



# TOWN OF WAKEFIELD

TOWN COUNCIL

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

Jonathan P. Chines  
Anne P. Danehy

Edward F. Dombroski, Jr.  
Ann Santos

Sherri A. Dalton, Clerk

## NOTICE OF MEETING

February 14<sup>th</sup>, 2022 | 7:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/88969456021>

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/88969456021>. 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 889 6945 6021. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded. In compliance with the Americans with Disability Act, this location is accessible to people with disabilities, Wakefield provides reasonable accommodations and/or language assistance free of charge upon request. If you are a person with a disability and require information or materials in an alternate format, or if you require any other accommodation, please contact the Town's Disability Coordinator, William Renault-Town Engineer at 781-246-6308 as far in advance of the event as possible. Every effort will be made to grant your request. Advance notification will enable the Town to make reasonable arrangements to remove an accessibility barrier for you.

### Item 1 | Call to Order

### Item 2 | Pledge of Allegiance

### Item 3 | Attendance

### Item 4 | Public Engagement

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

In the event further deliberation or action is warranted, any issues raised may be included as an item on a future Town Council Agenda.

### Item 5 | Approval of Minutes

Approval of the January 24<sup>th</sup>, 2022 Town Council meeting minutes.

### Item 6 | Public Hearing

7:05 p.m. Public Hearing for CMRG, LLC d/b/a Tonno Wakefield located at 175 North Avenue for Alteration of Premises.



### **Item 7 | By-Law Appeal Update**

Notice to Cease and Desist Order extension update.

### **Item 8 | Fiscal Year 2023 Budgets & Recommendations of Subcommittees**

- A. Budget 1 – Town Council
- B. Budget 3 – I.T. Department
- C. Budget 16 – Police Department
- D. Budget 34 - Library
- E. Budget 45 – Retirement
- F. Budget 28 – Veterans Services

### **Item 9 | Annual Town Meeting**

- A. Proposed date for Annual Town Meeting, Saturday April 30<sup>th</sup>, 2022 at 8:00 a.m. at Galvin Middle School. (Annual town meeting shall be held within thirty (30) days of the first Monday in April).
- B. Open Annual Town Meeting Warrant, February 14<sup>th</sup>, 2022.
- C. Close Annual Town Meeting Warrant, 4:30 p.m. on March 31<sup>st</sup>, 2021.

### **Item 10 | Appointments**

- A. Appointment of Vacation Replacement Building Inspector.
- B. Discussion regarding committee selection process.
- C. Economic Development Council update.

### **Item 11 | License Renewals**

- A. Renewal of Class I license to Liberty Isuzu Truck located at 90 Bay State Road.
- B. Renewal of Class II license to Liberty Chevrolet Inc. located at 90 Bay State Road.
- C. Renewal of Class I license to Liberty Chevrolet Inc. located at 90 Bay State Road.
- D. Renewal of Class I license to Liberty Mazda, Inc. located at 81 Bay State Road.
- E. Renewal of Class II license to Liberty Motor Car Inc. d/b/a Liberty Mazda located at 81 Bay State Road.

### **Item 12 | Donations**

Request from the Library to accept and expend a gift or gifts to the Library in the amount of \$15,191.00 from various donors with thanks.

### **Item 13 | Warrants**

Update on Fiscal Year 2022: Warrant 24 dated December 14<sup>th</sup>, 2021; Warrant 25 dated December 21<sup>st</sup>, 2021; Warrant 26 dated December 28<sup>th</sup>, 2021; Warrant 27 dated December 29<sup>th</sup>, 2021; Warrant 27A dated December 31<sup>st</sup>, 2021; Warrant 28 dated January 11<sup>th</sup>, 2022; Warrant 30 dated January 25<sup>th</sup>, 2022.

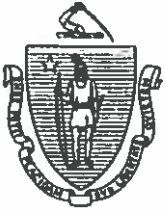
### **Item 14 | Announcements**

### **Item 15 | 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 16 | Adjournment**

Next Regular Town Council Meeting: Monday, February 28<sup>th</sup>, 2022 at 7:00 p.m.



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**AMENDMENT-Change or Alteration of Premises Information**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change Corporate Name
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Change of DBA
- Change of License Type (i.e. club / restaurant)
- Change of Hours
- Change of Manager
- Alteration of Licensed Premises
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Pledge of Collateral (i.e. License/Stock)
- Change of Officers/Directors
- Change of Location
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Change of Ownership Interest
- Other

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

**Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358**



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

**AMENDMENT-Change or Alteration of Premises Information**

**Change of Location**

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

**Alteration of Premises**

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
CMRG, LLC d/b/a Tonno Wakefield	Wakefield	

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

The alteration of the licensed premises to alter or change a private dining/function room contiguous to the restaurant space by making and incorporating it as part of the restaurant space.

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Brian D. McGrai, Esq.	Attorney		

**2. ALTERATION OF PREMISES**

**2A. DESCRIPTION OF ALTERATIONS**

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

The alteration of the licensed premises to alter or change a private dining/function room contiguous to the restaurant space by making and incorporating it as part of the restaurant space.

**2B. PROPOSED DESCRIPTION OF PREMISES**

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

The space includes a dining room, bar area, outdoor patio, kitchen, restrooms and basement storage area

Total Sq. Footage	5,983	Seating Capacity	263	Occupancy Number	342
Number of Entrances	2	Number of Exits	2	Number of Floors	2

## AMENDMENT-Change or Alteration of Premises Information

### **3. CHANGE OF LOCATION**

#### **3A. PREMISES LOCATION**

Last-Approved Street Address

Proposed Street Address

#### **3B. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

#### **3C. OCCUPANCY OF PREMISES**

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Lease

Landlord Name

175 North Comm LLC

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

3/2/2018

Rent per Month

Lease Ending Date

10/31/2025

Rent per Year

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

Yes  No

#### 4. FINANCIAL DISCLOSURE

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

Associated Cost(s):

#### SOURCE OF CASH CONTRIBUTION

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

Name of Contributor	Amount of Contribution
CMRG, LLC	
Total	

#### SOURCE OF FINANCING

Please provide signed financing documentation.

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

## APPLICANT'S STATEMENT

I, Matthew P. Maggiore the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of CMRG, LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

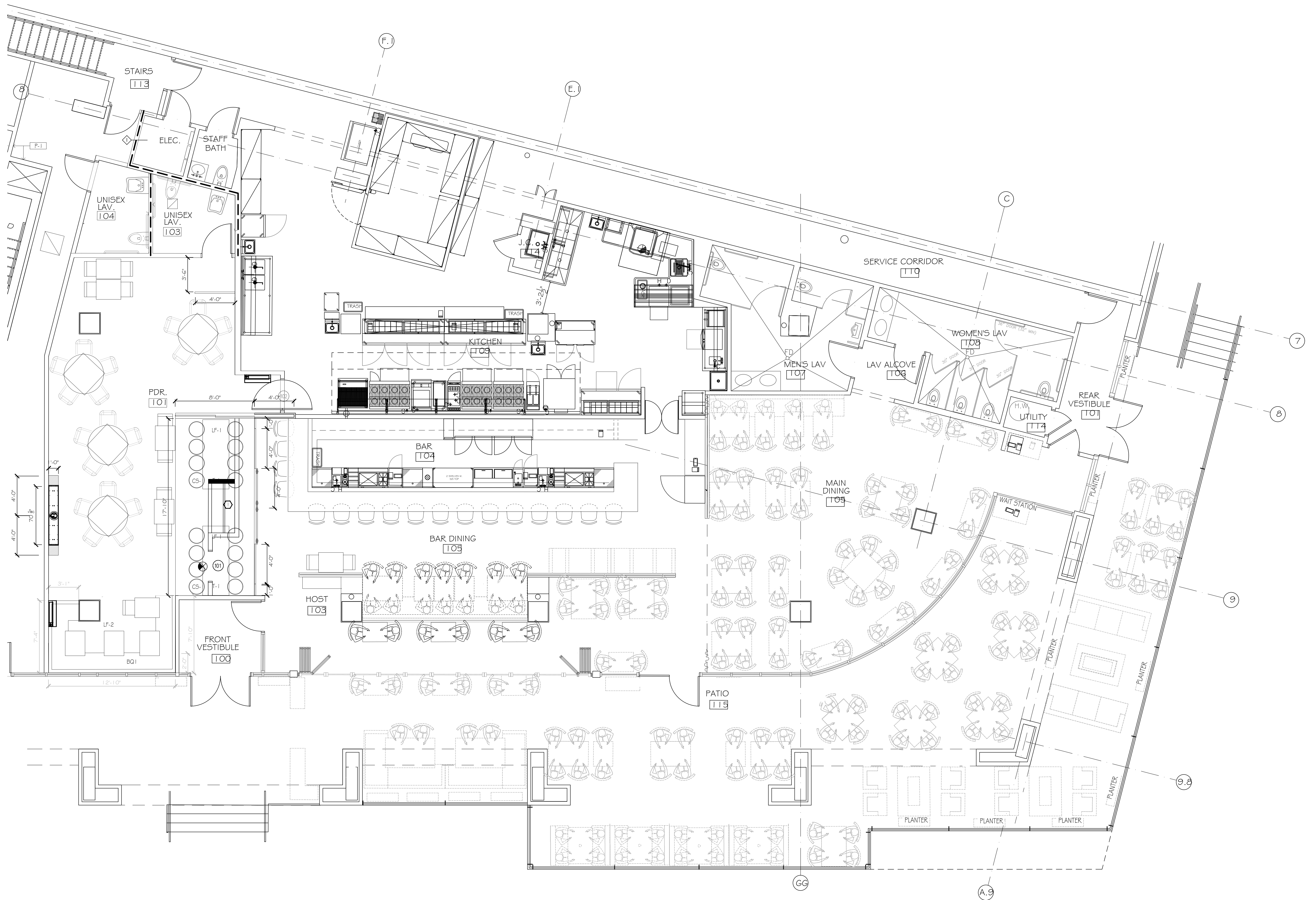
- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: 

Date: 1-31-22

Title: Manager





Budget No. 1	Page 1									
Dept. No. 122										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023										
Town Council										
====	=====	=====	=====	=====	=====	=====	=====	=====		
		Actual	Actual			Act. Expend.	Requested	Recommended		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	For	For		
EOC	Dept/Appropriation	FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	+/- \$	+/- %
====	=====	=====	=====	=====	=====	=====	=====	=====		
SHEET A										
1	Personal Services	404,145.00	405,362.00	412,155.00	428,140.00	210,730.00	444,521.00	444,521.00	16,381.00	3.83%
2	Contractual Services	62,500.00	63,107.00	70,731.00	68,731.00	29,585.00	66,731.00	66,731.00	(2,000.00)	-2.91%
4	Materials/Supplies	2,032.00	2,878.00	3,150.00	3,150.00	1,217.00	2,600.00	2,600.00	(550.00)	-17.46%
7	Sundry Charges	3,057.00	3,057.00	3,500.00	3,500.00	3,180.00	3,500.00	3,500.00	0.00	0.00%
	TOTAL TAX LEVY	471,734.00	474,404.00	489,536.00	503,521.00	244,712.00	517,352.00	517,352.00	13,831.00	2.75%
TRANSFERS:										
	Water, Sewer, & Ins	49,937.00	73,193.00	73,193.00	75,845.00	0.00	79,345.00	79,345.00	3,500.00	4.61%
	TOTAL WITH TRANSFERS	521,671.00	547,597.00	562,729.00	579,366.00	244,712.00	596,697.00	596,697.00	17,331.00	2.99%
RFT										

Budget No. 1									
Dept. No. 122									
TOWN OF WAKEFIELD									
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023									
Town Council									
====	=====	=====	=====	=====	=====	=====	=====	=====	
		Actual	Actual			Act. Expend.	Requested	Recommended	
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	For	For	
EOC	Dept/Appropriation	FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	
====	=====	=====	=====	=====	=====	=====	=====	=====	
SHEET B - 2 CONTRACTUAL SERVICES									
5203	Town Reports	1,123.00	1,100.00	3,000.00	2,000.00	0.00	1,500.00	1,500.00	
5244	Equipment Maint. - Office	0.00	0.00	100.00	100.00	0.00	100.00	100.00	
5301	Advertising	13,708.00	15,533.00	15,000.00	15,000.00	5,871.00	15,000.00	15,000.00	
5306	Printing/Stationery	184.00	39.00	1,500.00	1,500.00	0.00	500.00	500.00	
5316	Prof Serv - Other	25,914.00	22,793.00	26,000.00	26,000.00	8,094.00	26,000.00	26,000.00	
5340	Postage	11.00	353.00	750.00	750.00	7.00	250.00	250.00	
5341	Telephone	576.00	576.00	576.00	576.00	576.00	576.00	576.00	
5351	Travel Inside Comm.	506.00	0.00	2,000.00	1,000.00	0.00	1,000.00	1,000.00	
5399	Not Classified	20,478.00	22,713.00	21,805.00	21,805.00	15,037.00	21,805.00	21,805.00	
	TOTAL 2	62,500.00	63,107.00	70,731.00	68,731.00	29,585.00	66,731.00	66,731.00	

Budget No. 1										
Dept. No. 122										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023										
Town Council										
====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
		Actual	Actual			Act. Expend.	Requested	Recommended		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	For	For		
EOC	Dept/Appropriation	FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023		
====	=====	=====	=====	=====	=====	=====	=====	=====		
SHEET B - 4 MATERIALS/SUPPLIES										
5421	Office Equipment	0.00	101.00	100.00	100.00	0.00	100.00	100.00		
5422	Office Supplies	1,032.00	1,777.00	1,050.00	1,050.00	165.00	500.00	500.00		
5424	Human Rights Commission	1,000.00	1,000.00	1,000.00	1,000.00	1,052.00	1,000.00	1,000.00		
5426	Environmental Sustainability	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00		
	TOTAL 4	2,032.00	2,878.00	3,150.00	3,150.00	1,217.00	2,600.00	2,600.00		



Budget No. 3										Page 1	
Dept. No. 155											
TOWN OF WAKEFIELD											
Summary Of Expenditures Of Prior Periods With Estimates For The Fiscal Period Of 2023											
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 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023	+/- \$	+/- %
=====											
SHEET A											
1	Personal Services	195,608.00	163,312.00	201,423.00	206,769.00	105,208.00	205,257.00	205,257.00	0.00	(1,512.00)	-0.73%
2	Contractual Services	106,200.00	145,561.00	163,229.00	156,864.00	114,480.00	164,451.00	164,451.00	0.00	7,587.00	4.84%
4	Materials/Supplies	2,963.00	4,829.00	5,650.00	5,650.00	388.00	5,150.00	5,150.00	0.00	(500.00)	-8.85%
7	Sundry Charges	3,990.00	642.00	4,250.00	2,388.00	1,019.00	6,848.00	6,848.00	0.00	4,460.00	186.77%
	TOTAL SHEET A	308,761.00	314,344.00	374,552.00	371,671.00	221,095.00	381,706.00	381,706.00	0.00	10,035.00	2.70%

Budget No. 3									Page 2
Dept. No. 155									
TOWN OF WAKEFIELD									
Summary Of Expenditures Of Prior Periods With Estimates For The Fiscal Period Of 2023									
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 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023
SHEET B - 2 CONTRACTUAL SERVICES									
5247	Computer Maint.	3,780.00	3,090.00	4,265.00	4,265.00	1,436.00	4,265.00	4,265.00	0.00
5249	Software Maint.	93,659.00	135,168.00	145,864.00	141,224.00	106,607.00	148,285.20	148,286.00	0.00
5275	Training	1,481.00	1,867.00	2,400.00	2,400.00	2,700.00	2,700.00	2,700.00	0.00
5306	Printing/Stationery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5310	Professional Services	950.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00
5341	Telephone Other Comm.	5,180.00	2,909.00	6,200.00	6,475.00	3,121.00	6,700.00	6,700.00	0.00
5351	Travel Inside Commonwealth	1,150.00	2,527.00	3,000.00	2,500.00	616.00	2,500.00	2,500.00	0.00
	TOTAL 2	106,200.00	145,561.00	163,229.00	156,864.00	114,480.00	164,450.20	164,451.00	0.00

Budget No. 3								Page 3		
Dept. No. 155										
TOWN OF WAKEFIELD										
Summary Of Expenditures Of Prior Periods With Estimates For The Fiscal Period Of 2023										
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 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023	
SHEET B - 4 MATERIALS/SUPPLIES										
5422	Office Supplies	1,080.00	1,633.00	1,650.00	1,650.00	170.00	1,150.00	1,150.00	0.00	
5423	Reprod. & Computer Sup.	469.00	1,973.00	2,500.00	2,500.00	218.00	2,500.00	2,500.00	0.00	
5593	Clothing/Safety Equip	1,414.00	1,223.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00	
	TOTAL 4	2,963.00	4,829.00	5,650.00	5,650.00	388.00	5,150.00	5,150.00	0.00	



Budget No. 3								Page 4	
Dept. No. 155									
TOWN OF WAKEFIELD									
Summary Of Expenditures Of Prior Periods With Estimates For The Fiscal Period Of 2023									
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 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023
SHEET B - 7 SUNDRY CHARGES									
5731	Dues & Memberships	3,990.00	642.00	4,250.00	2,388.00	1,019.00	6,848.00	6,848.00	0.00
	TOTAL 4	3,990.00	642.00	4,250.00	2,388.00	1,019.00	6,848.00	6,848.00	0.00

**FY21  
Budget Reference Data**

<b>5247 - Computer Maintenance</b>									
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	\$ Change	FY23 Notes
1	Sharp/Innovex	IT Department MFP Lease and Maintenance	\$ 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	\$ -	
3	Various	Public Safety - Rauland Telecenter System	\$ 600.00	\$ 600.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ -	
						\$ -		\$ -	
						\$ -		\$ -	
	<b>TOTAL</b>		\$ 4,215.00	\$ 4,215.00	\$ 4,265.00	\$ 4,265.00	\$ 4,265.00	\$ -	

**FY21  
Budget Reference Data**

5249 - Software Maintenance									
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	\$ Change	FY23 Notes
1	Tyler Technologies	SUPPORT & UPDATE LICENSING - TCM-SE	\$ -		\$ 3,780.00	\$ 3,893.40	\$ 4,088.07	\$ 194.67	
2	Tyler Technologies	MUNIS OSDBA	\$ 11,329.63	\$ 12,154.66	\$ 12,762.39	\$ 13,145.26	\$ 13,802.52	\$ 657.26	
3	Tyler Technologies	GUI UNLIMITED LICENSE SUPPORT	\$ 2,505.24	\$ 1,650.00	\$ 1,650.00	\$ 1,699.50	\$ 1,784.48	\$ 84.98	
4	Tyler Technologies	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE	\$ 1,803.75	\$ 1,935.10	\$ 2,031.86	\$ 2,092.82	\$ 2,197.46	\$ 104.64	
5	Tyler Technologies	SUPPORT & UPDATE LICENSING - MUNIS OFFICE	\$ 1,366.50	\$ 1,466.00	\$ 1,539.30	\$ 1,585.48	\$ 1,664.75	\$ 79.27	
6	Tyler Technologies	SUPPORT & UPDATE LICENSING - MA EXCISE TAX	\$ 2,505.25	\$ 2,687.69	\$ 2,822.07	\$ 2,906.73	\$ 3,052.07	\$ 145.34	
7	Tyler Technologies	SUPPORT & UPDATE LICENSING - TAX BILLING	\$ 8,350.81	\$ 8,958.93	\$ 9,406.88	\$ 9,689.09	\$ 10,173.54	\$ 484.45	
8	Tyler Technologies	SUPPORT & UPDATE LICENSING - MA TAX TITLE	\$ 2,505.25	\$ 2,687.69	\$ 2,822.07	\$ 2,906.73	\$ 3,052.07	\$ 145.34	
9	Tyler Technologies	SUPPORT & UPDATE LICENSING - CAMA BRIDGE	\$ 1,670.16	\$ 1,791.79	\$ 1,881.38	\$ 1,937.82	\$ 2,034.71	\$ 96.89	
10	Tyler Technologies	SUPPORT & UPDATE LICENSING - PAYROLL W/ESS	\$ 6,422.54	\$ 6,890.23	\$ 7,234.74	\$ 7,451.78	\$ 7,824.37	\$ 372.59	
11	Tyler Technologies	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD	\$ 1,366.50		\$ -	\$ -	\$ -	\$ -	
12	Tyler Technologies	TYLER FORM PROCESSING SUPPORT	\$ 2,277.49	\$ 2,443.34	\$ 2,565.51	\$ 2,642.48	\$ 2,774.60	\$ 132.12	
13	Tyler Technologies	SUPPORT & UPDATE LICENSING - UTILITY BILLING INTERFACE	\$ 751.58	\$ 806.32	\$ 846.64	\$ 872.04	\$ 915.64	\$ 43.60	
14	Tyler Technologies	SUPPORT & UPDATE LICENSING - UTILITY BILLING	\$ 1,967.75	\$ 2,111.04	\$ 2,216.59	\$ 2,283.09	\$ 2,397.24	\$ 114.15	
15	Tyler Technologies	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP	\$ 12,335.49	\$ 13,233.77	\$ 13,895.46	\$ 14,312.32	\$ 15,027.94	\$ 715.62	
16	Tyler Technologies	Support & Update Licensing - Purchase Orders	\$ 2,833.03	\$ 3,039.33	\$ 3,191.30	\$ 3,287.04	\$ 3,451.39	\$ 164.35	
17	Tyler Technologies	Support & Update Licensing - Requisitions	\$ 2,360.86	\$ 2,532.80	\$ 2,659.44	\$ 2,739.22	\$ 2,876.18	\$ 136.96	
18	Tyler Technologies	Support & Update Licensing - Tyler Reporting Services	\$ 3,934.77	\$ 4,221.30	\$ 4,432.37	\$ 4,565.34	\$ 4,793.61	\$ 228.27	
19	Tyler Technologies	Support & Update Licensing - Treasury Management	\$ 2,360.86	\$ 2,532.80	\$ 2,659.44	\$ 2,739.22	\$ 2,876.18	\$ 136.96	
20	Tyler Technologies	General Billing	\$ 1,070.69	\$ 1,041.86	\$ 1,093.95	\$ 1,126.77	\$ 1,183.11	\$ 56.34	
21	Tyler Technologies	Human resources & Talent Management	\$ -		\$ 2,071.00	\$ 2,133.13	\$ 2,239.79	\$ 106.66	
22	Patriot Properties	Assesspro	\$ 12,705.32	\$ 12,930.00	\$ 13,317.90	\$ 13,717.44	\$ 14,403.31	\$ 685.87	
23	Virtual Town Hall	Web site hosting	\$ 6,113.85	\$ 6,300.00	\$ 6,489.00	\$ 6,683.67	\$ 7,017.85	\$ 334.18	
24	DesLauriers	GeoTMS Permit system			\$ -	\$ -	\$ -	\$ -	
25	IMAS	Dog licensing	\$ 1,083.47	\$ -	\$ -	\$ -	\$ -	\$ -	
26	Barracuda	Barracuda Spam Firewall updates	\$ 1,831.25	\$ 2,373.75	\$ 2,444.96	\$ 2,518.31	\$ 2,644.23	\$ 125.92	
27	SeeClick Fix	DPW Issue Reporting Application	\$ -	\$ 5,800.00	\$ 5,974.00	\$ -	\$ -	\$ -	Low usage. Couldn't justify service
28	Sophos	Anti-Virus software	\$ -		\$ 2,668.00	\$ 2,748.04	\$ 2,885.44	\$ 137.40	
29	OpenGov	Hosted Permitting Solution (Bldg Insp, BOH, Licensing)	\$ -		\$ 20,570.00	\$ 21,187.10	\$ 22,246.46	\$ 1,059.36	
30	OpenCheckbook	Hosted Online Checkbook Solution	\$ -		\$ 3,300.00	\$ 3,399.00	\$ 3,568.95	\$ 169.95	
31	VMWare	Server Virtualization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32	Filemaker Pro	WFD Records Management Database	\$ -		\$ -	\$ -	\$ -	\$ -	
33	Sharepoint Services	Police DHQ System	\$ 1,857.37	\$ -	\$ -	\$ -	\$ -	\$ -	
34	Autodesk	Autocad GIS and engineering applications	\$ -		\$ -	\$ -	\$ -	\$ -	
35	PeopleGIS	Multi Departmental People GIS support	\$ 8,913.71	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	
36	Ricoh	FortisBlue EDM System	\$ 3,600.00		\$ -	\$ -	\$ -	\$ -	
37	Lenel	Townwide Access Control Software	\$ 3,200.00		\$ -	\$ -	\$ -	\$ -	
38	Adobe	Acrobat Standard licensing	\$ 2,960.21	\$ 2,698.20	\$ 2,779.15	\$ -	\$ -	\$ -	Perpetual Licenses vs Subscription
39	Dell	Sonicwall Firewalls - Subscriptions	\$ 1,331.60	\$ 3,136.67	\$ 3,230.77	\$ 3,327.69	\$ 3,494.08	\$ 166.38	
40	Dell	Sonicwall Firewalls - Support	\$ 972.63		\$ -	\$ -	\$ -	\$ -	
41	Acorn	Public Safety - Voice Recording System	\$ 1,386.00	\$ 1,425.00	\$ 1,467.75	\$ 1,511.78	\$ 1,587.37	\$ 75.59	
42	DataVis	Public Safety - LE Data Analytics			\$ -	\$ -	\$ -	\$ -	
43	Real Estate Research	Assessor Software Support RER	\$ 1,890.00	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,227.89	\$ 106.09	
					\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Subtotal</b>	<b>Tyler MUNIS Products</b>	\$ 69,718.14	\$ 72,184.65	\$ 81,562.39	\$ 84,009.16	\$ 88,209.62	\$ 4,200.46	
	<b>Subtotal</b>	<b>Other Software Products</b>	\$ 47,845.41	\$ 46,663.62	\$ 64,301.53	\$ 57,214.83	\$ 60,075.58	\$ 2,860.74	
	<b>TOTAL</b>	<b>All Software Products</b>	\$ 117,563.55	\$ 118,848.27	\$ 145,864.00	\$ 141,224.00	\$ 148,285.20	\$ 7,061.20	

**FY21  
Budget Reference Data**

5275 - Training												
#	Vendor	Description	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	\$ 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	\$ 2,700.00	\$ 300.00	
4	Microsoft CTC	Microsoft Network Services & Security	\$ 1,500.00	\$ 1,500.00							\$ -	
5	Microsoft CTC	Microsoft Worldwide Partner 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						\$ -	
<b>Total</b>			<b>\$ 17,950.00</b>	<b>\$ 20,225.00</b>	<b>\$ 19,795.00</b>	<b>\$ 12,200.00</b>	<b>\$ 10,200.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,700.00</b>	<b>\$ 300.00</b>	

**FY21  
Budget Reference Data**

*5310 - Professional Services*

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

**FY21  
Budget Reference Data**

*5341 - Telephone*

<b>5341 - Telephone</b>									
#	Vendor	Description	IT - FY19	IT - FY20	IT - FY21	IT - FY22	IT - FY23	\$ 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	\$ 225.00	
								\$ -	
<b>TOTAL</b>			<b>\$ 6,200.00</b>	<b>\$ 6,200.00</b>	<b>\$ 6,200.00</b>	<b>\$ 6,475.00</b>	<b>\$ 6,700.00</b>	<b>\$ 225.00</b>	

**FY21  
Budget Reference Data**

*5422 - Office Supplies*

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

**FY21  
Budget Reference Data**

5423 - Reproduction & Computer Supplies									
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	\$ 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	\$0.00	
								\$0.00	
	<b>TOTAL</b>		<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	



**FY21  
Budget Reference Data**

*5593 - Clothing*

<b>5593 - Clothing</b>									
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	\$ Change	FY23 Notes
1	Various	Safety Gear/Uniform Clothing for ITD	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	
						\$ -	\$ -	\$ -	
<b>TOTAL</b>			<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	

**FY21  
Budget Reference Data**

<b>5731 - Subscriptions</b>										
#	Vendor	Description	FY19	FY20	FY21	FY22	FY23	\$ Change	Column1	FY23 Notes
1	Zoom	Remote Conferencing Solutions	\$0.00				\$1,900.00	\$1,900.00		
2	Microsoft	Office 365	\$0.00				\$500.00	\$500.00		
3	GoDaddy	SSL Certificates	\$0.00				\$1,798.00	\$1,798.00		
4	Teamviewer	Remote Tech Support Subscription	\$3,990.00	\$3,990.00	\$4,250.00	\$2,388.00	\$2,650.00	\$262.00		
<b>TOTAL</b>			<b>\$3,990.00</b>	<b>\$3,990.00</b>	<b>\$4,250.00</b>	<b>\$2,388.00</b>	<b>\$6,848.00</b>	<b>\$4,460.00</b>		



Budget No. 16													
Dep. No. 210													
TOWN OF WAKEFIELD													
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023													
Police Department													
		Actual	Actual	Approp.	Approp.	Act. Expend.	Departmental	Town Admin.					
EOC	Dept/Appropriation	Expend.	Expend.	FY 2021	FY 2022	Thru Wk. 26	Request For	Request For				Recommended	
		FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023				FY 2023	
1	Personal Services												
5111	Regular Salaries	3,669,019.00	3,965,436.00	3,976,220.00	4,190,496.00	2,168,969.00	4,412,203.00	4,412,203.00				0.00	
5192	Education Incentive	546,191.00	585,203.00	599,104.00	623,151.00	311,576.00	608,921.00	608,921.00				0.00	
5114	Clerical / Parking Enforcement	82,973.00	88,752.00	101,011.00	103,641.00	45,003.00	114,250.00	114,250.00				0.00	
5150	Fitness Incentive	28,000.00	27,000.00	30,000.00	32,000.00	28,000.00	30,000.00	30,000.00				0.00	
5123	Matron	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00				0.00	
5129	Town Mtgs/Elections	8,327.00	8,570.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00				0.00	
5130	July 4th	31,994.00	0.00	0.00	0.00	372.00	38,000.00	38,000.00				0.00	
5136	Court	63,143.00	18,647.00	87,200.00	87,200.00	18,909.00	87,200.00	87,200.00				0.00	
5138	Training Schools	63,557.00	69,888.00	105,200.00	105,200.00	61,469.00	105,200.00	105,200.00				0.00	
5146	Holidays	247,486.00	267,635.00	241,100.00	241,100.00	153,954.00	327,212.00	327,212.00				0.00	
5147	Firearm Qualification	42,158.00	40,284.00	51,300.00	51,300.00	24,288.00	51,300.00	51,300.00				0.00	
5133	Sub Vacation - OT	216,277.00	218,120.00	251,400.00	251,400.00	122,014.00	251,400.00	251,400.00				0.00	
5134	Subsick & Injured - OT	63,825.00	30,389.00	71,800.00	71,800.00	44,519.00	71,800.00	71,800.00				0.00	
5139	Emergency Overtime - OT	119,638.00	171,044.00	107,700.00	107,700.00	87,426.00	107,700.00	107,700.00				0.00	
	Sub-Total Overtime	399,740.00	419,553.00	430,900.00	430,900.00	253,959.00	430,900.00	430,900.00				0.00	
	TOTAL PERSONAL SERVICES	5,182,588.00	5,490,968.00	5,636,035.00	5,876,988.00	3,066,499.00	6,217,186.00	6,217,186.00				0.00	
	RFT												
	TOTAL WITH RFT	5,182,588.00	5,490,968.00	5,636,035.00	5,876,988.00	3,066,499.00	6,217,186.00	6,217,186.00				0.00	

Budget No. 16													
Dep. No. 210													
TOWN OF WAKEFIELD													
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023													
Police Department													
		Actual	Actual			Act. Expend.	Departmental	Town Admin.					
EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For			Recommended		
		FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023			FY 2023		
2	CONTRACTUAL SERVICES												
5243	Maintenance Auto	8,026.00	9,658.00	9,000.00	9,000.00	1,668.00	9,000.00	9,000.00			0.00		
5244	Rep Main Off Equip	1,294.00	3,769.00	3,500.00	3,500.00	66.00	3,500.00	3,500.00			0.00		
5246	Maintenance Radio	20,627.00	21,311.00	23,000.00	23,000.00	12,214.00	23,000.00	23,000.00			0.00		
5247	Computer Maint Equip	22,602.00	19,159.00	25,000.00	25,000.00	2,582.00	25,000.00	25,000.00			0.00		
5248	Repair Maint Equip	5,176.00	5,282.00	5,500.00	5,500.00	3,075.00	5,500.00	5,500.00			0.00		
5249	Comp Maint Software	19,060.00	8,445.00	19,000.00	19,000.00	549.00	69,000.00	69,000.00			0.00		
5271	Hired Equipment	13,817.00	14,422.00	18,120.00	16,120.00	5,807.00	16,120.00	16,120.00			0.00		
5275	Training Schools	31,395.00	30,159.00	37,000.00	37,000.00	12,662.00	37,000.00	37,000.00			0.00		
5301	Advertising	2,741.00	3,959.00	3,600.00	3,600.00	0.00	3,600.00	3,600.00			0.00		
5306	Printing / Stationary	1,105.00	1,610.00	2,100.00	2,100.00	225.00	2,100.00	2,100.00			0.00		
5316	Professional Service	0.00	0.00	0.00	87,500.00	59,995.00	89,687.00	89,687.00			0.00		
5340	Postage	1,781.00	1,799.00	1,800.00	1,800.00	509.00	1,800.00	1,800.00			0.00		
5341	Telephone	33,898.00	28,269.00	40,000.00	35,000.00	18,662.00	35,000.00	35,000.00			0.00		
5351	Travel	79.00	1,172.00	1,700.00	1,700.00	10.00	1,700.00	1,700.00			0.00		
5399	Unclassified	29,587.00	52,224.00	54,500.00	4,500.00	1,263.00	4,500.00	4,500.00			0.00		
	FEMA / CARES / ARPA REIMB	0.00	0.00	0.00	(18,750.00)	(9,375.00)	0.00	0.00					
	TOTAL CONTRACTUAL	191,188.00	201,238.00	243,820.00	255,570.00	109,912.00	326,507.00	326,507.00			0.00		

Budget No. 16									
Dep. No. 210									
TOWN OF WAKEFIELD									
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023									
Police Department									
		Actual	Actual			Act. Expend.	Departmental	Town Admin.	
EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended
		FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023
4	MATERIALS & SUPPLIES								
5422	Office Supplies	4,118.00	3,157.00	4,200.00	4,200.00	1,890.00	4,200.00	4,200.00	0.00
5423	Reprod/Comp Supplies	1,417.00	756.00	4,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00
5481	M.V. Parts & Acc	21,792.00	22,107.00	20,000.00	20,000.00	14,233.00	20,000.00	20,000.00	0.00
5482	Gasoline & Oil	57,641.00	51,861.00	60,000.00	60,000.00	28,598.00	60,000.00	60,000.00	0.00
5483	Tires - Automotive	5,846.00	5,953.00	6,000.00	6,000.00	2,153.00	6,000.00	6,000.00	0.00
5501	Communication Parts	7,639.00	9,045.00	11,000.00	11,000.00	9,436.00	11,000.00	11,000.00	0.00
5502	Medical Supplies	6,706.00	5,910.00	6,200.00	6,200.00	0.00	6,200.00	6,200.00	0.00
5511	Books/Publications	960.00	889.00	1,000.00	1,000.00	150.00	1,000.00	1,000.00	0.00
5512	Education Supplies	400.00	100.00	400.00	400.00	0.00	400.00	400.00	0.00
5540	Other Mat & Supplies	9,249.00	12,200.00	13,000.00	11,000.00	3,670.00	11,000.00	11,000.00	0.00
5590	Photo/Fingerprint	0.00	760.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00
5591	Public Safety	29,867.00	26,823.00	30,000.00	30,000.00	13,295.00	30,000.00	30,000.00	0.00
5593	Uniforms/Clothing	7,734.00	12,000.00	12,000.00	12,000.00	678.00	12,000.00	12,000.00	0.00
	TOTAL MATERIALS & SUPP	153,369.00	151,561.00	169,800.00	166,800.00	74,103.00	166,800.00	166,800.00	0.00

Budget No. 16										
Dep. No. 210										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023										
Police Department										
=	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023	
=	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
7	SUNDRY CHARGES									
5731	Dues/Memberships	10,200.00	12,202.00	13,000.00	13,000.00	10,190.00	13,000.00	13,000.00	0.00	
	TOTAL SUNDRY CHARGES	10,200.00	12,202.00	13,000.00	13,000.00	10,190.00	13,000.00	13,000.00	0.00	

TOWN OF WAKEFIELD  
 FY23 BUDGET  
 LIBRARY DEPARTMENT

Account Title	Actual	Actual	Appropriated	Appropriated	W#26 Actual	Requested	\$	%	notes
	Expenditure FY20	Expenditure FY21	FY21	FY22	Expenditure FY22	FY23	Change	Change	
1 Personal Services	1,194,807	1,222,053	\$ 1,264,005	\$ 1,342,844	\$ 660,325	\$ 1,385,623	\$ 42,779	3.2%	<i>contractual. No added hrs or positions. Sunday fully restored.</i>
2 Contractual Services	216,070	231,024	244,628	246,788	118,860	267,174	\$ 20,386	8.3%	
4 Materials & Supplies	220,317	222,000	222,000	222,000	83,785	224,300	\$ 2,300	1.0%	
<b>TOTAL OPERATING BUDGET</b>	<b>1,631,193</b>	<b>1,675,077</b>	<b>1,730,633</b>	<b>1,811,632</b>	<b>862,970</b>	<b>1,877,097</b>	\$ 65,465	3.6%	
<i>13% State Minimum Materials Expenditure Requirement estimate</i>			224,982	235,512		244,023			
trust fund income			45,607	49,139		61,721			
tax levy			1,685,026	1,762,493		1,815,376			



Account Title	Actual	Actual	Appropriated FY21	Appropriated FY22	W#26 Actual	Requested FY23	\$ Change	% Change	notes
	Expenditure FY20	Expenditure FY21			Expenditure FY22				
<b>CONTRACTUAL SERVICES</b>									
5211 Electricity	47,381	42,709	62,370	62,370	22,403	62,370	\$ -	0.0%	
5212 Gas	15,946	16,315	19,500	19,500	2,521	19,500	\$ -	0.0%	
5231 Water & Sewer Charges	3,533	2,229	5,800	5,800	1,070	5,800	\$ -	0.0%	
5240 HVAC Maintenance	5,989	13,043	9,793	9,793	9,849	14,293	\$ 4,500	46.0%	<i>Aging HVAC; increased repairs</i>
5241 Building Maint. & Improvements	31,817	43,366	38,250	38,250	12,418	41,448	\$ 3,198	8.4%	<i>security, elevator, et al. contract &amp; repair increases</i>
5244 Equipment Maintenance	4,995	4,927	6,786	6,786	3,895	6,786	\$ -	0.0%	
5273 Vehicle Allowance	278	-	1,000	1,000	-	1,000	\$ -	0.0%	
5302 Tuitions	1,199	2,388	5,000	5,000	2,403	5,000	\$ -	0.0%	
5316 Professional Services	25,025	24,079	17,900	17,900	8,685	27,887	\$ 9,987	55.8%	<i>software costs moved from IT Capital; contract increases</i>
5323 Automated Network Services	75,059	78,882	75,479	77,639	54,140	80,340	\$ 4,861	3.5%	<i>library materials - count toward certification.</i>
5340 Postage	3,572	54	1,650	1,650	52	1,650	\$ -	0.0%	
5341 Telephone	1,276	3,033	1,100	1,100	1,424	1,100	\$ -	0.0%	
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>216,070</b>	<b>231,024</b>	<b>244,628</b>	<b>246,788</b>	<b>118,860</b>	<b>267,174</b>	\$ 22,546	8.3%	
<b>MATERIALS &amp; SUPPLIES</b>									
5422 Office Supplies	12,005	16,112	10,800	10,800	3,279	10,800	\$ -	0.0%	
5431 Building Maintenance Supplies	11,450	41,929	12,200	12,200	4,884	13,500	\$ 1,300	10.7%	<i>increased need for filters and supplies</i>
5511 Books & Publications	196,862	163,960	199,000	199,000	75,623	200,000	\$ 1,000	0.5%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>220,317</b>	<b>222,000</b>	<b>222,000</b>	<b>222,000</b>	<b>83,785</b>	<b>224,300</b>	\$ 2,300	1.0%	

TOWN OF WAKEFIELD  
FY23 BUDGET  
LIBRARY DEPARTMENT

**FY23 Budget Information**

Personal Services

Includes no added hours or Positions.

Full (38) Sunday hours are restored in FY23.

#5240 increase for aging HVAC system that has seen increased repairs

#5241 increases in maintenance contracts and inspections

#5316 Professional Services increase is due to annual Software costs removed from IT Capital; a new need for website hosting.

#5323 Automated Network Services increase is for materials (count toward State Aid Materials Expenditure Requirement)

Board Reviews	scheduled
Trustees first draft approval	12/15/2021
Town Acct, Town Mgr review	12/20/2021
to Fincom library liasons	
Town Council	2/14/2022
Finance Committee	2/17/2022
Town Meeting Approval	

Town of Wakefield, FY23 Budget, Library Dept.						
Acct. #	Account Title	FY23 Request Line Item detail	FY23 Request	FY22 Expended Warr 26	FY22 Requested & Approp Line Item	FY22 Requested & Approp
<b>PERSONAL SERVICES</b>						
	FY22-FY23 Difference - no positions have been added. Sunday hours restored					
	COLA		11,818		30,000	10,119
	COLA <i>plus</i> Steps & contractual (e.g., sick buy-back)		22,229			15,769
	Staff attrition & replacements (net)		-5,041			-9,151
	Sunday Hours		44,454		30,000	0
<b>TOTAL PERSONAL SERVICES</b>						<b>1,282,844</b>
	November 2021: COLA & 20 Sundays					60,000
<b>CONTRACTUAL SERVICES</b>						
5211	Electricity		62,370	22,403		62,370
	385,000 KWH @ .162	62,370			62,370	
5212	Gas-Heating		19,500	2,521		19,500
	10,900 CCF @ \$1.788	19,500			19,500	
5231	Water User Charges		5,800	1,070		5,800
	water - 300 100cf @ \$7.67 (2301) FY21	2,300			2,300	
	sewer - 300 100cf @ \$11.76 (3528) FY21	3,500			3,500	
5240	Building Maintenance - HVAC		14,293	9,849		9,793
	controls maintenance & repair	4,250			4,250	
	mechanical HVAC repairs -aging; 1 boiler down.	9,000			4,500	
	water testing & chemical treatments	1,043			1,043	

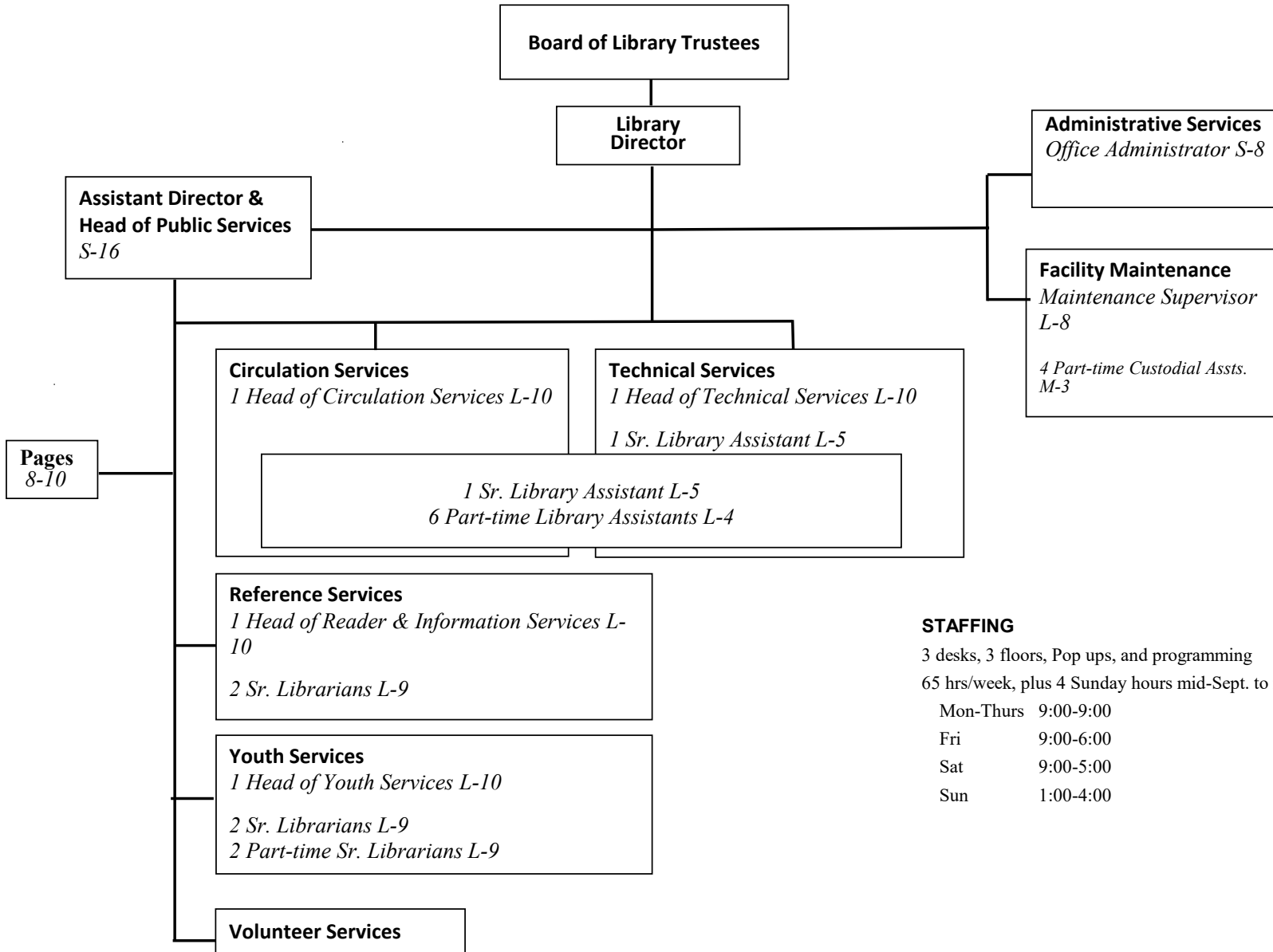
Acct. #	Account Title	FY23 Request Line Item detail	FY23 Request	FY22 Expended Warr 26	FY22 Requested & Approp Line Item	FY22 Requested & Approp
<b>5241</b>	<b>Building Maintenance &amp; Improvements</b> <i>monitoring, repairs, inspections, improvements. Original building dated 1922; renovation in 1998</i>		<b>41,448</b>	<b>12,418</b>		<b>38,250</b>
	awning maintenance (replace fabric)	0			0	
	backflow preventer testing (performed by Town)	0			0	
	burglar alarm maintenance & monitoring upgrade, incl. remote access	900			300	
	electrical maintenance & repair	7,000			7,000	
	elevator maintenance, inspections, & permits LULA & handicap lift inspection every 2 yrs (even) qtr 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)				0	
	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)	2,500			2,500	
	roof repair & maintenance (in DPW capital budget)	0			0	
	security system (DVD, cameras) repair & extension	700			200	
	snow removal - 3 entrances, plaza, steps, sidewalks. Town clears parking lot.	6,000			6,000	
	window cleaning	1,598			1,500	
	Rotating repairs/replacements (carpentry, LH media equip, parking lot sealant, pipe insulation, resealing entry doors, roof ladder welding, signs) disinfecting clean, Covid-19	4,000			2,000	
<b>5244</b>	<b>Equipment Maintenance - Office</b> <i>print, copy, scan, postage, piano tuning</i>		<b>6,786</b>	<b>3,895</b>		<b>6,786</b>
	<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	
<b>5273</b>	<b>Vehicle Allowance</b>		<b>1,000</b>	<b>0</b>		<b>1,000</b>
	travel for meetings, continuing education, procurement at \$.58/mi. est.	1,000			1,000	
<b>5302</b>	<b>Tuitions</b> <i>prof development, memberships, conferences, training</i>		<b>5,000</b>	<b>2,403</b>		<b>5,000</b>
	professional development - courses, seminars, workshops, conferences	4,250			4,250	
	professional memberships and notary fees	750			750	

Acct. #	Account Title	FY23 Request Line Item detail	FY23 Request	FY22 Expended Warr 26	FY22 Requested & Approp Line Item	FY22 Requested & Approp
<b>5316</b>	<b>Professional Services software, printing, book binding</b>		<b>27,887</b>	<b>8,685</b>		<b>17,900</b>
	<i>Maintenance and support of software for Admin, business communication, website, IT, RFID.</i>					
	advertising - help wanted ads, legal notices	200			200	
	Consultants (ASL interpreters; TIC; prof. contractual)	2,500			0	
	interlibrary loan fees	100			100	
	book binding, audio & video tape repair ( <i>slight cost increases</i> )	515			515	
	software licensing and vendor support, FloTech print mgmnt				12,335	
	IT ( <i>licenses, security</i> )	4,936				
	Patron Services ( <i>zoom, adobe, training platforms, hot spots</i> )	9,798				
	Admin ( <i>HR, emergency communications</i> )	3,018				
	Communications ( <i>newsletters, flyer, signs</i> )	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	
<b>5323</b>	<b>Automated Network Services</b>		<b>80,340</b>	<b>54,140</b>		<b>77,639</b>
	<i>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 that track reserves and overdues, cataloging services for newly acquired books, and the online catalog. NOBLE's computer system also provides statistics required for the library's state aid report and to aid in collection management. NOBLE is the gateway to periodicals 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. In FY22 NOBLE will move its server functions to the cloud, costs of which are balanced by savings in hardware and office space.</i>					
	integrated library system, internet access, training & support	51,943			51,025	
	web site hosting & maintenance, ssl cert. incl.	0			500	
	PC reservation software (Envisionware)	236			238	
	Materials (count toward State Aid Certification Materials Expenditure Requirement)					
	downloadable ebooks & audiobooks (Overdrive)	17,107			16,491	
	periodicals database & indexes (EBSCO core) (4926, now 5025) 5276 fy23 est.	11,054			5,025	
	EBSCO - Consumer Reports: no longer included in Core 1435				1,435	
	EBSCO - Learning Express 2925				2,925	
	LibraryAware (communications) 1100 #5316					
	EBSCO core collection dev- 6 1495 #5316					
<b>5340</b>	<b>Postage</b>		<b>1,650</b>	<b>52</b>		<b>1,650</b>
	<i>Notice that a patron's privileges are about to be suspended, are mailed. The library mails solicitations to potential donors, gift acknowledgements, grant submissions, program postcards, no trespass letters, etc.</i>					
	Patron notices & business correspondence	1,500			1,500	
	shipping (interlibrary loan returns, materials to microfilm or bindery) increases anticipated	150			150	
<b>5341</b>	<b>Telephone</b>		<b>1,100</b>	<b>1,424</b>		<b>1,100</b>
	3 voice, 2 fax, 2 elevator alarm lines on the Town's VOIP system.	1,100			1,100	

Acct. #	Account Title	FY23 Request Line Item detail	FY23 Request	FY22 Expended Warr 26	FY22 Requested & Approp Line Item	FY22 Requested & Approp
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>267,174</b>	<b>118,860</b>		<b>246,788</b>

Acct. #	Account Title	FY23 Request Line Item detail	FY23 Request	FY22 Expended Warr 26	FY22 Requested & Approp Line Item	FY22 Requested & Approp
<b>MATERIALS AND SUPPLIES</b>						
<b>5422</b>	<b>Office Supplies</b> <i>Office, circulation, &amp; processing supplies (incl. public &amp; staff computer &amp; equip. supplies)</i>		<b>10,800</b>	<b>3,279</b>		<b>10,800</b>
	circulation supplies	1900			1900	
	Public computer & equip. supplies - covered by donations and Flotech	0			0	
	Staff computer & equip. supplies - cartridges, disks, paper, printer parts, calc ribbons, etc.	3,900			3,900	
	miscellaneous supplies (archival storage, desktop equipment, kicktools, name badges)	500			500	
	office supplies	1,500			1,500	
	processing supplies (covers, labels, RFID, stamps, tape)	3,000			3,000	
<b>5431</b>	<b>Building Maintenance Supplies</b> <i>custodial, sanitary, grounds, hardware, HVAC filters, lighting</i>		<b>13,500</b>	<b>4,884</b>		<b>12,200</b>
	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			8,000	
	grounds supplies - e.g., fertilizer, mulch, mower gas (salt & sand supplied by DPW)	200			100	
	hardware & tools - e.g., flashlights, keys, nuts & bolts, padlocks	1,000			1,000	
	HVAC filters	800			100	
<b>5511</b>	<b>Books &amp; Publications</b>		<b>200,000</b>	<b>75,623</b>		<b>199,000</b>
	<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>					
		200,000			199,000	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>			<b>224,300</b>	<b>83,785</b>		<b>222,000</b>

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



**STAFFING**

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

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



Budget No. 45						Page 1
Retirement Board						
TOWN OF WAKEFIELD FINANCE COMMITTEE						
Summary of Expenditures Of Prior Periods With Estimates For The Fiscal Period of 2023						
Contributory Retirement						
=====	=====	=====	=====	=====	=====	=====
	Actual	Actual			Actual Expend.	Requested
	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	For
Dept/Appropriation	FY 2020	FY 2021	FY 2021	FY 2022	12/31/21	FY 2023
=====	=====	=====	=====	=====	=====	=====
Pension Accumulation Fd.	4,951,783.00	5,355,055.00	5,355,055.00	5,562,257.00	5,562,257.00	6,050,189.00
Non-Contributory Pension	40,931.40	38,667.11	41,352.00	37,170.00	18,585.00	37,590.00
TOTAL TAX LEVY	4,992,714.40	5,393,722.11	5,396,407.00	5,599,427.00	5,580,842.00	6,087,779.00
TRANSFERS:						
Light Dept. - Contributory	\$907,688.00	907,696.00	907,696.00	982,772.00	982,772.00	944,249.00
Light Dept. - Non-Contributory	22,790.04	9,670.85	23,210.00	0.00	0.00	0.00
Water Dept. - Contributory	192,139.00	196,010.00	196,010.00	200,819.00	200,819.00	227,586.00
Sewer Dept. - Contributory	152,581.00	155,175.00	155,175.00	194,387.00	194,387.00	184,200.00
TOTAL - INCLUDING TRANS.	6,267,912.44	6,662,273.96	6,678,498.00	6,977,405.00	6,958,820.00	7,443,814.00
Housing Authority	151,664.00	176,567.00	176,567.00	182,541.00	182,541.00	181,558.00
GRAND TOTAL	6,419,576.44	6,838,840.96	6,855,065.00	7,159,946.00	7,141,361.00	7,625,372.00

FIVE YEAR SUMMARY OF PENSION ACCUMULATION FUND

	APPROPRIATION FISCAL YEAR 2023 Funding Schedule	APPROPRIATION FISCAL YEAR 2022 Funding Schedule	APPROPRIATION FISCAL YEAR 2021 Funding Schedule	APPROPRIATION FISCAL YEAR 2020 Funding Schedule	APPROPRIATION FISCAL YEAR 2019 Funding Schedule
Town	\$6,080,134.00	\$5,592,202.00	\$5,376,673.00	\$4,951,783.00	\$4,598,953.00
Housing Authority	\$181,558.00	\$182,541.00	\$176,567.00	\$151,664.00	\$160,638.00
Light Dept (Including ERI)	\$944,249.00	\$982,772.00	\$907,696.00	\$907,688.00	\$852,773.00
Water Department	\$227,586.00	\$200,819.00	\$196,010.00	\$192,139.00	\$183,071.00
Sewer Department	\$184,200.00	\$194,387.00	\$155,175.00	\$152,581.00	\$134,525.00
Total Necessary to Fund - Pension Fund	\$7,617,727.00	\$7,152,721.00	\$6,812,121.00	\$6,355,855.00	\$5,929,960.00
Military Service Credit	\$0.00	\$0.00	\$8,005.00	\$0.00	\$7,706.00
Workers Comp Credit Water Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Light Dept. F-19 ERI	\$0.00	\$0.00	\$0.00	\$7,274.00	\$0.00
Transfer from Lynnfield	(\$29,945.00)	(\$29,945.00)	(\$29,623.00)	\$0.00	\$0.00
Grand Total	\$7,587,782.00	\$7,122,776.00	\$6,790,503.00	\$6,363,129.00	\$5,937,666.00

# PERAC

Page 3

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chairman*

JOHN W. PARSONS, ESQ., *Executive Director*

Auditor SUZANNE M. BUMP | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES M. MACHADO | RICHARD MACKINNON, JR. | JENNIFER F. SULLIVAN

## MEMORANDUM

TO: Wakefield Retirement Board  
FROM: John W. Parsons, Esq., Executive Director  
RE: Appropriation for Fiscal Year 2023  
DATE: November 18, 2021

Required Fiscal Year 2023 Appropriation: **\$7,618,847**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2023 which commences July 1, 2022.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2023 appropriation to be paid by each of the governmental units within your system.

The amounts shown in this letter reflect an assumed payment date of August 1. The Housing Authority makes its payment on July 1. The payment for the Housing Authority as of July 1 is \$181,558.

The current schedule is due to be updated by Fiscal Year 2023.

If you have any questions, please contact PERAC's Actuary, John Boorack, at (617) 666-4446 Extension 935.

JWP/jfb  
Attachments

cc: Board of Selectmen  
Town Meeting  
c/o Town Clerk

*p:\actuarial\approp\ap*

FIVE MIDDLESEX AVENUE, SUITE 304 | SOMERVILLE, MA 02145  
PH 617 666 4446 | FAX 617 628 4002 | TTY 617 591 8917 | WWW.MASS.GOV/PERAC



**Wakefield Retirement Board**

Projected Appropriations

Fiscal Year 2023 - July 1, 2022 to June 30, 2023

Aggregate amount of appropriation: **\$7,618,847**

<b>Fiscal Year</b>	<b>Estimated Cost of Benefits</b>	<b>Funding Schedule (Excluding ERI)</b>	<b>ERI</b>	<b>Total Appropriation</b>	<b>Pension Fund Allocation</b>	<b>Pension Reserve Fund Allocation</b>	<b>Transfer From PRF to PF</b>
<b>FY 2023</b>	\$10,196,523	\$7,611,584	\$7,263	\$7,618,847	\$7,618,847	\$0	\$2,577,676
<b>FY 2024</b>	\$10,543,517	\$8,228,355	\$0	\$8,228,355	\$8,228,355	\$0	\$2,315,162
<b>FY 2025</b>	\$10,902,310	\$8,886,624	\$0	\$8,886,624	\$8,886,624	\$0	\$2,015,686
<b>FY 2026</b>	\$11,273,301	\$9,597,554	\$0	\$9,597,554	\$9,597,554	\$0	\$1,675,747
<b>FY 2027</b>	\$11,656,907	\$10,365,358	\$0	\$10,365,358	\$10,365,358	\$0	\$1,291,549

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

For illustration, we have shown the amount to be transferred from the Pension Reserve Fund to the Pension Fund to meet the estimated Cost of Benefits for each year. If there are sufficient assets in the Pension Fund to meet the Cost of Benefits, this transfer is optional.

**Wakefield Retirement Board**  
Appropriation by Governmental Unit

Fiscal Year 2023 - July 1, 2022 to June 30, 2023

Aggregate amount of appropriation: **\$7,618,847**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
Town of Wakefield	97.60%	\$7,428,906	\$7,263	\$7,436,169
Wakefield Housing Authority	2.40%	\$182,678	\$0	\$182,678
<b>UNIT TOTAL</b>	<b>100%</b>	<b>\$7,611,584</b>	<b>\$7,263</b>	<b>\$7,618,847</b>

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

DETAIL OF NON-CONTRIBUTORY PENSION FUND

DEPARTMENT	# EMPLOYEES	APPROPRIATION FISCAL YEAR 2023	
Accounting/Selectmen	1	\$37,590.00	
NON-CONTRIBUTORY TOTAL FOR ALL NON-REVENUE PRODUCING DEPTS.			\$37,590.00

DETAIL OF NUMBER OF EMPLOYEES COVERED BY THE WAKEFIELD RETIREMENT SYSTEM

	December 2021	December 2020	December 2019	December 2018	December 2017
Active Employees	463	454	457	463	449
Non-Contributory Retirees	1	1	2	2	2
Contributory Retirees	376	367	365	364	365
CONTRIBUTORY BREAKDOWN:					
Superannuations	285	272	271	269	271
Survivor Benefits	50	53	50	49	46
Accidental Disabilities	28	29	30	32	35
Ordinary Disabilities	5	5	6	6	5
Accidental Death Benefits	8	8	8	8	8
ACCIDENTAL DISABILITIES BY DEPT:					
School	5	5	6	6	7
Light	2	2	2	2	3
Public Works	8	8	7	6	8
Fire	5	6	6	6	6
Police	8	8	9	10	11
Housing Authority	0	0	0	2	0

	Number of Retirees and Pensions Paid Calendar 2021		Number of Retirees and Pensions Paid Calendar 2020		Number of Retirees and Pensions Paid Calendar 2019		Number of Retirees and Pensions Paid Calendar 2018		Number of Retirees and Pensions Paid Calendar 2017	
CONTRIBUTING DEPARTMENTS:										
Light	56	\$2,009,064.79	56	\$1,884,927.92	56	\$1,858,146.19	54	\$1,681,950.21	51	\$1,602,855.33
Water	5.58	\$140,254.02	5.38	\$120,145.11	5.88	\$123,266.09	5.630	\$109,058.58	5.130	\$95,758.02
Sewer	3.58	\$83,887.47	3.38	\$81,248.68	3.88	\$71,639.39	3.630	\$58,449.78	3.130	\$46,084.14
Housing Authority	12	\$185,077.62	12	\$188,305.43	11	\$157,218.40	11	\$155,388.49	12	\$149,272.47
NON-CONTRIBUTING DEPARTMENTS:										
Public Works	47.84	\$1,048,396.14	44.24	\$968,633.16	44.24	\$859,888.17	42.74	\$788,749.10	42.74	\$758,969.89
Fire	57	\$2,096,780.67	55	\$2,016,203.63	56	\$1,981,266.87	57	\$1,999,925.13	58	\$1,977,053.85
Library	13	\$286,167.92	10	\$245,100.13	9	\$217,073.17	9	\$201,719.07	9	\$162,889.59
School	121	\$1,321,040.55	121	\$1,295,703.77	118	\$1,249,870.22	117	\$1,263,801.74	111	\$1,204,127.77
Police	55	\$2,200,631.47	58	\$2,222,177.21	64	\$2,177,718.70	60	\$2,130,494.85	59	\$2,110,433.35
Various Town Hall Departments	29	\$693,167.27	29	\$602,562.35	27	\$535,148.51	28	\$541,326.06	28	\$501,130.74
		\$10,064,467.92		\$9,625,007.39		\$9,231,235.71		\$8,930,863.01		\$8,608,575.15



ACCT #	ACCOUNT NAME	ASSETS DECEMBER 2021	ASSETS DECEMBER 2020	ASSETS DECEMBER 2019	ASSETS DECEMBER 2018	ASSETS DECEMBER 2017
1041	Cash - Checking Account	\$1,071,367.81	\$1,072,718.24	\$479,456.31	\$588,470.29	\$635,656.14
1042	Cash - Payroll Account	\$0.00	\$2,851.64	\$3,914.32	\$0.00	\$0.00
1198	PRIT Cash Fund	\$60,025.41	\$60,029.89	\$60,483.36	\$60,626.99	\$60,416.33
1199	PRIT Capital Fund	\$173,987,528.94	\$147,226,168.87	\$133,613,617.64	\$117,672,087.58	\$122,652,910.22
1398	Accounts Receivable	\$30,662.77	\$28,498.96	\$15,343.56	\$40,337.25	\$76,117.52
2020	Accounts Payable	(\$5,645.92)	(\$5,170.21)	(\$772.96)	(\$467.65)	(\$11,693.09)
	Total Assets	\$175,143,939.01	\$148,385,097.39	\$134,172,042.23	\$118,361,054.46	\$123,413,407.12

PRIT FUND RETURNS

Calendar Year	Net Rate of Return Wakefield PRIT Fund	Annualized Rate of Return Since Inception 7/1/85
1986	21.67%	
1987	4.48%	
1988	13.70%	
1989	16.79%	
1990	-2.57%	
1991	13.59%	
1992	4.16%	
1993	15.34%	
1994	00.09%	9.79%
1995	23.54%	11.03%
1996	16.10%	11.46%
1997	18.53%	12.64%
1998	14.59%	12.19%
1999	22.89%	12.90%
2000	-1.68%	11.90%
2001	-5.64%	10.75%
2002	-9.40%	9.48%
2003	25.95%	10.31%
2004	14.02%	10.49%
2005	12.19%	10.57%
2006	16.21%	10.82%
2007	11.48%	10.88%
2008	-29.84%	8.71%
2009	17.05%	9.04%
2010	13.22%	9.20%
2011	-0.19%	8.83%
2012	13.33%	8.99%
2013	14.81%	9.19%
2014	7.62%	9.14%
2015	0.78%	8.85%
2016	7.56%	8.81%
2017	17.20%	9.06%
2018	-2.33%	8.70%
2019	16.19%	8.91%
2020	12.00%	9.00%
2021	19.84%	9.28%

Budget No. 28		Page 1									
Dept. No. 543											
TOWN OF WAKEFIELD											
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023											
Veterans Department											
=====											
		Actual	Actual	Approp.	Approp.	Act. Expend.	Departmental	Town Admin.	Recommended		
EOC	Dept/Appropriation	Expend.	Expend.	FY 2021	FY 2022	Thru Wk. 26	Request For	Request For	FY 2023	+/- \$	+/- %
		FY 2020	FY 2021			12/28/21	FY 2023	FY 2023	FY 2023		
=====											
SHEET A											
1	Personal Services	18,388.00	19,229.00	19,229.00	19,956.00	10,390.00	21,943.00	21,943.00	0.00	1,987.00	9.96%
2	Contractual Services	40,347.00	50,607.00	51,608.00	55,045.00	180.00	56,677.00	56,677.00	0.00	1,632.00	2.96%
4	Materials/Supplies	297.00	255.00	600.00	600.00	131.00	600.00	600.00	0.00	0.00	0.00%
5771	Recipients	130,141.00	80,042.00	170,000.00	170,000.00	25,774.00	170,000.00	170,000.00	0.00	0.00	0.00%
	Memorial Day	114.00	975.00	3,500.00	2,500.00		2,500.00	2,500.00	0.00	0.00	0.00%
	Veteran's Day	0.00	1,455.00	1,500.00	1,500.00	62.00	1,500.00	1,500.00	0.00	0.00	0.00%
	TOTAL	189,287.00	152,563.00	246,437.00	249,601.00	36,537.00	253,220.00	253,220.00	0.00	3,619.00	1.45%
	RFT										
	TOTAL WITH RFT	189,287.00	152,563.00	246,437.00	249,601.00	36,537.00	253,220.00	253,220.00	0.00	3,619.00	1.45%

Budget No. 28										
Dept. No. 543										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023										
Veterans Department										
		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023	
SHEET B - 2 CONTRACTUAL SERVICES										
5244	Equip. Maint- Office	0.00	0.00	50.00	50.00	0.00	50.00	50.00	0.00	
5273	Vehicle Allowance	59.00	4.00	500.00	500.00	0.00	500.00	500.00	0.00	
5316	Professional Services	39,439.00	49,856.00	49,998.00	53,435.00	0.00	55,067.00	55,067.00	0.00	
5306	Printing and Binding	169.00	110.00	200.00	200.00	0.00	200.00	200.00	0.00	
5340	Postage	500.00	457.00	500.00	500.00	0.00	500.00	500.00	0.00	
5341	Telephone	180.00	180.00	360.00	360.00	180.00	360.00	360.00	0.00	
	TOTAL 2	40,347.00	50,607.00	51,608.00	55,045.00	180.00	56,677.00	56,677.00	0.00	

Budget No. 28											
Dept. No. 543											
TOWN OF WAKEFIELD											
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023											
Veterans Department											
		Actual	Actual			Act. Expend.	Departmental	Town Admin.			
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended		
EOC	Dept/Appropriation	FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023		
SHEET B - 4 MATERIALS/SUPPLIES											
5422	Office Supplies	297.00	255.00	400.00	400.00	131.00	400.00	400.00	0.00		
5423	Repro. & Comp. Supplies	0.00	0.00	200.00	200.00	0.00	200.00	200.00	0.00		
	TOTAL 4	297.00	255.00	600.00	600.00	131.00	600.00	600.00	0.00		

## Louis N. Cavagnaro IV



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### Education:

**Merrimack College**- North Andover, Ma.

Date of graduation: May 23, 2010- Bachelors in Business

Course Work included Tax, Cost, Auditing, Non-Profit, Finance, and Business Management

### Certifications:

- Unrestricted Massachusetts Construction Supervisor License
- Certified Local Building Inspector
- Certified Building Commissioner

### Work Experience:

- ***Building Commissioner-City of Revere Building Department (July 2020- Present)***
  - Oversee the Building Department
  - Discuss construction methods and materials with the public, builders, architects, engineers, and developers in order to ensure compliance with applicable codes and regulations
  - Explain procedures and assists applicants in completing required forms
  - Respond to inquiries from property owners, banks, real estate firms and the public
  - Assist the public, be it at the counter, answering the phone or in the field
  - Issue building permits; certificates of inspection, notices of violation, stop work orders, certificates of use, and occupancy permits
  - Oversee and inspects construction work in progress to assure conformity with building code requirements, Town regulations, and permits
  - Receive complaints of code and zoning violations; investigates complaints and take corrective actions as necessary
  - Work closely with and may provide technical consultation to the Town Planner, the Conservation Agent, other Building officials, and Fire officials
  - Prepare and maintain written records and files of issued permits and inspections
  - Authorized to act and to respond to off-duty emergency calls
- ***Building Inspector- City of Revere Building Department (September 2015- July 2020)***
  - Enforced the Building Code, Architectural Access Code, related codes, and the Town's Zoning and General Bylaws; supported and/or assists others within the department in their actions to bring about compliance with other Town and state regulatory requirements.
  - Inspect all public buildings as required
  - Inspect safety conditions of existing buildings, including egress facilities
  - Inspect places of assembly and public buildings annually
  - Calculate fees for and issues building permits in coordination with other regulatory requirements
  - Receive and review proposed building and related construction plans in a timely manner

- **Senior Collector- City of Revere Collector's Office** (August 2010- September 2015)
  - Customer Service
  - Collecting Water, Tax, and Excise bills(in person, over the phone, and through the mail)
  - Handling cash, checks, and credit card payments
  - Managing taxpayer's accounts via data entry
  - Making sure deposits balance
  - Debits and Credits to bills
  - Actively run Govern program
  - Deposit checks
- **Intern-Eastern Equity Partners L.L.C.**(November 2009-May 2010)( Revere, Ma.)
  - Real Estate, Development, and Management Co.
  - 100+ active hours onsite
  - Certified Payroll
  - Collected, logged, and deposited lease/rent payments
  - Prepared profit and loss statements
- **Job Superintendent - Camdele Construction Co INC.** (June 2003- August 2010) Boston, Ma.
  - Worked as a construction Supervisor
  - Organized the job site, daily task
  - Operated equipment for snow removal
  - Truck driving
  - Set grades with laser transit/equipment
  - Overlooked safety of work environment
  - Maintained equipment used on job sites
  - Obtained proper permits for job sites

**Skills:**

**Computer Friendly**

- Proficient in Microsoft programs- Excel spreadsheets/PowerPoint's
- Proficient in accounting programs- Pro Series Tax
- Knowledge in Citizen Service on line permitting system
- Internet researching skills

# Economic Development Council (REVISED -- FINAL)

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## ***Purpose of the Economic Development Council (EDC):***

To create a dynamic working group with the goal of stakeholder representation to strategically and comprehensively address both short- and long-term opportunities and needs of current and prospective Wakefield businesses, non-profit organizations, and the Town's local economy, overall.

The ideal composition of the EDC as detailed above is deliberately broad, in an effort to capture diverse experience and backgrounds and ensure a well-balanced representation of interests. The appointments will ultimately be driven by the pool of applicants. The Town Council seeks to pursue robust outreach efforts to encourage as many individuals from different backgrounds and disciplines as possible.

Expected focus of this Council is deliberately broad, but with general guiding principles from the Town Council to ensure to help direct the work of the EDC. The Town Council recognizes the important of affording the EDC reasonable autonomy to collectively identify priorities, based upon their backgrounds, experiences, and core competencies.

## ***Objectives***

Expected long-term focus to broadly encompass, but not be limited to, the following areas:

- Developing policy and programmatic recommendations to present to the Town Council designed to strengthen our local economy and support current and prospective businesses:
  - Developing and proposing programs that foster expansion and growth opportunities for existing businesses and organizations
  - Conducting multi-faceted analysis of both the current opportunities or impediments (i.e., infrastructure, zoning, bylaws, taxation, etc.) the Town presents and developing solutions-based approaches to highlighting or overcoming them
  - Devising ways to address employee concerns related to child care, labor force participation, and transit
  - Focusing on creating incentives to promote Wakefield's competitive position based on capabilities, assets, and history
  - Identifying strategies for sustained business competitiveness
  - Developing proposals to streamline business engagements with the Town ("ease of doing business") considerations
- "Mentoring" prospective new businesses to help them navigate the process of getting established and connecting with existing businesses in Wakefield;
- Developing a strategic approach to identifying and targeting emerging market sectors/opportunities, and identifying efforts to attract those prospective businesses;
  - Identifying direct opportunities for EDC members or affiliates to target contacts or connections within their respective professional networks
  - Advising the Economic and Community Development Director on conducting a competitive community assessment and/or reviewing surveys and studying market analyses and trends to offer guidance
  - Identifying market sectors and opportunities to support the establishment or growth of minority-owned, woman-owned, and veteran-owned businesses



- Identifying gaps in the retailers, restaurants, and services currently available in Wakefield, and develop proactive strategies to help close those gaps
- Developing marketing and promotional initiatives for Wakefield as a more business-friendly community and regional commerce destination
- Assist with seeking out and supporting efforts for securing Federal and state funding opportunities (grants, loans, etc.) and other forms of support for the Town and local businesses

The Town Council has supported the creation of an Economic and Community Development Director position with an expansive list of responsibilities. That role is seen as an integral part of a broader economic development strategy to strengthen Wakefield's economy and make the Town more competitive going forward. This EDC is expected to enable a synergistic relationship, supporting the functions of that Economic and Community Development Director. The expectation is for this EDC, comprised of leaders, thinkers, and advocates from various disciplines, to be a collaborative partner and valuable resource to the work and initiatives of the Economic and Community Development Director.

***Composition and Structure:***

This Economic Development Council shall be a nine (9) member body appointed by the Town Council from diverse backgrounds and disciplines. Terms shall be for three (3) years, with terms initially staggered at inception to ensure continuity going forward. It is the Town Council's expectation that the EDC will include individuals with experience in the following areas:

- Business leaders/owners – both who are residents with businesses in or outside of Wakefield or who are stakeholders through their roles in Wakefield businesses
- Individuals with business development, executive management, and/or marketing experience
- Commercial/residential real estate and lending representatives
- Individuals who lend expertise from the perspective of labor force, childcare, and transit considerations
- Individuals who can offer a consumer perspective as relates to the Wakefield or broader local economy
- Individuals with experience in developing and promoting minority-owned, woman-owned, and/or veteran-owned businesses
- Individuals with experience leading or working with nonprofit organizations in Wakefield
- Commercial property owners
- Any other relevant community stakeholders whose background, experience, and expertise will help to advance the work of this Council

There will also be one or two Town Councilors annually assigned by the Town Council Chair as liaisons to the EDC, as well as representatives from town administration as needed to participate in the EDC's meetings on an advisory basis.



# TOWN OF WAKEFIELD

TOWN COUNCIL

MEETING MINUTES

June 22<sup>nd</sup>, 2020 | 6:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/81987692807>

**Council Members Present:** Ann McGonigle Santos, Chair; Julie Smith-Galvin, Vice-Chair; Mehreen N. Butt; Jonathan P. Chines; Paul R. DiNocco and Edward F. Dombroski, Jr.

**Council Member Absent:** Peter J. May.

**Administration Present:** Sherri A. Dalton, Town Council Clerk; Stephen P. Maio, Town Administrator.

**Call to Order:** Councilor Santos called the meeting to order at 6:00 p.m.

**Pledge of Allegiance:** Councilor Santos led the body in the reciting of the Pledge of Allegiance.

**Public Engagement:** There was no public engagement.

**Approval of Minutes:** Councilor DiNocco motioned to approve the June 08<sup>th</sup>, 2020 regular Town Council Meeting Minutes. Councilor Chines seconded. Motion passed 6-0-0 by a roll call vote.

**Deputy Fire Chief Appointment:** Town Administrator Stephen P. Maio introduced Thomas Purcell as his appointment to the Deputy Fire Chief position. Councilor DiNocco motioned to ratify the appointment. Councilor Chines seconded. Motion passed 6-0-0 by a roll call vote.

**Building Inspector Appointment:** Town Administrator Stephen P. Maio introduced Benjamin DeChristoforo as his appointment to the Building Inspector position. Councilor Smith-Galvin motioned to ratify the appointment. Councilor Dombroski seconded. Motion passed 6-0-0 by a roll call vote.

**Water and Sewer Rate Public Hearing:** At 6:15 p.m. Councilor Dombroski motioned to open the Public Hearing. Councilor Chines seconded. Motion passed 6-0-0 by a roll call vote. Director of the Department of Public Works along with Town Engineer, Business Manager and Matthew Abrahams from the Abrahams Group who presented the new study results for the Fiscal Year 2021 Water and Sewer rates as approved by the Advisory Board of Public Works. The Council was concerned with the potential of residents not being able to pay their bills with the proposed rates and asked that they report back to the Council next year with an update. Councilor Smith-Galvin motioned to approve the following: Water Rate per 100 Cubic Feet – Including Service Charge Rate - Tier 1 from 1 to 1000 \$7.30; Tier 2 from 1001 to 2500 \$7.72; Tier 3 from 2501 to 6000 \$8.15; Tier 4 from 6001 + \$8.99. Water Service Charge – Meter Size (in) Charge Per Bill – 5/8 \$19.16; 3/4 \$19.16; 1 \$19.16; 1.5 \$63.87; 2 \$102.19; 3 \$191.61; 4 \$319.35. Sewer Rate per 100 Cubic Feet – Including Service Charge and Sewer Flat Rate – Tier 1 from 1 to 1000 \$11.20; Tier 2 from 1010 to 2500 \$11.70; Tier 3 from 2501 to 6000 \$12.21; Tier 4 from 6001 + \$13.22; Sewer Flat \$370.00 (per quarter). Sewer Service Charge – Meter Size (in) Charge Per Bill – 5/8 \$21.40; 3/4 \$21.40; 1 \$21.40; 1.5 \$71.33; 2 \$114.14; 3 \$214.00; 4 \$356.67. Manual Read Meter Fee - \$50.00 per quarter. Septic Disposal Rate – Facility Opening Fee \$110.00; Disposal



Cost per 100 Cubic Feet charged at current sewer rate; Off Hours disposal rate (additional) minimum 3 hours at current W-4 scale X 1.5. Councilor Butt seconded. Motion passed 5-1-0 by a roll call vote with Councilor Chines voting against the motion. There was no public comment. At 7:37 p.m. Councilor Dombroski motioned to close the Public Hearing. Councilor DiNocco seconded. Motion passed 6-0-0 by a roll call vote.

**COVID-19 Updates:** As of Saturday, there are 313 confirmed cases of COVID-19 in Wakefield. The Town received the first installment of monies from the CARES Act. The re-opening of Town Hall has gone very well.

The proposals for outdoor restaurant dining have worked very well. Town Administrator Maio requested restaurants that have been allowed to come out to the street be extended to seven (7) days a week and to also open the whole east side of Tuttle Street. He stated that the area for Sakura and Public Kitchen can be expanded a little with still having parking spaces in between. Councilor Dombroski motioned to extend outdoor dining to seven (7) days a week; expand the area for Sakura and Public Kitchen; and to open the whole east side of Tuttle Street. Councilor DiNocco seconded. Motion passed 6-0-0 by a roll call vote.

**Wakefield Community Partnership:** John Ross, Vice-President of the Community Partnership discussed with the Town Council the idea for a multi organizational two-day event in the downtown with proposed dates of September 25<sup>th</sup> and 26<sup>th</sup>; October 16<sup>th</sup> and 17<sup>th</sup> or December 4<sup>th</sup> and 5<sup>th</sup>. With no specific plans being brought forward to the Town Council, the Council tabled the request until the Wakefield Community Partnership could speak with the Director's of Emergency Management and Health Department. Councilor Santos also suggested that they have conversations with the Wakefield Lynnfield Chamber of Commerce.

**Economic Development Council:** Presented to the Town Council, by Councilor Dombroski was the revised – final version of the Economic Development Council. The composition and structure of the Council shall be a nine (9) member body appointed by the Town Council from diverse backgrounds and disciplines. Terms shall be three (3) years, with terms initially staggered at inception to ensure continuity going forward. There will also be one or two Town Councilors annually assigned by the Town Council Chair as liaisons to the EDC as well as representatives from town administration as needed to participate in the EDC's meetings on an advisory basis. Councilor Dombroski thanked Councilor's Smith-Galvin and Chines for working with him on bringing forth the revised – final version to the Town Council. Councilor DiNocco stated that Councilor's Dombroski, Smith-Galvin and Chines did a great job restructuring the proposal. Councilor Dombroski motioned to create the Economic Development Council and to advertise at some point in the near future. Councilor DiNocco seconded. Motion passed 6-0-0 by a roll call vote.

**Appointments:** Councilor Dombroski motioned to appoint F. James Luciani to the Conservation Commission to fill an un-expired term through April 30, 2023. Councilor Chines seconded. Motion passed 6-0-0 by a roll call vote.

Councilor Smith-Galvin motioned to appoint Abigail Lane, Jordan Coccoluto and Giovanni Luciani as non-voting student members to the Clean Lake Committee. Councilor Dombroski seconded. Motion passed 6-0-0 by a roll call vote.

Councilor DiNocco motioned to authorize the Clerk of the Town Council to advertise to fill an un-expired 5-year term on the Wakefield Housing Board of Commissioners through April 30, 2022. Councilor Chines seconded. Motion passed 6-0-0 by a roll call vote.

The Town Councilor tabled the request to advertise to fill a Town Council un-expired 3-year appointment term on the Human Rights Commission through April 30, 2021.

**Fiscal Year 2020:** The total amount of Reserve Fund Transfers as presented by the Town Administrator is \$174,100.00. The Town is going to end Fiscal Year 2020 in very good shape. Going forward for the months of July and August, the Department of Revenue is going to be forwarding the Town one twelfth of last year's budget of Chapter 70 funds and one twelfth of last year's budget of unrestricted local aid.

**Donation:** Councilor Chines motioned to accept and expend a gift or gifts to the Library in the amount of \$805.00 from various donors with thanks. Councilor Dombroski seconded. Motion passed 6-0-0 by a roll call vote.

**Town Warrants:** Councilor's were updated on Warrant 41 dated April 07<sup>th</sup>, 2020 through Warrant 47 dated May 19<sup>th</sup>, 2020.

**Announcements:** Councilor Chines commented that the Home Rule Petition for the Senior Property Tax Exemption was finally passed and approved by the Governor and thanked the legislation delegation as well as the Town Assessor.

Councilor DiNocco also acknowledged Paul Brodeur as he was the initiator of the Bill; asked that the School Department or the Town address an issue at the parking lot across from Landrigan Field and recommends closing the lot until school starts as that lot is being abused.

Councilor Butt thanked everyone involved for a successful Town Meeting and would like to talk about holding Town Meeting's on Saturday's going forward; excited about the Economic Development Director position; Farmer's Market had their grand opening on Saturday and they will be open again this Saturday with the approval to sell live orders; mentioned having a kiosk set up at Town Hall for drive through business; requested a Rail to Trail update at the next meeting; Community Gardens are open; members of the Youth Council attended Town Meeting to observe.

Councilor Smith-Galvin noted that Town Election is tomorrow and sent well wishes to colleagues that are running; would like to have diversity equity inclusion training; recognized Jody Sherman for her service to the Town and stated "Jody Sherman drove the book sale's growth for over 20 years, from its small origins to the massive events of recent years, fund raising on the order of \$200K for the Beebe. She stood at the helm, acting as caretaker, primary organizer and sage of the books (which were formerly stored in her garage), training numerous volunteers, tirelessly supervising during the long hours of setup and breakdown as well as managing the sale itself. Jody's energy and dedication were inspiring to generations of volunteers and will be sorely missed", "Jody has understandably decided to step back after her extended service "living" the book sale, and members of the Friends and community would like to express our gratitude and ask for her to be recognized by the Town Council".

Councilor Dombroski recognized Steve Maio in regards to the Home Rule Petition; recognized and thanked the members of the Public Safety Building Reassessment Committee for their hard work and the vote at Town Meeting reflected that; reminded everyone that tomorrow is the Town Election and mentioned that this ends his first term as a Town Councilor. He extended his sincere thanks to the Town of Wakefield for giving him this opportunity these last three years as he has done everything in his power to earn the trust and confidence of the residents.

Town Administrator Maio recognized and thanked Tom Walsh, Ruth Clay, WCAT and DPW for making Town Meeting happen as the turn out was one of the largest ones in three or four years with 252 people in attendance.

Councilor Santos agreed with Councilor Butt about holding Town Meeting's on a Saturday's; noted with regret the death of Elizabeth DeFelice; announced the following liaison appointments: Councilor Butt – Police Department, Board of Health, Library and Human Right Commisison; Councilor Dombroski – Economic Development Council; Councilor Chines – Albion Cultural Exchange Committee, School Department, Planning Board; Councilor Smith-Galvin – Committees, Environmental Sustainability Committee, WMGLD; Councilor Santos – Fire Department; Councilor May – DPW. She noted that she forgot to assign Councilor DiNocco as a liaison and asked him to contact her so they can discuss. Councilor Chines continues to be the Warrant signer.

**Matters Not Anticipated:** There were no matters unanticipated.

**Adjournment:** At 8:51 p.m. Councilor Chines motioned to adjourn. Councilor Dombroski seconded. Motion passed 6-0-0 by a roll call vote.

**Next Council Meeting:** The next regular Town Council meeting is July 13<sup>th</sup>, 2020.

Respectfully submitted,



Sherri A. Dalton  
Sherri A. Dalton  
Town Council Clerk

APPROVED



Lucius Beebe Memorial Library

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

February 7, 2022

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

2/7/2022

<b>SOURCE</b>	<b>DONOR INTENT</b>	<b>DETAIL</b>	<b>AMOUNT</b>	<b>ACCOUNT TOTAL</b>
<b>VARIOUS GIFTS - ORG 20610290, OBJECT 483000</b>				<b>15,191.00</b>
Various Patrons	Public Printer Donations	Public printer supplies, paper, toner	191.00	
Friends of Beebe Library	Donation	Programming	15,000.00	
<b>MAGAZINE GIFTS - ORG 20610295, OBJECT 483000</b>				<b>0.00</b>
<b>FRIENDS OF BEEBE LIBRARY GIFTS - ORG 20610291, OBJECT 483000</b>				<b>0.00</b>
<b>GIFT BOOKS - ORG 20610296, OBJECT 483000</b>				<b>0.00</b>
<b>TOTAL DONATIONS</b>			<b>15,191.00</b>	<b>15,191.00</b>

Town of Wakefield		Warrant#	14-Dec-21	21-Dec-21	28-Dec-21	29-Dec-21	31-Dec-21	11-Jan-22	25-Jan-22
Dept #	Department		24	25	26	27	27A	28	30
				no warrant					
	Payroll W/H		410,086.79		37,277.54			367,394.27	360.00
122	Town Council		135,453.80		173,078.04			109,868.66	3,643.91
131	Finance								
135	Accounting		904.41		75.81			3,885.40	4,270.77
141	Assessors		127.00		1,900.00				
145	Treasurer		835,553.70		1,103,325.52	530.08	313.11	745,714.63	755,500.00
146	Tax Collector		18,512.13		5,770.23			7,624.93	210.97
151	Legal		2,800.00		732.00			6,141.21	
155	Data Processing		27,215.48					5,082.79	23,676.89
161	Town Clerk		1,030.95						
164	Election/Registrar								
171	Conservation								
176	Board of Appeals							1,440.00	
193	General Insurance								
198	Professional Med		37.50		22.50			78.00	22.50
210	Police		6,064.29		29,267.38			25,301.51	13,797.50
220	Fire		11,627.19		3,533.15			6,371.24	17,116.78
293	Fire Alarm		91.08						1,761.08
240	Building Insp		984.80		525.13			713.48	721.04
291	Emergency Mgmt		12,510.00		13,728.27			40,029.27	719.48
292	Animal Inspector								
297	Parking Clerk		27.16						
300	School		579,710.90		412,202.51			469,040.08	311,103.27
422	Public Works		580,011.10		257,675.61			139,172.15	1,970,274.04
424	Street Lighting		188,131.00						
460	Light Dept		1,829,215.87		885,414.15			600,836.00	1,564,359.14
510	Board of Health		1,476.70		7,350.33			321.60	10,324.94
541	Council on Aging		1,258.57		7,299.94			41.99	2,380.48
543	Veterans		4,205.02					4,886.89	
610	Library		24,863.58		5,526.87			10,320.70	17,726.37
630	Recreation		9,942.98		7,936.24			2,719.47	7,930.20
XXX	Misc Depts		95,493.72		4,977.94				439,179.68
910/911	Retirement		3,097.48					3,097.48	
	912 Workers Comp				118,286.00				
	913 Unemployment								
	914 Group Insurance		1,329,312.08		26,855.68			1,331,489.25	31,271.18
	Adjustments								
	<b>Total</b>		6,109,745.28	0.00	3,102,760.84	530.08	313.11	3,881,571.00	5,176,350.22
1			3,512,402.05		1,397,323.80	530.08	313.11	2,828,515.12	1,863,158.32
12			52,414.79		34,269.36			12,200.86	47,829.08
13									19,341.41
20			98,846.44		73,731.89			46,231.96	64,710.71
21			317,535.97		85,941.92			237,451.95	91,151.28
30			146,730.13		170,689.88				461,006.99
35					379,650.00				
60			74,054.75		17,266.91			416.79	737,388.18
61			78,123.30		29,541.49			45,325.18	324,982.12
62			1,829,215.87		885,414.15			600,836.00	1,564,359.14
63			171.98		79.29			109,198.49	1,247.99
82									
84									
85			250.00					1,394.65	1,175.00
89					28,852.15				
			6,109,745.28	0.00	3,102,760.84	530.08	313.11	3,881,571.00	5,176,350.22