

Wakefield Planning Board

MBTA Community Multifamily Zoning Requirements

M.G.L. c. 40A, Section 3A

January 2023



Purpose of this Meeting

- The purpose of this meeting is to answer questions related to the Multifamily Zoning District under consideration and solicit feedback on what townsfolk would like to see incorporated into District.
- The Commonwealth of Massachusetts has passed a law that required communities to pass a Multifamily Zoning District. An MBTA community shall have at least one multifamily zoning district of reasonable size in which multi-family housing is permitted **as of right**.
- Zoning is required to be in place but Multifamily Zoning District does not guarantee additional Development. Existing regulations, for example setbacks, are still enforced.

Why is State Mandating Zoning District

- The state has an estimated shortage of up to 200,000 housing units
- Massachusetts has among the highest and fastest growing home prices and rents of any state in the nation.
- According to the EOHEd, multifamily housing near transit creates walkable neighborhoods with climate and transportation benefits
 - Better access to work/services.
 - Increased utilization of public transit.
 - Reduced reliance on single occupancy vehicles.

Source: Massachusetts Economic Office of Housing and Economic Development presentation, February 2022

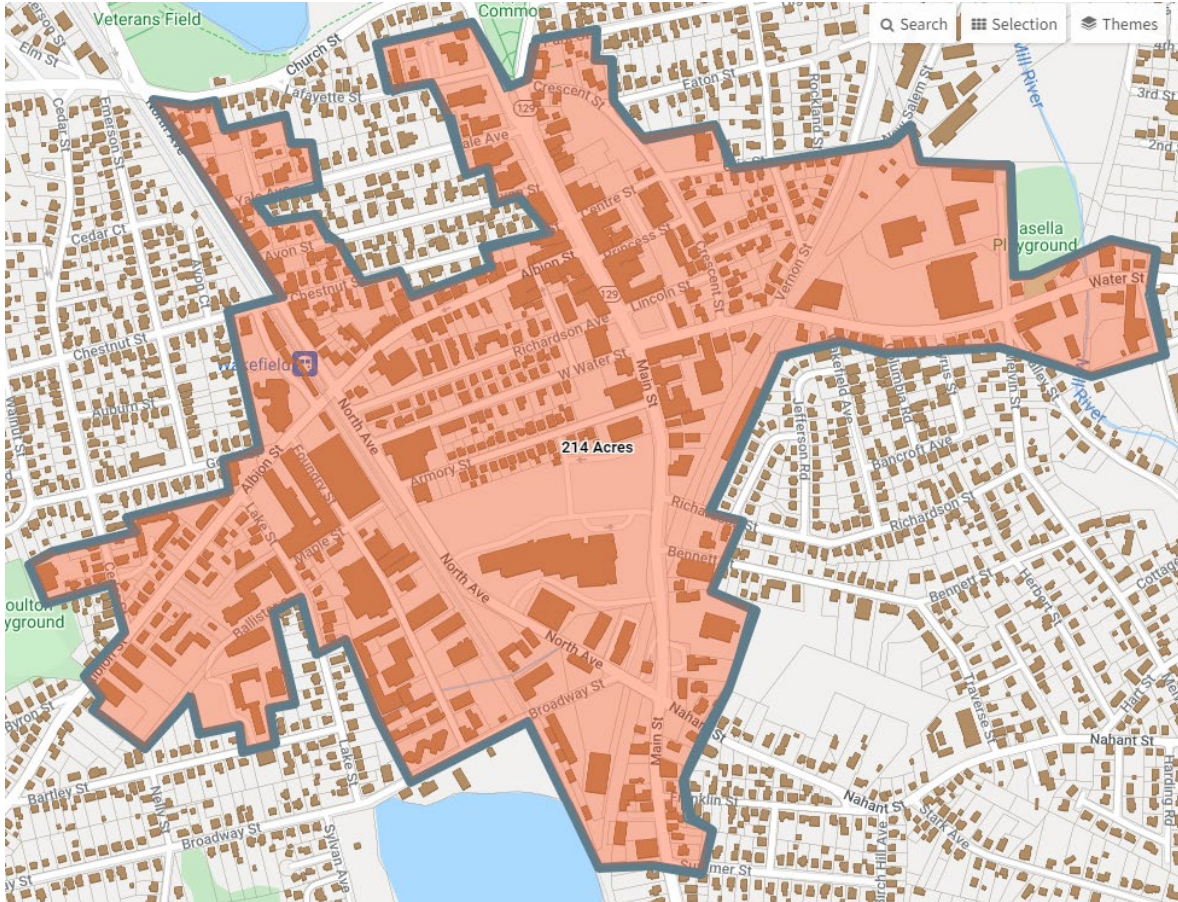
Zoning District Process

- Planning Board Q&A's (Dec 22, Jan 24th 2023, Feb 28th 2023)
- Presentation to Town Council (Early 2023)
- Establish Working Group to Develop Proposed District (2023)
- Present Proposed District to Public and solicit additional feedback / make edits (tbd)
- Vote at Town Meeting (tbd)
- Zoning must be in place by December 31, 2024



Example of Potential Future Zoning Districts

*** Map below was created by Town Staff for graphical visualization of size of district only. ***



214 Acres Around North Ave

The Multifamily District shall:

- Support a minimum gross density of 15 units per acre.
- Minimum Size: 114 acres
- Be not more than a 1/2 mile from a commuter rail station
- Have no age restrictions.
- Be suitable for families with children.
- 10% maximum affordable units allowable

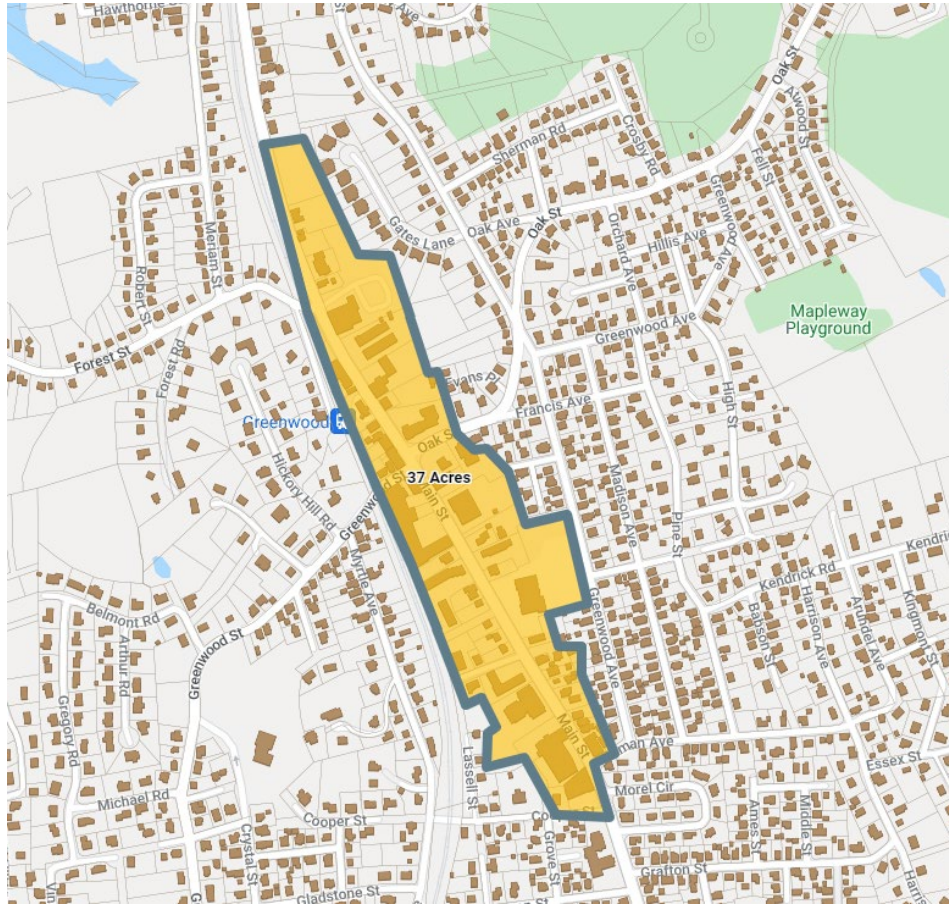
Site Plan Approval (SPA)

SPA is allowed for MBTA Overlay District. SPA can review proposed architecture, vehicular access, and screening, ETC...

Other zoning requirements are acceptable if they are consistent with surrounding zoning

Example of Potential Future Zoning Districts

*** Map below was created by Town Staff for graphical visualization of size of district only. ***



37 Acres Around Greenwood

The Multifamily District shall:

- Support a minimum gross density of 15 units per acre.
- Minimum Size: 114 acres
- Be not more than a 1/2 mile from a commuter rail station
- Have no age restrictions.
- Be suitable for families with children.
- 10% maximum affordable units allowable

Site Plan Approval (SPA)

SPA is allowed for MBTA Overlay District. SPA can review proposed architecture, vehicular access, and screening, ETC...

Other zoning requirements are acceptable if they are consistent with surrounding zoning



Development Context

“Missing middle” housing types represent what Section 3A zoning requires



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Example Development in Wakefield

49A Chestnut Street Completed 2022

- 3 Units
- 6,978 Sq. Ft lot
- 18.72 units / acre



What if We Don't Comply?

An MBTA community that does not comply with Section 3A **is not eligible for funding** from:

- The Housing Choice Initiative
 - The Local Capital Projects Fund
 - Three MassWorks Infrastructure Program.
 - Other Discretionary grants*
-
- Wakefield has received \$3.6M from these programs over the past 3 years.

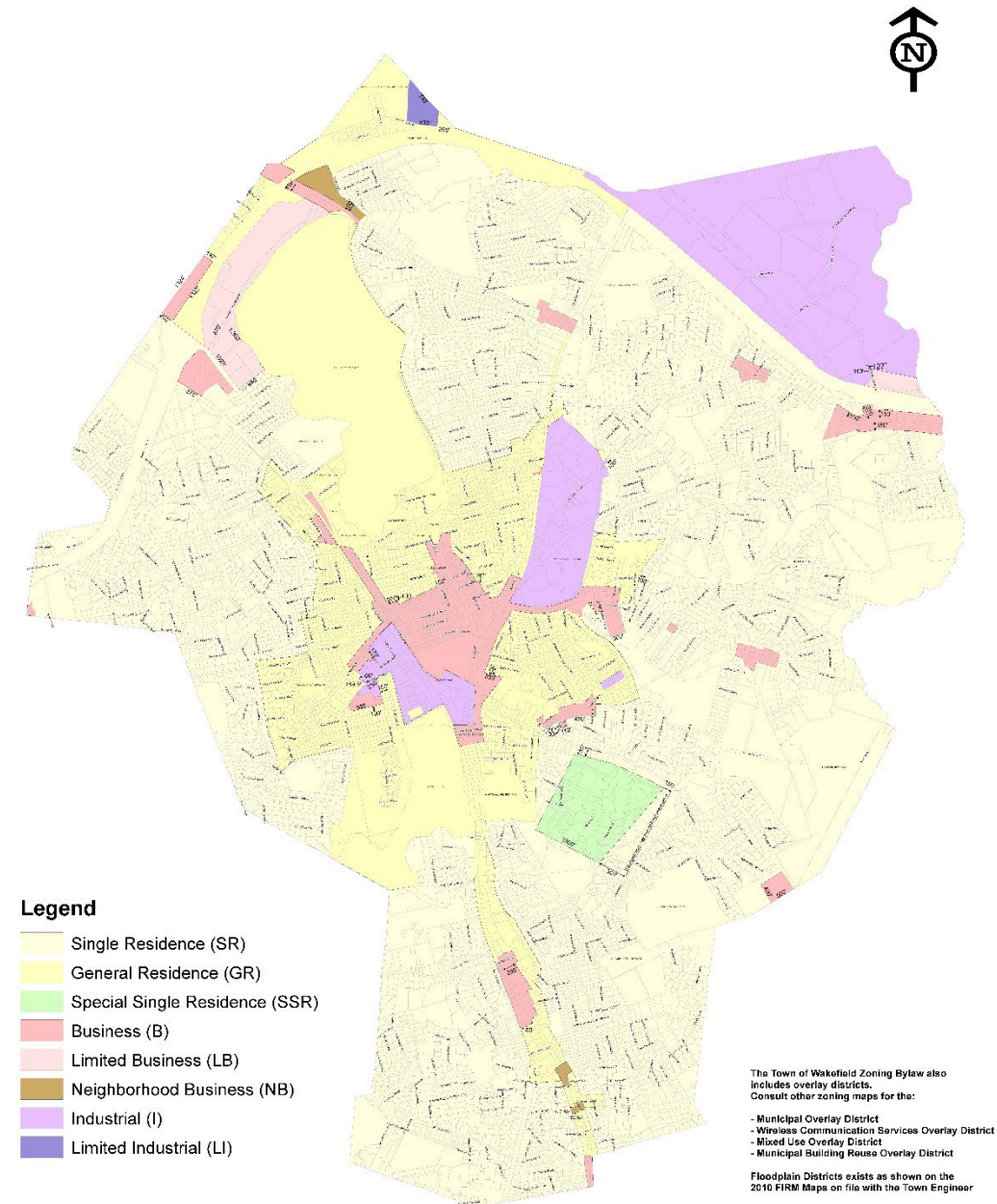


Questions & Answers

Back Up Information Slides

Multifamily Zoning Today

- Wakefield currently has no zoning district where “multi-family” homes as defined by the statute are allowed as a matter of right
- Two- Family homes are allowed in the General Residence, Mixed Use, Neighborhood Business and Business Districts.

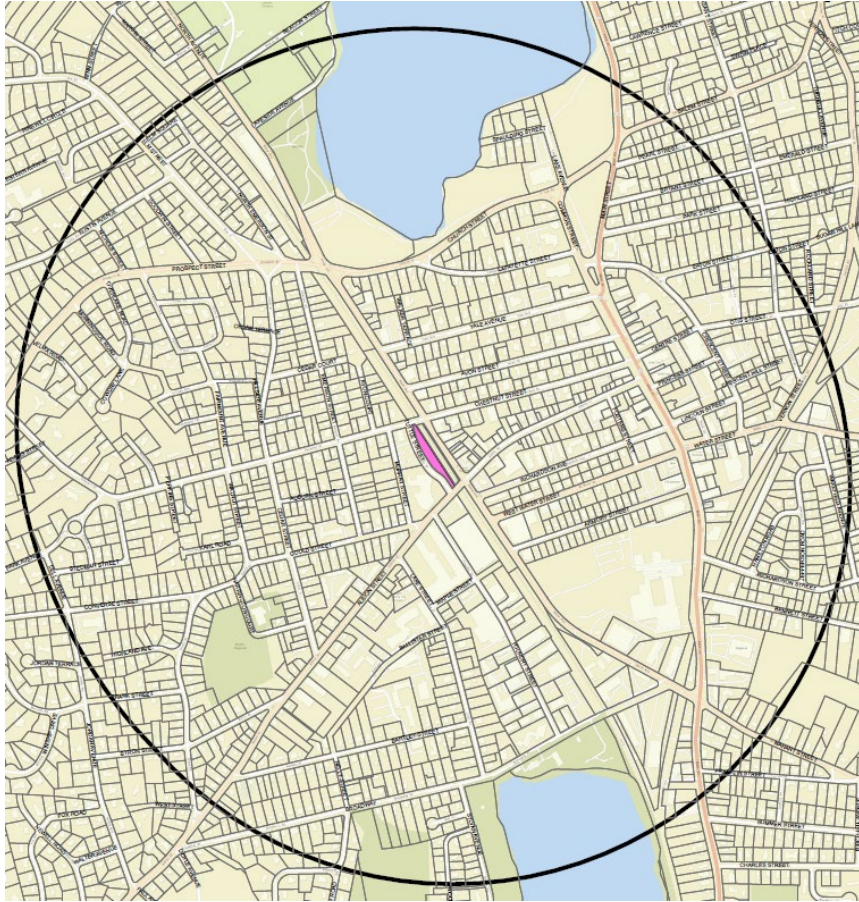


JUNE 20, 2020

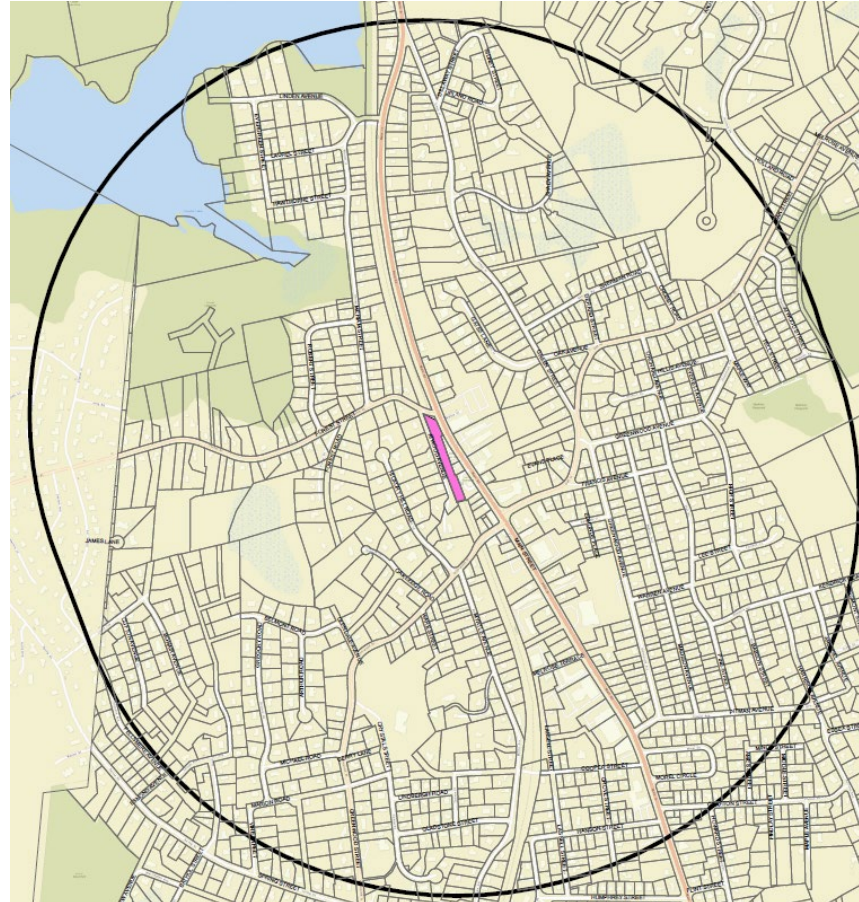
Wakefield Zoning Map

0 0.25 0.5 Miles

Siting Possible Zoning Areas (0.5 miles from station)



Downtown



Greenwood

Relevant Links

Wakefield Zoning Map

<https://www.wakefield.ma.us/sites/g/files/vyhlf3986/f/uploads/wakefield-zoning-map.pdf>

Wakefield Zoning Overlay Maps

<https://www.wakefield.ma.us/sites/g/files/vyhlf3986/f/uploads/supplemental-zoning-maps.pdf>

Wakefield Table of Dimensional Regulation

<https://ecode360.com/attachment/WA1512/WA1512-190b%20Table%20of%20Dimensional%20Regulations.pdf>



Additional Information

Wakefield Multifamily Zoning E-Code (Section 190-32)

<https://ecode360.com/12315019>

Wakefield Special Permit & Site Plan Review E-Code (Article VIII)

<https://ecode360.com/12315113>



Site Plan Review Language

“Site plan review” means a process established by local ordinance or by-law by which a local board reviews, and potentially imposes conditions on, the appearance and layout of a specific project prior to the issuance of a building permit.



Site Plan Review Language (Continued)

a. Site plan review

The Zoning Act does not establish nor recognize site plan review as an independent method of regulating land use. However, the Massachusetts courts have recognized site plan review as a permissible regulatory tool, including for uses that are permitted as of right. The court decisions establish that when site plan review is required for a use permitted as of right, site plan review involves the regulation of a use and not its outright prohibition. The scope of review is therefore limited to imposing reasonable terms and conditions on the proposed use, consistent with applicable case law.¹ These guidelines similarly recognize that site plan review may be required for multi-family housing projects that are allowed as of right, within the parameters established by the applicable case law. Site plan approval may regulate matters such as vehicular access and circulation on a site, architectural design of a building, and screening of adjacent properties. Site plan review should not unreasonably delay a project nor impose conditions that make it infeasible or impractical to proceed with a project that is allowed as of right and complies with applicable dimensional regulations.

Linden Square

11 Oak Street
Wellesley, MA

64 housing units
12 units per acre
2 bedrooms per unit
2 stories

Unit Square footage:
1,250 SF

Ownership Cost range:
\$500,000 - \$995,000











Brookside Square

70 Beharrell Street
Concord, MA

74 housing units
17 units per acre
0-2 bedrooms per unit
3 stories

Unit Square footage range:
518 SF – 1,000 SF

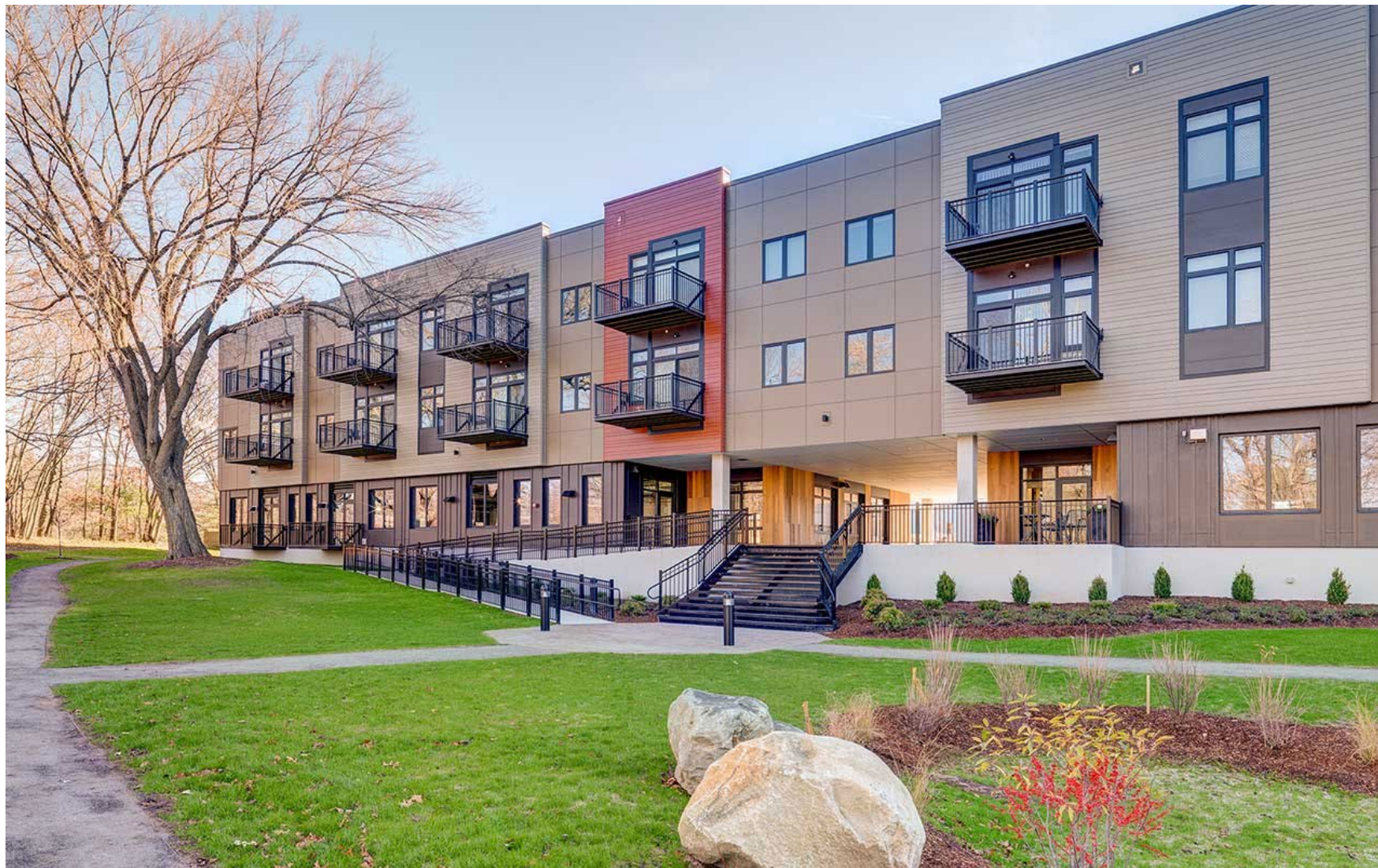
Rental Cost range:
\$1,665 - \$3,105/month











Budget No. 3										Page 1	
Dept. No. 155											
TOWN OF WAKEFIELD											
Summary Of Expenditures Of Prior Periods With Estimates For The Fiscal Period Of 2024											
Information Technology Department											
=====											
		Actual	Actual			Act. Expend.	Departmental	Town Admin.			
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended		
EOC	Dept/Appropriation	FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024	FY 2024	+/- \$	+/- %
=====											
SHEET A											
1	Personal Services	163,312.00	206,769.00	206,769.00	205,257.00	104,099.00	211,635.00	211,635.00	0.00	6,378.00	3.11%
2	Contractual Services	145,561.00	150,807.00	156,864.00	164,451.00	116,442.00	183,928.00	183,927.00	0.00	19,476.00	11.84%
4	Materials/Supplies	4,829.00	5,404.00	5,650.00	5,150.00	241.00	5,150.00	5,150.00	0.00	0.00	0.00%
7	Sundry Charges	642.00	2,384.00	2,388.00	6,848.00	787.00	78,443.00	78,443.00	0.00	71,595.00	1045.49%
	TOTAL SHEET A	314,344.00	365,364.00	371,671.00	381,706.00	221,569.00	479,156.00	479,155.00	0.00	97,449.00	25.53%

Budget No. 3								Page 2	
Dept. No. 155									
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Information Technology Department									
		Actual	Actual			Act. Expend.	Departmental	Town Admin.	
EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended
		FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024	FY 2024
SHEET B - 2 CONTRACTUAL SERVICES									
5247	Computer Maint.	3,090.00	4,308.00	4,265.00	4,265.00	256.00	4,340.00	4,340.00	0.00
5249	Software Maint.	135,168.00	140,424.00	141,224.00	148,286.00	110,364.00	165,587.79	165,587.00	0.00
5275	Training	1,867.00	2,700.00	2,400.00	2,700.00	3,200.00	3,200.00	3,200.00	0.00
5306	Printing/Stationery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5310	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5341	Telephone Other Comm.	2,909.00	339.00	6,475.00	6,700.00	2,622.00	6,800.00	6,800.00	0.00
5351	Travel Inside Commonwealth	2,527.00	3,036.00	2,500.00	2,500.00	0.00	4,000.00	4,000.00	0.00
	TOTAL 2	145,561.00	150,807.00	156,864.00	164,451.00	116,442.00	183,927.79	183,927.00	0.00

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		FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024	FY 2024
SHEET B - 4 MATERIALS/SUPPLIES									
5422	Office Supplies	1,633.00	1,650.00	1,650.00	1,150.00	23.00	1,150.00	1,150.00	0.00
5423	Reprod. & Computer Sup.	1,973.00	2,466.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00
5593	Clothing/Safety Equip	1,223.00	1,288.00	1,500.00	1,500.00	218.00	1,500.00	1,500.00	0.00
	TOTAL 4	4,829.00	5,404.00	5,650.00	5,150.00	241.00	5,150.00	5,150.00	0.00

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		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended
EOC	Dept/Appropriation	FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024	FY 2024
=====									
SHEET B - 7 SUNDRY CHARGES									
5731	Dues & Memberships	642.00	2,384.00	2,388.00	6,848.00	787.00	78,443.00	78,443.00	0.00
TOTAL 4		642.00	2,384.00	2,388.00	6,848.00	787.00	78,443.00	78,443.00	0.00

**FY21
Budget Reference Data**

5247 - Computer Maintenance									
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	FY24	\$ Change
1	Sharp/Innovex	IT Department MFP Lease and Maintenance	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ -
2	Various	Public Safety - EOC UPS	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ -
3	Various	Public Safety - Rauland Telecenter System	\$ 600.00	\$ 600.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 725.00	\$ 75.00
						\$ -		\$ -	\$ -
						\$ -		\$ -	\$ -
	TOTAL		\$ 4,215.00	\$ 4,215.00	\$ 4,265.00	\$ 4,265.00	\$ 4,265.00	\$ 4,340.00	\$ 75.00

FY21
Budget Reference Data

FY23 Notes

**FY21
Budget Reference Data**

5275 - Training													
#	Vendor	Description	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	\$ Change	FY23 Notes
1	Cisco	Cisco Unified Communications	\$ -	\$ 3,000.00								\$ -	
2	Cisco	Cisco Network Systems	\$ -	\$ 2,500.00		\$ 3,500.00	\$ 3,500.00					\$ -	
3	Microsoft CTC	Microsoft Windows Server Products	\$ 2,500.00	\$ 2,500.00	\$ -							\$ -	
4	CBT	Computer based training				\$ 4,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 3,200.00		\$ 800.00	
4	Microsoft CTC	Microsoft Network Services & Security	\$ 1,500.00	\$ 1,500.00								\$ -	
5	Microsoft CTC	Microsoft Live 360 Conference	\$ 2,500.00	\$ 5,000.00	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00			\$ -		\$ -	
6	Vmware	Vmware Virtualization Systems	\$ -	\$ 9,000.00								\$ -	
7	SANS	Securing Control Systems	\$ -	\$ 5,725.00								\$ -	
8	SANS	Monitoring & Security Operations	\$ 5,725.00									\$ -	
9	SANS	Forensics & Incident Response	\$ 5,725.00									\$ -	
10	Global Knowledge	Microsoft Windows Server Products	\$ -		\$ 6,495.00							\$ -	
Total			\$ 17,950.00	\$ 20,225.00	\$ 19,795.00	\$ 12,200.00	\$ 10,200.00	\$ 2,400.00	\$ 2,400.00	\$ 3,200.00		\$ 800.00	0

**FY21
Budget Reference Data**

5310 - Professional Services										
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	FY24	\$ Change	FY23 Notes
1	Various	Crystal Reports Authoring	\$5,000.00	\$3,000.00	\$1,500.00				\$0.00	Transferring to in house reproting
2	Various	Specialized consulting and engineering services for voice and data networks.							\$0.00	
TOTAL			\$5,000.00	\$3,000.00	\$1,500.00	\$0.00			\$0.00	

**FY21
Budget Reference Data**

5341 - Telephone										
#	Vendor	Description	IT - FY19	IT - FY20	IT - FY21	IT - FY22	IT - FY23	IT - FY24	\$ Change	FY23 Notes
1	Verizon	Verizon - Centrex & Measured Business Lines							\$ -	
2	Verizon	Usage & Fees							\$ -	
3	Celt Corp.	FIOS Internet (Public Safety)							\$ -	
4	Broadview Networks	PRI Services							\$ -	
5	Broadview Networks	PRI Usage							\$ -	
6	Key Govt. Finance	KGF Schedule 2 (2008 IPT Project, Phase 1)							\$ -	
7	Key Govt. Finance	KGF Schedule 7 (2008 IPT Project, Phase 2)							\$ -	
8	Verizon Wireless	Mobile phones and wireless services	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,475.00	\$ 6,700.00	\$ 6,800.00	\$ 100.00	
									\$ -	
TOTAL			\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,475.00	\$ 6,700.00	\$ 6,800.00	\$ 100.00	

**FY21
Budget Reference Data**

5422 - Office Supplies										
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	FY24	\$ Change	FY23 Notes
1	Amazon	Office supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ -	
2	Sharp	MFP toner & other consumables			\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	
					\$ -	\$ -	\$ -	\$ -	\$ -	
		TOTAL	\$ 1,500.00	\$ 1,500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,150.00	\$ 1,150.00	\$ -	

**FY21
Budget Reference Data**

5423 - Reproduction & Computer Supplies										
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	FY24	\$ Change	FY23 Notes
1	Various	Toners, ribbons, etc. for printers outside of IT.							\$0.00	
2	Various	Replacement PC and Network hardware for systems not covered by warranty.	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	
	TOTAL		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	

**FY21
Budget Reference Data**

5593 - Clothing										
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	FY24	\$ Change	FY24 Notes
1	Various	Safety Gear/Uniform Clothing for ITD	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	Following Union Contract
TOTAL			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	

Budget No. 16													
Dep. No. 210													
TOWN OF WAKEFIELD													
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2024													
Police Department													
		Actual	Actual	Approp.	Approp.	Act. Expend.	Departmental	Town Admin.					
EOC	Dept/Appropriation	Expend.	Expend.	FY 2022	FY 2023	Thru Wk. 26	Request For	Request For				Recommended	
		FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024				FY 2024	
1	Personal Services												
5111	Regular Salaries	3,965,436.00	4,111,472.00	4,190,496.00	4,412,203.00	2,184,099.00	4,505,014.45	4,505,014.45				0.00	
5192	Education Incentive	585,203.00	623,151.00	623,151.00	608,921.00	304,461.00	638,161.91	638,161.91				0.00	
5114	Clerical / Parking Enforcement	88,752.00	91,865.00	103,641.00	114,250.00	48,141.00	118,144.18	118,114.18				0.00	
5150	Fitness Incentive	27,000.00	28,000.00	32,000.00	30,000.00	27,000.00	30,000.00	30,000.00				0.00	
5123	Matron	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
5129	Town Mtgs/Elections	8,570.00	6,290.00	12,000.00	12,000.00	6,533.00	12,000.00	12,000.00				0.00	
5130	July 4th	0.00	372.00	0.00	38,000.00	41,511.00	42,000.00	42,000.00				0.00	
5136	Court	18,647.00	47,354.00	87,200.00	87,200.00	19,218.00	87,200.00	87,200.00				0.00	
5138	Training Schools	69,888.00	96,980.00	105,200.00	105,200.00	57,333.00	105,200.00	105,200.00				0.00	
5146	Holidays	267,635.00	302,764.00	241,100.00	327,212.00	153,754.00	327,212.00	327,212.00				0.00	
5147	Firearm Qualification	40,284.00	41,908.00	51,300.00	51,300.00	40,311.00	55,000.00	55,000.00				0.00	
5133	Sub Vacation - OT	218,120.00	227,511.00	251,400.00	251,400.00	169,616.00	281,400.00	281,400.00				0.00	
5134	Subsick & Injured - OT	30,389.00	113,864.00	71,800.00	71,800.00	69,461.00	71,800.00	71,800.00				0.00	
5139	Emergency Overtime - OT	171,044.00	184,613.00	107,700.00	107,700.00	84,310.00	107,700.00	107,700.00				0.00	
	Sub-Total Overtime	419,553.00	525,988.00	430,900.00	430,900.00	323,387.00	460,900.00	460,900.00				0.00	
	TOTAL PERSONAL SERVICES	5,490,968.00	5,876,144.00	5,876,988.00	6,217,186.00	3,205,748.00	6,380,832.54	6,380,802.54				0.00	
	RFT												
	TOTAL WITH RFT	5,490,968.00	5,876,144.00	5,876,988.00	6,217,186.00	3,205,748.00	6,380,832.54	6,380,802.54				0.00	

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		FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024	FY 2024	
4	MATERIALS & SUPPLIES									
5422	Office Supplies	3,157.00	3,462.00	4,200.00	4,200.00	2,314.00	4,200.00	4,200.00	0.00	
5423	Reprod/Comp Supplies	756.00	0.00	3,500.00	3,500.00	376.00	3,500.00	3,500.00	0.00	
5481	M.V. Parts & Acc	22,107.00	20,758.00	20,000.00	20,000.00	14,011.00	20,000.00	20,000.00	0.00	
5482	Gasoline & Oil	51,861.00	78,122.00	60,000.00	60,000.00	38,516.00	65,000.00	65,000.00	0.00	
5483	Tires - Automotive	5,953.00	6,007.00	6,000.00	6,000.00	593.00	6,000.00	6,000.00	0.00	
5501	Communication Parts	9,045.00	10,065.00	11,000.00	11,000.00	6,571.00	11,000.00	11,000.00	0.00	
5502	Medical Supplies	5,910.00	3,984.00	6,200.00	6,200.00	850.00	6,200.00	6,200.00	0.00	
5511	Books/Publications	889.00	1,205.00	1,000.00	1,000.00	150.00	1,000.00	1,000.00	0.00	
5512	Education Supplies	100.00	282.00	400.00	400.00	0.00	400.00	400.00	0.00	
5540	Other Mat & Supplies	12,200.00	10,047.00	11,000.00	11,000.00	3,636.00	11,000.00	11,000.00	0.00	
5590	Photo/Fingerprint	760.00	0.00	1,500.00	1,500.00	705.00	1,500.00	1,500.00	0.00	
5591	Public Safety	26,823.00	26,402.00	30,000.00	30,000.00	2,337.00	30,000.00	30,000.00	0.00	
5593	Uniforms/Clothing	12,000.00	6,455.00	12,000.00	12,000.00	1,396.00	12,000.00	12,000.00	0.00	
	TOTAL MATERIALS & SUPP	151,561.00	166,789.00	166,800.00	166,800.00	71,455.00	171,800.00	171,800.00	0.00	

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=	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024	FY 2024	
=	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
7	SUNDRY CHARGES									
5731	Dues/Memberships	12,202.00	12,894.00	13,000.00	13,000.00	11,075.00	13,000.00	13,000.00	0.00	
	TOTAL SUNDRY CHARGES	12,202.00	12,894.00	13,000.00	13,000.00	11,075.00	13,000.00	13,000.00	0.00	

TOWN OF WAKEFIELD
FY24 BUDGET
LIBRARY DEPARTMENT

Account Title	Actual	Actual	Appropriated	Appropriated	W#26 Actual	Requested	\$	%	notes
	Expenditure	Expenditure	FY22	FY23	Expenditure	FY24	Change	Change	
	FY21	FY22	FY22	FY23	FY23	FY24			
1 Personal Services	1,222,053	1,327,832	\$ 1,342,844	\$ 1,385,623	\$ 685,203	\$ 1,420,369	\$ 34,746	2.5%	<i>contractual. No added hrs or positions. Includes Sunday. Supervisory contract end of term.</i>
2 Contractual Services	231,024	246,565	246,788	267,174	129,377	279,139	\$ 11,965	4.5%	
4 Materials & Supplies	222,000	222,000	222,000	224,300	91,406	229,900	\$ 5,600	2.5%	
TOTAL OPERATING BUDGET	1,675,077	1,796,396	1,811,632	1,877,097	905,985	1,929,408	\$ 52,311	2.8%	
trust fund income			49,139	61,721		62,285			
tax levy			1,762,493	1,815,376		1,867,123			
<i>13% State Minimum Materials Expenditure Requirement estimate</i>			<i>235,512</i>	<i>244,023</i>		<i>250,823</i>			

Account Title	Actual	Actual	Appropriated FY22	Appropriated FY23	W#26 Actual	Requested FY24	\$ Change	% Change	notes
	Expenditure FY21	Expenditure FY22			Expenditure FY23				
CONTRACTUAL SERVICES									
5211 Electricity	42,709	50,620	62,370	62,370	27,039	62,370	\$ -	0.0%	
5212 Gas	16,315	19,137	19,500	19,500	2,148	19,500	\$ -	0.0%	
5231 Water & Sewer Charges	2,229	2,363	5,800	5,800	2,727	6,000	\$ 200	3.4%	increased water use post-pandemic
5240 HVAC Maintenance	13,043	22,921	9,793	14,293	5,835	14,293	\$ -	0.0%	Aging HVAC; contract & repair rate increases
5241 Building Maint. & Improvements	43,366	41,911	38,250	41,448	12,634	43,448	\$ 2,000	4.8%	contract & repair rate increases
5244 Equipment Maintenance	4,927	5,497	6,786	6,786	3,895	6,786	\$ -	0.0%	
5273 Vehicle Allowance	-	12	1,000	1,000	74	1,000	\$ -	0.0%	
5302 Tuitions	2,388	3,192	5,000	5,000	3,174	5,000	\$ -	0.0%	
5316 Professional Services	24,079	18,715	17,900	27,887	14,369	31,229	\$ 3,342	12.0%	software & support increases (security, patron, & admin)
5323 Automated Network Services	78,882	79,652	77,639	80,340	56,031	86,763	\$ 6,423	8.0%	increase is in library materials for certification.
5340 Postage	54	1,119	1,650	1,650	352	1,650	\$ -	0.0%	
5341 Telephone	3,033	1,424	1,100	1,100	1,100	1,100	\$ -	0.0%	
TOTAL CONTRACTUAL SERVICES	231,024	246,565	246,788	267,174	129,377	279,139	\$ 11,965	4.5%	
MATERIALS & SUPPLIES									
5422 Office Supplies	16,112	9,421	10,800	10,800	3,658	13,900	\$ 3,100	28.7%	IT peripherals moved from Capital
5431 Building Maintenance Supplies	41,929	10,163	12,200	13,500	5,266	13,500	\$ -	0.0%	
5511 Books & Publications	163,960	202,415	199,000	200,000	82,481	202,500	\$ 2,500	1.3%	library materials for certification
TOTAL MATERIALS & SUPPLIES	222,000	222,000	222,000	224,300	91,406	229,900	\$ 5,600	2.5%	

TOWN OF WAKEFIELD
FY24 BUDGET
LIBRARY DEPARTMENT

FY24 Budget Information

Personal Services

No added hours or positions. Includes 38 Sundays.

Director increase mirrors town unrepresented 2.5%

Supervisory Assoc. contract expired. Rates for 2 Admin. could change with a new contract.

#5316 contractual increases in professional services

#5323 increase in ebooks & databases purchased through NOBLE

#5240 no increases currently forecast

Board Reviews

Trustees first draft approval 10/26/2022

Town Acct, Town Mgr review 10/27/2022

to Fincom library liasons 1/3/2023

Town Council

Finance Committee

Town Meeting Approval

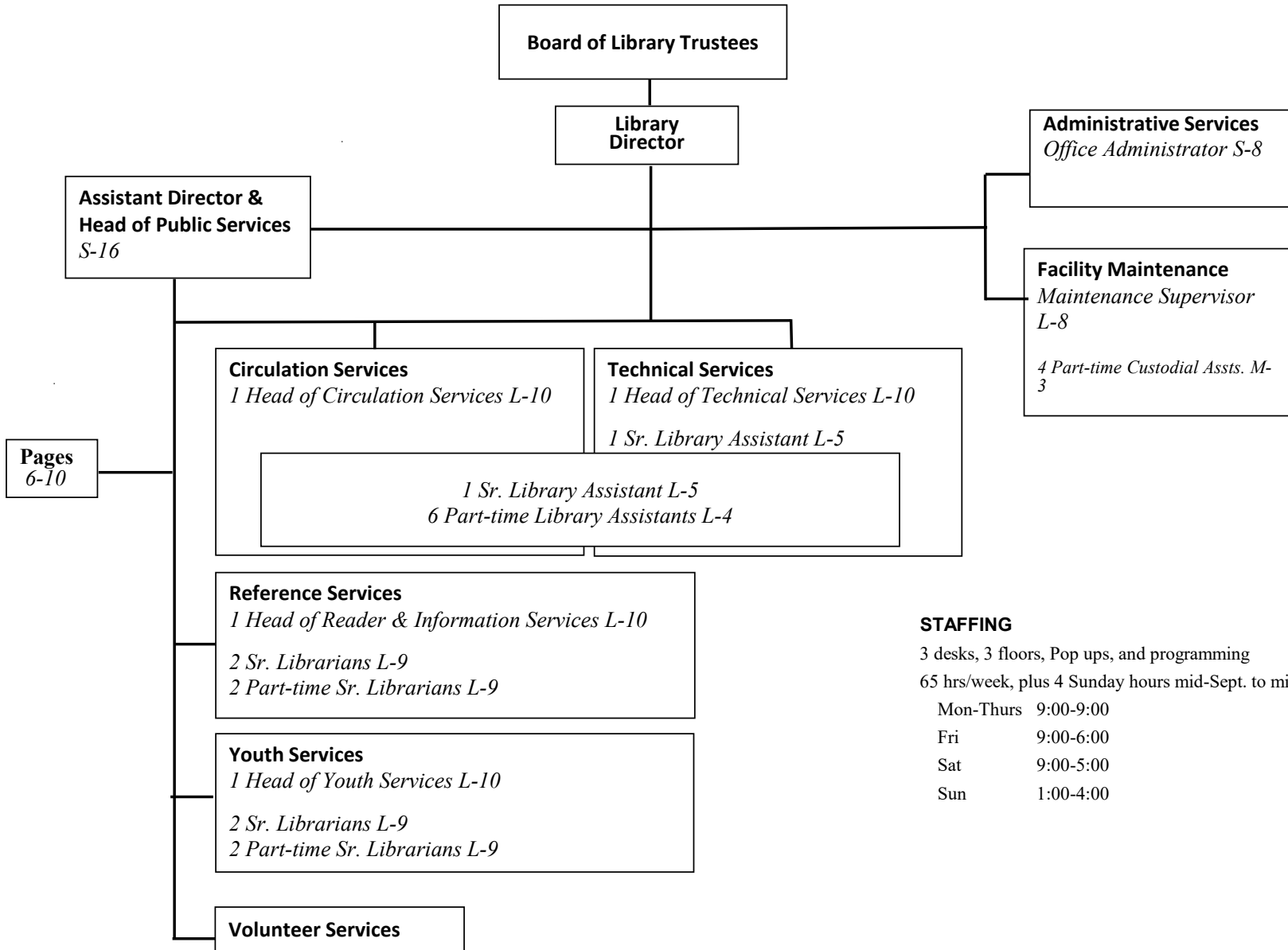
Town of Wakefield, FY24 Budget, Library Dept.								
Acct. #	Account Title	FY24 Actual Exp	FY24 Expended W#26	FY24 Request line item detail	FY24 Request	FY23 Expended W#26	FY23 Request Line Item detail	FY23 Request & Appropriation
PERSONAL SERVICES								
	FY22-FY23 Difference - no positions have been added. Sunday hours included							
	COLA - for all rates				14,874			
	COLA plus Steps & contractual (e.g., sick buy-back) - for 12 staff				25,535			
	Staff attrition & replacements (net) - 6 positions turned over				-5,554			
	Sunday Hours				45,557			
TOTAL PERSONAL SERVICES								
	November 2021: COLA & 20 Sundays							
CONTRACTUAL SERVICES								
5211	Electricity				62,370	27,039		62,370
	385,000 KWH @ .162			62,370			62,370	
5212	Gas-Heating				19,500	2,148		19,500
	10,900 CCF @ \$1.788			19,500			19,500	
5231	Water User Charges				6,000	2,727		5,800
	water - 300 100cf @ \$7.67 (2301) FY21			2,500			2,300	
	sewer - 300 100cf @ \$11.76 (3528) FY21			3,500			3,500	
5240	Building Maintenance - HVAC				14,293	5,835		14,293
	controls maintenance & repair			4,250			4,250	
	mechanical HVAC repairs -aging; 1 boiler down.			9,000			9,000	
	water testing & chemical treatments			1,043			1,043	

Acct. #	Account Title	FY24 Actual Exp	FY24 Expended W#26	FY24 Request line item detail	FY24 Request	FY23 Expended W#26	FY23 Request Line Item detail	FY23 Request & Appropriation
5241	Building Maintenance & Improvements <i>monitoring, repairs, inspections, improvements. Original building dated 1922; renovation in 1998</i>							
	burglar alarm maintenance & monitoring upgrade, incl. remote access			900	43,448	12,634	900	41,448
	electrical maintenance & repair			7,000			7,000	
	elevator maintenance, inspections, & permits LULA & handicap lift inspection every 2 yrs (even) qrtr maint.; permits; insp.; repair			8,000			8,000	
	fire safety & suppression (detectors, alarm, sprinkler, extinguishers) annual test; repairs (Norel)			3,000			3,000	
	floor, carpet, furniture cleaning & repair			2,500			2,500	
	groundskeeping - lawn, plantings, asphalt, trees			2,500			2,500	
	irrigation system maintenance			500			500	
	locksmith, door controls (incl. auto at Avon)			1,000			1,000	
	masonry repair - Main St. Plaza (in capital budget)							
	motor service & repair - lawnmower, leafblower, shampooer, snowblower, vacuum			250			250	
	painting - rotation of interior areas (larger need is capital)			1,000			1,000	
	plumbing repair (8 bathrooms, 2 kitchens, outdoor faucets, fireplace, backflow preventers)			3,500			2,500	
	roof repair & maintenance (in DPW capital budget)			0			0	
	security system (DVD, cameras) repair & extension			700			700	
	snow removal - 3 entrances, plaza, steps, sidewalks. Town clears parking lot.			6,000			6,000	
	window cleaning			1,598			1,598	
	Rotating repairs/replacements			5,000			4,000	
	<i>e.g., carpentry, LH media equip, parking lot sealant, pipe insulation, resealing entry doors, roof ladder welding, signs, disinfecting clean, Covid-19, pointing, awning maintenance</i>							
5244	Equipment Maintenance - Office print, copy, scan, postage, piano tuning				6,786	3,895		6,786
	<i>Equipment maintenance costs are based on previous service records at current rates. Lease via Town IT reduces copier costs.</i>							
	printer service contract (FloTech)			2,712			2,712	
	computer, fax, scanner, microtext machine, digital sign repair			1,200			1,200	
	copier lease via Town IT Dept. 164.50/mo. (renewed FY22) No FY23 increases			1,974			1,974	
	copier service contract (supplies charge: staples)			100			100	
	piano tuning			300			300	
	postage meter rental & supplies 391.20 rental; ink increase			500			500	
5273	Vehicle Allowance				1,000	74		1,000
	travel for meetings, continuing education, procurement at \$.58/mi. est.			1,000			1,000	
5302	Tuitions prof development, memberships, conferences, training				5,000	3,174		5,000
	professional development - courses, seminars, workshops, conferences			4,250			4,250	
	professional memberships and notary fees			750			750	

Acct. #	Account Title	FY24 Actual Exp	FY24 Expended W#26	FY24 Request line item detail	FY24 Request	FY23 Expended W#26	FY23 Request Line Item detail	FY23 Request & Appropriation
5316	Professional Services software, printing, book binding				31,229	14,369		27,887
	Maintenance and support of software for Admin, business communication, website, IT, RFID.							
	advertising - help wanted ads, legal notices			200			200	
	Consultants (ASL interpreters; TIC; prof. contractual)			3,000			2,500	
	interlibrary loan fees			100			100	
	book binding, audio & video tape repair (slight cost increases)			515			515	
	software licensing and vendor support, FloTech print management							
	IT (licenses, security)			7,521			4,936	
	Patron Services (zoom, adobe, training platforms, hot spots)			9,805			9,798	
	Materials (count toward State Aid Certification Materials Expenditure Requirement)							
	Admin (HR, emergency communications)			3,268			3,018	
	Communications (newsletters, flyer, signs)			2,070			2,070	
	FloTech print management (subject to increase up to 10% c/b .1171-.1288) supplement with donations			3,500			3,500	
	printing - bar codes, borrowers' cards, business cards, bookplates, stationery			1,250			1,250	
5323	Automated Network Services			estimates sept 2022	86,763	56,031		80,340
	NOBLE (North of Boston Library Exchange, Inc.) is the technology partner for libraries north of Boston. A consortium of seventeen public libraries, seven college libraries, one private high school and one special library, NOBLE's core services include circulation operations, cataloging services, and the online catalog. NOBLE's computer system provides statistics required for the library's state aid report and to aid in collection management. NOBLE is the gateway to electronic databases, various readers' services, downloadable ebooks and audiobooks, and all the resources of the Internet available on Beebe Library's public computers and wireless network. Group purchasing ensures reduced costs. In FY22 NOBLE moved its server functions to the cloud, costs of which are balanced by savings in hardware and office space reductions to occur in FY23.							
	integrated library system, internet access, training & support			51,943			51,943	
	web site hosting & maintenance, ssl cert. incl.			0			0	
	PC reservation software (Envisionware)			250			236	
	Materials (count toward State Aid Certification Materials Expenditure Requirement)							
	downloadable ebooks & audiobooks (Overdrive)			18,885			17,107	
	periodicals database & indexes (EBSCO core 5126 +2%/yr) total 12,826			15,685			11,054	
	EBSCO - Consumer Reports 1500							
	EBSCO - Learning Express 3000							
	EBSCO- Hobbies & Crafts 1300							
	EBSCO- My Heritage 1400							
	EBSCO - Cricket Media Collection 500							
	LibraryAware (communications) 1100 #5316							
	EBSCO core collection 6 - dev tool 1495 #5316							

Acct. #	Account Title	FY24 Actual Exp	FY24 Expended W#26	FY24 Request line item detail	FY24 Request	FY23 Expended W#26	FY23 Request Line Item detail	FY23 Request & Appropriation
5340	Postage				1,650	352		1,650
	Patron notices & business correspondence			1,500			1,500	
	shipping (interlibrary loan returns, materials to microfilm or bindery) increases anticipated			150			150	
5341	Telephone				1,100	1,100		1,100
	3 voice, 2 fax, 2 elevator alarm lines on the Town's VOIP system.			1,100			1,100	
TOTAL CONTRACTUAL SERVICES						129,377		267,174
MATERIALS AND SUPPLIES								
5422	Office Supplies <i>Office, circulation, & processing supplies (incl. public & staff computer & equip. supplies)</i>				13,900	3,658		10,800
	circulation supplies			1900			1900	
	Public computer & equip. supplies - covered by donations and Flotech			0			0	
	Staff computer & equip. supplies (scanners, receipt printers, cartridges, paper, printer parts)			7,000			3,900	
	miscellaneous supplies (archival storage, desktop equipment, kickstools, name badges)			500			500	
	office supplies			1,500			1,500	
	processing supplies (covers, labels, RFID, stamps, tape)			3,000			3,000	
5431	Building Maintenance Supplies <i>custodial, sanitary, grounds, hardware, HVAC filters, lighting</i>				13,500	5,266		13,500
	building equipment - e.g., ceiling tiles, emergency batteries, fire extinguishers, flags, floor mats, hand dryers, lumber, paint, plumbing parts, security cameras, smoke detectors, trash cans.			1,500			1,500	
	bulbs, lamps & ballasts - stock for fixtures & equipment			1,500			1,500	
	cleansers & sanitary products (8 public restrooms) most purchased on Mass. State Contract			8,500			8,500	
	grounds supplies - e.g., fertilizer, mulch, mower gas (salt & sand supplied by DPW)			200			200	
	hardware & tools - e.g., flashlights, keys, nuts & bolts, padlocks			1,000			1,000	
	HVAC filters			800			800	
5511	Books & Publications				202,500	82,481		200,000
	<i>According to state certification guidelines for Wakefield's population group, the library is required to spend a minimum amount on materials that is 13% of its budget (Material Expenditure Requirement).</i>							
	<i>As a certified MA library, Wakefield contributes to and shares the resources of the entire Mass. library system. Wakefield continues to participate in regional network sharing of ebooks, audiobooks, and magazines via OverDrive. Licensing of electronic formats can be expensive, so this is a valuable benefit.</i>							
	<i>For students and researchers, the hard copy Reference collection continues to be replaced by authoritative online sources. Morningstar Mutual Funds, Value Line Investment Survey, Ancestry.com, GenealogyBank, and Pronunciator Languages are products that have no print equivalents.</i>							
	<i>FY23 request, in conjunction with materials provided through NOBLE in line #5323, allows the library to meet its 13% minimum standard.</i>			202,500			200,000	
TOTAL MATERIALS & SUPPLIES						91,406		224,300

TOWN OF WAKEFIELD, FY23 BUDGET
 LUCIUS BEEBE MEMORIAL LIBRARY ORGANIZATIONAL CHART



Budget No. 1									
Dept. No. 122									
TOWN OF WAKEFIELD									
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2024									
Town Council									
====	=====	=====	=====	=====	=====	=====	=====	=====	
		Actual	Actual			Act. Expend.	Requested	Recommended	
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	For	For	
EOC	Dept/Appropriation	FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024	
====	=====	=====	=====	=====	=====	=====	=====	=====	
SHEET B - 2 CONTRACTUAL SERVICES									
5203	Town Reports	1,100.00	0.00	2,000.00	1,500.00	0.00	1,500.00	0.00	
5244	Equipment Maint. - Office	0.00	0.00	100.00	100.00	0.00	100.00	0.00	
5301	Advertising	15,533.00	13,031.00	15,000.00	15,000.00	655.00	15,000.00	0.00	
5306	Printing/Stationery	39.00	0.00	1,500.00	500.00	0.00	500.00	0.00	
5316	Prof Serv - Other	22,793.00	34,174.00	26,000.00	26,000.00	14,893.00	26,000.00	0.00	
5340	Postage	353.00	7.00	750.00	250.00	0.00	250.00	0.00	
5341	Telephone	576.00	576.00	576.00	576.00	576.00	576.00	0.00	
5351	Travel Inside Comm.	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	
5399	Not Classified	22,713.00	43,622.00	21,805.00	21,805.00	15,338.00	21,805.00	0.00	
	TOTAL 2	63,107.00	91,410.00	68,731.00	66,731.00	31,462.00	66,731.00	0.00	

Budget No. 1										
Dept. No. 122										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2024										
Town Council										
====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
		Actual	Actual			Act. Expend.	Requested	Recommended		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	For	For		
EOC	Dept/Appropriation	FY 2021	FY 2022	FY 2022	FY 2023	12/27/22	FY 2024	FY 2024		
====	=====	=====	=====	=====	=====	=====	=====	=====		
SHEET B - 4 MATERIALS/SUPPLIES										
5421	Office Equipment	101.00	0.00	100.00	100.00	0.00	100.00	0.00		
5422	Office Supplies	1,777.00	73.00	1,050.00	500.00	436.00	500.00	0.00		
5424	Human Rights Commission	1,000.00	2,137.00	1,000.00	1,000.00	690.00	3,000.00	0.00		
5426	Environmental Sustainability	0.00	911.00	1,000.00	1,000.00	311.00	1,000.00	0.00		
	TOTAL 4	2,878.00	3,121.00	3,150.00	2,600.00	1,437.00	4,600.00	0.00		



TOWN OF WAKEFIELD

RETIREMENT BOARD

Kevin Gill, Chair
Sherri A. Dalton
Dennis P. Fazio
Erin Kokinda
Daniel W. Sherman

Cathy Cheek, Executive Director, ccheek@wakefield.ma.us

January 25, 2023

Mehreen N. Butt, Chairperson
Town Council
1 Lafayette Street
Wakefield, MA 01880

Dear Chairperson Butt:

On November 16, 2022, Governor Baker signed Chapter 269 of the Acts of 2022. This act provides the local retirement systems with a local option to increase the Cost of Living Adjustment (COLA) for Fiscal Year 2023 to up to 5 percent on the base amount specified pursuant to G.L. c. 32, § 103.

The local approval mechanism is different than traditional COLA increases and COLA base increases. In order for a system, the Wakefield Retirement Board (WRB) to adopt a COLA increase pursuant to this act, the Wakefield Retirement Board must have voted for the increased amount and then the Wakefield Retirement Board must also receive local approval (Town Council) prior to the end of the current fiscal year, June 30, 2023.

Every April, the WRB votes to approve a COLA. Last April, the Board voted to approve a 3% COLA on the current base amount of \$16,000.00. At a meeting held on January 19, 2023, the Board voted to approve this local option to increase a one-time additional 2% COLA for a total COLA of 5% for Fiscal Year 2023 which will take effect retroactively to July 1, 2022.

The Board requests this item be placed on the February 13, 2023 Town Council agenda for a vote. Board Member Daniel Sherman provided a full-cost estimate that assisted the WRB with their vote and he will be in attendance (virtually) at the Town Council meeting on February 13, 2023 if you grant approval of this agenda item.

If you have any questions, please call me at (781) 246-6352.

Very truly yours,

Cathy Cheek
Executive Director

cc: Stephen Maio, Town Administrator





TOWN OF WAKEFIELD

RETIREMENT BOARD

Kevin Gill, Chair
Sherri A. Dalton
Dennis P. Fazio
Erin Kokinda
Daniel W. Sherman

Cathy Cheek, Executive Director, ccheek@wakefield.ma.us

5% Local COLA Option – Must be approved by Retirement Board and Town Council (Chapter 269 of the Acts of 2022)

- 3% COLA approved by WRB for FY 23 to a maximum of \$16,000
- Must be retired by 6/30/21 to be eligible
- As of 7/1/22 there were a total of 383 total retirees and survivors

The Wakefield Retirement system has 383 Retirees/Survivors.

20 members are ineligible due to Date of Retirement.

2 members are ineligible due to §100 (Surviving Spouses of firefighters and police officers).

4 members are ineligible due to Qualified Domestic Relations Order (QDRO).

357 members are eligible.

Including the 3% FY COLA

100 members make less than \$16,000.00 (87 women, 13 men).

257 members make more than \$16,000.00.



Acts (2022)

Chapter 269

AN ACT RELATIVE TO COST-OF-LIVING ADJUSTMENTS FOR RETIREES

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to provide for increased cost-of-living adjustments for retirees, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) (1) Notwithstanding section 103 of chapter 32 of the General Laws or any other general or special law to the contrary, the retirement board of any system that has accepted said section 103 may elect to establish a cost-of-living adjustment increase of not less than 3 per cent and not greater than 5 per cent on the base amount provided for in said section 103 for fiscal year 2023.

(2) The sum of the dollar amount of the cost-of-living increase on the base amount, together with the amount of retirement allowance, pension or annuity to which the cost-of-living increase is applied,

shall become the fixed retirement allowance, pension or annuity for all future purposes, including the application of subsequent cost-of-living adjustments in future years.

(b) A retirement board may grant a cost-of-living increase of not less than 3 per cent and not greater than 5 per cent on the base amount for fiscal year 2023 at any time during the fiscal year.

(c) This section shall take effect for the members of a retirement system by a majority vote of the board of such system and upon local acceptance: (i) of the city council upon recommendation of the mayor in a city, (ii) of the city council upon recommendation of the city manager in a city having a Plan D or Plan E charter, (iii) of the chief executive officer, as defined in section 7 of chapter 4 of the General Laws, in a town, (iv) of the county commissioners in a county and (v) by vote of the governing board, commission or committee in a district or other political subdivision of the commonwealth. For any retirement system comprising more than 1 political subdivision of the commonwealth, this section shall be effective by a majority vote of the board of such system and upon the acceptance of two-thirds of cities and towns within the system by approval of: (i) the city council upon recommendation of the mayor in a city, (ii) the city council upon recommendation of the city manager in a city having a Plan D or Plan E charter, and (iii) the chief executive officer, as defined in section 7 of chapter 4 of the General Laws, in a town.

SECTION 2. This act shall take effect on July 1, 2022.

Approved, November 16, 2022.

Wakefield Retirement

COLA Study - 5% one time increase as of July 1, 2022

	<u>Current</u>	<u>5% COLA</u>	<u>Difference</u>
Accrued Liability	213,756,449	214,760,655	1,004,206
Assets	<u>157,631,513</u>	<u>157,631,514</u>	
Unfunded Liability	56,124,936	57,129,141	1,004,205
Funded Ratio	73.7%	73.4%	

<u>FYE Appropriation</u>	<u>Current</u>	<u>Study</u>	<u>Difference</u>
2024	8,049,312	8,135,809	86,497
2025	8,504,098	8,595,482	91,384
2026	8,984,580	9,081,128	96,548
2027	9,492,208	9,594,211	102,003
2028	10,028,518	10,136,284	107,766
2029	10,595,129	10,708,984	113,855
2030	11,193,754	11,314,041	120,287
2031	11,826,201	11,953,285	127,084
2032	12,494,382	12,628,646	134,264
2033	13,200,314	13,342,164	141,850
2034	13,946,132	14,095,996	149,864
2035	14,734,088	14,892,420	158,332
2036	6,913,012	7,080,289	167,277

A G R E E M E N T

by and between

TOWN OF WAKEFIELD AND ATTORNEY MARK BOBROWSKI

FOR

RECODIFICATION OF THE ZONING BY-LAW

THIS AGREEMENT is hereby made and entered into this ____ day of February, 2023, by and between the Town of Wakefield, Massachusetts, acting by and through its Town Council (hereinafter called the TOWN) and Mark Bobrowski of Blatman, Bobrowski, Haverty & Silverstein, LLC, 9 Damonmill Square, Suite 4A-4, Concord, MA 01742 (hereinafter called the ATTORNEY).

1. Subject to the terms and conditions set forth herein, the ATTORNEY agrees to provide the services described in the document entitled "Attachment A - Scope of Services" and the TOWN agrees to assist in an appropriate manner.

2. Subject to the terms and conditions set forth herein, the TOWN agrees to pay the ATTORNEY for such services the total sum of \$45,000 to be disbursed on the following schedule:

First payment: upon the completion of five (5) meetings with the Bylaw Review Committee of the TOWN (the "Committee") and the preparation of the first draft of the recodified zoning by-law, the ATTORNEY may request a payment of \$20,000.

Second payment: upon the completion of the second and third drafts of the recodified zoning by-law and the sixth (6th) meeting of the Committee, the ATTORNEY may request a payment of \$10,000.

Third payment: upon the completion of the public hearing of the Planning Board and Town Meeting at which the recodified zoning by-law is presented, the ATTORNEY may request a payment of \$10,000.00. In the event that the TOWN does not present said recodified by-law for public hearing and/or town meeting vote within 180 days after completion of the final draft, the final payment shall be due thirty (30) days thereafter.

3. The TOWN may request additional services from the ATTORNEY during the performance of this Agreement, such as attendance at meetings not specified in this Agreement or revisions to

the draft of the recodified bylaw after the third draft has been completed, which will be billed at the hourly rate of Two Hundred Fifty (\$250.00) Dollars, including travel time. Invoices from the ATTORNEY shall be paid within thirty (30) days.

4. It is expressly understood that the ATTORNEY shall deliver to the TOWN one (1) hard copy of the third and final draft of the recodified zoning by-law and a copy of the third and final draft of the recodified zoning by-law in Word or another mutually acceptable format. After delivery of the third final draft of the recodified zoning by-law to the TOWN, any changes proposed or made to the text of said by-law shall be the responsibility of the TOWN, unless otherwise mutually agreed upon by the parties.

FOR THE TOWN:

Stephen P. Maio,
Town Administrator, duly
authorized, for the
Town of Wakefield

FOR THE ATTORNEY:

Mark Bobrowski
9 Damonmill Square, Suite 4A-4
Concord, MA 01742

Attachment A - Scope of Services

1. The ATTORNEY will first submit to the TOWN a memorandum which reviews the zoning by-law, identifying deficiencies and suggesting changes. Committee members should review this memorandum and prepare their own punch lists of proposed zoning changes.

2. At the first meeting of the Committee to review the by-law, these deficiencies should be categorized and prioritized, to provide focus to the revision:

CATEGORY 1: Changes easiest to resolve. Includes simple renumbering, relocation within by-laws, deletions, creation of charts, and other cosmetic changes.

CATEGORY 2: Changes to bring the by-law into legal conformity. Includes changes to reflect new case law or statutes, resolution of internal inconsistencies, new definitions, addition of routine planning provisions.

3. The Committee will devote a total of four (4) subsequent meetings to the following topics:

- a. Procedural issues: enforcement, administration, penalties, special permits, variances, site plan review, and powers of boards
- b. Use Table/Definitions: Clarify use table and provide comprehensive definitions
- c. Residential issues: Home occupations, accessory uses, alternative development by-laws
- d. Business issues: Accessory uses, parking, landscaping, signs, environmental standards

4. Based upon comments received at these meetings, ATTORNEY will prepare a first draft of a recodified zoning by-law. The ATTORNEY will also prepare a redlined version of the first draft of the revised zoning by-law, showing deletions, additions, and highlighting new sections. Subsequent redlined versions, if so required, shall be the responsibility of the TOWN.

5. ATTORNEY will meet with the Committee to review the first draft of the recodified zoning by-law.

6. Based upon comments received at the last meeting, ATTORNEY will prepare a second draft of a recodified zoning by-law and attend a workshop meeting organized by the TOWN.

7. Based on comment received at the workshop and per the instructions of the TOWN, ATTORNEY will prepare a third draft of the recodified zoning by-law, for warrant purposes.

8. ATTORNEY will attend the public hearing of the Planning Board and Town Meeting, at the

request of the Town.

9. Additional services may be performed at the request of the TOWN, compensated as set forth in paragraph 3 of the attached Agreement.

c:\Wakefield\Bobrowski Contract – Clean

Director of Strategic growth and Development



Proposal

- **Full Time Senior position to focus on**
 - Long term design and management of development
 - Implementation of Master Plan, Vision 2030 and Envision
 - Transportation coordination
 - Preservation of natural, historic and cultural resources
 - Pursuance of grant opportunities
 - Familiarization with New Legislation



Factors

- Housing will continue as a community issue even once we meet 10% affordability
- Need to be proactive in housing production
- Wakefield one of the few communities without a Planner
- Supported by Planning Board



Potential Results

- Pro-active Planned Growth Strategy
- Review developments with a town wide lens vis a vis project by project one
- Quicker implementation of Master Plan, Vision 2030 and Envision
- Grants



Possible Funding Sources

- Grants
- Developer Fees
- Tax Levy
- ARPA



Job Description to Include

- Coordination of local Boards and departments on projects
- Coordination with Economic Development Director and Town Engineer
- Long term strategy for growth and development
- Secures Grants
- Integrates Sustainability into planning and development
- Assists Planning Board and Zoning Board in the Review of submissions
- Collaborates with State, regional and other municipal planning agencies
- Reviews zoning bylaws





TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment / Re-Appointment to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Youth Council applicants should [use this form](#).

Name: Sherri L. Oken, CAE

Phonetic pronunciation (optional): _____

Pronouns (optional): She, Her Email: [REDACTED]

Address: [REDACTED]

Daytime phone: [REDACTED] Evening phone: [REDACTED]

How long have you lived in Wakefield: 20 + years Current occupation: recently retired my non-profit management company

Board or commission in which you are interested: Council on Aging

Please state why you are interested in serving on this board or commission:

I am fortunate to be an active and healthy senior, able to participate in a wide range of activities as well as manage my own home. This is not necessarily the case for others whether due to poor health, lack of mobility, or lack of personal or financial support. The Council on Aging fills an important function in safeguarding the interests and needs of Wakefield's senior population and providing them with special services that both enrich and enable them. As a senior, I am increasingly aware of the challenges that our senior population faces and would like to assist in developing solutions.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you l've extensive experience working on and with committees; developing programs; strategic planning; training and supporting volunteers

Are you currently serving on any other Town boards? Yes No

If yes, please specify: Human Rights Commission

Sherri L. Oken, CAE

Signature

January 18, 2023
Date



Sherri L. Oken, CAE



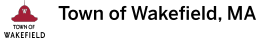
Sherri L. Oken, CAE, who founded *The Association Advantage LLC*, recently retired with over 30 years of experience in all aspects of professional association management. Over the decades, her association management company (AMC) provided a wide variety of non-profit professional societies and trade associations with the tools and knowledge to achieve their strategic goals and to operate in a professional and business-like manner. Prior to founding *The Association Advantage LLC*, she was Director of Public Affairs, Membership and Education for a regional trade association.

In addition to her association work, she was an educator and academic counselor, and developed marketing & public relations programs and materials for individual, for-profit clients. An experienced speaker and trainer, she has provided speech writing and coaching services to individuals. Writing and teaching have been common threads throughout her career.

After earning her BA with concentrations in Speech and English, and her MS in Education with a specialization in reading and learning, she was a secondary school teacher. In the years before launching her association management career, she was a Peace Corps volunteer and on the faculty of several colleges and universities*, most often working with non-traditional students. Sherri earned the prestigious CAE (Certified Association Executive) credential in 1996 and is dedicated to lifelong learning.

Sherri continues to be active in her own professional societies, the New England and American Societies of Association Executives, and in her home community of Wakefield, MA.

*Ithaca College, Cornell University, Corning Community College, Northeastern University, Emerson College



01/31/2023

VEAA-74

Common Victualler, Entertainment, Automatic Amusement

Status: Active

Date Created: Jan 25, 2023

Applicant

[Redacted]

Primary Location

1117 MAIN ST
Wakefield, MA 01880

Owner:

GALLAHUE TR, FRANCIS S - GREENWOOD REALTY TRUST
58 OLD NAHANT RD WAKEFIELD, MA 01880

Business Information

Business Name

Greater Pizza +, Inc.

Business Street Address

1117B Main Street

Business City/Town

Wakefield

Business State

MA

Business Zip Code

02108

Owner Information

Owner Name

Elmer Aguirre

Owner Street Address

[Redacted]

Owner City/Town

[Redacted]

Owner State

MA

Owner Zip Code

[Redacted]

Email Address

[Redacted]

Phone Number

[Redacted]

License Info

Common Victualler

Number of Seats

20

Entertainment (Televisions, Radios, Streaming Devices)

Automatic Amusement

Are Applying for a License for This Year or Next Year?

This Year

Applicant e-Signature

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

Signature

Thomas E. Brennan
01/23/2023

e-Signature

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

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

██████████

Signature of individual or Corporate Officer

Elmer Aguirre
01/24/2023

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

Historical Permit Data

Name	Permit Type
--	--
# of Seats	Current
--	--
Fee Due	Physical Address
--	--
City	State
--	--
Zip Code	Business Phone
--	--
Business Fax	Applicant Last
--	--
Applicant First	Email
--	--
Permit No	Mailing Address
--	--
Mailing City	Mailing State
--	--
Mailing Zip	
--	

Attachments









Pizzeria Layout3.jpg
Uploaded by Elmer Aguirre on Jan 25, 2023 at 12:29 pm

History

Date	Activity
Jan 14, 2023 at 11:46 am	Elmer Aguirre started a draft of Record VEAA-74

Date	Activity
Jan 25, 2023 at 12:24 pm	Elmer Aguirre added attachment Pizzeria Layout3.jpg to Record VEAA-74
Jan 25, 2023 at 12:29 pm	Elmer Aguirre added attachment Pizzeria Layout3.jpg to Record VEAA-74
Jan 25, 2023 at 12:29 pm	Elmer Aguirre removed attachment Pizzeria Layout3.jpg from Record VEAA-74
Jan 25, 2023 at 12:30 pm	Elmer Aguirre submitted Record VEAA-74
Jan 25, 2023 at 12:30 pm	approval step Town Administrative Review was assigned to Sherri Dalton on Record VEAA-74
Jan 25, 2023 at 2:02 pm	Sherri Dalton altered Record VEAA-74, changed expirationDate from "" to Dec 31, 2023
Jan 25, 2023 at 2:03 pm	Sherri Dalton added the location 1117 MAIN ST, . Wakefield MA 01880 to Record VEAA-74
Jan 25, 2023 at 2:03 pm	Sherri Dalton approved approval step Town Administrative Review on Record VEAA-74
Jan 25, 2023 at 3:53 pm	completed payment step License Fee on Record VEAA-74
Jan 25, 2023 at 3:53 pm	approval step Health and Human Services was assigned to Cindy Luongo on Record VEAA-74
Jan 25, 2023 at 3:53 pm	approval step Inspectional Services was assigned to Gail Conroy on Record VEAA-74
Jan 25, 2023 at 3:53 pm	approval step Fire Administration was assigned to Chief Michael Sullivan on Record VEAA-74
Jan 25, 2023 at 3:53 pm	approval step Fire Prevention was assigned to David Shinney on Record VEAA-74
Jan 25, 2023 at 3:53 pm	approval step Tax Department was assigned to Debra Ruehrwein on Record VEAA-74
Jan 25, 2023 at 4:32 pm	Sherri Dalton assigned approval step Fire Administration to Deputy Chief Thomas Purcell on Record VEAA-74
Jan 25, 2023 at 4:33 pm	Sherri Dalton assigned approval step Tax Department to Kathy Kelly on Record VEAA-74
Jan 26, 2023 at 10:18 am	Kathy Kelly approved approval step Tax Department on Record VEAA-74
Jan 26, 2023 at 11:13 am	Cindy Luongo approved approval step Health and Human Services on Record VEAA-74
Jan 27, 2023 at 11:01 am	Gail Conroy approved approval step Inspectional Services on Record VEAA-74

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Town Administrative Review	Complete	Jan 25, 2023 at 12:30 pm	Jan 25, 2023 at 2:03 pm	Sherri Dalton	-
 License Fee	Paid	Jan 25, 2023 at 2:03 pm	Jan 25, 2023 at 3:53 pm	-	-
 Tax Department	Complete	Jan 25, 2023 at 3:53 pm	Jan 26, 2023 at 10:18 am	Kathy Kelly	-
 Health and Human Services	Complete	Jan 25, 2023 at 3:53 pm	Jan 26, 2023 at 11:13 am	Cindy Luongo	-
 Inspectional Services	Complete	Jan 25, 2023 at 3:53 pm	Jan 27, 2023 at 11:01 am	Gail Conroy	-
 Fire Administration	Active	Jan 25, 2023 at 3:53 pm	-	Deputy Chief Thomas Purcell	-
 Fire Prevention	Active	Jan 25, 2023 at 3:53 pm	-	David Shinney	-
 Town Administrative Approval	Inactive	-	-	-	-
 Common Victualler License Issuance This Year	Inactive	-	-	-	-



Lucius Beebe Memorial Library

345 Main Street
Wakefield, MA 01880
cmcdonald@noblenet.org

February 7, 2023

Town Council
Lee Memorial Town Hall
Lafayette Street
Wakefield, MA 01880

Dear Councilors,

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

Very truly yours,

Catherine McDonald
Library Director

2/7/2023				
SOURCE	DONOR INTENT	DETAIL	AMOUNT	ACCOUNT TOTAL
VARIOUS GIFTS - ORG 20610290, OBJECT 483000				1,212.45
Various Patrons	Public Printer Donations	Public printer supplies, paper, toner	485.00	
██████████	Donation	In Memory of Edward Sanchez	20.00	
██████████	Donation	In Memory of Edward Sanchez	100.00	
██████████	Donation	In Memory of Edward Sanchez	50.00	
	Donation	Unrestricted donation	557.45	
MAGAZINE GIFTS - ORG 20610295, OBJECT 483000				0.00
FRIENDS OF BEEBE LIBRARY GIFTS - ORG 20610291, OBJECT 483000				0.00
GIFT BOOKS - ORG 20610296, OBJECT 483000				0.00
TOTAL DONATIONS			1,212.45	1,212.45

Town of Wakefield					
		Warrant#	13-Dec-22	27-Dec-22	10-Jan-23
Dept #	Department		24	26	28
	Payroll W/H		422,591.61	40,779.19	420,602.14
122	Town Council		248,006.87	942,783.47	10,301.80
131	Finance				
135	Accounting		4,644.50	380.13	3,885.40
141	Assessors		327.00		
145	Treasurer		1,219,861.98	750,510.85	781,688.49
146	Tax Collector		15,930.81	8,593.62	705.56
151	Legal				5,488.83
155	Data Processing		20,960.82		16,684.57
161	Town Clerk		1,543.49		
164	Election/Registrar				
171	Conservation				3,105.00
176	Board of Appeals				
193	General Insurance				
198	Professional Med		345.00	250.00	380.00
210	Police		68,646.52	5,620.72	13,886.25
220	Fire		24,647.76	12,493.33	11,036.74
293	Fire Alarm			958.08	91.08
240	Building Insp			1,045.79	
291	Emergency Mgmt		84,721.98	41.99	5,446.50
292	Animal Inspector				
297	Parking Clerk				
	School Petty Cash				
300	School		662,027.29	554,248.40	229,070.47
422	Public Works		1,255,752.05	1,281,007.29	247,550.62
424	Street Lighting				188,131.00
460	Light Dept		1,949,006.29	822,254.23	709,489.48
510	Board of Health		636.89	1,766.21	
541	Council on Aging		1,122.29	12,607.85	6,971.21
543	Veterans		7,406.93		7,631.57
610	Library		53,507.04	16,264.99	9,481.52
630	Recreation		7,966.12	6,387.98	
XXX	Misc Depts		104,545.15	13,963.60	
910/911	Retirement				
912	Workers Comp				
913	Unemployment			113,642.00	11,193.00
914	Group Insurance		1,408,082.73	29,623.11	1,393,510.98
	Adjustments				
	Total		7,562,281.12	4,615,222.83	4,076,332.21
1			3,662,381.08	1,684,896.57	3,173,785.71
12			57,440.08	40,748.71	24,241.71
13			43,000.00	87,186.69	
20			228,860.30	158,601.94	8,796.34
21			122,819.06	80,388.44	14,557.49
30			5,220.00	1,616,289.85	
35			359,400.00		29,718.75
60			747,171.80	64,575.24	83,238.25
61			272,295.15	58,257.80	22,813.05
62			1,949,348.89	822,254.23	709,489.48
63			105,066.27	1,253.36	1,182.64
82					
84					
85			652.26	770.00	
89			8,626.23		8,508.79
			7,562,281.12	4,615,222.83	4,076,332.21
			0.00	0.00	0.00