



# TOWN OF WAKEFIELD

TOWN COUNCIL

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

Jonathan P. Chines  
Anne P. Danehy

Edward F. Dombroski, Jr.  
Peter J. May

Ann Santos  
Sherri A. Dalton, Clerk

NOTICE OF MEETING  
June 28<sup>th</sup>, 2021 | 7:00 p.m.  
WCAT Studio – 24 Hemlock Road  
Via Zoom: <https://us02web.zoom.us/j/81026210620>

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. Persons who wish to do so are invited to click on the following link <https://us02web.zoom.us/j/81026210620>. 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 810 2621 0620. 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.

## 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

Approval of June 14<sup>th</sup>, 2021 Town Council meeting minutes.

## Item 6 | PACE Program

MassDevelopment Property Assessed Clean Energy Program presentation.

## Item 7 | Broadway Update

## Item 8 | Appointments

Appointments to the Youth Council.



**Item 9 | MBTA Youth Pass Program**

Presentation regarding MBTA Youth Pass program eligibility requirements.

**Item 10 | Surplus Property**

Request to declare one of the Wakefield Fire Department Fire Engines (pumper) as excess property.

**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, July 12<sup>th</sup>, 2021 at 7:00 p.m.



## Program Information

June 2021



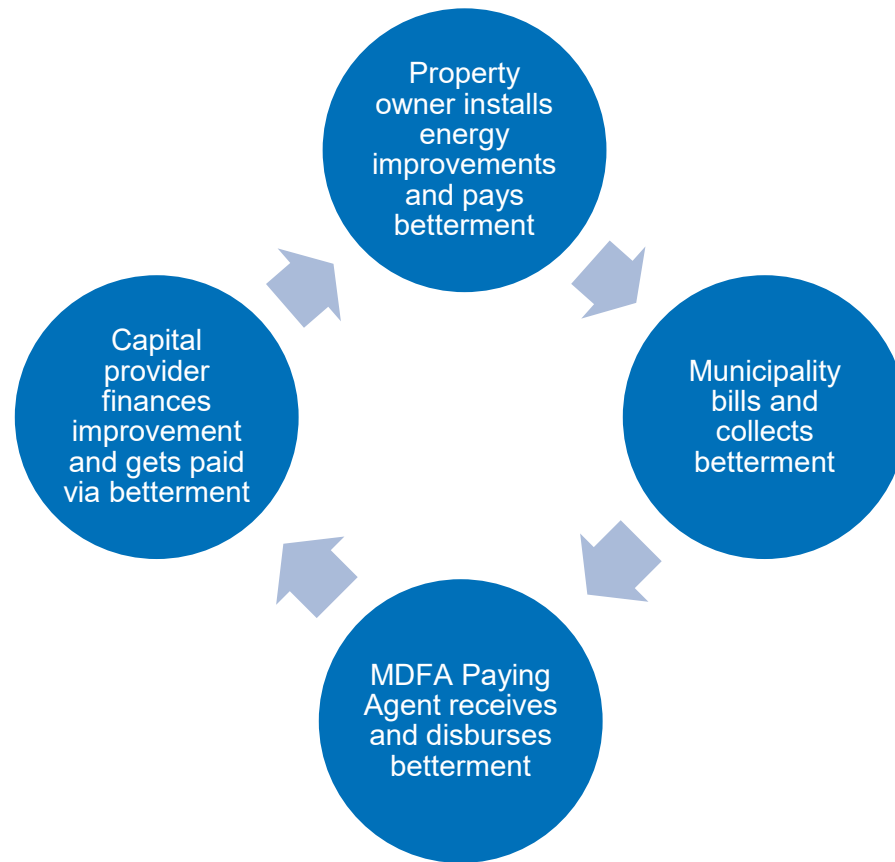
# MassDevelopment

- Works with businesses, nonprofits, financial institutions, and communities to stimulate economic growth throughout Massachusetts
- Promotes capital investment and economic development by providing financing and development solutions
- In FY20, MassDevelopment financed or managed 341 projects generating investment of more than \$2.6 billion in the Massachusetts economy
- These projects are projected to create or support more than 10,871 jobs and build or preserve more than 1,787 housing units

# Property Assessed Clean Energy (PACE)

- PACE allows commercial property owners to finance energy improvements via special betterment assessments on their property tax bills
- Private Capital Providers extend financing, and are repaid via betterment assessments collected by the municipality
- Benefits:
  - Municipalities: Job creation, attract new and retain existing business, and environmental benefits associated with reducing energy consumption
  - Property owners: No new debt on balance sheet, no pay-off upon sale of property (assessments run to new owner), long term financing (20 year max), no new mortgage lien
  - Lenders/Mortgage holders: Improved cash flow and reduced credit risk from lower operating costs via financing that cannot be accelerated. Capital improvements could also increase collateral property value

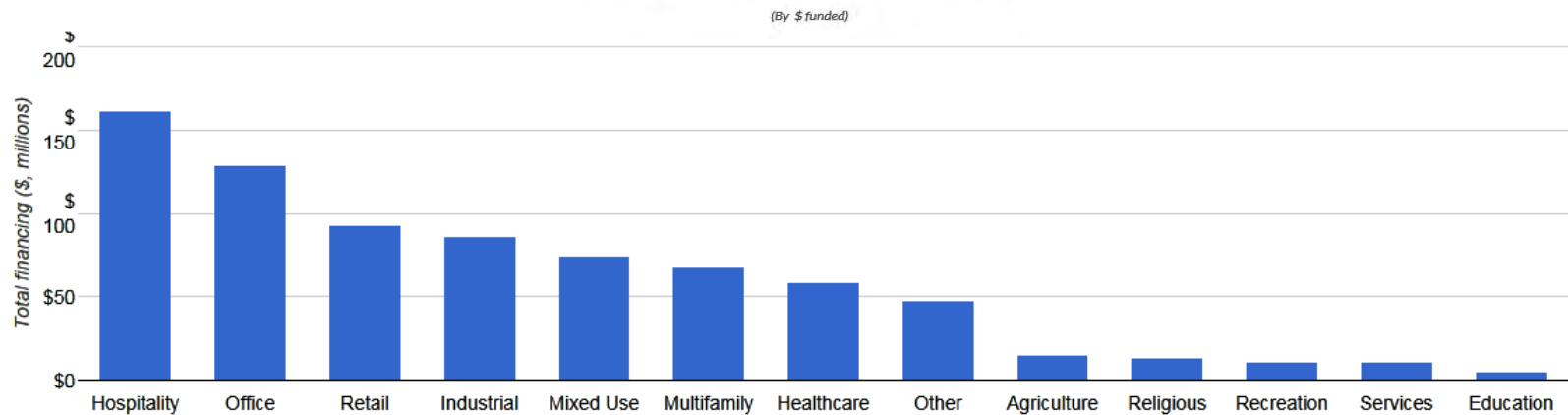
# PACE Flow of Funds



# National Commercial PACE Market

- 23 States (plus DC) have active commercial PACE programs
- 37 states (plus DC) have PACE enabling legislation
- \$2.07 billion financed for 2,560 projects (as of 1/2021)

C-PACE dollars funded by building type

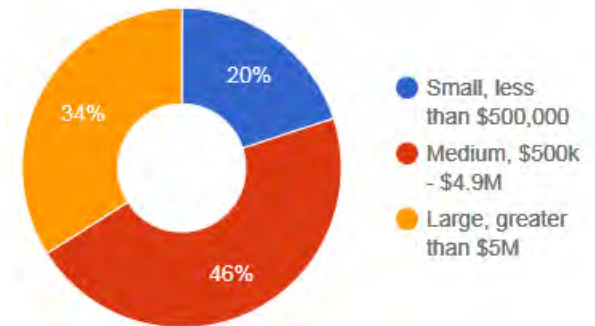


# New England Commercial PACE Programs

- Connecticut passed PACE enabling legislation in 2011; C-PACE is administered by the Connecticut Green Bank
- Rhode Island passed PACE enabling legislation in 2016; RI C-PACE is sponsored by the RI Infrastructure Bank (SRS is administrator)
- New Hampshire passed PACE enabling legislation in 2016
- Maine in process

*C-PACE projects by amount financed*

(By \$ funded)







# PACE in Massachusetts

- Commercial Property Assessed Clean Energy (PACE) was passed in H4568 and signed by Governor Baker in August 2016
  - Amendment for PACE technical correction signed August 2019
  - Program launched July 28, 2020
- MassDevelopment acts as Lead Program Administrator
- MassDevelopment administers the PACE Massachusetts program in consultation with the Massachusetts Department of Energy Resources (DOER)
- PACE guidelines, related information including RFI for Capital Providers available at:

[www.massdevelopment.com/PACE](http://www.massdevelopment.com/PACE)

# Eligible Properties: Existing Buildings



## Property Type

- Commercial/Industrial
- Not for profit
- Multifamily (5 units or more)

## Examples

- Office buildings
- Malls
- Hotels
- Restaurants
- Manufacturers
- YMCAs
- Schools
- Health Care
- Apartment complexes

# Eligible Measures

## Measure Type

- Energy efficiency
  
  
  
  
  
  
  
  
  
  
- Renewable energy
  
  
  
  
  
  
  
  
  
  
- Gas line extensions

## Potential Examples

- Energy management systems
- Insulation and air sealing
- HVAC systems
- Boilers and furnaces
- Lighting
- Energy Recovery and redistribution systems
  
- Solar panels
- Solar hot water
- Geothermal

# PACE Example: Commercial Office Building

**Opportunity:** 100,000 sq. ft. commercial high rise office building that needed modernization to attract and retain tenants. Building systems were outdated and large capital expenditures were long overdue.

## PACE Project:

- Installed new LED lighting, HVAC upgrades, new boiler, advance building controls, and window tinting.
- With no upfront costs, investments improved asset quality and significantly reduced operating expenses. PACE assessment payments were passed through to tenants, who received operating savings alongside the owner. The net operating income and asset value increased with the building improvements and associated operating savings

**Amount of financing:** \$ 1,100,000 **Term:** 20 yrs.

**Annual O&M savings:** 55%

# PACE Example: Multi-family housing

**Opportunity:** Multi-family housing facility with inefficient older lighting, heating and cooling systems in need of costly repair

## PACE Project:

- Energy efficiency improvements included replacing boiler with two new high-efficiency condensing units, installed high-efficiency chillers, new variable frequency drive-pumping technology, and new energy efficient LED lighting.
- Resulted in a 15% electric use offset and a 10% natural gas savings

**Amount of financing:** \$ 450,000

**Term:** 20 yrs.      **Rate:** 5.00%

# PACE Example: Distributor, Manufacturer

**Opportunity:** used PACE to refinance a previously completed renewable energy project

## PACE Project:

- Installed LED lighting, 95kW (16,000 sq. ft) of solar panels and new roof
- Monthly energy costs were reduced by \$2,000
- Began working towards goal of becoming a zero energy business.
- Annually replaces 360,000 kilowatt hours of traditional electricity

**Amount of financing:** \$435,000

**Annual Savings:** \$40,000



# Key Elements of PACE Massachusetts

- Municipal opt-in (one time) required
- Maximum financing term allowed by statute is 20 years (dependent on useful life of project measures)
- Energy cost savings must exceed cost of improvements (including any financing costs and associated fees)
- Third party direct private financing (no public funds used)
  - open, ongoing RFI for PACE Mass. Capital Providers (required for participation)

# Key Elements of PACE Massachusetts (continued)



- Existing mortgage holders must provide written consent to a PACE financing and lien
- Municipal liens are senior to PACE liens; unpaid PACE assessments are senior to all other private mortgage liens in a foreclosure
- PACE assessments cannot be accelerated (only unpaid amount can be collected)
- If property is sold, the remaining PACE assessment and PACE lien stays with the property and transfers to new owner
- No limit or maximum financing cost\*
  - \* project must still meet energy cost savings requirement



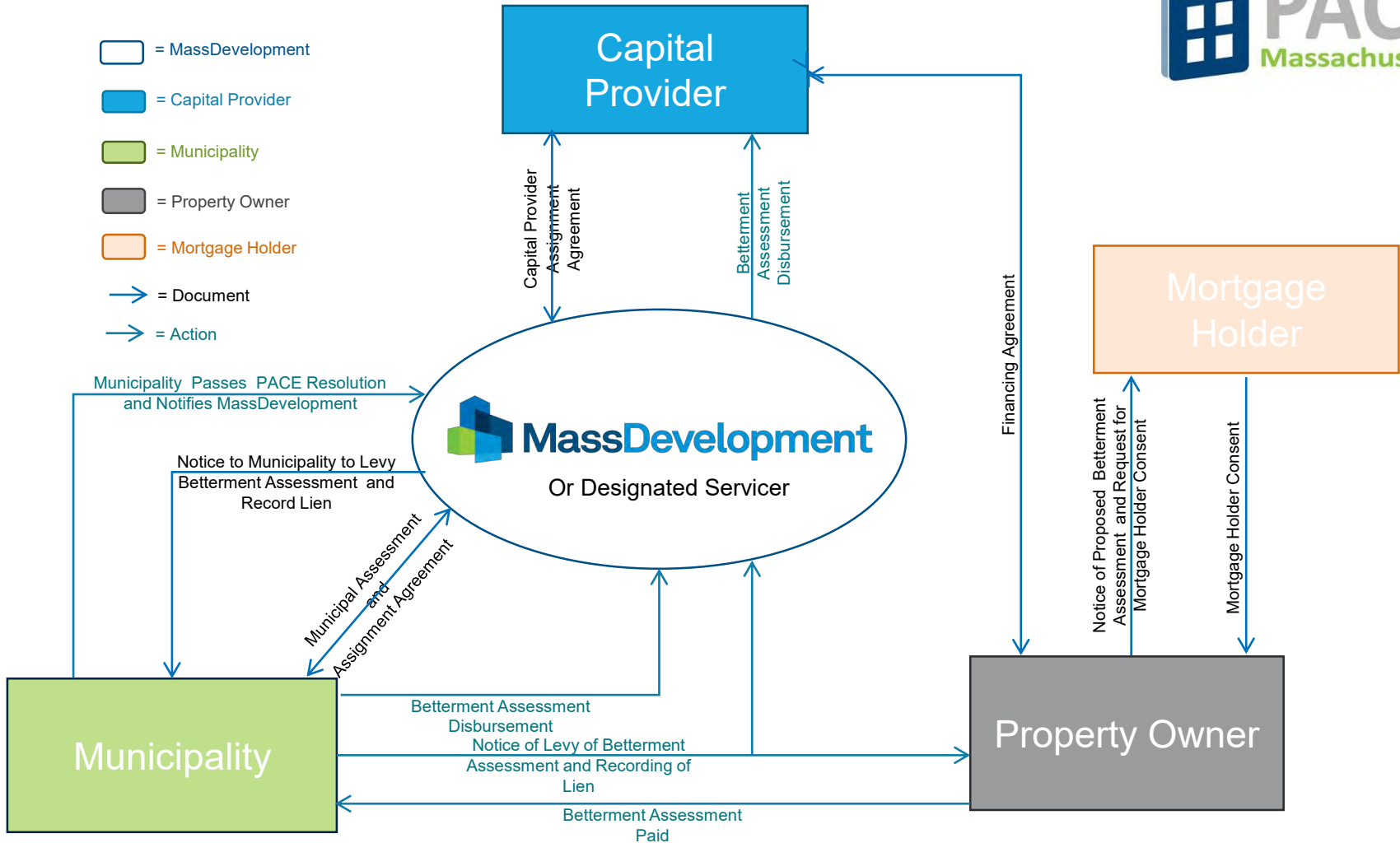
# PACE-Authorizing Municipalities

(43 as of May 18, 2021)



- Acton
- Agawam
- Amesbury
- Barnstable
- Bellingham
- Beverly
- Boston
- Brockton
- Chelsea
- Chicopee
- Concord
- Devens
- Easthampton
- Erving
- Fall River
- Fitchburg
- Franklin
- Gardner
- Gloucester
- Greenfield
- Holyoke
- Lexington
- Ludlow
- Milton
- Montague
- New Bedford
- North Adams
- North Andover
- Northampton
- Norwood
- Orange
- Pittsfield
- Plymouth
- Randolph
- Rockland
- Salem
- Somerville
- Springfield
- Taunton
- Wellfleet
- Wendell
- West Springfield
- Yarmouth

# Commercial PACE Structure





## Wendy Lee O'Malley

MassDevelopment

Vice President, PACE Program Manager

99 High Street

Boston, MA 02110

main office: 617-330-2000      fax: 617-330-2001

direct: 617-330-2019

email: [womalley@massdevelopment.com](mailto:womalley@massdevelopment.com)

Program Info: [www.massdevelopment.com/pace](http://www.massdevelopment.com/pace)

## MBTA Youth Pass Municipality Requirements

The [Youth Pass Program](#) offers reduced fares to [eligible young people](#). The MBTA partners with municipalities (or their nonprofit designees) to administer the program on behalf of the MBTA, including reviewing applications, determining eligibility, and assigning and distributing Youth Pass CharlieCards to approved applicants. To learn more about the partnership responsibilities of the MBTA and municipalities, please see the [Youth Pass Policy Handbook](#).

Municipalities interested in becoming a participating city/town must submit an online application, which will be reviewed based on the requirements below (all applications are considered on a case-by-case basis):

### 1. **Within the [MBTA's Service Areas](#)**

- a. Partners must be located within the MBTA's service areas (i.e. bus, subway, Commuter Rail, Express Bus, and ferry).

### 2. **Administrative Capacity**

- a. Partners must provide a point of contact who can be reached by the MBTA by phone or email during business hours, as well as a contact phone number, email address, or website to post on [mbta.com/youthpass](http://mbta.com/youthpass).
- b. Partners must agree to serve as the main point of contact for program participants, including responding to questions from potential participants about eligibility requirements and sending mass communications as needed (e.g., annual re-enrollment reminder).
- c. Partners must identify the suitable municipal department (e.g., health and human services) or community-based organization responsible for administering the program in the municipality.
- d. Partners must identify the existing individual staff member(s) who will be responsible for administering the program in the municipality.
- e. Partners must adhere to the MBTA's application review and eligibility determination/verification procedures outlined in the [Youth Pass Policy Handbook](#).
- f. Partners must be able to accommodate an accepted applicant's preference on how they would like to receive their Youth Pass CharlieCard (in-person pick up or mail delivery).
- g. Partners must be able to accept in-person or mailed-in paper applications (supplied by the MBTA and available in multiple languages) or may utilize a secure online intake system to review applications and determine eligibility.
- h. Partners must demonstrate an ability to scale their operations to address any increases in the volume of applications/participants.

### 3. **Program Outreach**

- a. Partners must take an active approach to identify and reach eligible young people in their municipality (i.e. people between the ages of 18 and 25 who are enrolled in an MBTA-approved program, such as MassHealth, SNAP, or any public housing assistance programs).

#### **4. General Marketing**

- a. Partners and the MBTA will undertake joint responsibility for marketing the Youth Pass Program.

#### **5. Terms and Conditions**

- a. Partners must agree to the MBTA's Youth Pass Terms and Conditions and [Privacy Policy](#) via a Memorandum of Understanding (MOU).

#### **The MBTA will:**

- Prioritize the processing of partner applications from [Gateway Cities](#) within the Commuter Rail network.
- Onboard each accepted municipality, including training individual staff member(s) on how to administer the program.
- Supply partners with general marketing material, such as flyers translated into multiple languages and social media images/content.
- Provide partners access to a secure online intake system to review applications and determine eligibility in fall 2021.

# Youth Pass



The Youth Pass Program, a partnership between the T and participating cities and towns, offers reduced bus, subway, and Commuter Rail fares to young adults with low income.

Youth Pass CharlieCards can be loaded with cash value for roughly 50% reduced one-way fares, or \$30 monthly LinkPasses for unlimited bus and subway travel.

Youth Pass cardholders can purchase half-price tickets for **all Commuter Rail zones** on board, at ticket windows, and via the mTicket app.

For Zone 1A travel on the **Fairmount Line**, Youth Pass cardholders can tap their CharlieCard at the newly installed **Fairmount Line validators** before boarding, just like for the bus or subway. Please remember to take the proof-of-purchase receipt from the validator to show to conductors.

Youth Pass riders should always keep their Youth Pass CharlieCard with them when they ride the T to present as proof of program membership.

Please note that beginning on July 1, 2021, Youth Pass CharlieCards will be valid for reduced fares on Express Bus and ferries as part of the **2021 fare changes**.

## Eligibility

You may be eligible for a Youth Pass **if you meet these 3 requirements:**

1. You live in a [participating city or town](#)
2. You are between 18 and 25 years old
3. You are enrolled in an MBTA-approved benefits, education, or job training program

|  |   |
|--|---|
| <a href="#">Approved programs</a>  | ▼ |
| <a href="#">View the Youth Pass eligibility guide and full list of approved programs</a> | ▼ |

Individuals between 12 and 18 years old who are not enrolled in middle or high school may also be eligible for Youth Pass.

Middle and high school students may be eligible for [Student CharlieCards](#). College and university students may be eligible for [Semester Passes](#).

**Note:** Immigration or citizenship status is not used to determine Youth Pass eligibility.

## Application Instructions



The program is administered by participating cities and towns that are responsible for determining eligibility, as well as assigning and distributing cards. Each participating city or town has its own application process.

1. Check the list of participating cities and towns below, and either a) contact your participating city or town for an application or to schedule a meeting, or b) complete your participating city or town's online intake form or application.
2. Follow the instructions provided by your participating city or town and gather required documents, such as proof of age, residency, or program enrollment. [See examples of eligibility documents](#). Please note that submitting an application doesn't guarantee eligibility.
3. Based on your city or town's application instructions: send, upload, or drop-off your application and eligibility documents to finalize the process in-person or remotely.
4. After your eligibility is determined and you have agreed to the program's terms and conditions, a Youth Pass CharlieCard will be assigned to you. Based on your city or town, you may receive your card onsite or by mail.

Youth Pass CharlieCards expire on November 1 each year, regardless of when they were received, so you'll need to go through these steps to re-enroll each year.

## Participating Cities and Towns

Cities and towns interested in joining the program should email [youthpass@mbta.com](mailto:youthpass@mbta.com).

|           |   |
|-----------|---|
| Arlington | ▼ |
| Boston    | ▼ |
| Brookline | ▼ |
| Cambridge | ▼ |
| Chelsea   | ▼ |
| Everett   | ▼ |
| Lexington | ▼ |
| Malden    | ▼ |
| Medford   | ▼ |
|           |   |

|             |   |
|-------------|---|
| North Shore | ▼ |
| Quincy      | ▼ |
| Revere      | ▼ |
| Somerville  | ▼ |
| Watertown   | ▼ |

## How to Use Your Youth Pass

You can load cash value or \$30.00 monthly LinkPasses onto your Youth Pass CharlieCard. To pay your fare, simply tap your card on the fare box target at any fare gate or onboard fare box.

|                    |   |
|--------------------|---|
| Add cash value     | ▼ |
| Add monthly passes | ▼ |

## Frequently Asked Questions

### Eligibility

|  |   |
|--|---|
| How do I find out if I'm eligible for a Youth Pass?  | ▼ |
| How do I show that I'm enrolled in one of the approved programs?   | ▼ |
| I'm a college student—am I eligible for a Youth Pass?  | ▼ |
| I am between the ages of 12 – 18, but my school does not offer Student CharlieCards. Am I eligible for a Youth Pass? | ▼ |

## Application

|  |   |
|--|---|
| Where do I access the Youth Pass application form?   | ▼ |
| What are the terms and conditions of the program?    | ▼ |
| What documents do I need to complete my application? | ▼ |

## Locations

|  |   |
|--|---|
| Where do I go to apply for and/or pick up a Youth Pass CharlieCard?          | ▼ |
| What do I do if the hours listed for my city or town do not fit my schedule? | ▼ |
| Are there walk-in times or do I have to schedule an appointment?             | ▼ |
| What can I do if my city or town does not participate in the program?        | ▼ |

## Youth Pass CharlieCard

|   |   |
|---|---|
| What do I do if my Youth Pass has stopped working?                                  | ▼ |
| Can I share my Youth Pass CharlieCard?  | ▼ |
| What happens if my Youth Pass CharlieCard gets lost or stolen? Can I get a new one? | ▼ |
|   |   |

|  |   |
|--|---|
| Can I transfer the balance from my old card to my replacement card?              | ▼ |
| How do I use my Youth Pass CharlieCard to pay for Commuter Rail Zone 1A travel?  | ▼ |
| How do I use my Youth Pass to buy reduced fare Commuter Rail tickets on mTicket? | ▼ |

## Contact

Please contact your city or town for more information about eligibility and how to apply to the Youth Pass program. For general inquiries, you can contact the MBTA at [youthpass@mbta.com](mailto:youthpass@mbta.com).

## Youth Pass Reduced Fares

The Youth Pass CharlieCard provides reduced fares for bus, subway, and Commuter Rail.

[See all reduced fare prices](#)

# Plan Ahead



Get service alerts via text or email.

Sign up for T-Alerts

[Check alerts](#)





# MBTA Youth Pass Policy Handbook

Program Year 2021 (PY21):  
November 2020 – October 2021



# MBTA Youth Pass Policy Handbook

Updated May 2021

## Program Description

### *History*

From July 2015 through June 2016, the MBTA partnered with the cities of Boston, Chelsea, Malden, and Somerville on the Youth Pass Program pilot to test whether it was possible to provide reduced fare MBTA passes to young people with minimal administrative burden for the MBTA. After the completion of the pilot, the MBTA's Fiscal and Management Control Board (FMCB) voted to create a permanent Youth Pass Program for people who live in a participating municipality and are:

- Between the ages of **12 and 18\***, inclusive, and not eligible for a Student CharlieCard through their middle or high school, or
- Between the ages of **18 and 25\***, inclusive, and enrolled in one of the following MBTA-approved programs: a) state or federal income-based benefit program; b) alternative education program, or c) job training or professional development program. Young people enrolled in college are not automatically eligible, but can qualify if they are in an approved income-based benefit program.

\*See the "Eligibility" section (page 3) for specific date ranges for each age group.

### *Premise*

Students enrolled in middle and high school schools that participate in the MBTA's [Student Pass Program](#) are eligible for reduced fares with a specially encoded Student CharlieCard (**M7 Card** or **S-Card**).

Depending on the school, students will be given either an M7 Card or S-Card at the beginning of the school year. M7 Cards are preloaded by schools with monthly passes for the entire school year, while S-Cards need to be loaded with cash value or monthly passes by students, parents, or guardians at MBTA fare vending machines (FVMs), retail sales terminals (RSTs), or the CharlieCard Store. The Youth Pass Program provides similar cards to young people who are not eligible for a Student CharlieCard through their middle or high school. The MBTA partners with local municipalities (Partners) to verify eligibility, administer the program, and assign and distribute Youth Pass CharlieCards. Municipal Partners do not handle any cash. Youth Pass cardholders can purchase cash value or reduced fare monthly LinkPasses at MBTA fare vending machines (FVMs), retail sales terminals (RSTs), and the CharlieCard Store. Youth Pass CharlieCards expire annually on November 1, at which point participants interested in receiving a new Youth Pass CharlieCard for the next program year must reapply and demonstrate their continued eligibility.

### *Goal*

The goal of the Youth Pass Program is to provide reduced fares to young people with low-income who are not eligible for a Student CharlieCard and would benefit from access to the MBTA to travel to school, work, and other opportunities. The program is to be implemented in a manner that is administratively feasible for the MBTA and Municipal Partners, as well as limits fare revenue loss.

### *Responsibilities of Municipal Partners*

Municipal Partners agree to serve as the main point of contact for youth in the program, and are responsible for recording basic participant information and providing data as requested to the MBTA.

Partners will:

- Determine program eligibility based on documentation provided by applicants, such as proof of age, residency, and if applicable, program enrollment.
- Verify enrollment for every 10<sup>th</sup> enrollee in a means-tested program by contacting the originating agency and confirming the applicant's documentation/enrollment in the approved program.
- Assign and distribute Youth Pass CharlieCards for qualifying participants, and replace lost cards or deactivate misused cards according to procedures detailed on pages 4 to 6.
- Keep blank, unassigned Youth Pass CharlieCards and any sensitive participant documentation in a secure location for up to three years.
- Accurately maintain online accounts via the MBTA's card administration portal ([youth.mbta.com](http://youth.mbta.com)) used to track Youth Pass CharlieCards in circulation.

### *Responsibilities of the MBTA*

Staff at the MBTA are responsible for providing fare media and access to the MBTA's card administration portal. If Partners mark cards as lost, stolen, or request that they be deactivated for other reasons, the MBTA will have these cards blocked on a 24-hour cycle. The MBTA will maintain a point of contact for the program who will respond to and assist Partners as requested.

### *Responsibilities of Youth Pass Cardholders*

Youth Pass cardholders are responsible for following the terms set forth in the terms and conditions on the Youth Pass Rider Application form that they sign when joining the program.

## **Eligibility**

Any young person interested in the program **must live in a participating municipality** and can only enroll via the participating municipality in which they live. A person's undocumented status does not disqualify them from the program.

### *Ages 18 to 25*

To be eligible, the individual **must**:

1. Be between the ages of 18 to 25 (i.e. born between October 31, 1995 and November 1, 2003, inclusive)
2. Demonstrate enrollment in one of the following MBTA-approved programs (**Appendix A**):
  - a. State or federal benefit program (e.g., MASSGrant, MassHealth, SNAP)
  - b. Alternative education program (e.g., high school equivalency programs)
  - c. Job training or professional development program (e.g., Year Up, Roca)

When the technology is available, the program will switch to having the Youth Pass privileges automatically end on a participant's 26<sup>th</sup> birthday.

Partners are responsible for verifying enrollment in one of the means-tested state or federal benefit programs for every 10<sup>th</sup> enrolled participant. See the section on means-testing (page 6) for the full procedure and **Appendix A** for the list of MBTA-approved programs.

### *Ages 12 to 18*

To be eligible, the individual **must**:

1. Be between the ages of 12 to 18 as of October 31, 2021 (i.e. born between October 31, 2003 and November 1, 2009, inclusive)
2. NOT be enrolled in middle or high school (students who receive a MBTA Student CharlieCard, M7 Card or S-Card, through their school are not eligible)

Examples of eligible 12 to 18 year olds include:

- Those attending college or taking college courses
- Recent high school graduates

**Note:** Homeschool students are eligible for a Student CharlieCard and can email [studentpassprogram@mbta.com](mailto:studentpassprogram@mbta.com) to place either an M7 Card or S-Card order for the academic year.

Age shall be verified by Partners using any of the following documents:

- Copy of birth certificate
- Photo ID (Massachusetts ID, Passport, School ID) that includes date of birth
- School record or other state record that includes date of birth
- Visa, residency, or other immigration document with date of birth
- Notarized Affidavit by legal guardian or parent with date of birth

Each Partner can set their own documentation necessary to verify proof of address (e.g., driver's license, utility bill, bank statement, etc.). Please contact the MBTA for all applicants who are 12 years old to make sure all additional privacy protections are in place.

## Marketing

The MBTA and Partners will undertake joint responsibility for marketing the Youth Pass Program. The Partners will take on primary responsibility for answering questions from potential participants about eligibility requirements. All Partners must supply the MBTA with a contact phone number, email address, or website to post on [mbta.com/youthpass](http://mbta.com/youthpass) for questions from potential applicants.

## Application Process and Enrollment

All documents and record keeping forms will be created by the MBTA for use by Partners. Partners should retain a copy or scan all forms for three years or until released of the obligation by the MBTA after an audit.

### *Application Form*

All potential youth participants must fill out an application form (paper or online) containing their name, date of birth, contact information, and how they are eligible for the program. Partners will use the application form and the supporting documentation to determine if the individual is eligible.

### *Terms and Conditions*

Youth Pass applicants will be required to sign the program's terms and conditions on the application form in order to be accepted. The terms and conditions list the rules of the program. Among other things, applicants will affirm that they are not eligible for a Student CharlieCard though their middle or high school and that they will give up their Youth Pass CharlieCard if they become eligible for a Student CharlieCard. If a Youth Pass cardholder violates any of the terms and conditions, they may be removed from the program and their card will be deactivated. Municipal Partners must respect the MBTA's decision to remove a participant who violates the terms and conditions. Partners must inform the MBTA of any participants violating the program's terms and conditions.

### *Record Keeping*

Municipal Partners are responsible for record keeping. The MBTA will provide Partners access to the MBTA's card administration portal ([youth.mbta.com](http://youth.mbta.com)) – an online account used to track cards. In this account, Partners shall record each participant's name, contact information, program eligibility (age or enrollment in an MTBA-approved program), and the serial number of the Youth Pass CharlieCard that they are given (see below). Partners must update these records as new participants are added, old cards are replaced, cards are lost, or as participants are removed due to fraud or misuse. Cards that are distributed but not assigned/tracked in [youth.mbta.com](http://youth.mbta.com) risk deactivation by the MBTA.

The screenshot shows the 'Enroll New Customer' form within the MBTA's card administration portal. The page header includes the MBTA logo, 'Massachusetts Bay Transportation Authority', 'User Guide', and 'Log off'. Below the header are two main navigation tabs: 'Account Management' and 'CharlieCard Management'. The 'CharlieCard Management' tab is active, showing a breadcrumb trail: 'CharlieCard Management' > 'CharlieCard Information' > 'Enroll New Customer'. The form itself is titled 'Enroll New Customer' and contains the following fields:

- Serial Number:  (with a red note: "Please exclude 'S'")
- Enrollment Year:
- Monthly Product:
- First Name:
- Last Name:
- Address 1:
- Address 2:
- City:
- State:
- Zip:
- Email Address:
- Phone Number:
- Program Eligibility:
- Age Range:
- Record has been audited for eligibility?:

At the bottom of the form is a blue button labeled 'Enroll New Customer'.

**In the MBTA’s card administration portal ([youth.mbta.com](https://youth.mbta.com)):**

- Record fields, such as contact information, can be updated with the “**Edit**” button
- Lost cards can be replaced with new cards by selecting “**Replace This Card**” (this action deactivates the old card and enabled the use of the new card)
- Youth Pass cardholders can be removed from the program by selecting “**Deactivate Card**”

|  |   |
|--|---|
| Program                                  | Federal/State Program                       |
| Eligibility:                             |   |
| Age Range:                               | Age from 19 - 25 years old                  |
| Record has been audited for eligibility? | False                                       |
| Card Created/Modified Date               | 1/23/2019 6:38:25 PM / 1/23/2019 6:38:25 PM |

[Edit](#)

[Deactivate Card](#)

[Replace This Card](#)

## The Youth Pass CharlieCard

### Privileges

The Youth Pass CharlieCard provides reduced bus, subway, and Commuter Rail fares to eligible young adults. Youth Pass CharlieCards can be loaded with cash value, for roughly 50% reduced one-way fares, or monthly LinkPasses at fare vending machines (FVMs), retail sales terminals (RSTs), and the CharlieCard Store. The current reduced fare rate for a monthly LinkPass is \$30.00, which is subject to any MBTA fare increases.

Youth Pass cardholders can purchase half-price tickets for the Commuter Rail on board, at ticket windows, and via the mTicket app. For Commuter Rail Zone 1A travel, Youth Pass cardholders can tap their CharlieCard at the newly installed Fairmount Line validators before boarding, just like for the bus or subway, and must take the proof-of-purchase receipt from the validator to show to conductors.

Youth Pass riders should always keep their Youth Pass CharlieCard with them when they ride the T to present as proof of program membership.

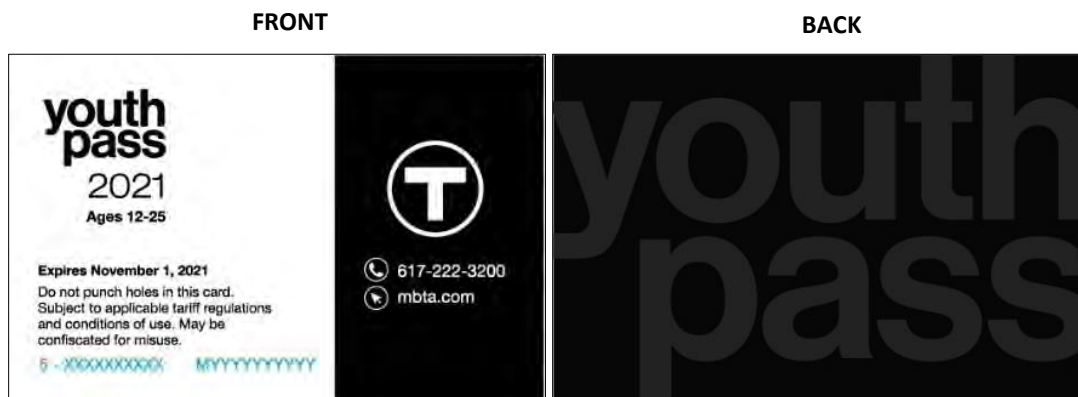
[Beginning on July 1, 2021](#), Youth Pass CharlieCards will also be permanently valid for reduced fares on Express Bus and ferry.

### The Card

The Youth Pass is a specially encoded CharlieCard with a unique design (shown on next page). The MBTA will provide these cards to Municipal Partners. As cards do not feature participant names or pictures, Municipal Partners must record the serial number of each Youth Pass CharlieCard issued on [youth.mbta.com](https://youth.mbta.com).

In order to reduce the possibility of fraudulent use, Youth Pass CharlieCards expire every year on November 1, the end of MBTA service. Due to technical limitations, all cards expire on this date regardless of when the participant joined the program. Participants who are still eligible and interested in remaining in the program to receive a new card for the next program year must reapply by repeating the application process (including providing Partner’s with current, valid proof of eligibility documentation). Participants may reapply as soon as the next program years’ cards are available, typically during early October of each year. The new cards become valid on November 1 of each year. Beginning reenrollment as soon as the new cards are available can spread the workload for Municipal Partners.

As part of the reenrollment process, Partners will need to inform current participants to use up any cash value on their cards as any cash value on a card expires when the card expires. Participants who successfully reenroll, however, can transfer the cash value from their expired card onto their new card at the [CharlieCard Store](#) (Downtown Crossing: 7 Chauncy St, Boston, MA 02108). Participants must have both their expired card and new card (or both card serial numbers) in order to have a balance transferred.



### *Assigning the Card*

Partners are responsible for assigning the serial number of each distributed Youth Pass CharlieCard under participant profiles in their [youth.mbta.com](#) online account (see page 4). If Partners end their participation in the program, they must return all fare media (i.e. Youth Pass CharlieCards) to the MBTA and relinquish access to [youth.mbta.com](#).

### *Lost Cards*

If any Youth Pass CharlieCard is lost or stolen, the cardholder must report the lost card to the Partner so that the Partner can update the participant's profile on their online account at [youth.mbta.com](#) by either issuing a replacement card ("Replace This Card") or deactivating the card without issuing a replacement card ("Deactivate Card"). Either action will have the card blocked by the MBTA within 24 hours. Blocking cards **cannot be undone**, so Partners should manage records carefully.

Replacement cards can be picked up by the participant at the Municipal Partner location or mailed to the participant. If a participant was found to have fraudulently claimed that an active card was lost, that participant will be removed from the program and cannot re-enroll for the rest of the program year. Partners will keep track of all participants who have been removed from the program should they attempt to reapply during the same program year.

Participants who lose a Youth Pass CharlieCard with any cash value or monthly LinkPass loaded on their lost card can transfer the balance or monthly LinkPass from their old card onto their new (replacement) card at the [CharlieCard Store](#) (Downtown Crossing: 7 Chauncy St, Boston, MA 02108). Participants must have both their old card and new card serial numbers in order to have a balance or monthly LinkPass transferred.

Please note that the CharlieCard Store:

- Will not issue a new monthly LinkPass to replace a lost pass that has since expired.
- Is unable to issue any Youth Pass CharlieCards.

## **Means-testing Requirements**

Means-testing (i.e. verifying program enrollment) must be used to determine eligibility for applicants between the ages of 18 and 25. An applicant must demonstrate enrollment in only one of the following MBTA-approved programs: a) state or federal income-based benefit program; b) alternative education program, or c) job training or professional development program.

### *Acceptable Programs*

The list of approved programs has been set by the MBTA and is included in **Appendix A**. Every year the MBTA will review the list of programs to eliminate those that either no longer exist or no longer meet the eligibility requirements (e.g., serve individuals with low-income, offer a minimum enrollment period of 6 months, and focus on youth services in the Greater Boston area) of the Youth Pass. Alternative education, job training, and professional development programs seeking to be added to the list and meet the MBTA's eligibility requirements can apply. These applications are reviewed by the MBTA and if approved, are added to the list on a quarterly basis. If a new municipality joins the Youth Pass Program, additional programs for that municipality's population will be considered. Partners can suggest changes to the approved programs list, though it is ultimately up to the MBTA to decide whether programs fit the eligibility requirements.

### *Verification Procedures*

To demonstrate eligibility, an applicant must show an official document from the respective program that includes their name or name of their parent/guardian, the program name, and the date of their enrollment in the program or expiration date. If no document exists, the participant can request a signed enrollment letter from an administrator of their program, including the administrator's contact information for verification purposes. The Partner must keep a copy of the verification document or enrollment letter in a secure manner, such as in a locked file cabinet, for three years as part of their record responsibilities.

Additionally, Partners must verify 10% of the means-tested accepted applications. This means that for every 10<sup>th</sup> enrollee in a means-tested program, the Partner must contact the sponsoring agency and verify that the individual is actively enrolled in the eligible program. For programs where the MBTA agrees that additional verification is not possible, the Partner must verify a different participant. Any participant not passing the second verification can be given a second chance to provide an eligible program and that program must pass the additional verification before the participant can be accepted. The MBTA can ask for a report of all additional verifications and the results at any point in the program.

## **Federal Civil Rights Requirements**

Partners must uphold the MBTA's federal and state civil rights requirements in the administration of the Youth Pass Program.

### *Anti-Discrimination*

The program cannot exclude from participation in, deny the benefits of, discriminate or provide disparate treatment based on race, color, national origin, sex, or gender identity.

### *Limited English Proficiency*

All eligible young people must be able to participate in the program regardless of their ability to speak, read, and write in English. Reasonable accommodations need to be made to satisfy this requirement.

### *ADA*

The location of enrollment must be ADA accessible with reasonable accommodations. Services in ASL or for the blind must be provided if requested.

## **Privacy Policy**

Partners shall comply with the MBTA Privacy Policy (available at <https://www.mbta.com/policies/privacy-policy>). All personal identifiable information for Youth Pass participants must be kept in a secure location and only accessible to Partner staff involved in the administration of the program.

## **Fraud Prevention and Auditing**

The MBTA, Municipal Partners, and youth are all responsible for ensuring that there is no fraud in the Youth Pass Program. For the Partners, this includes a best faith effort to ensure that all participants are eligible under the guidelines specified in this policy handbook and informing the participants of their responsibilities. Participants have to maintain possession of the card at all times and report if it is stolen or lost. They also may not receive both a Student CharlieCard and a Youth Pass CharlieCard at the same time.

MBTA employees can ask participants to see their Youth Pass CharlieCard while they are using it to verify it is being used by the correct individual. An unauthorized person using a Youth Pass CharlieCard is subject to criminal/civil penalties under Chapter 161, Section 113A of the MA General Laws and/or any other applicable MA General Laws and the card will be confiscated by MBTA personnel or police. If a participant's Youth Pass is found being used by an unauthorized person and the card has not been reported lost or stolen, the participant may be disqualified or suspended from participating in the Youth Pass Program for allowing unauthorized use of their card.

The MBTA will monitor card usage and if a Youth Pass card has a usage rate over triple the average usage for LinkPass holders, the Partner may be asked to contact that participant about their usage. The participant can be removed from the program for suspected fraud if their usage cannot be explained.

The MBTA reserves the right to audit Partners to check that eligibility is being properly documented and verified. The MBTA will give Partners at least three business days' notice of a scheduled audit to make sure that the proper staff person will be available onsite to answer questions.



## Appendix A

### *Approved State and Federal Benefit Programs*

| <b>Department/Organization</b>  | <b>Program Name</b>  |
|---|--|
| <b>Action for Boston Community Development (ABCD)</b>                       | <ul style="list-style-type: none"> <li>Fuel Assistance</li> <li>Head Start and Early Head Start</li> </ul>   |
| <b>Bridge Over Troubled Waters</b>  | Youth Homeless Shelter*  |
| <b>Cambridge Housing Authority</b>  | Housing Choice Voucher (HCV) Section 8   |
| <b>City of Cambridge, Department of Human Service Programs</b>              | Fuel Assistance  |
| <b>Community Action Programs Inter-City, Inc. (CAPIC)</b>                   | Fuel Assistance  |
| <b>Home for Little Wanderers</b>  | Young Adult Resource Network (YARN)  |
| <b>Just-A-Start (JAS) Corporation</b>                                       | JAS Housing  |
| <b>Massachusetts Department of Early Education &amp; Care (EEC)</b>         | Income Eligible Child Care   |
| <b>Massachusetts Department of Higher Education (DHE)</b>                   | MASSGrant, also known as "Mass State Grant"  |
| <b>Massachusetts Department of Housing and Community Development (DHCD)</b> | <ul style="list-style-type: none"> <li>Housing Choice Voucher (HCV) Section 8</li> <li>Low Income Home Energy Assistance Program (LIHEAP)</li> <li>Public Housing Assistance Programs</li> </ul>   |
| <b>Massachusetts Department of Public Health (DPH)</b>                      | <ul style="list-style-type: none"> <li>MassHealth</li> <li>Women, Infants, and Children (WIC) Nutrition Program</li> </ul>   |
| <b>Massachusetts Department of Transitional Assistance (DTA)</b>            | <ul style="list-style-type: none"> <li>Child Care</li> <li>Supplemental Nutrition Assistance Program (SNAP)</li> <li>Emergency Aid to the Elderly, Disabled, and Children (EAEDC)</li> <li>Transitional Aid to Families with Dependent Children (TAFDC)</li> </ul> |
| <b>Pine Street Inn</b>  | Homeless Shelter and Workforce Development   |
| <b>Quincy Community Actions Programs (QCAP)</b>                             | <ul style="list-style-type: none"> <li>Community Care for Kids (CCK)</li> <li>Head Start and Early Head Start</li> </ul>   |
| <b>The Haven Project</b>  | Homeless Youth Services  |
| <b>Y2YNetwork</b>   | Youth Homeless Shelter   |

### *Approved Alternative Education Programs*

| <b>Department/Organization</b>                                 | <b>Program Name</b>   |
|--|---|
| <b>Action for Boston Community Development (ABCD)</b>          | <ul style="list-style-type: none"> <li>University High School</li> <li>Urban College of Boston</li> <li>William J. Ostiguy High School</li> </ul> |
| <b>Boston Public Schools</b>                                   | Boston Central Adult High School  |
| <b>Chelsea Public Schools</b>                                  | Intergenerational Literacy Program  |
| <b>City of Cambridge, Department of Human Service Programs</b> | Community Learning Center   |

|  |                                  |
|--|----------------------------------|
| <b>Freedom House</b>   | PUSH College Program             |
| <b>Jewish Vocational Service (JVS Boston)</b>                | Adult Diploma Pathway            |
| <b>Julie's Family Learning Program</b>                       | Adult Basic Education (ABE)      |
| <b>Madison Park Development Corporation</b>                  | O-YEP HiSET Program**            |
| <b>Malden Public Schools</b>                                 | Pathways                         |
| <b>Notre Dame Education Center</b>                           | NDEC High School Diploma Program |
| <b>Pathways, Inc. (Adult Education &amp; Training, Lynn)</b> | Adult Basic Education (ABE)      |
| <b>Quincy Community Action Programs (QCAP)</b>               | Adult Secondary Education        |
| <b>Quincy Evening High School</b>                            | WIOA Diploma Program             |
| <b>Revere Community School</b>                               | High School Equivalency Diploma  |
| <b>Somerville Public Schools</b>                             | SCALE                            |
| <b>The Immigrant Learning Center</b>                         | English Language Programs        |

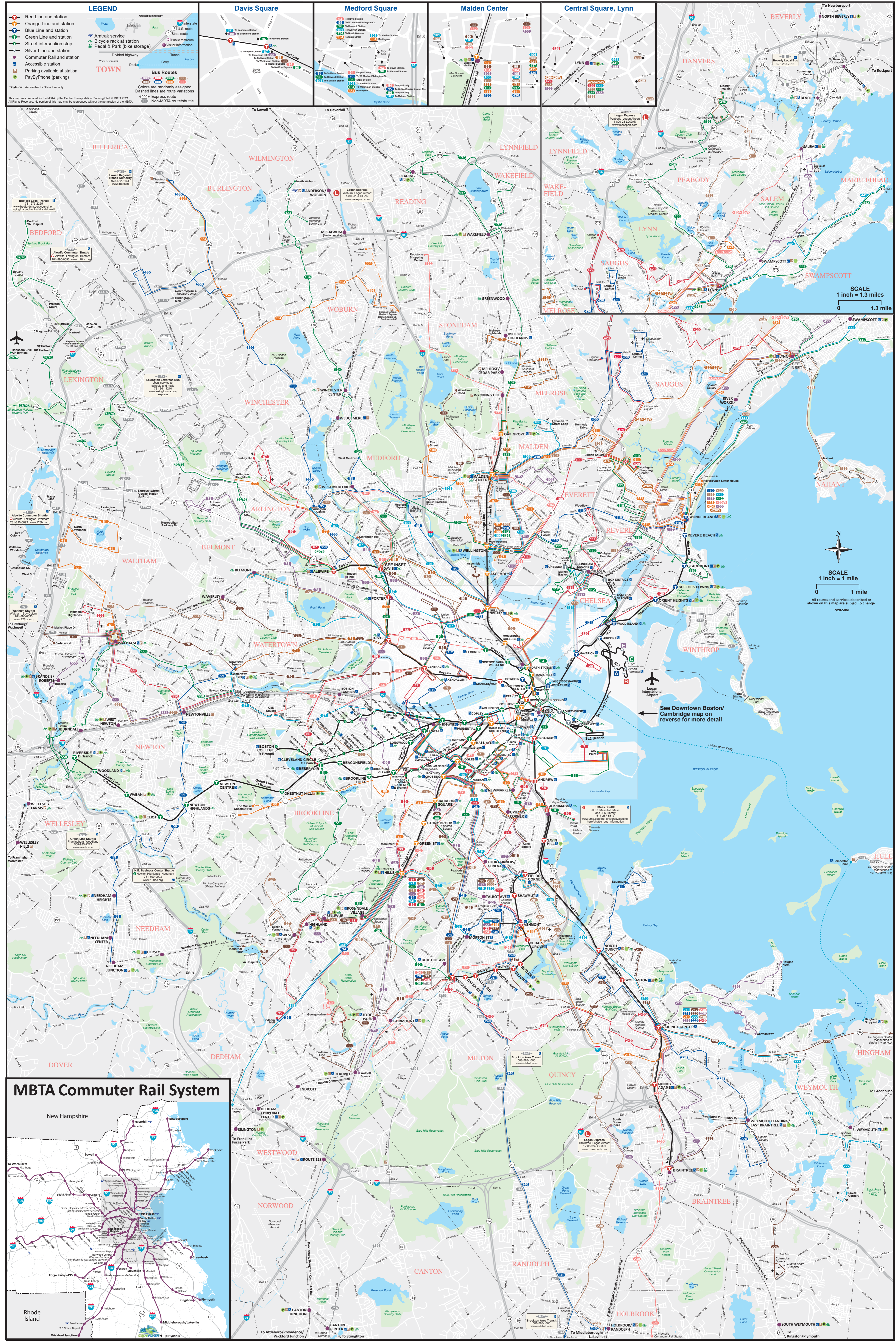
*Approved Job Training and Professional Development Programs*

| <b>Department/Organization</b>                                 | <b>Program Name</b>  |
|--|--|
| <b>Action for Boston Community Development (ABCD)</b>          | Career Explorations  |
| <b>American Training - LARE Institute</b>                      | Chelsea Certificate Programs   |
| <b>Asian American Civic Association (AACA)</b>                 | Building Energy Efficient Maintenance Skills (BEEMS) Program   |
| <b>Benjamin Franklin Institute of Technology (BFIT)</b>        | <ul style="list-style-type: none"> <li>Automotive Technology Certificate</li> <li>HVAC&amp;R Certificate</li> <li>Practical Electricity Certificate</li> </ul> |
| <b>Boston Private Industry Council</b>                         | <ul style="list-style-type: none"> <li>Boston Opportunity Youth Collaborative (OYC)</li> <li>Re-Engagement Center</li> </ul>                                   |
| <b>Building Pathways</b>                                       | Building Trades Apprenticeship Preparedness Training   |
| <b>Center for Teen Empowerment</b>                             | Boston, Somerville   |
| <b>City of Cambridge, Department of Human Service Programs</b> | Cambridge Works  |
| <b>Digital Ready</b>   | Year 13  |
| <b>Just-A-Start (JAS) Corporation</b>                          | <ul style="list-style-type: none"> <li>Biomedical Careers Program</li> <li>JAS YouthBuild (Cambridge)**</li> </ul>   |
| <b>Justice Resource Institute</b>                              | STRIVE Boston  |
| <b>North Shore Community Development Coalition</b>             | YouthBuild North Shore   |
| <b>Roca</b>  | <ul style="list-style-type: none"> <li>Young Men Program</li> <li>Young Mothers Program</li> </ul>   |
| <b>Sociedad Latina</b>   | Academy for Latinos Achieving Success (ALAS)   |
| <b>Training Resources of America</b>                           | <ul style="list-style-type: none"> <li>ACHIEVE! Youth Opportunity Program</li> <li>Young Parents Program (YPP)</li> </ul>                                      |
| <b>Year Up</b>   | All Participating Cities (Boston, North Shore)   |
| <b>Youth Options Unlimited Boston (YOU Boston)</b>             | <ul style="list-style-type: none"> <li>Career Pathways</li> <li>Operation Exit</li> </ul>  |

*\*Participants enrolled in Bridge's Education Program must refer to their program directly about how to obtain a Youth Pass. All other Bridge participants may apply for a Youth Pass at the Boston partner location.*

*\*\*Participants enrolled in these programs must refer to their program directly about how to obtain a Youth Pass. Participants cannot obtain a Youth Pass directly from their local municipal partner.*





**LEGEND**

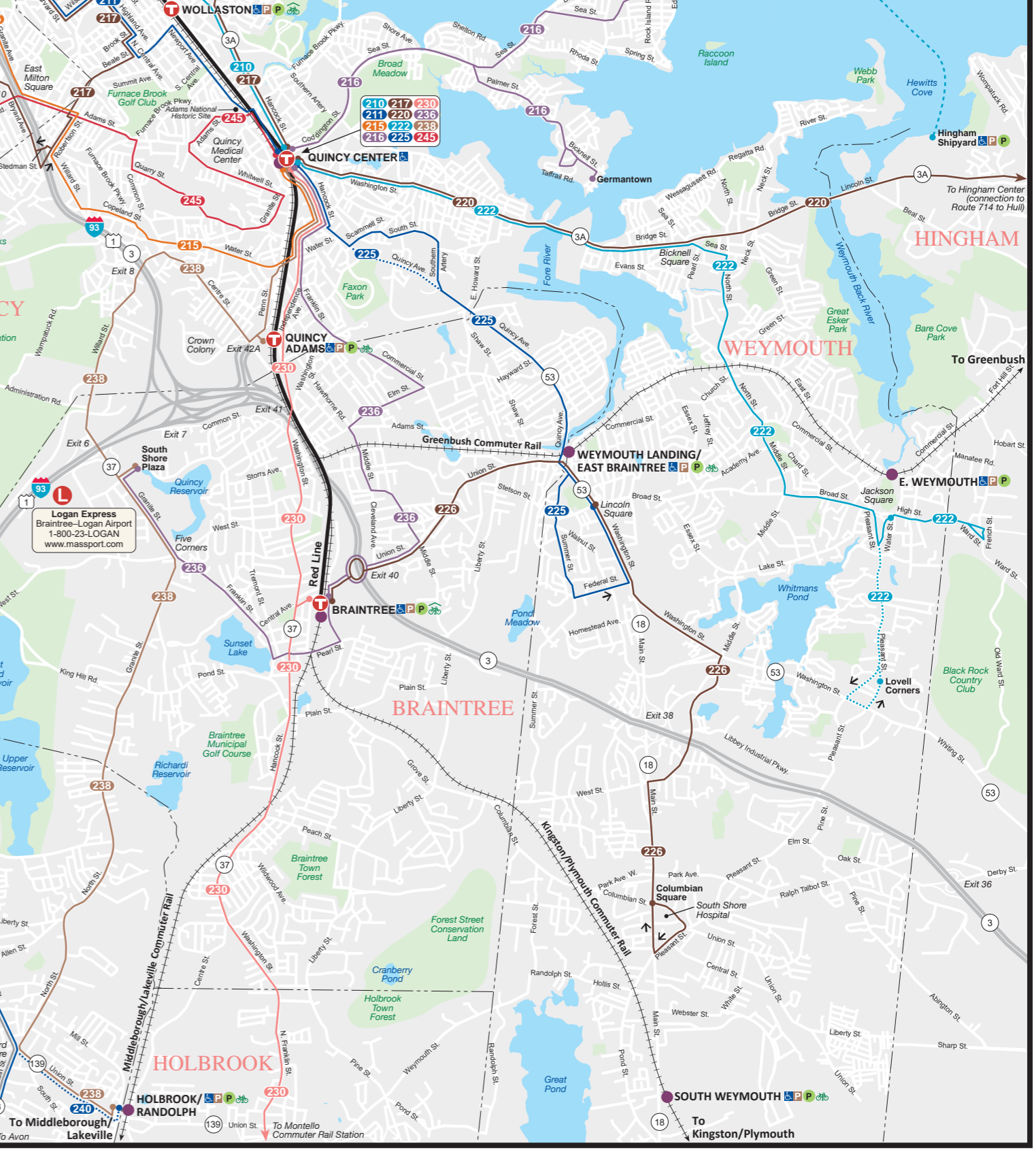
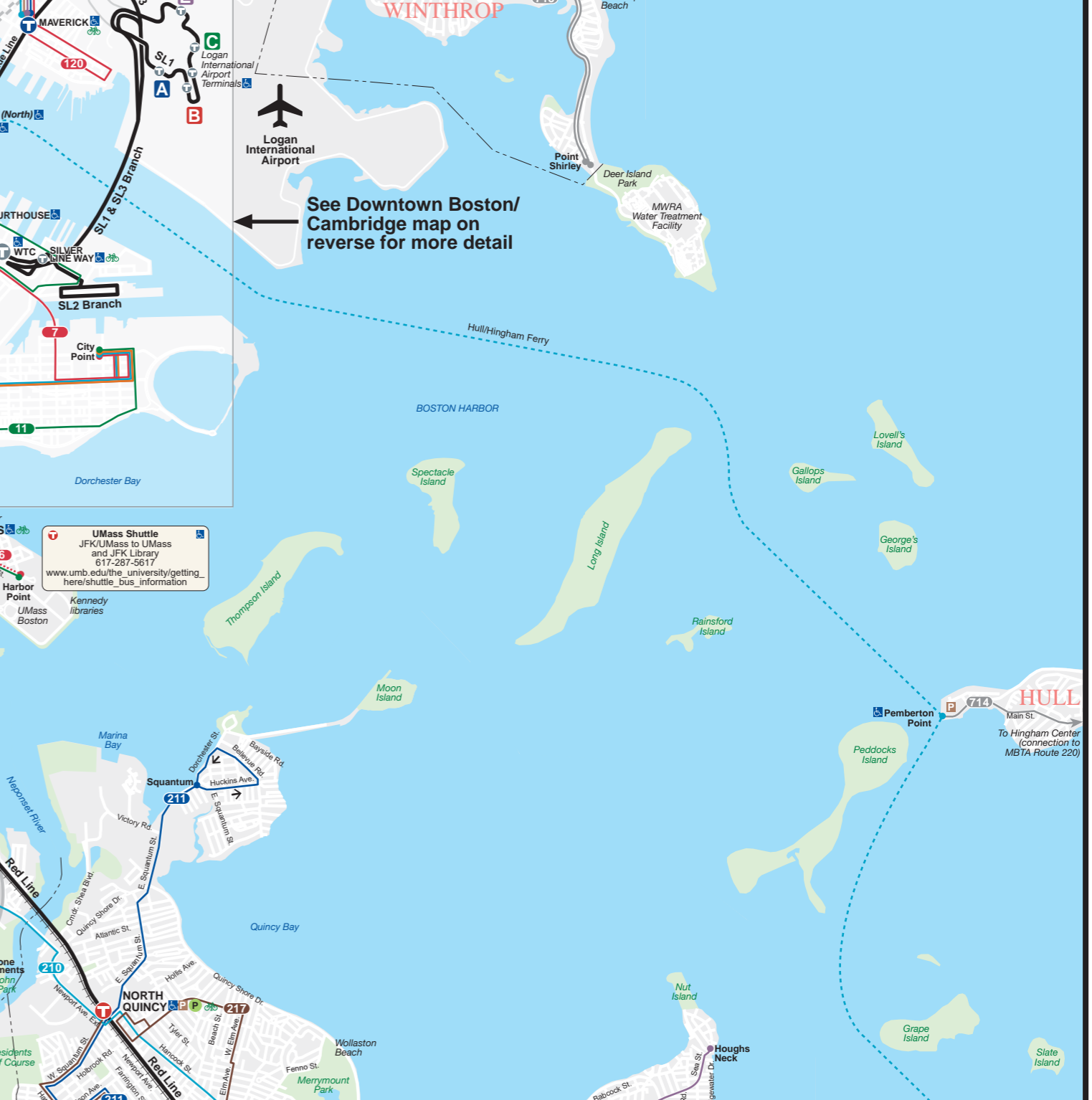
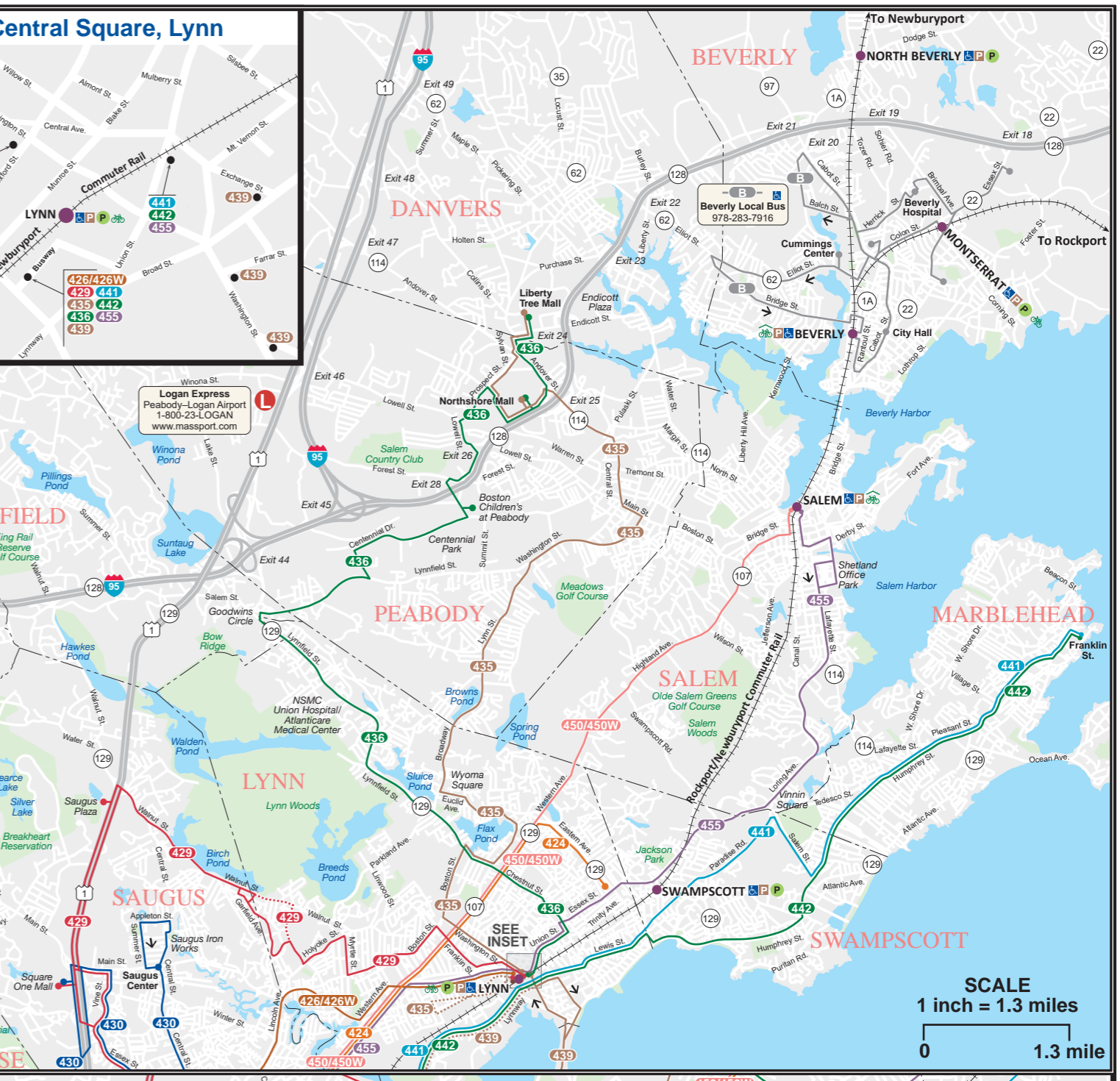
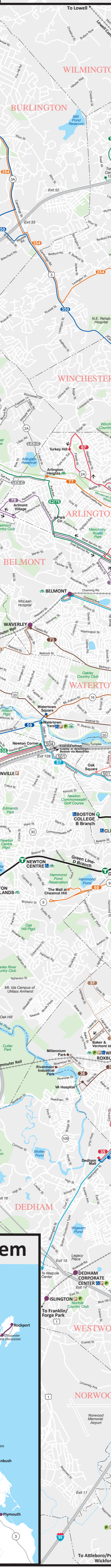
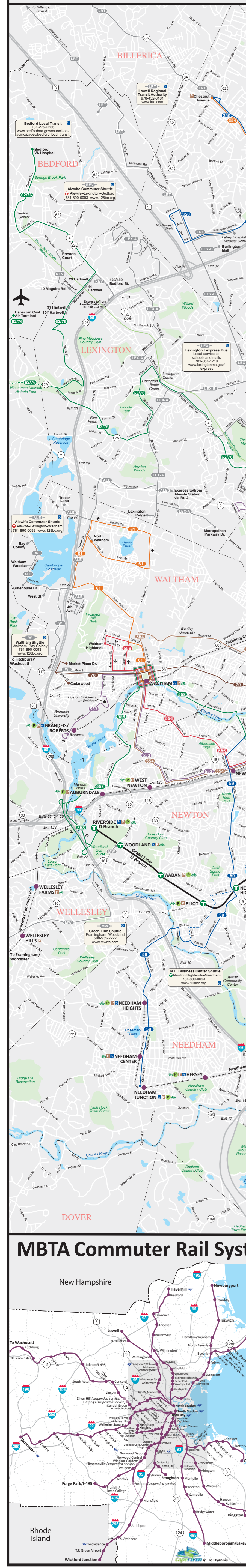
- Red Line and station
  - Orange Line and station
  - Blue Line and station
  - Green Line and station
  - Street intersection stop
  - Silver Line and station
  - Commuter Rail and station
  - Accessible station
  - PayPhone (parking)
  - PayPhone (accessible for Silver Line only)
- TOWN**
- Amtrak service
  - Bicycle rack at station
  - Pedal & Park (bike storage)
  - Point of interest
  - Divided highway
  - Tunnel
  - Ferry
  - U.S. route
  - State route
  - Public restroom
  - Visitor information
- Bus Routes**
- 600-609
  - 610-619
  - 620-629
  - 630-639
  - 640-649
  - 650-659
  - 660-669
  - 670-679
  - 680-689
  - 690-699
  - 700-709
  - 710-719
  - 720-729
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  - 800-809
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  - 890-899
  - 900-909
  - 910-919
  - 920-929
  - 930-939
  - 940-949
  - 950-959
  - 960-969
  - 970-979
  - 980-989
  - 990-999
  - Express route
  - Non-MBTA route/shuttle

**Davis Square**

**Medford Square**

**Malden Center**

**Central Square, Lynn**

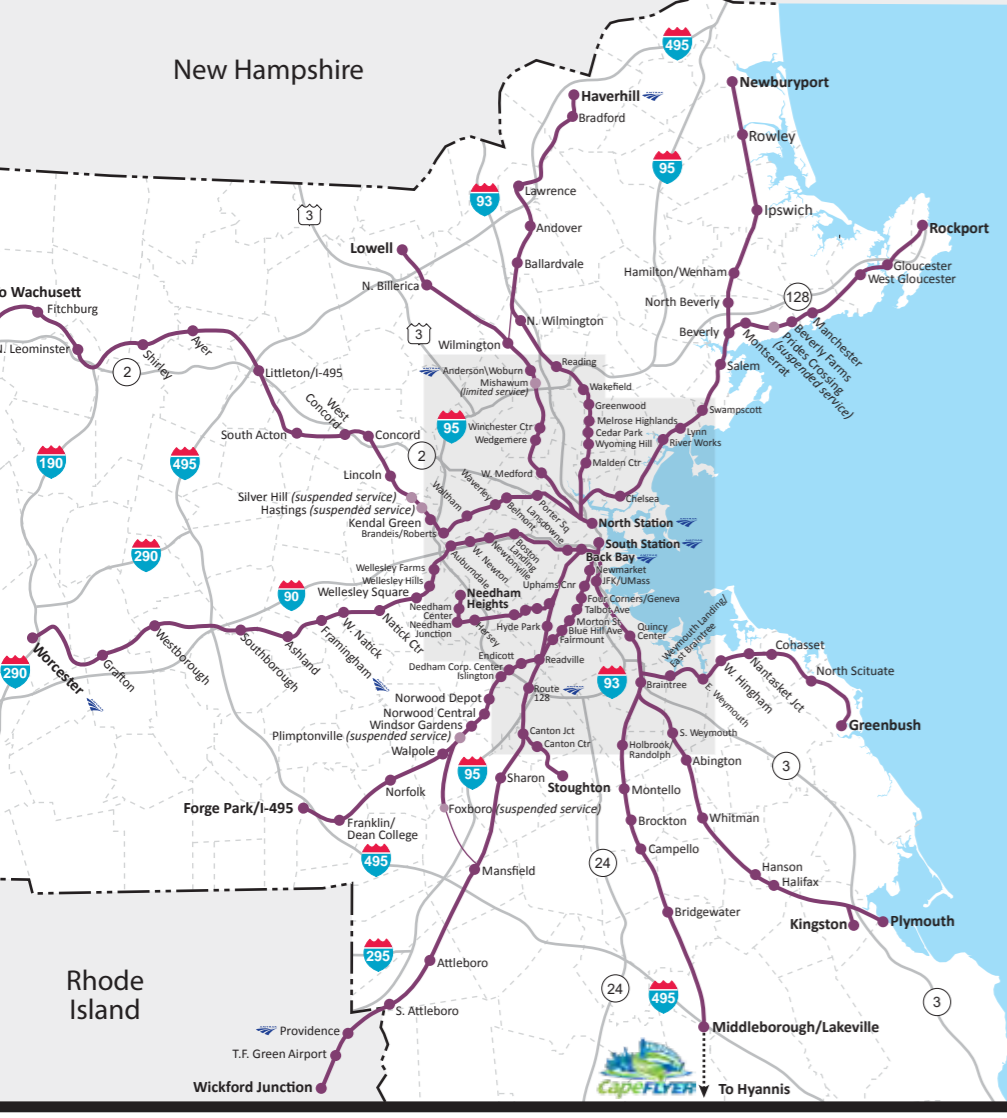


SCALE  
1 inch = 1.3 miles  
0 1.3 mile

SCALE  
1 inch = 1 mile  
0 1 mile

See Downtown Boston/  
Cambridge map on  
reverse for more detail

**MBTA Commuter Rail System**





## ABOUT THE GATEWAY CITIES

### About the Gateway Cities

---

Gateway Cities are midsize urban centers that anchor regional economies around the state. For generations, these communities were home to industry that offered residents good jobs and a “gateway” to the American Dream. Over the past several decades, manufacturing jobs slowly disappeared. Lacking resources and capacity to rebuild and reposition, Gateway Cities have been slow to draw new economy investment.

While Gateway Cities face stubborn social and economic challenges as a result, they retain many assets with unrealized potential. These include existing infrastructure and strong connections to transportation networks, museums, hospitals, universities and other major institutions, disproportionately young and underutilized workers, and perhaps above all, authentic urban fabric.

Changing social and economic forces open up new opportunities for Gateway Cities to leverage these untapped assets. Demand for walkable neighborhoods is rising and the small entrepreneurial businesses that fuel job creation in today's economy are increasing seeking out urban innovative environments. These trends position Gateway Cities to once again serve as engines driving growth in regional economies across the Commonwealth.



#### Brockton

[Profile](#)

Located 20 miles south of Boston, Brockton was once the nation's largest shoe producer. Now known as the City of Champions, after native boxers Rocky Marciano and “Marvelous” Marvin Hagler, Brockton has been recognized recently for outstanding results in urban education.



#### Fall River

[Profile](#)

On the south coast 15 miles from Providence, Fall River has deep roots in textiles, an industry in which it was once a leading center. More than half the city's population traces their ancestry back to the Azorean islands of Portugal. Along with many other immigrant groups, Fall River's Lusophones give the city rich cultural traditions.



#### Fitchburg

[Profile](#)

In north central Mass., not far from the New Hampshire border, Fitchburg sits in the heart of the Wachusett Valley. The Fitchburg rail line once linked Boston to Albany with trains running through the Hoosac Tunnel. A former paper and GE manufacturing center, the city is home to Fitchburg State College and a rejuvenated mixed-use downtown.



### Haverhill

[Profil](#)

On the banks of the Merrimac River in northeastern Massachusetts, Haverhill has been a leader in industries ranging from shipbuilding to shoemaking. The city's connections to modern transportation infrastructure, including MBTA and Amtrak rail and I-495, have led to the emergence of new industries and a rejuvenated mixed use downtown.



### Holyoke

[Profil](#)

Strategically situated in Western Massachusetts beneath a large drop in the Connecticut river, Holyoke was one of the nation's first planned industrial cities. The city's canals powered paper mills. In the future, Holyoke's tremendous water power will provide energy for a worldclass supercomputing center.



### Lawrence

[Profil](#)

A historic industrial city 30 miles north of Boston. In the mid-19th century, the world's largest dam and mill complex made Lawrence a leading producer of textiles. Today the city is home to vibrant Dominican and Puerto Rican communities, and many small entrepreneurial businesses remaking the city's economy.



### Lowell

[Profil](#)

Located 30 miles northwest of Boston, Lowell was founded in the 1820s as a planned manufacturing center for textiles. Today the industrial legacy is showcased in the Lowell National Historical Park. The city is also home to UMass Lowell and many new immigrants, including the nation's second largest Cambodian community.



### New Bedford

[Profil](#)

During the 19th century, "The Whaling City" was once one of the world's largest whaling ports as famously portrayed in Moby Dick. Today New Bedford Whaling National Historic Park is all that remains of that industry, but the city is still home to one of the nation's largest commercial fishing fleets and a lively arts scene.



### Pittsfield

[Profil](#)

In the heart of the Berkshires, the first intercollegiate baseball game was played in Pittsfield. Wahconah Park is one of the oldest baseball stadiums in the US. Pittsfield's economy grew along with GE's plastics division. Today growth in creative industries throughout the Berkshires is helping to drive the Pittsfield economy.



### Springfield

[Profil](#)

The biggest city in Western Mass and the fourth largest in New England, Springfield is known as the "City of Firsts". Many innovations emerged from the city during the industrial revolution, earning the city a reputation as the Silicon Valley of its day. It is also the birthplace of basketball and home to the National Basketball Hall of Fame.



### Worcester

[Profil](#)

Located 40 miles west of Boston, Worcester is New England's second largest city, home to 10 colleges and universities, including UMass Medical. Worcester's relatively affordable housing, its MBTA and Amtrak connections, and its close proximity to Greater Boston's Metrowest are driving new growth and development in the city.



The Legislature defines 26 Gateway Cities in the Commonwealth, which are Attleboro, Barnstable, Brockton, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, New Bedford, Peabody, Pittsfield, Quincy, Revere, Salem, Springfield, Taunton, Westfield, and Worcester.



OVERVIEW

RESEARCH

GATEWAY CITIES JOURNAL

GATEWAY CITIES VISION

TRANSFORMATIVE TRANSIT-ORIENTED DEVELOPMENT (TTOD) INITIATIVE

BLOG

FELLOWS

INNOVATION AWARDS

EVENTS

@GATEWAYCITIES

Tweets by @Gatewaycities



Join us in learning how to reduce trauma and violence and promote resiliency in Gateway Cities. We will be joined by Senator Chandler, Child Advocate Maria Mossaides, and City Manager Ed Augustus, along with DAs, community providers, and more. Register at [bit.ly/38bwn6E](https://bit.ly/38bwn6E)



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JUL 22, 2021

Annual Gateway Cities Leadership Summit

ALL EVENTS

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*MassINC's work with the Gateway Cities is unmatched. As Eastern Bank strives to help businesses in these communities thrive, MassINC has been a tremendous partner, providing data-driven research and affirming that these cities are full of opportunities.*



**Bob Rivers** Chairman and CEO of Eastern Bank

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# TOWN OF WAKEFIELD

MASSACHUSETTS

FIRE DEPARTMENT HEADQUARTERS

ONE UNION STREET  
WAKEFIELD, MA 01880

MICHAEL J. SULLIVAN

FIRE CHIEF

(781) 246-6435

FAX: (781) 246-6433

E-MAIL [msullivan@wakefield.ma.us](mailto:msullivan@wakefield.ma.us)

FIRE PREVENTION

(781) 246-6435

June 22, 2021

Mr. Stephen P. Maio  
Town Administrator  
William J. Lee Memorial Town Hall  
One Lafayette Street  
Wakefield, MA. 01880

Dear Mr. Maio:

I am writing to request that the Town Council vote to declare that one of the Wakefield Fire Department pumpers, a 1996 Seagrave fire engine known as Engine 4, be declared as excess property. This engine is 25 years old and has performed reliably during its long tenure with the department. A new 2021 Seagrave pumper has been delivered and will be placed into service within the next several weeks. The department no longer has a need for this pumper and declaring it as excess property would allow it to be available for purchase.

I am also requesting permission to offer this 1996 Seagrave fire engine for sale to the City of Malden Fire Department for the price of \$3,000. Malden would like to purchase this fire engine from the town to be used as a spare engine until new apparatus that is being manufactured for the city can be delivered. The sale price of \$3,000 is a fair price considering the age and condition of the 1996 fire engine. Malden will purchase the pumper "as is" with full disclosure of the engine's present mechanical condition and a complete set of maintenance records. Engine 4's pump is in reasonably good condition considering its age and should serve Malden well as a spare pumper until it can take delivery of its new fire apparatus.

The Malden Fire Department has been an excellent mutual aid partner over the years. This sale is an opportunity to dispose of a piece of excess fire apparatus and help out a nearby fire department at the same time. Your assistance in this matter would be greatly appreciated.

Very truly yours,

Chief Michael J. Sullivan  
Wakefield Fire Department