



TOWN OF WAKEFIELD

TOWN COUNCIL

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

Jonathan P. Chines
Anne P. Danehy

Edward F. Dombroski, Jr.
Michael J. McLane

Ann Santos
Sherri A. Dalton, Clerk

NOTICE OF MEETING

February 28th, 2022 | 6:30 p.m.

WCAT Studio – 24 Hemlock Road | Via Zoom: <https://us02web.zoom.us/j/87289841939>

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/87289841939>. 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 872 8984 1939. 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 | Possible Executive Session

Possible settlement agreement with Collegium because an open meeting may have detrimental effects on the bargaining position of the Town, with the intent of returning to open session immediately after.

Item 5 | 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 6 | Approval of Minutes

Approval of the February 14th, 2022 Town Council meeting minutes.



Item 7 | Public Hearing

7:05 p.m. open Public Hearing Town of Wakefield Verizon New England, Inc. Cable Television License Renewal.

Item 8 | By-Law Appeal Update

Notice to Cease and Desist Order extension update.

Item 9 | Fiscal Year 2023 Budgets & Finance Committee Subcommittee Recommendations

- A. Budget 17 – Fire Department
- B. Budget 22 – Animal Inspector
- C. Budget 24 - Parking
- D. Budget 26 – Health & Human Services Department
- E. Budget 39 – General Insurance
- F. Budget 43 – Worker’s Comp

Item 10 | Committee Updates

- A. Discussion regarding committee selection process.
- B. Volunteer Appreciation Event.
- C. Update from Planning Board; Zoning Board of Appeals; Conservation Commission – March 14th, 2022 meeting.

Item 11 | Agreement

Collegium Settlement Agreement.

Item 12 | Announcements

Item 13 | 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 14 | Adjournment

Next Regular Town Council Meeting: Monday, March 14th, 2022 at 7:00 p.m.

LEGAL NOTICE

TOWN OF WAKEFIELD CABLE TELEVISION



LICENSE RENEWAL PUBLIC HEARING

The Town of Wakefield, Massachusetts, by its Town Council as the statutory Cable License Issuing Authority, will hold a cable license renewal public hearing on February 28th, 2022 at 7:05 p.m. pertaining to Verizon New England, Inc. ("Verizon") in connection with the possible issuance of a cable television renewal license to Verizon.

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/87289841939>. 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 872 8984 1939. 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.

This proceeding is held pursuant to federal law, 47 U.S.C. 546, to ascertain the Town's cable-related needs as part of the license renewal process and possible final action to approve the license may be considered and taken by the Issuing Authority. Public comment on local cable needs and past performance of Verizon is invited and shall be allowed. Copies of license renewal documents are available for inspection and copying at the office of the Town Clerk, One Lafayette Street, Wakefield, MA 01880. Any applications, reports, statements and amendments to be considered at the hearing that constitute public records under state law are available for public inspection during regular business hours and for reproduction at a reasonable fee.

Julie Smith-Galvin, Chair
Mehreen N. Butt, Vice-Chair
Jonathan P. Chines
Anne P. Danehy
Edward F. Dombroski, Jr.
Ann McGonigle Santos
TOWN COUNCIL

2-9-2022 WDI

BRIAN D. McGRAIL
ATTORNEY AT LAW
Lakeside Office Park
607 North Avenue, Door 18
Wakefield, Massachusetts 01880

Facsimile (781) 246-1986

Telephone (781) 246-9999

February 23, 2022

Julie Smith-Galvin, Chair
Wakefield Town Council
Town Hall, One Lafayette Street
Wakefield, MA 01880

RE: 383 Water Street, Wakefield, MA
Stephen J. Ulwick

Dear Madam Chair:

At the last meeting of the Wakefield Town Council (the "Council") on February 14, 2022, we advised the Council that we would be conducting a site meeting with Joseph Surianello of Heritage Builders ("Surianello") and Joseph Ardagna of Phil Howes Towing ("Howes") at 383 Water Street, Wakefield, MA (the "Property") to devise a reasonable plan for the removal of the remaining unregistered motor vehicles from the Property.

The Council requested a written report of the outcome of that site meeting, which took place on Thursday February 17, 2022, along with a plan for how things would proceed moving forward prior to your next meeting on February 28, 2022.

Our experts, my client, and I were joined at the site meeting by Town Administrator, Stephen Maio; Building Inspector, Benjamin DeChristoforo; Board of Health Director, Anthony Chui; Board of Health Inspector, Coral Hope; Chief of Police, Stephen Skory; and Town Councilor, Edward Dombroski.

Our experts walked the Property, with all the aforementioned town officials, to familiarize themselves with the terrain and the remaining vehicles that need to be removed. Due to the difficult topography in conjunction with the compromised location and size of some of the vehicles it was quite evident that more than a tow truck would be needed, especially as it relates to the vehicles in the rear of the Property, to accomplish a safe removal.

It was agreed at the site meeting that Howes could try to access and remove the remaining vehicles in front of the house without any heavy equipment help from

Surianello. It was determined, however, that Surianello would need to bring in a piece of heavy equipment in the form of a significant sized excavator to access and retrieve the remaining vehicles situated toward the rear of the Property.

I am happy to report that just this morning Howes, without any assistance from Surianello, was in fact able to access and remove four (4) vehicles from the front of the Property.

The plan moving forward is that the Surianello excavator will be delivered to the Property next week to commence the process of retrieving the remaining vehicles and bringing them to a staging area for removal from the Property by Howes or a salvage company.

We may be delayed to some extent, however, considering the winter storm predicted for this Friday. Time will tell how that plays out.

As a side note, during the vehicle removal process from the Property, Surianello will also be using the excavator to sort and organize other items on the Property for removal.

I look forward to being at the Council meeting on February 28, 2022 to provide additional information and answer any questions.

Yours truly,



Brian D. McGrail, Esquire

CC: Stephen Ulwick
Stephen Maio, Town Administrator
Benjamin DeChristoforo, Building Inspector
Anthony Chui and Coral Hope, Health Department
Stephen Skory, Chief of Police

Budget No. 17												
Dept 220												
TOWN OF WAKEFIELD												
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023												
Fire Department												
		Actual	Actual	Approp.	Approp.	Act. Expend.	Departmental	Town Admin.	Recommended			
EOC	Dept/Appropriation	Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Request For	+/- \$	+/- %	
		FY 2020	FY 2021	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023			
1	Personal Services	5,297,863.00	5,670,745.00	5,672,506.00	5,788,388.00	3,166,466.00	6,054,032.00	6,054,032.00	0.00	265,644.00	4.59%	
2	Contractual Services	103,694.00	116,285.00	117,200.00	117,200.00	55,571.00	121,700.00	121,700.00	0.00	4,500.00	3.84%	
3	Materials & Supplies	146,520.00	142,238.00	148,600.00	148,600.00	66,669.00	148,600.00	148,600.00	0.00	0.00	0.00%	
4	Sundry Charges	2,798.00	2,968.00	3,000.00	3,000.00	985.00	3,000.00	3,000.00	0.00	0.00	0.00%	
DEPARTMENT TOTAL		5,550,875.00	5,932,236.00	5,941,306.00	6,057,188.00	3,289,691.00	6,327,332.00	6,327,332.00	0.00	270,144.00	4.46%	
RFT/SUPPLEMENTAL												

Budget No. 17																			
Dept 220																			
TOWN OF WAKEFIELD																			
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023																			
Fire 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	3,997,027.00	4,226,365.00	4,149,825.00	4,294,921.00	2,182,625.00	4,408,494.00	4,408,494.00	0.00										
5114	Clerical	77,651.00	58,594.00	58,594.00	62,608.00	31,304.00	65,156.00	65,156.00	0.00										
5132	Overtime	448,164.00	505,291.00	592,055.00	480,000.00	510,071.00	530,000.00	530,000.00	0.00										
5139	Misc. Overtime	29,779.00	51,005.00	56,380.00	55,000.00	20,796.00	55,000.00	55,000.00	0.00										
5143	Substitution	6,388.00	6,716.00	8,200.00	8,000.00	5,531.00	8,000.00	8,000.00	0.00										
5144	Designated FF	5,313.00	3,259.00	6,150.00	6,000.00	1,680.00	0.00	0.00	0.00										
5146	Holidays	267,863.00	310,325.00	288,899.00	296,979.00	132,667.00	338,824.00	338,824.00	0.00										
5101	Commercial License Stipend	0.00	4,141.00	5,598.00	4,805.00	2,033.00	4,893.00	4,893.00	0.00										
5148	EMT	246,121.00	270,715.00	269,999.00	318,449.00	149,772.00	384,090.00	384,090.00	0.00										
5149	Perfect Attendance bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
5192	Educational Incentive	208,179.00	219,283.00	223,478.00	240,981.00	120,491.00	237,576.00	237,576.00	0.00										
5195	Special Courses	1,380.00	300.00	3,000.00	3,000.00	840.00	3,000.00	3,000.00	0.00										
5145	EMS Coordinator stipend	9,998.00	14,751.00	10,328.00	17,645.00	8,656.00	18,999.00	18,999.00	0.00										
TOTAL PERSONAL SERICES		5,297,863.00	5,670,745.00	5,672,506.00	5,788,388.00	3,166,466.00	6,054,032.00	6,054,032.00	0.00										
	RFT/SUPPLEMENTAL	0.00	100,000.00	100,000.00															

Budget No. 17										
Dept 220										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023										
Fire Department										
EOC	Dept/Appropriation	Actual Expend. FY 2020	Actual Expend. FY 2021	Approp. FY 2021	Approp. FY 2022	Act. Expend. Thru Wk. 26 12/28/21	Departmental Request For FY 2023	Town Admin. Request For FY 2023	Recommended FY 2023	
2	CONTRACTUAL SERVICES									
	5243 Maintenance Auto	37,000.00	37,621.00	37,000.00	37,000.00	24,016.00	37,000.00	37,000.00	0.00	
	5244 Repair Office Equip	3,235.00	3,176.00	4,600.00	4,600.00	757.00	4,600.00	4,600.00	0.00	
	5245 Misc. Equipment Repair	16,932.00	18,000.00	18,000.00	18,000.00	5,257.00	18,000.00	18,000.00	0.00	
	5246 Maintenance Radio	7,863.00	8,000.00	8,000.00	8,000.00	5,116.00	8,000.00	8,000.00	0.00	
	5276 Metrofire	3,565.00	3,870.00	4,000.00	4,000.00	3,750.00	6,500.00	6,500.00	0.00	
	5301 Advertising	588.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	0.00	
	5302 EMT Certification / Training	24,817.00	25,900.00	26,000.00	26,000.00	2,833.00	26,000.00	26,000.00	0.00	
	5306 Printing / Stationary	664.00	1,000.00	1,000.00	1,000.00	497.00	1,000.00	1,000.00	0.00	
	5340 Postage	500.00	500.00	500.00	500.00	0.00	500.00	500.00	0.00	
	5341 Telephone	5,133.00	11,211.00	11,000.00	11,000.00	9,710.00	13,000.00	13,000.00	0.00	
	5351 Travel	0.00	3,407.00	0.00	0.00	0.00	0.00	0.00	0.00	
	5399 Unclassified	3,397.00	0.00	3,500.00	3,500.00	35.00	3,500.00	3,500.00	0.00	
	TOTAL CONTRACTUAL	103,694.00	116,285.00	117,200.00	117,200.00	55,571.00	121,700.00	121,700.00	0.00	
	RFT									

Budget No. 17													
Dept 220													
TOWN OF WAKEFIELD													
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023													
Fire Department													
		Actual	Actual	Approp.	Approp.	Act. Expend.	Departmental	Town Admin.					
		Expend.	Expend.	FY 2021	FY 2022	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	2,798.00	2,968.00	3,000.00	3,000.00	985.00	3,000.00	3,000.00	0.00				
	TOTAL SUNDRY CHARGES	2,798.00	2,968.00	3,000.00	3,000.00	985.00	3,000.00	3,000.00	0.00				

Budget No. 26	Page 1										
Acct. No. 510	TOWN OF WAKEFIELD FINANCE COMMITTEE										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023											
Wakefield Health & Human Services											
====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
		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	FY 2021	FY 2022	12/28/21	FY 2023	FY 2023	FY 2023		
====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
SHEET A											
1	Personal Services	60,586.00	63,531.00	63,531.00	69,576.00	34,959.00	186,148.00	186,148.00	0.00	116,572.00	167.55%
2	Contractual Services	140,370.00	147,842.00	151,657.00	153,226.00	80,742.00	140,829.00	140,829.00	0.00	(12,397.00)	-8.09%
4	Materials/Supplies	1,641.00	1,366.00	2,016.00	2,016.00	556.00	2,516.00	2,516.00	0.00	500.00	24.80%
7	Sundry Charges	360.00	360.00	360.00	360.00	250.00	1,250.00	1,250.00	0.00	890.00	247.22%
	TOTAL	202,957.00	213,099.00	217,564.00	225,178.00	116,507.00	330,743.00	330,743.00	0.00	105,565.00	46.88%
	Social Services	16,000.00	16,000.00	16,000.00	16,000.00	8,000.00	16,000.00	16,000.00	0.00	0.00	0.00%
	Mental Health Outpatient	6,400.00	6,400.00	6,400.00	6,400.00	0.00	6,400.00	6,400.00	0.00	0.00	0.00%
	E. Middlesex Mosq.	27,427.00	29,076.00	29,076.00	29,445.00	14,723.00	29,933.00	29,933.00	0.00	488.00	1.66%
	TOTAL	252,784.00	264,575.00	269,040.00	277,023.00	139,230.00	383,076.00	383,076.00	0.00	106,053.00	38.28%

Budget No. 39											
Acct. No. 193											
TOWN OF WAKEFIELD											
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023											
For General Insurance											
		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	+/- \$	+/- %
	Property & Liability	278,400.00	301,500.00	301,500.00	317,000.00	320,558.00	339,866.00	339,866.00	0.00	22,866.00	7.21%
	Motor Vehicle	101,471.00	100,800.00	98,000.00	104,000.00	112,320.00	117,375.00	117,375.00	0.00	13,375.00	12.86%
	Bonds	1,925.00	1,925.00	2,025.00	2,025.00	0.00	1,925.00	1,925.00	0.00	(100.00)	-4.94%
	RFT			2,800.00							
	TOTAL TAX LEVY	381,796.00	404,225.00	404,325.00	423,025.00	432,878.00	459,166.00	459,166.00	0.00	36,141.00	8.54%
	TRANSFERS:										
	Water	20,760.00	22,700.00	22,700.00	23,800.00	24,157.00	25,245.00	25,245.00	0.00	1,445.00	6.07%
	Sewer	12,373.00	13,000.00	13,000.00	13,600.00	14,084.00	14,720.00	14,720.00	0.00	1,120.00	8.24%
	SUBTOTAL	33,133.00	35,700.00	35,700.00	37,400.00	38,241.00	39,965.00	39,965.00	0.00	2,565.00	6.86%
	TOTAL	414,929.00	439,925.00	440,025.00	460,425.00	471,119.00	499,131.00	499,131.00	0.00	38,706.00	8.41%

Budget No. 43											
Acct. No. 912											
TOWN OF WAKEFIELD											
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2023											
For Workers Compensation											
====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
		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	+/- \$	+/- %
====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
	TAX LEVY	480,705.00	477,498.00	477,873.00	420,990.00	219,946.00	436,500.00	436,500.00	0.00	15,510.00	3.68%
	RFT / SUPPLEMENTAL	36,800.00	43,000.00	43,000.00							
	TRANSFERS:										
	Water	13,230.00	13,780.00	13,780.00	11,124.00	5,562.00	8,259.00	8,259.00	0.00	(2,865.00)	-25.76%
	Sewer	8,991.00	7,936.00	7,936.00	6,202.00	3,101.00	8,848.00	8,848.00	0.00	2,646.00	42.66%
	Light	45,980.00	38,030.00	38,030.00	34,224.00	17,112.00	34,173.00	34,173.00	0.00	(51.00)	-0.15%
	TOTAL TRANSFER	68,201.00	59,746.00	59,746.00	51,550.00	25,775.00	51,280.00	51,280.00	0.00	(270.00)	-0.52%
	TOTAL	585,706.00	580,244.00	580,619.00	472,540.00	245,721.00	487,780.00	487,780.00	0.00	15,240.00	3.23%

Zoning Board of Appeals (ZBA) Candidate Interview Special Committee

Purpose:

Members of the Zoning Board of Appeals (“ZBA”) serve a significant role in making decisions that have a far-reaching, long-lasting impact on our Wakefield community. The ZBA is a uniquely positioned entity, in that members operate in a quasi-adjudicatory capacity, mostly independent of input from the Town Council on any pending projects presented for active review and vote, with limited exception. The Town Council recognizes the special importance in ensuring a robust vetting process for all ZBA applicants, to make certain that appointments are thoughtful and aligned with the priorities and values of our community. To effectuate a more complete applicant review process, a Special Committee (“Committee”) shall convene to interview all applicants and submit written input and recommendations to the Town Council, to assist in its appointment deliberations.

Committee Composition:

The Committee to interview ZBA applicants shall include:

- Town Council Chair (or his/her designee from the Town Council)
- The ZBA Chair (or his/her designee ZBA member – the ZBA Chair or designee shall not be an applicant at the time of interviews)
- Wakefield’s Community and Economic Development Director

Procedure and Process:

Applicant interviews may be conducted in-person or via Zoom (provided Zoom remains a legal means of convening such meetings) and will be posted in accordance with the open meeting law. At the conclusion of its work the Committee shall provide written submissions (ie. input and recommendations) to the Town Council in advance of member appointments, in supplement to an applicant’s previously-provided materials. The recommendations of the Committee are expected to be given due consideration but are not to be determinative. The ZBA Chair (or his/her designee) may continue to offer separate written feedback and/or recommendations following a review of applicant submissions.