions:

a. Nature of Group. The requesting group must be either (i) a public body of the Town, as defined in G.L. c. 30A, § 18; (ii) a department of the Town; or (iii) a non-profit organization which is recognized by the Internal Revenue Service as exempt from federal income tax under § 501(c)(3) of the Internal Revenue Code and which is organized chiefly to support an entity described in subsections (i) and/or (ii), above.

b. Duration of Use. The flag or banner may be flown on one or more Town flagpoles during the period of time when space in or on Town property is rented or reserved by the requesting group and, at the request of such group, not more than seven (7) days before such period commences and not more than seven (7) days after such period terminates. The Town Administrator shall be authorized to grant special requests to display such a flag or banner for a longer period of time, provided that (i) in no event shall such period exceed a total of 30 days, and (ii) such period shall include the date or dates when the Town property is rented or reserved by the requesting group. The flag or banner may not be flown on the flagpole during any time when the flag of the United States is not flown.

c. Size of Flag or Banner. The flag or banner may not be longer or wider than the flag of the United States that is flown on the flagpole with it.

d. Timing of Request. The requesting group must file a written application to use the flagpole with the Office of the Town Administrator not less than thirty (30) days before the commencement of the period during which such group proposes to use one or more Town flagpoles. The application need not be made on any particular form or in any specific format, but must demonstrate that the request meets all of the criteria set forth in this policy. Requests will be addressed on a first-come, first-served basis.



**From:** [Stephen Maio](#)  
**To:** [Sherri Dalton](#)  
**Subject:** FW: April Town Council Meeting - Sentinel Benefits & Financial Group - Bench and Little Library  
**Date:** Friday, April 22, 2022 8:26:12 AM

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Stephen P. Maio  
Town Administrator Town of Wakefield  
1 Lafayette Street, Wakefield MA  
Phone 781-246-6390  
He/Him

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**From:** Michael Newhall <Michael.Newhall@sentinelgroup.com>  
**Sent:** Thursday, April 21, 2022 4:34 PM  
**To:** Stephen Maio <smaio@wakefield.ma.us>  
**Subject:** April Town Council Meeting - Sentinel Benefits & Financial Group - Bench and Little Library

Hi Steve – Thank you for returning my call personally. As discussed, I am formally withdrawing my request for consideration regarding the placement of a “Little Library” in the space occupied by the bench that Sentinel installed in partnership with the Town in June 2017. Thanks again for your outreach and past support.

Sentinel continues to partner with the Town and support the school system, Food Pantry, first responders and others. This morning Sentinel employees spent time cleaning the shores of Lake Q and space near the Sentinel bench in honor of Earth Day tomorrow. This activity was posted on [EarthDay.org](#).

Best Regards, Michael Newhall

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**Michael Newhall**

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
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Tel: 781.914.1213 | Fax: | [Michael.Newhall@sentinelgroup.com](mailto:Michael.Newhall@sentinelgroup.com)  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

PS –I've provided Sherri Dalton with the following information regarding questions about public meeting approval for the installation of the bench and the subsequent plantings and materials around the bench. I believe that questions regarding these approvals were requested at the public meeting on Monday, March 28<sup>th</sup>.

1. July 24 and August 2, 2018 messages from Judith Green are highlighted
2. Earlier messages show public meetings where this was discussed:
  - 12/07/2017
  - 06/07/2018
  - 07/19/2018

**From:** Judith Green <[jgreen@wakefield.ma.us](mailto:jgreen@wakefield.ma.us)>  
**Sent:** Thursday, August 2, 2018 11:04 AM  
**To:** Michael Newhall <[Michael.Newhall@sentinelgroup.com](mailto:Michael.Newhall@sentinelgroup.com)>  
**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

That is great! It will be a welcoming entrance to the walkway. More importantly, I hope it provides some level of comfort to the Carnevale family. The design of the bench has an almost ethereal effect that to me at least is very impactful. It really is a great addition. Thank you for your efforts. Judy

**From:** Michael Newhall [<mailto:Michael.Newhall@sentinelgroup.com>]  
**Sent:** Thursday, August 02, 2018 10:44 AM  
**To:** Judith Green <[jgreen@wakefield.ma.us](mailto:jgreen@wakefield.ma.us)>  
**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

We are planning to begin the work around the bench this coming week (probably Monday). Thanks again for the support and please let me know if you have any questions.

Best, Michael (cell - 978.758.0142)

---

## Michael Newhall

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880  
Tel: 781.914.1213 | Fax: 781.213.7007 | [Michael.Newhall@sentinelgroup.com](mailto:Michael.Newhall@sentinelgroup.com)  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

**From:** Judith Green [<mailto:jgreen@wakefield.ma.us>]  
**Sent:** Tuesday, July 24, 2018 8:21 AM  
**To:** Michael Newhall  
**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

Good morning – At the 7/19/18 public hearing, the Conservation Commission approved the work around the Carnevale Bench as proposed. The Commission appreciates your contribution to the enhancement of this area. Please feel free to contact us should you have any questions. Thanks

again.

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**From:** [Michael Newhall](#)  
**To:** [Sherri Dalton](#)  
**Subject:** RE: Michael Newhall: Wakefield Town Council  
**Date:** Wednesday, April 6, 2022 3:20:11 PM

---

Here you go.

1. Message from Judy Green is highlighted
2. Earlier messages show public meetings where this was discussed:
  - 12/07/2017
  - 06/07/2018
  - 07/19/2018

I hope that this helps the town manager. He was very supportive of our efforts back in 2017 and 2018 and I felt badly that he was asked to research whether we received approvals in a public forum.

Thanks, and please let me know about next steps. - Michael

**From:** Judith Green <[jgreen@wakefield.ma.us](mailto:jgreen@wakefield.ma.us)>  
**Sent:** Thursday, August 2, 2018 11:04 AM  
**To:** Michael Newhall <[REDACTED]>  
**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

That is great! It will be a welcoming entrance to the walkway. More importantly, I hope it provides some level of comfort to the Carnevale family. The design of the bench has an almost ethereal effect that to me at least is very impactful. It really is a great addition. Thank you for your efforts. Judy

**From:** Michael Newhall [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
**Sent:** Thursday, August 02, 2018 10:44 AM  
**To:** Judith Green <[jgreen@wakefield.ma.us](mailto:jgreen@wakefield.ma.us)>  
**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

We are planning to begin the work around the bench this coming week (probably Monday). Thanks again for the support and please let me know if you have any questions.

Best, Michael ([REDACTED])

---

### Michael Newhall

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880

[REDACTED]  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

**From:** Judith Green [<mailto:jgreen@wakefield.ma.us>]  
**Sent:** Tuesday, July 24, 2018 8:21 AM  
**To:** Michael Newhall  
[REDACTED]



**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

Good morning – At the 7/19/18 public hearing, the Conservation Commission approved the work around the Carnevale Bench as proposed. The Commission appreciates your contribution to the enhancement of this area. Please feel free to contact us should you have any questions. Thanks again.

**From:** Michael Newhall [mailto: [REDACTED]]  
**Sent:** Friday, June 22, 2018 8:16 AM  
**To:** Judith Green <jgreen@wakefield.ma.us>  
**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

Thank you. Here's the drawing you requested. Please advise at your earliest convenience.

The objective of the Carnevale family is to keep the area between the bench and the water as clean as possible with minimal maintenance. The grass that has been planted will remain a buffer to secure shoreline. Thanks, Michael

---

**Michael Newhall**

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880

[REDACTED]  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

**From:** Judith Green [mailto:jgreen@wakefield.ma.us]  
**Sent:** Tuesday, June 12, 2018 8:33 AM  
**To:** Michael Newhall  
**Subject:** RE: - Carnevale Bench - 100 Quannapowitt Parkway

Good morning – The Commission discussed this proposal at their 6/7/18 meeting. They have requested the submission of a sketch plan showing the exact location of the work with the distance to the shoreline noted. Thank you.

**From:** Michael Newhall [mailto: [REDACTED]]  
**Sent:** Thursday, May 31, 2018 6:02 PM  
**To:** Judith Green <jgreen@wakefield.ma.us>  
**Subject:** - Carnevale Bench - 100 Quannapowitt Parkway

Thank you. We've been working with:

**Ann McMenemy, PWS, NH CWS**  
**Senior Wetland Scientist**  
**HANCOCK ASSOCIATES**

Ann has monitored this for town and permitting has been approved for process with her involvement.

Thanks for everything! Best, Michael

---

## Michael Newhall

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880

[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

**From:** Judith Green [<mailto:jgreen@wakefield.ma.us>]  
**Sent:** Thursday, May 31, 2018 10:19 AM  
**To:** Michael Newhall  
**Subject:** RE: !!Uncecured - Carnevale Bench - 100 Quannapowitt Parkway

Good morning – Could you please forward the proposal for review to determine if a wetland permit will be required? Once that is determined it can be scheduled for an upcoming meeting. The Commission holds public hearings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Thank you.

**From:** Michael Newhall [<mailto:>]  
**Sent:** Wednesday, May 30, 2018 2:37 PM  
**To:** Judith Green <[jgreen@wakefield.ma.us](mailto:jgreen@wakefield.ma.us)>  
**Subject:** RE: !!Uncecured - Carnevale Bench - 100 Quannapowitt Parkway

Hi. I have a proposal to update the plantings and secure the area in front of the bench (lakeside) with cobblestones to help with erosion and shoreline.

How is it best to proceed? We are funding, but want to make sure town is informed before I schedule work. Thanks, Michael

---

## Michael Newhall

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880

[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

**From:** Judith Green [<mailto:jgreen@wakefield.ma.us>]  
**Sent:** Tuesday, December 19, 2017 9:10 AM  
**To:** Michael Newhall  
**Subject:** RE: !!Uncecured - Carnevale Bench - 100 Quannapowitt Parkway

Good morning – The Commission did discuss the proposed patio early in the meeting. Maybe before you arrived? They have asked that you submit a plan (does not need to be professionally rendered) noting the exact location, dimensions, materials to be used and who will install. The Commission did note that it would need to be installed by licensed professionals if it is to be located on Town owned land. Once this is sketched out it can be scheduled for a discussion. The Commission's meetings for January are the 4<sup>th</sup> and the 18<sup>th</sup>. I personally am very excited about this proposal. It would be a

great addition to this area and hopefully will spur additional improvements along Quannapowitt Parkway. Happy holidays!!

**From:** Michael Newhall [mailto: [REDACTED]]  
**Sent:** Sunday, December 17, 2017 12:07 PM  
**To:** Judith Green <jgreen@wakefield.ma.us>  
**Subject:** RE: !!Uncecured - Carnevale Bench - 100 Quannapowitt Parkway

Hi Judy and Elaine – I was at meeting and as you predicted it was a full agenda. I stayed until 8:45 or so but there was still conversation about water problems in a neighborhood, although the developer didn't appear the show to provide their perspective. Should we try this again at a future meeting. Thank you. Michael

---

### Michael Newhall

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880

[REDACTED]  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

**From:** Judith Green [mailto:jgreen@wakefield.ma.us]  
**Sent:** Tuesday, November 21, 2017 8:41 AM  
**To:** Michael Newhall  
**Subject:** RE: !!Uncecured - Carnevale Bench - 100 Quannapowitt Parkway

Good morning – Elaine is out of the office until Thursday 11/30. I wanted to let you know that the Commission currently has five scheduled hearings and two “other business” matters for discussion and vote scheduled for the 12/7/17 meeting beginning at 7:00. The bench discussion is scheduled under new business which is generally heard at the conclusion of the scheduled hearings. If time permits, or we have a cancellation it could be heard between hearings. The last scheduled hearing is at 8:00. You're welcome to attend, I just wanted you to be aware of the time schedule. Have a great Thanksgiving. Judy Green

**From:** Michael Newhall [mailto: [REDACTED]]  
**Sent:** Friday, November 17, 2017 2:40 PM  
**To:** Judith Green <jgreen@wakefield.ma.us>  
**Cc:** 'Ann B. McMenemy' < [REDACTED] >  
**Subject:** RE: !!Uncecured - Carnevale Bench - 100 Quannapowitt Parkway

Thanks Elaine. Would it be appropriate for me to attend at 7pm on December 7<sup>th</sup>?

Have a nice Thanksgiving. Michael

---

### Michael Newhall

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880

[REDACTED]  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

**From:** Judith Green [<mailto:jgreen@wakefield.ma.us>]  
**Sent:** Friday, November 17, 2017 12:10 PM  
**To:** Michael Newhall  
**Subject:** RE: !!Unsecured - Carnevale Bench - 100 Quannapowitt Parkway

Dear Michael – I will put this on the Commission’s agenda for our next meeting on December 7<sup>th</sup>. Once I get the member’s opinions I will get back to you. Elaine

**From:** Michael Newhall [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
**Sent:** Tuesday, November 14, 2017 1:37 PM  
**To:** ConCom <[ConCom@wakefield.ma.us](mailto:ConCom@wakefield.ma.us)>  
**Subject:** !!Unsecured - Carnevale Bench - 100 Quannapowitt Parkway

Hi Elaine - I wanted to touch base to ask advice on possible next steps on the space around the bench. The Carnevale family appreciates the cooperation and support you helped manage with the Conservation Commission and the selectman this past year with the bench installation. The town was very accommodating and generous by sharing it’s resources in helping us make this project a reality. It is wonderful to see how often the bench is used each day as it is one of the best views of the lake!

The Carnevale' s have asked me to inquire about the possibility of us funding some additional work around the bench (a small brick patio) as the grass isn't filling in as hoped. We continue to work with Ann McMenemy regarding the wetlands plant remediation and will keep her in the loop as her experience and reputation helped us get our work done without a permit process. Can you give me some direction on how to proceed?

Thank you, Michael

PS - At some point I know this will reach the selectmen for final approval but wanted to start with you as we've done in the past.

---

### Michael Newhall

VP, Business & Community Development | [Sentinel Benefits & Financial Group](#)  
100 Quannapowitt Parkway, Suite 300, Wakefield, MA 01880

[REDACTED]  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#)

---

**From:** Sherri Dalton <[sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)>  
**Sent:** Wednesday, April 6, 2022 3:09 PM  
**To:** Michael Newhall <[Michael.Newhall@sentinelgroup.com](mailto:Michael.Newhall@sentinelgroup.com)>

**Subject:** RE: Michael Newhall: Wakefield Town Council

Hi Mike,

Can you email me that correspondence?

Thanks!

Sherri



---

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**From:** Michael Newhall <[REDACTED]>

**Sent:** Wednesday, April 6, 2022 2:48 PM

**To:** Sherri Dalton <[sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)>

**Subject:** Michael Newhall: Wakefield Town Council

Hi Sherri – I left you a message and wanted to follow up on the meeting from last week.

I know that the town manager left the meeting with some assignments as a result of my request/presentation. I do have some correspondence from Judy Green who confirmed the Conservation Commission's approval of work around the bench.

At a 07/19/2018 public hearing the Conservation Commission approved the plan to add pavers and a natural stone wall on the bank of the lake in front of the bench to prevent erosion. The original proposal was heard at the 06/07/2018 public meeting.

I'm happy to share a copy of that correspondence that you can share with the town manager in response to the question raised by Mr. Dombrowski during the meeting last week.



Best Regards, Michael ([REDACTED])

---

**From:** Sherri Dalton <[sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)>  
**Sent:** Wednesday, March 23, 2022 6:07 PM  
**To:** Michael Newhall <[REDACTED]>  
**Subject:** RE: Wakefield Town Council

Thank you Michael. I will forward this to the Town Council with the rest of their meeting material for Monday night. This will not be shown during the meeting.

Sherri



---

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---

**From:** Michael Newhall <[REDACTED]>  
**Sent:** Wednesday, March 23, 2022 4:36 PM  
**To:** Sherri Dalton <[sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)>  
**Subject:** RE: Wakefield Town Council

Hi Sherri – Do you think that something like this would be helpful? Thanks, Michael

-----Original Appointment-----

**From:** Sherri Dalton <[sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us)>  
**Sent:** Tuesday, March 22, 2022 2:52 PM  
**To:** Sherri Dalton; Douglas Lyons; Christine Bufagna; [ddibbarri@northeastmetrotech.com](mailto:ddibbarri@northeastmetrotech.com); Michael Newhall; Brian McGrail  
**Subject:** Wakefield Town Council  
**When:** Monday, March 28, 2022 7:00 PM-8:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** <https://us02web.zoom.us/j/84168245399>

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/84168245399>

Or One tap mobile:

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+16465588656,,84168245399# US (New York)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 841 6824 5399

International numbers available: <https://us02web.zoom.us/j/84168245399>

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## THE FRIENDS OF LAKE QUANNAPOWITT

P. O. Box 517, Wakefield, MA01880 [folq@gmail.com](mailto:folq@gmail.com) [www.wakefield.org](http://www.wakefield.org)

---

March 28, 2022

Town Council  
Town of Wakefield  
1 Lafayette Street  
Wakefield, MA 01880

Dear Members of the Town Council,

The Board of Directors of the Friends of Lake Quannapowitt urges the Town Council to adhere to its policy titled Structures placed adjacent to Lake Quannapowitt, in Veteran's Memorial Park and public playgrounds (not schools) and to deny the request of Sentinel Benefits and Financial Group, located at 100 Quannapowitt Parkway to erect a Little Library Kiosk on public ground as a memorial to a deceased employee. While coming from absolutely worthy sentiments, it is an example of why the policy was put into place. FOLQ has learned through its own experience that the immense demand for "memorials" around the lake threaten the integrity of the limited square footage of grassy areas around the lake. Every new memorial is an invitation for more. It will never end. And memorials once installed are extremely difficult to remove.

We quote the relevant section from the town policy which addresses a number of structures which would include the proposed Little Library Kiosk and process that is to be followed.

VII. Other All other requests for the placement of structures (including temporary structures) must be made in writing to the Town Administrator's Office complete with plans and specifications. The plans and specifications shall be presented to the Town Council for initial review. After the initial presentation to the Town Council (at a duly posted Town Council meeting) a Town Department and Public Comment period shall ensue. The period of review shall be the time elapsed for two regularly scheduled Town Council meetings or 30 calendar days (whichever is shorter). At the expiration of thirty days all comments shall be presented to the Town Council and the Council shall take action on the request. The Town Council shall make every effort to inform the presenter of the comment period end date at the initial presentation.

One possibility to be explored is for the Little Library Kiosk to be placed on the premises of the office building where Sentinel is located along Quannapowitt Parkway. There is ample space there for the library kiosk and potentially for the metal memorial bench if it is important for them to be together. It is also close to the lake and accessible to lake walkers.

Sincerely,  
Margaret Coppe  
President  
Friends of Lake Quannapowitt



**From:** [Chicky Taylor](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little library concern  
**Date:** Monday, April 4, 2022 3:56:28 PM

---

Ms Dalton,

I just saw on the Wakefield Civic League page on Facebook that the sentinel group wants to put a little library up along Lake Quannapowitt in memory of one of their workers.

I am in opposition to this for a couple reasons. First, if the FOLQ are not in favor of it, then neither should the town. Another reason for me would be. We have enough going on around the lake as it is, and is their not another way the sentinel group could honor this person, elsewhere?

And last, what kind of books will this little library be filled with? It is usually adults who walk the lake, or bike it or run it, etc., and people with kids in strollers or carriages who are too young to read. So why a little library somewhere along the lake route?

Who will decide what kind of books go in there? Someone could put books that have sexual/transgender content in them, or any other subject matter.

So for those reasons, I say do not approve it, or put it elsewhere, but not on public land.

Chickie Taylor  
Sent from my iPad



**From:** [Emily Bristol](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Fwd: Little Library  
**Date:** Monday, April 4, 2022 5:15:16 PM

---

Hi Sherri,

I saw the post on the wakefield community page on Facebook about the little library. I'm new in town last November and have fallen in love with the town of Wakefield.

I love the idea of a little library. I used to live in Lyme, NH and we had one there. It was so nice to stroll through town and find a new book to explore or leave one or two I know someone might enjoy. I'd often plan my walks around swapping a book at the little library.

It was close to the school, and in the afternoon kids would gather nearby on the green, reading and exploring. On the weekends and warm evenings, you could often find an adult or two on a bench nearby reading.

It created such a little community and I liked how it was accessible when the town library wasn't open. It is "green-minded", and reuse is part of the reduce, reuse, recycle movement.

It could be designed in such a way that it fits naturally with the landscape around the lake.

I strongly support adding a little library to town, and will be one of the first to share a book if it passes.

Thanks,  
Emily

--

Emily Bristol

**From:** [Jane Wagner](#)  
**To:** [Sherri Dalton](#)  
**Subject:** public little library in memoriam  
**Date:** Monday, April 4, 2022 10:25:20 AM

---

Sounds like a nice way to remember a colleague and serve the community.  
Jane Wagner

**From:** [Jen B.](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little Free Library comments  
**Date:** Saturday, April 9, 2022 6:26:40 PM

---

Hello Sherri,

I'd like to express my support for Sentinel Financial placing a Little free Library along Quannapowitt Parkway. These little libraries bring joy to many people, and it seems like it would be well-maintained by co-workers in honor of their friend.

Should that company ever relocate, I'd just want there to be a plan in place for maintenance.

Thank you,  
Jennifer Boettcher

**From:** [Joanna Kolinek](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Free Little Library  
**Date:** Monday, April 4, 2022 10:48:20 AM

---

Hello,

I would just like to state my support for the free little library! I think this would be a great add!

Thank you,

Joanna Kolinek

**From:** [Contact form at Wakefield, MA](#)  
**To:** [Sherri Dalton](#)  
**Subject:** [Wakefield, MA] Little Free Library (Sent by John Bengtson, JohnEBeng@Gmail.com)  
**Date:** Monday, April 4, 2022 5:03:01 PM

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Hello sdalton,

John Bengtson ( [REDACTED] ) has sent you a message via your contact form (<https://www.wakefield.ma.us/users/sdalton/contact>) at Wakefield, MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.wakefield.ma.us/user/111/edit>.

Message:

I would urge the Town to deny the request for a "Little Free Library" to be installed at the lake. The Town should adhere to the policy of structures around the lake and not give special permission, no matter how noble the cause.



**From:** [J C Sullivan, Jr.](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little Library  
**Date:** Monday, April 4, 2022 4:59:02 PM

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With all due respect to the folks at Sentinel, I feel it is inappropriate for a "little library" to be installed anywhere on Quannapowitt Parkway.

With the proposed development in that area, it is only a matter of time before it is in the way or becomes an attractive nuisance.

There is no way Sentinel can guarantee that it will be maintained, especially if they re-locate.

As a former elected member of the Beebe Library Board of Trustees, I would suggest that the people at Sentinel make a donation to the Beebe Library or The Friends of the Library in her memory.

Unfortunately, when one group is allowed to place something on public property no matter how noble the cause, it is only a matter of time before it becomes problematic.

When the White Supremacists booked the Beebe Library Lecture Hall we were powerless to stop them because we had allowed other outside groups to use it.

Look at the City Of Boston and the lawsuit over allowing flags on City owned flag poles.

Lee County Florida, where I now spend my winters has had a whole lot of issues with the various Robert E. Lee memorials placed by private groups on public property.

This is one time when I agree with F.O.L.Q.

Thank you for allowing my input.

John C. Sullivan, Jr



**From:** [Kathie Turner](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little library structure  
**Date:** Monday, April 4, 2022 10:57:27 PM

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This is a very sweet idea to memorialize someone but it totally does not fall within the guidelines of the lake structure policy. We need to be firm in adhering to this policy and protecting the lake. This should be a definite NO. We need even stronger voices to maintain the integrity of the lake. The Town Counsel should be the voice to support and advocate for a “NO” and not give all requests a “pass” Thank you to The Friends of Lake Quannapowitt.

**From:** [Marcella Albanese](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Public Comment Period Opens for "Little Library" Structure  
**Date:** Monday, April 4, 2022 1:21:14 PM

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I support the Little Library Structure.

I believe it is a nice thing to do for the community

*Marcella Albanese*

[REDACTED]

*Wakefield, MA 01880*

[REDACTED]

**From:** [Marc Luca](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little library  
**Date:** Monday, April 4, 2022 10:33:23 AM

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Think it will add more traffic to area. Thanks, Marc Luca

**From:** [Mark Barry](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little Library Proposal  
**Date:** Monday, April 4, 2022 4:26:26 PM

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I strongly support the proposed Little Library

Mark Barry

**From:** [patimoleary@comcast.net](mailto:patimoleary@comcast.net)  
**To:** [Sherri Dalton](#)  
**Subject:** Little Free Library  
**Date:** Monday, April 4, 2022 12:47:33 PM

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Dear Staff,

This would be a wonderful tribute by Sentinel for an employee of long duration. I wholeheartedly support this project and do not believe it will have an environmental impact on Lake Q.

Just a Wakefield resident... Pat O'Leary



**From:** [Robin Greenberg](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little Library  
**Date:** Wednesday, April 6, 2022 10:39:09 AM

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Sherri,

I support the request for a Little Library at the lake.

Robin Greenberg



**From:** [Stephen Drebit](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little library  
**Date:** Monday, April 4, 2022 4:30:07 PM

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Hi Sherri,

I have a few questions about the little library. Please reply with response to my questions.

Who controls the content of proposed little library?

What subjects are intended to be in the little Library?

Why can't Sentinel place little library on their property?

If this is important to Sentinel they should place on their property!

Once placed on Wakefield property, tax payers may have to upkeep.

Regards

**From:** [theresa denutte](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little Library  
**Date:** Monday, April 4, 2022 10:35:24 AM

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I think a "Little Library" is a great idea. Especially when it dedicated to someone. I live in the Greenwood section and there are two about 1/2 a mile from me - in different directions. These are called "little free libraries."

Thank you.

**From:** [Wendy Howard](#)  
**To:** [Sherri Dalton](#)  
**Subject:** Little free library.  
**Date:** Wednesday, April 6, 2022 8:20:26 PM

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This is a lovely idea!

WTH  
she, her, hers

LAW OFFICES OF  
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Thomas A. Mullen  
Yael Magen

Of Counsel:  
Cathleen Cavell

April 12, 2022

Mr. Richard Dalton  
Chair, Lynnfield Select Board  
55 Summer Street  
Lynnfield, MA 01940

Ms. Julie Smith-Galvin  
Chair, Wakefield Town Council  
1 Lafayette Street  
Wakefield, MA 01880

Re: Joint Representation Concerning Director of Assessments IMA

Dear Mr. Dalton and Ms. Smith-Galvin:

As you know, I am honored to serve as the Town Counsel of Wakefield and Lynnfield. Both towns have asked me to draft an intermunicipal agreement among the Towns of Wakefield, Lynnfield and Reading whereby all three communities would share the services of a single director of assessments. I am writing to ask that the Wakefield Town Council and the Lynnfield Board of Selectmen give me the consent and make the determinations that are necessary for me to be able to perform that service without violating my ethical duties under the State Ethics Law and the Massachusetts Rules of Professional Conduct for lawyers. Both boards have previously given me such approval in connection with the Rail Trail project. I do not believe that my representation of Wakefield and Lynnfield in this new matter will involve any actual conflict; should I perceive such a conflict at any time, I will immediately bring it to the attention of both boards and encourage both to seek special counsel. If my proposed joint representation is acceptable to you, kindly obtain authorization from your respective boards to sign the enclosed "Determination and Consent" and return it to me following execution.

Very truly yours,

Thomas A. Mullen

Enclosure  
c:\Lynnfield\JointRepLetter

**Determination and Consent – Director of Assessments IMA**

In connection with the proposed intermunicipal agreement among the Towns of Wakefield, Lynnfield and Reading with respect to sharing the services of a director of assessments, the Town Council of the Town of Wakefield and the Select Board of the Town of Lynnfield (collectively, the “Towns,” and individually a “Town”) have separately determined that (a) the representation of each Town by Thomas A. Mullen, Esq. (the “Attorney”) does not constitute the “same particular matter” within the meaning of G.L. c. 268A, § 17 (the State Ethics Act) as the Attorney’s representation of the other Town; (b) this representation is necessary for the proper discharge of the Attorney’s official duties as Town Counsel for each of the Towns; (c) the Attorney’s concurrent representation of the Towns does not involve any inconsistency or conflict at this time; (d) the foregoing circumstances are not so substantial as to be deemed likely to affect the integrity of the services which each Town may expect from the Attorney; and (e) these circumstances should not cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence the Attorney or unduly enjoy the favor of the Attorney in the performance of his official duties for each Town, or that the Attorney is likely to act or fail to act for either Town as a result of the rank, position or undue influence of any person.

Each of the Town Council of the Town of Wakefield and the Select Board of the Town of Lynnfield also hereby separately (a) confirms that it believes that the Attorney can adequately represent the interests of each Town, having been informed of the possible effect of multiple representation on the exercise of the Attorney’s independent professional judgment on behalf of each Town; (b) acknowledges that it knows of no fact or circumstance that will or is likely to adversely affect the Attorney’s representation of the other Town; and (c) consents to the Attorney’s multiple representation of the Towns and his sharing of confidential information with each Town.

TOWN OF WAKEFIELD  
By its Town Council

Date: \_\_\_\_\_

\_\_\_\_\_  
Julie Smith-Galvin, Chair

TOWN OF LYNNFIELD  
By its Select Board

Date: \_\_\_\_\_

\_\_\_\_\_  
Richard Dalton, Chairman