



TOWN OF WAKEFIELD

TOWN COUNCIL

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

Jonathan P. Chines
Anne P. Danehy

Edward F. Dombroski, Jr.
Peter J. May

Ann Santos
Sherri A. Dalton, Clerk

NOTICE OF MEETING

May 24th, 2021 | 7:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/86524649110>

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law, the public may not physically attend this meeting, but 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/86524649110>. 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 865 2464 9110. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

Item 1 | Call to Order

Item 2 | Pledge of Allegiance

Item 3 | Attendance

Item 4 | Public Engagement

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

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

Item 5 | Approval of Minutes

Approval of May 10th, 2021 Town Council meeting minutes.

Item 6 | Wakefield Farmer's Market

A. Approval of Farmer's Market License Agreement.

B. Request from Aaronap Cellars, LLC for Special License to Sell Wine at Farmer's Market.

Item 7 | Appointments

A. Appointments to the Environmental Sustainability Committee.



Item 8 | Lake Quannapowitt

Granting of Wakefield Boating Concession.

Item 9 | WCAT-TV

- A. Streaming Bill
- B. Proclamation

Item 10 | Human Rights Commission Policy

Adoption of the Purpose, Powers and Duties policy of the Human Rights Commission.

Item 11 | Electric Charging Stations

Pilot review.

Item 12 | Intermunicipal Agreement

Authorization of Intermunicipal Agreement with Lynnfield and Lynnfield Center Water District.

Item 13 | Project Updates

- A. Greenwood drainage.
- B. Rail to Trail.
- C. Roads/Sidewalks.
- D. Town wide ADA survey.
- E. Broadway.

Item 14 | Public Hearings

- A. Set date/time for Public Hearing on June 14th, 2021 at 7:10 p.m. for Greenie's Discount Liquors, Inc. d/b/a Greenwood Wine & Spirits, 969 Main Street – Change of Manager, Stock Transfer, Change of Officer/Director, and Pledge of License Amendment.
- B. Set date/time for Public Hearing on June 14th, 2021 at 7:25 p.m. to set Water & Sewer Rates.

Item 15 | Gift Acceptance

- A. Request to accept and expend a gift or gifts to the Fire Department with thanks.
- B. Request to accept and expend a gift or gifts to the Human Rights Commission in the amount of \$250.00 with thanks.
- C. Request to accept Walsh Field Score Board as a gift from The Savings Bank.

Item 16 | Remote Participation

Adoption of Remote Participation Policy.

Item 17 | Announcements

Item 18 | 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 19 | Adjournment

Next Regular Town Council Meeting: Monday, June 14th, 2021 at 7:00 p.m. via Zoom.

From: [Public Committee Meeting Participation Form via VTH-RC1](#)
To: [Sherri Dalton](#)
Subject: Form submission from: Public Committee Meeting Participation Form
Date: Thursday, May 13, 2021 3:55:24 PM

Submitted on Thursday, May 13, 2021 - 3:55pm

Submitted by user: Anonymous

Submitted values are:

First and last name: tony longo

Street address: 15 Fell Street,

Email address: tlongo1965@outlook.com

Committee or board: Town Council

Meeting date: May 10, 2021

Comment: Town Council, having read the proposals, the contract for boat rentals should be given to Boston Outdoor Recreation. The Boys and Girls Club of Stoneham and Wakefield is a fine organization, but they have no experience in such an endeavor. Boston Outdoor Recreation has experience, knowledge and the tools to run a successful, but more importantly safe program for the Town of Wakefield.

From: [Public Committee Meeting Participation Form via VTH-RC1](#)
To: [Sherri Dalton](#)
Subject: Form submission from: Public Committee Meeting Participation Form
Date: Tuesday, May 18, 2021 4:32:44 PM

Submitted on Tuesday, May 18, 2021 - 4:32pm

Submitted by user: Anonymous

Submitted values are:

First and last name: Richard Smith

Street address: N/A

Email address: rick02791@charter.net

Committee or board: Wakefield Chief of Police, Ret.

Meeting date: May 24, 2021

Would you like to speak during public participation? No - please just share comments with council & read at mtg if appropriate

Comment:

To Whom It May Concern:

I am writing to you regarding the boating application before the Board from the Boys and Girls Clubs and their safety record.

As your former Chief of Police and having served on the Board of Directors at the Boys and Girls Clubs I can attest to the clubs commitment to the safety of the children and the community they serve.

During my tenure on the Board, one of my responsibilities was to serve as the Chair of the Public Safety Committee. The focus of that committee was to ensure that the club complied with not just the internal clubs policies but in addition also the standards set by the national board.

The club also developed a very close relationship with the community's safety leaders, including the local police and fire in both Stoneham and Wakefield.

Historically speaking, the club has an outstanding safety record, due in part to the commitment of the leadership of the Board as well as their commitment to the community, the children and their families.

In closing I have no reservation in supporting the safety record, dedication and commitment by the leadership of the Boys and Girls Club of Stoneham and Wakefield. If I may be of assistance, please feel free to reach out.

Very truly yours,

Rick Smith
Wakefield Chief of Police, Ret.

From: [Public Committee Meeting Participation Form via VTH-RC1](#)
To: [Sherri Dalton](#)
Subject: Form submission from: Public Committee Meeting Participation Form
Date: Thursday, May 20, 2021 6:57:26 PM

Submitted on Thursday, May 20, 2021 - 6:57pm

Submitted by user: Anonymous

Submitted values are:

First and last name: Jennifer Hickey

Street address: 9 Linda Road

Email address: jhickey0516@gmail.com

Committee or board: Town Council

Meeting date: May 24, 2021

Would you like to speak during public participation? yes

Comment:

On behalf of the Quannapowitt Yacht Club, I would like to express our support for the Boys & Girls Club's recent proposal to provide boating on the lake. I learned about both of the current bids for lake space at the last Town Council meeting. In listening to Boating In Boston's proposal, it appeared that in addition to the kayak/canoe rentals they have offered in years past, there was also the mention of sailboat rentals and/or memberships. This is of particular concern, as it could create unfavorable competition. As you are aware, QYC has been a part of Wakefield since 1880 and is the oldest inland boat club in America. We are a non-profit organization and rely on club memberships to stay afloat, no pun intended. In addition, we offer a youth sailing program, as well as private/group sailing lessons. We rely on both of these to keep ourselves in operation.

In addition to the concern surrounding Boating In Boston's competing business, there also seemed to be a general lack of awareness of Lake Quannapowitt overall. As a member of QYC, I'm well aware of the different parts of the lake to stay away from, due to its diverse makeup. There are areas that are either too rocky or too shallow for sailboats. Lake Quannapowitt, although small, can be very deceiving. At QYC, we are well-versed in the lake and make sure that our members and/or patrons are, as well. I didn't hear nearly enough from them with respect to safety precautions and wondered if they would be relying on the town and/or QYC rescue efforts, should someone need assistance. The Boys & Girls Club plan to have their own rescue power boat, which is critical with respect to safety.

Lastly, Boating In Boston lacks a certain connection to Wakefield. The Boys & Girls Club, on the other hand, is part of the fabric of our community. They are a known, trusted, local, non-profit organization. Their commitment to not only use the space for kayak/canoe rentals, but also offer vouchers for patrons to visit local businesses is exactly what Wakefield needs and in keeping with the town's vision to foster community. It would be a missed opportunity for our entire community to deny The Boys & Girls Club this space.

Should the Town Council vote in favor of The Boys & Girls Club, the QYC is committed to building a relationship with them, sharing resources and strengthening the connection between our local community and Lake Quannapowitt.

Should the Town Council vote in favor of Boating In Boston's proposal, QYC respectfully asks the Council to consider limiting their offerings to kayaks/canoes.

Thank you so much for your time and consideration.

Sincerely,

Jennifer Hickey
Quannapowitt Yacht Club, Marketing & Communications

From: [Public Committee Meeting Participation Form via VTH-RC1](#)
To: [Sherri Dalton](#)
Subject: Form submission from: Public Committee Meeting Participation Form
Date: Friday, May 21, 2021 8:58:32 AM

Submitted on Friday, May 21, 2021 - 8:58am

Submitted by user: Anonymous

Submitted values are:

First and last name: Nicole Jacob

Street address: 20 B Gates Lane

Email address: alanma3@gmail.com

Committee or board: Town Council

Meeting date: May 24, 2021

Would you like to speak during public participation? Yes

Comment: Remarks in favor of the Boys and Girls Club boating contract.

License Agreement

THIS LICENSE AGREEMENT (this “Agreement”) made as of this 17th day of May, 2021 by and between the Town of Wakefield, Massachusetts acting by and through its Town Council (the “Town”), and Wakefield Climate Action Project, Inc., a Massachusetts nonprofit corporation having a principal office at 12 Armory Street, Wakefield, MA 01880 (the “Licensee”)

WITNESSETH THAT:

WHEREAS, the Licensee desires to conduct a weekly farmers’ market in Hall Park, a public park abutting North Avenue in Wakefield, Massachusetts (the “Premises”); and

WHEREAS, the Licensee is willing to waive any liability on the part of the Town for any harm to persons or damage to property occurring on the Premises, to indemnify the Town against all liability for such harm or damage, to name the Town as an additional insured on a liability insurance policy covering the farmers’ market, and to clean up and restore the Premises to their former condition after using them; and

WHEREAS, the Town is willing to grant the Licensee a revocable license to use the Premises for the purposes set forth above on the terms and subject to the conditions set forth below;

NOW, THEREFORE, in consideration of the premises set forth above and the mutual promises set forth below, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Rules and Regulations. The Licensee has proposed a form of rules to govern the conduct of a farmers’ market at the Premises and an application form to be completed by potential vendors, which rules and form the Town has revised in certain respects acceptable to the Licensee. The said rules and form (the “Rules”) are attached hereto, incorporated herein, approved by the Town and agreed to by the Licensee. The Town reserves the right to revise and amend the Rules at any time and to impose such other rules and regulations with respect to the use of the Premises as the Town may, in its sole discretion, deem appropriate; the Licensee acknowledges the right of the Town to do so.

2. Grant of License. The Town hereby grants the Licensee a limited, temporary, revocable and non-assignable license to use the Premises for the purpose of conducting a farmers’ market on Saturdays between the hours of 9 a.m. and 1 p.m., with the further right to use the Premises for the purpose of set-up from 8 to 9 a.m. and for the purpose of clean-up from 1 to 2 p.m. (the “License”). The term of the License shall be for the period from June 19th, 2021, to October 30th, 2021, inclusive November 20th 2021, December 11th 2021. June 18th, 2022, to October 29th, 2022, inclusive November 19th 2022, December 10th 2022, The License is conditioned upon the Licensee’s strict adherence to (a) the Rules, as the same may be amended from time to time; (b) any and all applicable bylaws, rules and regulations of the Town; (c) any and all applicable statutes, regulations and other

laws of the Commonwealth of Massachusetts and/or the United States; and (d) any and all instructions issued and requirements imposed by the Town Administrator, Fire Chief, Police Chief, Building Inspector, Health Agent or other officer of the Town.

3. No Property Interest. The Licensee acknowledges that this Agreement does not confer, and the License does not constitute, a property interest in or to the Premises. Without limiting the generality of the foregoing, the Town reserves the right to revoke the License for any reason including, without limitation, any failure by the Licensee to observe requirements set forth in § 2, above, or any act or omission tending to create a public nuisance.

4. Waiver of Liability. The Licensee hereby waives any claim against the Town for damage to or loss of property or injury to persons suffered on the Premises or in connection with the License or this Agreement. Without limiting the generality of the foregoing, the Licensee agrees to bring no claim against the Town or any person or entity acting on the Town's behalf or for whom the Town is responsible on account of any theft of or damage to the property of the Licensee or any vendor or customer patronizing the farmers' market; any injury suffered by any person on the Premises; or any damages that may be occasioned by the condition of the Premises or any instructions issued or requirements imposed by the Town Administrator, Fire Chief, Police Chief, Building Inspector, Health Agent or other officer of the Town.

5. Indemnity. The Licensee hereby agrees to indemnify the Town against, and to hold the Town harmless from, any and all claims arising from or in connection with this Agreement; the License; the Licensee's conduct of a farmers' market on the Premises; the condition of the Premises; any injury to the Licensee's employees, contractors, agents, servants, vendors or customers; any damage to or loss of property on the Premises arising from the Licensee's use thereof; any damages that may be occasioned by the condition of the Premises or any instructions issued or requirements imposed by the Town Administrator, Fire Chief, Police Chief, Building Inspector, Health Agent or other officer of the Town; and any other act or omission occurring under or in connection with this Agreement or the License granted hereunder.

6. Insurance. The Licensee shall forthwith furnish the Town with a certificate of insurance evidencing that the Licensee has at least One Million Dollars (\$1,000,000.00) of liability insurance applicable to the conduct of the farmers' market on the Premises, which insurance shall be applicable to the whole term of the License, and that the Town is named as an additional insured thereon. The Licensee shall not be allowed to enter upon the Premises until such insurance certificate has been furnished to the Town. The certificate shall reflect that the policy of insurance shall not be cancelled except following at least ten (10) days' written notice to the Town. The Licensee shall be responsible to maintain the said insurance in effect at all times during the term of the License and shall furnish a new certificate thereof upon the request of the Town or upon any change in such insurance, including without limitation any change in the carrier providing such insurance.

7. Clean Up and Restoration. Promptly after completing the use of the Premises contemplated hereby every week during the term of the License, the Licensee shall clean up and restore the Premises to the same or better condition than the Premises were in at the start of the License term.

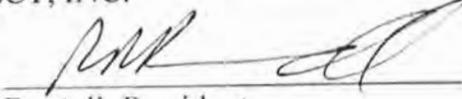
8. Enforcement. The Licensee agrees that if the Town is required to expend any funds in performing the clean-up and restoration of the Premises which are required to be done by the Licensee hereunder, or in defending itself against or paying damages in connection with any claim that is subject to the Licensee's obligation of indemnification hereunder, or is otherwise forced to incur any expense on account of the Licensee's breach of the Licensee's obligations hereunder, then the Town shall be entitled to recover all such costs from the Licensee, and the Town shall further be entitled, upon recovering judgment to any extent at all, to recover of the Licensee all of the Town's reasonable attorneys' fees incurred in any such action, including without limitation the imputed value of the Town Counsel's time at a rate of \$200 per hour.

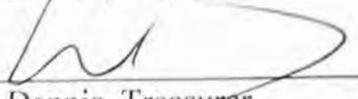
9. Local Non-Profit. Whenever the Licensee conducts a farmers' market hereunder, the Licensee shall permit at least one (1) non-profit, charitable organization based in or chiefly servicing Wakefield, Massachusetts, which has been approved by the Board of Selectmen, to use a booth or stall of substantially the same size and kind and in the same general location as other vendors or participants for the purpose of educating the public about such organization's charitable purpose, soliciting contributions and/or recruiting volunteers. The Licensee shall waive any and all fees or charges for such organization's use of such booth or stall. This is pending approval of local and state Boards of Health.

10. Local Business Preference. It shall be a condition of this License that any Wakefield-based business which meets the criteria for participating in the farmers' market be allowed so to participate by the Licensee, and that such business be permitted to sell any products which it has identified to the Department of Health, provided that the said Department does not object.

WITNESS OUR HANDS AND SEALS as of the first date set forth above.

WAKEFIELD CLIMATE ACTION
PROJECT, INC.

By: 
Robert Darnell, President


Wendy Dennis, Treasurer

TOWN OF WAKEFIELD

By: _____
Town Council, Chair

Wakefield Farmers Market	2020 Actual		
Revenue			
Corporate Grants	1000		
Sponsorships (for PR value)	1250		
Vendor Fees	13820		
Total Revenue		16070	
Expenditures			
ALL STAFF Payroll and Contract			
Contract Services			
One-day stipend budget 120	0		
Bookkeeping	990		
Cooking Demos	0		
Total Contract Services	990	discounted	
Employee Salary and Payroll Expense			
Market Manager	9960	498 hours	
WFM Payroll Expenses	761.94	7.65% salary	
PFML at 100%	22.68		
Total Employee Salary and Payroll Expense	10744.62		
Total ALL STAFF Payroll and Contract		11734.62	
Business Expenses			
Accounting Software	456.88		
QB Credit Card Fees	283.53		
Insurance - Liability	458		
Membership Dues	160		
Total Business Expenses		1358.41	
Operations			
Volunteer Spot	69.99		
monthly phone charges	246.96		
Dropbox should be 120	0		
PO Box	134		
gmail storage	23.88		
COVID Supplies	354.26		
Electricity	54.61		
Legal/Filing fees	48.5		
Total Operations		932.2	
PR/Marketing			
Advertising (Patch? FB?)	0		
PR Events, one-time. etc. (fest by lake)	0		
website	125.87		
WFM Bag/Bling Expenditure	0		
Total PR/Marketing		125.87	

Market Bucks Program Expense			
CC/Debit			
Charges In/Batch Deposit			
Monthly Fee Out	460.13		
Vender Reimbursments			
Total CC/Debit			
SNAP	-3503		
Vendor Reimbursments	6109		
<i>not sure how much was matching SNAP</i>	2606		
Total Market Bucks Program Expense	3066.13	3066.13	
Special Event Expense			
One-time events			
live music			
Total Special Event Expense		0	
Total Expenses		17217.23	
	2020		
Net Revenue	Actual Net	-1147.23	

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

Location: Hall Park, North Avenue, Wakefield, MA 01880

Dates: Saturdays, June 19, 2020 through October 30, 2020 Hours: 9:00 a.m. – 1:00 p.m.

& Holiday Markets: November 20 & December 11 10am - 1pm

**Market Manager: AnnMarie Gallivan cell and text: 339-203-4019
wakefieldfarmersmarket@gmail.com**

I. Terms and Conditions of Sales

1. All persons desiring to sell items at the Market will submit a completed Farmers’ Market Application/Inventory List (“Application”) on a form provided by the Market and each person must sign a statement indicating that they have read, understand, and agree to abide by the rules of the Market. See sample Farmers’ Market Application/Inventory List attached.

2. All persons submitting an Application must provide an Inventory List of items to be sold at the Market (“List”). The submitted List will be examined at the time of application review and an approved List will be issued by the Market Manager. Persons approved to sell at the Market (“Vendors”) may only sell items from their List.

3. In the event that a Vendor would like to modify his/her List, an amended inventory list must be submitted to the Market Manager for approval. New items identified on the amended inventory list may not be sold prior to the Market Manager’s approval.

4. Only the following, New England farmer-grown or produced items that meet any and all applicable federal, state and local rules and regulations and approved by the Market Manager may be offered for sale:

- A. Fresh fruits
- B. Fresh vegetables and herbs
- C. Plants and flowers
- D. Honey and maple syrup
- E. Fresh cider
- F. Dairy products
- G. Poultry, eggs, and meat products
- I. Baked goods in which the majority of the ingredients are produced by the Vendor.
- J. New England-produced specialty food and beverage products
- K. Locally produced non-food items such as soaps, candles, sachets, balms, and unique crafts or services.

5. Farmer grown or produced shall mean the following:

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

A. Pertaining to all the items mentioned in Paragraph 4 above, all pruning, spraying, fertilizing, and harvesting is undertaken by the farmer, members of the farmer’s household or persons directly employed and paid by the farmer. This may include items grown on land under written lease or license, provided that the farmer who leased or licensed the land undertakes all of the above activities

B. Any farmer intending to sell products grown on leased or licensed land must furnish a copy of the lease or license agreement to the Market Manager at the time of submitting his/her List.

6. All items offered for sale at the Market must be first quality, unless they are expressly posted as “seconds”.

7. Only products certified by the Northeast Organic Farmers’ Association (NOFA) as organic may be labeled “organic”.

8. All processed foods should comply with the requirements set forth by federal, state and local laws, regulations and rules.

9. Items may be sold by the pound, bunch, piece, or measured container.

10. Scales utilized at the Market must be inspected and sealed annually by a Sealer of Weights and Measures.

11. Vendors are required to carry insurance to cover the extent of their operations and liabilities.

12. Vendors are required to comply with all federal, state and/or local laws and regulations.

13. Vendors must have tents weighted minimum 15 lbs per leg. 40lb per leg is recommended.

14. Vendors must have all outstanding invoices reconciled before October 23, 2021. Vendors who have outstanding balances after October 30th, may not be invited to join the following season.

II. Prices and Signs

1. Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.

2. Prices for items shall be established only by individual Vendors.

3. Collusion among Vendors to raise or lower prices or to exert pressure or persuasion to cause any Vendor to increase or decrease selling prices is prohibited.

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

4. Each Vendor must clearly post the name and location of his/her farm or business at his/her assigned selling area in the Market.

5. Each business will clearly post Social Distancing and Procedure signing.

III. Daily Operation

1. If a Vendor cannot attend the Market, the Market Manager must be notified at least 24 hours in advance via wakefieldfarmersmarket@gmail.com or via 339-203-4019. Failure to comply will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.

2. Selling at the Market shall begin promptly at 9:00 a.m., and no selling may take place before this time.

3. During normal operations vendors must agree to stay fully set up for the entire market day, through 1:00 p.m., even if out of product. Failure to do so will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.

4. Vendors must vacate the selling area no later than 2 p.m. and all clean-up must be completed.

5. No Vendor shall engage in solicitation, collection drives, or political or religious activities in the market. No loud hawking of items is allowed.

6. Vendors must keep the vicinity in and around their selling area clean at all times, remove ALL refuse, including food waste and cardboard and Styrofoam or other boxes or packing materials and unsold items at the end of each Market day and leave their area “broom clean”. DO NOT PUT YOUR TRASH IN THE BARRELS IN THE MARKET AREA!.

7. Vendors will clean and sanitize their displays (tables and the items used to display produce in) at the beginning and end of every market and at intervals during the market.

8. Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.

9. No Vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the Market.

10. Set up should be completed prior to start time. Be aware to keep your tents 6 ft apart from your neighbor.

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

11. Spaces are reserved only for full-season vendors. All other spaces are assigned by the Market Manager each week. We CANNOT accommodate placement requests

12. All vendors will abide by market bucks and SNAP market buck rules and ensure that anyone working for them at the market is also aware of all rules and regulations.

IV. Grievances

1. In the event of a dispute regarding any aspect of the Market, the Market Manager shall make a decision. Any failure to abide by the Market Manager’s decision may be sufficient grounds for excluding the Vendor from the Market.

2. A Vendor may file an appeal from the Market Manager’s decision, in writing, to a committee made up of officials, Vendors, sponsors, community groups or like entities participating in the Market and established by the Market (“Grievance Committee”). Any appeal must be filed within ten (10) days of a decision.

3. Upon receipt of an appeal, the matter will be reviewed expeditiously.

4. If the Market does not establish a Grievance Committee, it shall make arrangements with the Massachusetts Office of Dispute Resolution or a similar organization to process complaints.

5. The Grievance Committee will take no more than ten (10) days from receipt of the appeal to make its decision. During this time, the Vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.

FARMERS:

Brox Farm - *Every week*

Please welcome our newest farmer featuring fresh local produce, greenery, homemade baked goods, Mediterranean food and MORE! Family owned and operated

Farmer Dave's *Every week* – Pre-order [here](#) and select location as Wakefield.

Farmer Dave's is a diversified farm north of Boston that grows vegetables and fruit responsibly. They are committed to keeping the community strong and healthy, and strive to keep food sustainable and local.

Fay Mountain Farm – *Every week*

65 acre Fay Mountain Farm is owned by the Town of Charlton. Farmer Neil Johnson of Kettlebrook Farms.

Flats Mentor Farm – *Every week as of 7/3/21*

Delicious Asian Greens such as baby bok choy, water spinach, pea tendrils and more. Try the stir fry mix of veggies!

Flats Mentor Farm is a CASH ONLY vendor with great prices.

Kelly's Farm – *Every week*

For over 79 years Kelly's Farm has provided the community with farm fresh fruits and vegetables.

Lilac Hedge Farm - *Every week* Preorder [here](#) by creating an account and selecting Wakefield Farmers Market as the pick-up location. Lilac Hedge Farm provides local, sustainably raised meats with extreme attention to care, comfort, nutrition and the quality of the animals, which are raised from birth on the farm with plenty of land to roam and graze. All livestock thrive on a forage-based diet. Pigs and poultry are not ruminants, so their diet is supplemented with a natural grain grown in Western Mass.

Neighbor's Acre Farm *Every week* – Order [here](#) by 9 am Friday, register and select Wakefield Farmers Market.

Neighbor's Acre is located in Chelmsford and sells responsibly grown microgreens and edible flowers as well as organic gourmet mushrooms from Fat Moon in Westford.

West River Creamery *Biweekly 6/19; 7/3; 7/17; 7/31; 8/28; 9/25; 10/16*
Pre-order [here](#).

West River Creamery in Londonderry, VT at Middletown Farm has been operating since 1945. No rBGH hormones and uses vegetarian rennet in all cheese. The cows are pastured from May through November and they use traditional methods of cheese making from stirring and cutting the curd by hand then filling molds by hand. They offer a variety of cheeses including goats milk, plus mustards and pickled veggies.

SMALL BATCH VENDORS:

Ackermann Maple Farm *Biweekly 6/26; 7/3; 7/17; 7/31; 8/14; 8/28*

They're back! The best maple syrup from Cabot, VT. Only here for 6 markets, don't miss them!

Coutt's Specialty Foods *Biweekly 6/19; 7/3; 7/17; 7/31; 8/28; 9/25; 10/16*

Pre-order [here](#).

Offering small batch preserves, relishes, applesauce, apple butter and cranberry sauce. A family business operating since 1938!

Craic Sauce - *Biweekly 6/26, 7/10, 7/24, 8/7, 8/21, 9/4, 9/18, 10/2, 10/16, 10/30*

Craic Sauce is a small batch hot sauce company located in Lowell, Mass. Craic Sauce has four hot sauce flavors offering a wide range of flavors and potential uses.

Creations Coffee - *Every week*

Deano's Pasta - *Every Week*

Pre-order [here](#).

Deano's Pasta in Somerville is a place where people find meaning in creating honest, quality, fresh pastas, raviolis, tortellini, gnocchis and sauces to make you and your loved ones happy. True to the small batch methods our family brought from Italy four generations ago, we use only the best ingredients, like 100% semolina that is specially milled to order, and local, fresh grade A eggs. Our devotion to quality is why Deano's Pasta has been the preferred pasta of restaurants and chefs in the Greater Boston area for over 70 years.

Drew's Stews - *Bi-weekly 6/19; 7/3; 7/17; 7/31; 8/28; 9/25; 10/16*

Using only the finest all-natural and locally-sourced ingredients, Drew's Stews handcrafts soups, suppers and sides that are healthy, tasty and good for your heart and soul!

Drive-By Pies - *6/19; 7/3; 7/24; 8/7; 8/21; 9/4; 9/25; 10/16; 10/30*

Pre-order [here](#).

Dedicated to quality. It's all about the Pies at Drive-by Pies—Fruit Pies, Cream Pies, Chicken Pot Pies....but it's also all about the bars, and scones, and cookies. Everything we make starts with real butter and only the freshest ingredients...hand-made...every day.

Fork on a Road - *Every week* Pre-order [here](#) by Tuesday at midnight. Use

Code WAKE20 to pick up your order at the market. Order instructions [here](#).

Vegetarian & vegan meal kits & small batch spice blends. Meal kits are inspired by the local harvest, and my global pantry. Try these wholesome & seasonal kits and spices.

Goodies Homemade *Every week*

Homemade cookies, scones and biscuits.

Grateful Tastes *Bi-weekly, 6/26, 7/10, 7/24, 8/7, 8/21, 9/4, 9/18, 10/2, 10/16, 10/30* Pre-order [here](#)

Grateful Tastes, a family business, has set the mission of bringing delicious New England grown produce from all seasons and harvests, to our consumers families and into their homes. Each of our versatile, small batch family recipes are crafted with freshly picked, seasonally available produces, certified organic cane sugar, and an all natural & vegan pectin.

Simply put, we craft artisanal spreads for more than just breads.

Habibi Gourmet Foods - *Every week*
menu [here](#) and text your order to 617-460-5382

Pre-order: check out the

Authentic Egyptian & Lebanese Foods. All made by hand with the freshest ingredients.

Purple Carrot Bread Co - *Every week*

We specialize in European Style Hearth Breads that are naturally vegan(breads only), rustic pastries and other types of prepared foods both sweet and savory.

Roasted Granola - *Weekly* Order [here](#), promo code for Wakefield Market TBD.

Roberto's Seafood - *Every week* Order by emailing robsfd24@outlook.com or call 617-529-5701. Order by Friday 9am.

Fresh seafood at a great price. This family-owned and run business has the highest of standards for their products and their customer service.

Secret Stash Sweets - 6/19, 6/26, 7/10, 7/24, 7/31, 8/7, 8/14, 8/21, 8/28, 9/4, 9/11, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30

Secret Stash Sweets make Small batch Artisanal caramels, caramel sauces, fresh brigadiero, and seasonal treats in Wakefield, MA. We use only the freshest ingredients to make our product Artisanal *Indulgent* Stashable.

The Bread Shop - Every week Check out their online menu then call 781-246-1246.

The Bread Shop (in Wakefield!) uses local ingredients whenever possible including Vermont dairy products, King Arthur Flour, Maine Grains wheat and rye flours, local seasonal fruits, and vegetables. They serve artisan bread, and an assortment of pastry items from cinnamon buns to scones.

Wicked Awesome Brownie - *Bi-weekly 6/26, 7/10, 7/24, 8/7, 8/21, 9/4, 9/18, 10/2, 10/16, 10/30*

Wicked Awesome Brownie offers nut and dairy free, individually wrapped WICKED AWESOME BROWNIES!. With a crunchy top and the perfect, slightly soft chocolate inside you will soon become addicted. This season we have added a Wicked Awesome Cherry Brownie with locally sourced cherries in our brownie. Yum.

Small Batch Beverage:

Aaronap Cellars - *Every week* Order here by 9pm Friday, select Wakefield Farmers. Or call 978-501-4495 or email.

Aaronap Cellars melds tradition, art, & modern science to make innovative and unique wines using grapes & fruit from our own estate vineyard and partner vineyards & orchards in MA and beyond.

Pour Man's Coffee - *Every week* Order here!

Two dads taking on the big guys, making better quality coffee using only the best ingredients. The coffee roasted just for us by Dean's Beans. There's five pounds of

coconut in the flagship cold brew which takes three days to make! Products include half gallons of cold brew and organic whole beans.

Tower Root Beer Bi-weekly starting 6/19 + 6/26 (7/10, 7/24, 8/7, 8/21, 9/4, 9/18, 10/2, 10/16, 10/30)

Tower Root Beer is back with a third-generation family member bringing an amazing selection of craft sodas to generations young & old.

Pet Treats:

Emmett's Pet Treats - *Every week*

Order [here](#), promo code for

Wakefield Market pickup.

Handmade pet treats made locally with human grade ingredients, all natural and organic.

TOWN OF WAKEFIELD, MASSACHUSETTS
OFFICE OF THE TOWN COUNCIL

2021 APPLICATION FOR SPECIAL LICENSE TO SELL WINE AT AGRICULTURAL EVENT

Directions: Please fill in this form completely and return it to the Office of the Town Council, William J. Lee Memorial Town Hall, One Lafayette Street, Wakefield, MA 01880 together with (a) a check in the amount of \$50 made payable to the Town of Wakefield; (b) proof of certification that the applicant is a "Farm Winery" and that the event is an "Agricultural Event" within the meaning of G.L. c. 138, § 15F; and (c) proof of workers' compensation insurance. If samples of wine are to be served, please also furnish proof of alcohol awareness training for all serving personnel.

Farm/Winery Legal Name: Aaronap Cellars LLC

Trade Name (if different): Aaronap Cellars

Address: 28 Carlisle Road

 Westford, MA 01886

Telephone No. 978-501-4495

Email: noel@aaronapcellars.com

Federal ID No. ██████████

Agricultural Event: Wakefield Farmers' Market

Address of Event: Hall Park, North Avenue, Wakefield, MA

Dates and Times of Event: Saturdays, June 19, 2021, through October 30, 2021, inclusive
 9 a.m. to 1 p.m.



Authorized Signature

 May 5, 2021
Date

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

KATHLEEN A. THEOHARIDES
Secretary

JOHN LEBEAUX
Commissioner

April 23, 2021

Noel Powell
Aaronap Cellars
28 Carlisle Road
Westford, MA 01886

Re: Wakefield Farmers Market 2021

Dear Noel Powell:

Please be advised that your application for certification of the Wakefield Farmers Market, on Saturdays from June 19, 2021 to October 30, 2021 and from 9:00am to 1:00pm, as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink that reads "John Lebeaux". The signature is fluid and cursive, with the first name "John" being larger and more prominent than the last name "Lebeaux".

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: Rebecca.Davidson@State.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products **for current year/season**
- Event operational guidelines or rules **for current year/season**
- Resume of event manager **or** description of experience
- Plan depicting the premises and specific location where the license will be exercised. **See Template 1.**
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. **See Template 2.**

1. Applicant Information

Name of Licensed Farm-Winery		Aaronap Cellars LLC			
Farm-Winery License Number		FW-LIC-000084	State of Issue	MA	
Contact Person	Noel A Powell				
Address	28 Carlisle Road				
City	Westford	State	MA	Zip	01886
Phone Number	978-501-4495	Email	noel@aaronapcellars.com		
Correspondence preference		<input type="checkbox"/> Regular Mail	<input checked="" type="checkbox"/> Email		
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input type="checkbox"/> Sample			

2. Event Information

Name of Agricultural Event		Wakefield Farmer's Market			
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	Hall Park (468 North Avenue)				
City	Wakefield	State	MA	Zip	018880
Event Phone Number	339-203-4019	Event Website	www.wakefieldfarmersmarket.org		

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	06 / 19 / 2021	End date	10 / 30 / 2021 Time 9:00-1:00
	Month Day Year		Month Day Year
If this is a weekly event, on what day of the week does the event occur? Saturday			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If yes, identify:		
4. Event Management			
Name of Event Manager	AnnMarie Gallivan		
Email Address	wakefieldfarmersmarket@gmail.com	Phone Number	339-203-4019
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, identify on-site manager (include contact information):			
If there are multiple managers, list them and include contact information:			
Attach on-site manager(s) resume(s) <u>or</u> list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i>			
Wakefield Farmers Market Manager June 2019-present (took over from Wendy Davis)			
CREATE Artisan Studio, Wakefield, business owner, workshop & event leader, 2013-present			

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

See attached premise plan

Noel A Powell

Signature of Applicant

04/17/2021

Date

Noel A Powell

Name (please print)

Owner/Winemaker

Title (please print)

FW-LIC-000084

Farm-Winery License Number

MA

State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C138, Sec. 15F.

John Rebeaf

Signature

4/23/2021

Date

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

Signature

Date



Wakefield Farmer's Market - at Hall Park on North Avenue

PO Box 1426

Wakefield MA 01880 339-203-4019

wakefieldfarmersmarket.com

wakefieldfarmersmarket@gmail.com

April 15, 2021

Mr. Noel Powell
28 Carlisle Rd
Westford MA 01886

Dear Mr. Powell:

We are delighted to accept Aaronap Cellars LLC as a vendor at the Wakefield Farmers Market for the 2021 season, open each Saturday from 9:00 a.m.—1:00 p.m. starting June 19 through October 30, 2021 at the Hall Park location on North Avenue in Wakefield MA.

Thank you for completing your paperwork and submitting it to the Massachusetts Department of Agricultural Resources.

Thank you!

AnnMarie Gallivan
Market Manager

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

Location: Hall Park, North Avenue, Wakefield, MA 01880

Dates: Saturdays, June 19, 2021 through October 30, 2021 Hours: 9:00 a.m. – 1:00 p.m.

**Market Manager: AnnMarie Gallivan cell and text: 339-203-4019
wakefieldfarmersmarket@gmail.com**

I. Terms and Conditions of Sales

1. All persons desiring to sell items at the Market will submit a completed Farmers’ Market Application/Inventory List (“Application”) on a form provided by the Market and each person must sign a statement indicating that they have read, understand, and agree to abide by the rules of the Market. See sample Farmers’ Market Application/Inventory List attached.
2. All persons submitting an Application must provide an Inventory List of items to be sold at the Market (“List”). The submitted List will be examined at the time of application review and an approved List will be issued by the Market Manager. Persons approved to sell at the Market (“Vendors”) may only sell items from their List.
3. In the event that a Vendor would like to modify his/her List, an amended inventory list must be submitted to the Market Manager for approval. New items identified on the amended inventory list may not be sold prior to the Market Manager’s approval.
4. Only the following, New England farmer-grown or produced items that meet any and all applicable federal, state and local rules and regulations and approved by the Market Manager may be offered for sale:
 - A. Fresh fruits
 - B. Fresh vegetables and herbs
 - C. Plants and flowers
 - D. Honey and maple syrup
 - E. Fresh cider
 - F. Dairy products
 - G. Poultry, eggs, and meat products
 - I. Baked goods in which the majority of the ingredients are produced by the Vendor.
 - J. New England-produced specialty food and beverage products
 - K. Locally produced non-food items such as soaps, candles, sachets, balms, and unique crafts or services.
5. Farmer grown or produced shall mean the following:
 - A. Pertaining to all the items mentioned in Paragraph 4 above, all pruning, spraying, fertilizing, and harvesting is undertaken by the farmer, members of the farmer’s household or persons directly employed and paid by the farmer. This may include items grown on land

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

under written lease or license, provided that the farmer who leased or licensed the land undertakes all of the above activities

B. Any farmer intending to sell products grown on leased or licensed land must furnish a copy of the lease or license agreement to the Market Manager at the time of submitting his/her List.

6. All items offered for sale at the Market must be first quality, unless they are expressly posted as “seconds”.

7. Only products certified by the Northeast Organic Farmers’ Association (NOFA) as organic may be labeled “organic”.

8. All processed foods should comply with the requirements set forth by federal, state and local laws, regulations and rules.

9. Items may be sold by the pound, bunch, piece, or measured container.

10. Scales utilized at the Market must be inspected and sealed annually by a Sealer of Weights and Measures.

11. Vendors are required to carry insurance to cover the extent of their operations and liabilities.

12. Vendors are required to comply with all federal, state and/or local laws and regulations.

13. Vendors must have tents weighted minimum 15 lbs per leg. 40lb per leg is recommended.

14. Vendors must have all outstanding invoices reconciled before October 23, 2021. Vendors who have outstanding balances after October 30th, may not be invited to join the following season.

II. Prices and Signs

1. Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.

2. Prices for items shall be established only by individual Vendors.

3. Collusion among Vendors to raise or lower prices or to exert pressure or persuasion to cause any Vendor to increase or decrease selling prices is prohibited.

4. Each Vendor must clearly post the name and location of his/her farm or business at his/her assigned selling area in the Market.

5. Each business will clearly post Social Distancing and Procedure signing.

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

III. Daily Operation

1. If a Vendor cannot attend the Market, the Market Manager must be notified at least 24 hours in advance via wakefieldfarmersmarket@gmail.com or via 339-203-4019. Failure to comply will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.
2. Selling at the Market shall begin promptly at 9:00 a.m., and no selling may take place before this time.
3. During normal operations vendors must agree to stay fully set up for the entire market day, through 1:00 p.m., even if out of product. Failure to do so will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.
4. Vendors must vacate the selling area no later than 2 p.m. and all clean-up must be completed.
5. No Vendor shall engage in solicitation, collection drives, or political or religious activities in the market. No loud hawking of items is allowed.
6. Vendors must keep the vicinity in and around their selling area clean at all times, remove ALL refuse, including food waste and cardboard and Styrofoam or other boxes or packing materials and unsold items at the end of each Market day and leave their area “broom clean”. **DO NOT PUT YOUR TRASH IN THE BARRELS IN THE MARKET AREA!**
7. Vendors cannot provide samples.
8. Vendors will clean and sanitize their displays (tables and the items used to display produce in) at the beginning and end of every market and at intervals during the market.
9. Vendors will discontinue the use of display items that cannot be sanitized.
10. Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
11. Vendors use masks and disposable gloves at all times during market. Wash or sanitize hands before putting on gloves and between glove change-outs. Ideally vendors will supply employees with a hand washing station or sanitizer to limit trips to use the market washing/santizing station.
12. Vendors should set up a payment system in which ONE person is designated to handle payment and another handles produce/product If only one person at that booth, set up a system so that payment can be as touch-less as possible. Ideally, that vendor would also have a personal hand-washing station they could use.

2021 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency

Credit/debit: encourage payment apps like Venmo or Paypal

Cash: minimize cash transactions SNAP Transactions: SNAP Bucks will go into a container provided by the market

13. No table coverings unless plastic to wipe down.

14. Vendors must not allow customers to touch products. Customers will communicate with vendors and vendors will package according to market protocols.

15. No Vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the Market.

16. Set up should be completed prior to start time. Be aware to keep your tents 10 ft apart from your neighbor.

17. Spaces are reserved only for full-season vendors. All other spaces are assigned by the Market Manager each week. We CANNOT accommodate placement requests

18. All vendors will abide by market bucks and SNAP market buck rules and ensure that anyone working for them at the market is also aware of all rules and regulations.

IV. Grievances

1. In the event of a dispute regarding any aspect of the Market, the Market Manager shall make a decision. Any failure to abide by the Market Manager’s decision may be sufficient grounds for excluding the Vendor from the Market.

2. A Vendor may file an appeal from the Market Manager’s decision, in writing, to a committee made up of officials, Vendors, sponsors, community groups or like entities participating in the Market and established by the Market (“Grievance Committee”). Any appeal must be filed within ten (10) days of a decision.

3. Upon receipt of an appeal, the matter will be reviewed expeditiously.

4. If the Market does not establish a Grievance Committee, it shall make arrangements with the Massachusetts Office of Dispute Resolution or a similar organization to process complaints.

5. The Grievance Committee will take no more than ten (10) days from receipt of the appeal to make its decision. During this time, the Vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.

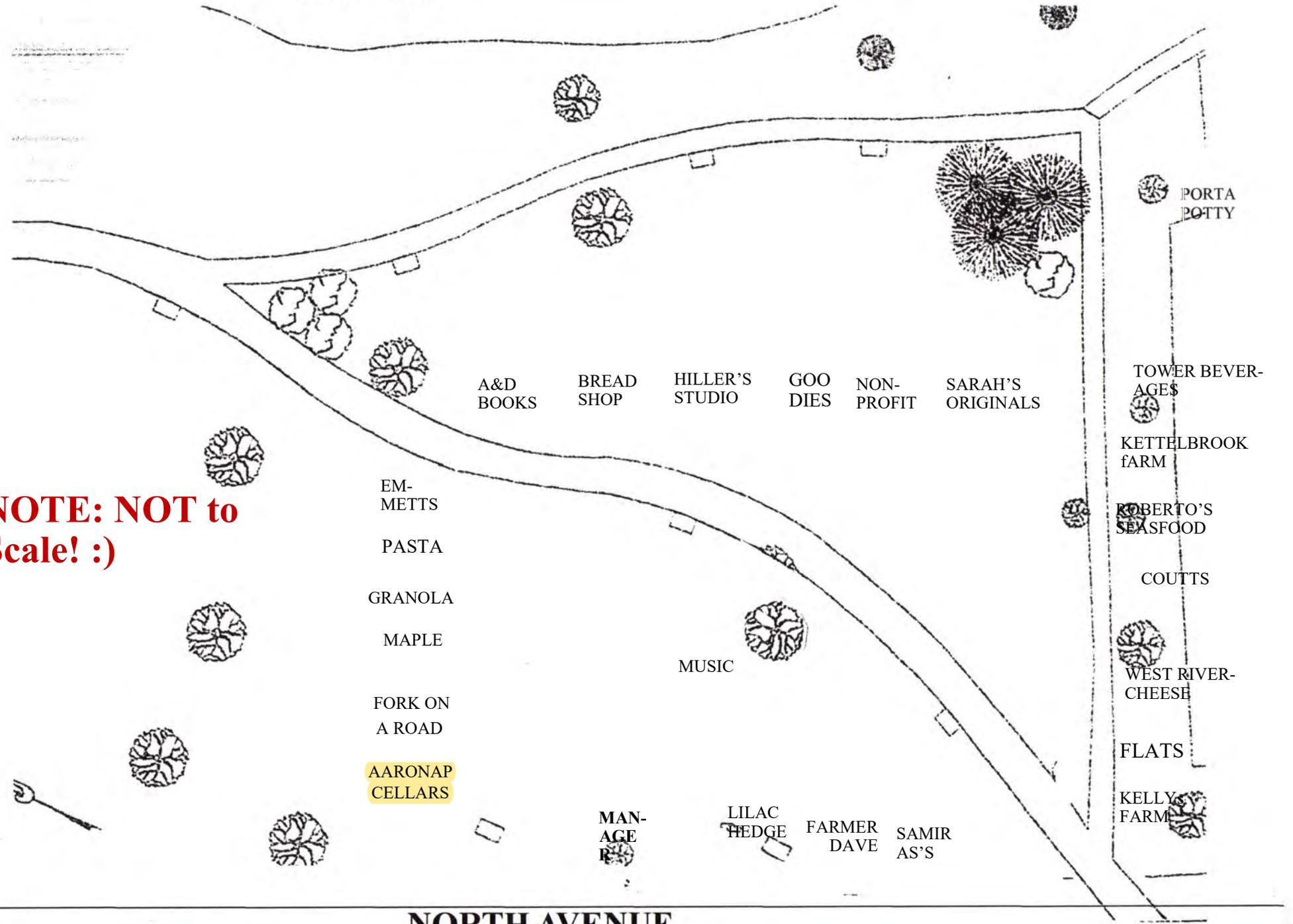
Wakefield Farmers Market 2021 Vendors

Vendor	Ag	Non-Ag	Products
<i>Farmer Dave's</i>	X		Vegetables, fruit
Fay Mountain Farm	X		Vegetables, fruit
Flats Mentor Farm	X		Asian greens & vegetables
Kelly's Farm	X		Vegetables, fruit
Lilac Hedge Farm	X		Beef, pork, chicken
Neighbor's Acre Farm	X		Microgreens, edible flowers, mushrooms
Aaronap Cellars	X		Farm wine
Roberto's Seafood	X		Fish & seafood
West River Creamery	X		Cheese
Ackermann Maple Farms	X		Maple syrup
Coutt's Specialty Foods		X	Preserves, relishes, applesauce
Deano's Pasta		X	Fresh Pasta/sauce
Drive-By Pies		X	Fruit pies, cream pies, meat pies
Fork on a Road		X	Vegetarian meal kits/spice blends
Goodies Homemade		X	Cookies, scones, & biscuits
Grateful Tastes		X	Jams, jelly, maple syrup
Habibi Gourmet Foods		X	Egyptian & Lebanese foods
The Roasted Granola		X	Fresh granola
The Bread Shop		X	Bread
Pour Man's Coffee		X	Coffee
Tower Root Beer		X	Root Beer/craft sodas
Single Barrel Cellar		X	Barrel-aged maple syrup
Emmetts		X	Pet treats

NOTE: Not showing all alternating vendors

2021 SEASON DRAFT LAYOUT

Lake Quannapowitt



NOTE: NOT to Scale! :)

A&D BOOKS

BREAD SHOP

HILLER'S STUDIO

GOO DIES

NON-PROFIT

SARAH'S ORIGINALS

TOWER BEVERAGES

KETTELBROOK FARM

ROBERTO'S SEAFOOD

COUTTS

WEST RIVER-CHEESE

FLATS

KELLY FARM

PORTA POTTY

EM-METTS

PASTA

GRANOLA

MAPLE

FORK ON A ROAD

AARONAP CELLARS

MUSIC

MAN-AGE

LILAC HEDGE

FARMER DAVE

SAMIR AS'S

NORTH AVENUE



Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

FARMER-WINERY LICENSE

M.G.L. c. 138, § 19B

This Farmer-Winery License authorizes the following licensee to produce, rectify, blend, or fortify, keep and expose for sale and to sell wine containing not more than twenty-four percent alcohol by weight:

Aaronap Cellars LLC

28 Carlisle Rd.
Westford, MA 01886

Approved by the Alcoholic Beverages Control Commission on November 10, 2020

Jean Lorizio, Chairman

Crystal Matthews, Commissioner

Deborah Baglio, Commissioner

License Number: **FW-LIC-000084**
Record Number: **2020-000054-FW-REN**
Capacity: **5K Gallons or Less**

THIS LICENSE WILL EXPIRE DECEMBER 31, 2021 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ



Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

TRANSPORTATION & DELIVERY PERMIT

M.G.L. c. 138, § 22

This Permit hereby authorizes the use of the following vehicle for transportation and delivery of alcoholic beverages:

Vehicle Plate Number

2HN800

Related License:

Aaronap Cellars LLC

ABCC License Number: FW-LIC-000084

License Type: Farmer Winery

Approved by the Alcoholic Beverages Control Commission on November 10, 2020

Jean Lorizio, Chairman

Crystal Matthews, Commissioner

Deborah Baglio, Commissioner

License Number: **TR-LIC-001358**

Record Number: **2020-000054-FW-REN**

THIS PERMIT WILL EXPIRE DECEMBER 31, 2021 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS PERMIT SHALL BE CARRIED IN THE VEHICLE AT ALL TIMES

Worker's Compensation Insurance Certificate

Aaronap Cellars LLC (hereafter referred to as The Company) is incorporated as a Limited Liability Company (LLC) in the Commonwealth of Massachusetts, with Noel A. Powell as the sole proprietor. The Company has no additional employees. As such, no worker's compensation insurance policy is required for The Company.

May 19, 2021

Dear Town Councilors,

First, the Environmental Sustainable Committee would like to thank the Town Council for approving the expansion of the Committee by three people. We think this will be important to our future reach and success. We were impressed by the number and caliber of applicants we received to fill these positions.

On Thursday, May 13th the Environmental Sustainability Committee discussed our upcoming activities and the skills and attributes we would like to see in new appointees. Specifically, we value people who have demonstrated interest, environmental experience, and/or a desire to participate in educational/awareness activities.

As such, as Chair, and based on feedback from the Committee, we recommend the following for this year's new appointments.

1. Melissa Eusden
2. Daniel Noren
3. Sean Cash

All candidates showed exemplary interest and qualification. We strongly encourage all applicants to attend our meetings and join our work, especially as we anticipate setting up subcommittees and would welcome additional public participation.

Sincerely,

Rob Darnell
Chair, Environmental Sustainability Committee



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: _____ Email: _____

Address: _____

Daytime phone: _____ Evening phone: _____

How long have you lived in Wakefield: _____ Current occupation: _____

Board or commission in which you are interested: _____

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

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

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

If yes, please specify: _____

Daniel Woodbury Noren

Signature

Date



DANIEL W. NOREN

3 Byron Street, Wakefield, MA 01880; H: 781-246-1053, M: 603-290-9520

dannoren@comcast.net.net, dan@wakefieldwoodworker.com

Summary

Informal STEM Education activities

- Five years as Program Manager and STEM educator at Cahners ComputerPlace, Museum of Science, Boston
- Co-Principal Investigator with University of Southern California, Institute for Creative Technologies for a \$2.4M National Science Foundation award (#0813541), Responsive Virtual Human Guide, using Natural Language interface and an Intelligent Tutoring Coach to increase STEM awareness for 7 to 14 year olds, commended by NSF as an exemplar in Informal Science Education.
- Collaborated with Sharon Public Schools, MA, Mt. Washington Observatory, NH, and Promethean Inc. in the design and implementation of remote, continuously accessible ISE education using teleconferencing, telepresence, application sharing, and robotic remote control of computer, robotic, and electronic communications STEM exhibits and activities

Formal STEM education activities

- Five years as MA certified STEM teacher for hands-on, practical skills application computer shop and technical academics in an inner city vocational high school
- Certified teacher (MA DOE # 5007461) for Science, Mathematics, English and Computer and Network Maintenance.
- Academic and vocational curriculum developer at the local school district, and MA state level
- Co-authored extracurricular “Chandra Astrophysics Institute” course with MIT Kavli Institute
- Participant in JPL development of “Science Education Standards Matrix” project

Industry experience

Thirty years in engineering, manufacturing, research and manufacturing management, project management and entrepreneurship related to IT, telecommunication, electronics, semiconductors, laser photo typesetters, and mechatronics in domestic and international industries.

- Microsoft Partner, DBA Technographic Assoc.

Experience

Current (but ‘retired’...)

Valiant Technology, London, UK

Promote and sell educational robots and related activities to K-12 schools in the Northeast region using on-line marketing and sales

Independent Sales Rep

Wakefield Public Schools, Wakefield, MA

Write industry, DOE, government, and foundation grants for the Wakefield schools

Grant Writer

Wakefield Woodworking, Wakefield, MA

Design and fabricate architectural moldings and rosettes, wood gifts, and furniture

Owner

6/05 – 2/11 *Museum of Science, Boston, MA*

Cahners ComputerPlace is a fully staffed exhibit space providing computer STEM education using computers, robots, and electronic communications exhibits, activities, and programs to over 350,000 visitors annually.

Program Manager, Cahners Computer Place

DANIEL W. NOREN (resume cont., page 2 of 5)

- Define and managed exhibit space budget and supervise over 70 staff, volunteers, interns and fellows.
- Acquire external funding for and managed research, design and buildout of major computer STEM exhibits.
- Facilitate and participated in the the design and construction of exhibits and the creation of visitor-centric research projects in collaboration with:
 - **Intel Corp./Intel Foundation** – \$40K award for Walk Through Computer exhibit for preschoolers
 - **Tufts University** – *Robot Park*, a robot programming exhibit using tangible interfacing
 - **Northeastern University** – *Tinker*, an affective virtual robot guide through the utilization of visitor recognition biometric sensing
 - **MIT Media Lab** – assisted a series of virtual and physical Mobile, Dexterous, Social (MDS) Robotic research activities
 - **Carnegie Mellon University** – *BioBots*, biology inspired robots exhibit, including live Geckos
 - **NASA Ames Research Center/CMU** – *Mars Yard*, NASA’s Personal Exploration Rovers and Mission Control exhibits
 - **University of Southern California, Institute for Creative Technologies** – Co-PI on a \$2.4M NSF award for *InterFaces*, a Virtual Human Guides exhibit, and *Mike*, an Intelligent Tutor Coach exhibit
 - **Valiant Technologies** – *RoamerToo*, educational robots activities with visitor directed storytelling
 - **Mt. Washington Observatory, Sharon Public Schools, MA, and Promethean Inc.** - developed and implemented real-time remote ISE using integrated teleconference, Telepresence, application sharing, and remote robotic control of exhibits and activities
- Collaborate with **iRobot Corp.** in coordinating and implementing 2010 National Robotics Week and Robot Block Party activities at the Museum. Continuing with planning for 2011 NRW / Robot Block Party linked to nationwide activities and venues (e.g. Boy Scouts, Girl Scouts)

8/00 – 6/05 Lynn Vocational Technical Institute, Lynn, MA Teacher

- Taught 10th, 11th, and 12th grade students in the vocational and Science, Math, English academic curricula
- Designed, developed, and wrote a three-year *Computer and Network Maintenance* shop curriculum with related Science, Math, English curricula, cited by MA Department of Education as exemplar in curriculum writing and use for state-wide distribution.
- MA certified teacher in Data Processing and Computer and Network Admin. (# 5007461)
- Participant in research and development of MA DOE statewide framework and curricula for high school technology and engineering programs.
- Collaborated with local businesses to establish an in-school computer and computer repair store entirely managed and run by the students, which funded school shop and classroom expenses.
- Conceived, researched and wrote the **Lynn Vocational Technical Institute** “*Five Year Technology Improvement Plan*”.
- Co-authored extracurricular “*Chandra Astrophysics Institute*” with **MIT Kavli Institute for Astrophysics and Space Research**, funded by a \$50K NASA award
- Participant in Jet Propulsion Laboratory development of “*Science Education Standards Matrix*” project

DANIEL W. NOREN (resume cont., page 3 of 5)

3/98 – 3/00 *Intelligent Telecommunications Systems, Inc., Auburndale, MA* **President**
Startup Telecom company providing Web-based intelligent call and data control for dotcom companies in the US and abroad. Was principal in attracting \$10M in Angel capital funding to grow the business.

3/96 – 3/98 *Cross Country Group, Inc., Medford, MA* **Project Manager**
Created and managed the Intelligent Transportation Systems business unit providing in-vehicle GPS/telematics systems real-time linking vehicles, call centers and responders using Telematics, GPS, cellular, landline and call center technologies.

6/90 – 3/96 *Orbotech, Inc., Billerica, MA* **Sr. Systems Analyst**
Systems analyst, developer, programmer, network administrator and Oracle DBA.

5/83 – 6/90 *Unitrode Corporation, Watertown, MA* **Director, Operations**
Startup semiconductor R&D, wafer fab, assembly, production and engineering for the company's MOSFET operations.

3/78 – 5/83 *Amkor Electronics, Inc., Bedford, MA* **General Manager**
Established USA engineering and support, as well as Korean-based high volume manufacture of CRT monitors.

10/74 - 3/78 *Dymo Graphics Systems, Inc., Wilmington, MA* **Manager, Manuf. and Manuf. Engineering**
Engineering and manufacture of computerized laser newspaper copy processing systems.
President of the Photon Employee Federal Credit Union

10/69 – 10/74 *General Electric / Honeywell, Lynn, MA* **Jet Engine Tester / Computer Technician**

1/64 – 10/69 *US Navy, honorable discharge, Top Secret clearance* **Communications Technician, 2nd Class**

Education

Fitchburg Junior College	Professional Management
Salem State College	Engineering, technical and business courses
Northeastern University	Pharmacy
MA Teacher Certification # 5007461 in Data Processing (1974) and Computer Maint. & Network Admin. (2003)	

Curriculum Vitae

(i) Professional Preparation

Northeastern University, Pharmacy n/a 1966

(ii) Appointments

8/05 - 2/11 Museum of Science, Boston, MA, Program Manager, Computer Place
8/00 - 6/05 Lynn Vocational Technical Institute, Lynn MA, Teacher, MA DOE # 5007461
3/98 - 3/00 Intelligent Telecommunications Systems, Inc., Auburndale, MA, President
3/96 - 3/98 Cross Country Group, Inc., Medford, MA, Project Manager
6/90 - 3/96 Orbotech, Inc., Billerica, MA, Sr. Systems Analyst
5/83 - 6/90 Unitrode Corporation, Watertown, MA, Director, Operations
3/78 - 5/83 Amkor Electronics, Inc., Bedford, MA, General Manager
6/69 - 3/78 Dymo Graphics Systems, Inc., Wilmington, MA, Manager, Manuf. and Manuf. Eng.
6/67 - 6/69 US Navy, Communications Technician, 2nd Class

(iii) Publications

Patent #4134392 - Concentrating, Non-tracking Solar Energy Collection
Software System - Applicant / Job Matching System, Greene and Greene Placement Agency
Software System - Patient History Inquiry System, Egypt Ministry of Health
Software System - Jewelry Wholesale Management System, Pastore Associates
Software System - Field Support and Inventory Management System, Orbotech
Hardware/Software Systems - BMW GPS/Mayday Dispatch System, Cross Country Group
Hardware / Software Systems - Web Computer Telephony Integration (WebCTi), ITS, Inc.
Technical Education Program Curriculum - Computer and Network Maintenance, MA DOE
A Pedagogical Agent for Informal Science Education -
<http://people.ict.usc.edu/~lane/papers/AIED11-CoachMike-lane-et-al.pdf>
Tangible Programming in Education: A Research Approach -
<http://www.cs.tufts.edu/~jacob/papers/horn.workshop.chi09.pdf>
Ada and Grace: Toward Realistic and Engaging Virtual Museum Guides -
<http://people.ict.usc.edu/~leuski/publications/papers/SwartoutTANDBWLNPa10.pdf>
Virtual Museum Guides demonstration -
http://ieeexplore.ieee.org/xpl/login.jsp?tp=&arnumber=5700842&url=http%3A%2F%2Fieeexplore.ieee.org%2Fxppls%2Fabs_all.jsp%3Farnumber%3D5700842

(iv) Synergistic Activities

Researched, developed and authored a three year Technical Education Program Curriculum in the Computer and Network Maintenance Program. Curriculum and format were defined as an exemplar of vocational curriculum by the MA DOE and was used for vocational teacher professional development courses in curriculum writing.

Designed and developed a lesson plan system and format for writing and presenting lesson plans with integral self-assessment and analysis feedback of impact on student learning to be used for iterative improvements in current and future lesson plan development and pedagogy.

Collaborated in an awarded NASA ISE grant proposal for an after-school informal science education program titled 'Chandra Astrophysics Institute'. This program specifically targeted underprivileged high school students and their science and math teachers. See <http://space.mit.edu/EPO/cai/>

Administrator of MA STEM initiative MassOne Web portal.

DANIEL W. NOREN (resume cont., page 5 of 5)

(v) Collaborators & Other Affiliations

Timothy W. Bickmore Ph.D., College of Computer and Information Science, NU - Tinker Affective Agent (virtual robotic museum guide)

Timothy Chklovski Ph.D., Information Sciences Institute, USC - Build a Mind (Learner AI hosted virtual activity in Computer Place)

Irena Porro Ph.D., Kavali Institute for Astrophysics and Space Science, MIT - Chandra Astrophysics Institute (summer / after school astrophysics program for HS students)

Mike Horn, Ph. D. candidate, Tufts University - Tactile Interface Programming (simple, intuitive tactile programming environment for robots)

Cynthia Breazeal, Sc. D., Robotic Life Group, MIT Media Lab - Project MindChild (human - robot interaction, teach robots what matters to us) and, Huggable Project - (early distance learning sociable robot)

Nian Sun, Ph. D., Electrical and Computer Engineering, NU, - Magic of Magnetism (informal education activities on the difficult topics of magnetism and magnetic materials, and their impact in everyday life)

Terry Fong, Ph. D., Director, Intelligent Robotics Group, NASA Ames Research Center - Personal Exploration Rovers (PER)Educational Program exhibit

Tod Machover, Music and Media, MIT Media Lab - Music and Technology exhibit

William Swartout, et al, University of Southern California, Institute for Creative Technologies - NSF ISE Grant #0813541, Virtual Human Museum Guides and Coaches



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sherri@wakefieldma.gov.
Resumes are optional for Youth Council applicants.

Name: Jarrett Ferreira Email: ferreira.jarrett@gmail.com

Address: 52 Salem Street Wakefield, MA 01880

Daytime phone: 617-359-2153 Evening phone: 617-359-2153

How long have you lived in Wakefield: 6 month Current occupation: HVAC Engineer

Board or commission in which you are interested: Environmental Sustainability Committee

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

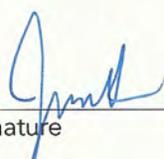
I have an interest in sustainability and helping my community in this area. I am not LEED Certified yet but have been studying for the exam, I believe being on the committee will help in that respect and my knowledge of LEED will benefit the committee.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I have worked in the HVAC Design Mechanical engineering field for 20 years, where we work closely to ensure our buildings are LEED Certified, when required by the client.

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

If yes, please specify: _____


Signature

4/5/2021
Date



Jarrett S. Ferreira

52 Salem Street Wakefield, MA 01880
(617) 359-2153 • ferreira.jarrett@gmail.com

EDUCATION:

August 2000

Wentworth Institute of Technology, Boston, MA
Bachelor of Applied Science Degree in Architectural Engineering Technology

EXPERIENCE:

04/11 – Present

Vanderweil Engineers – Boston, MA

HVAC Design Engineer

Responsible for all aspects of HVAC design for various projects, which include:

- Commercial, Tenant Fit-Out and Mission Critical Projects
- Calculate heating, cooling and ventilation loads
- Select various HVAC equipment
- Review shop drawings
- Client contact; participate in coordination meetings with architects, owners and the trades
- Site visits to verify as-built drawings with existing conditions to integrate with new building projects
- Daily use of Revit and AutoCAD

09/10 – 03/11

RDK Engineers – Andover, MA

HVAC Designer

Responsible for all aspects of HVAC design for various projects, which include:

- Commercial & Tenant Fit-Out Projects
- Calculate heating and cooling loads
- Select various small HVAC equipment
- Review shop drawings
- Client contact; participate in coordination meetings with architects, owners and the trades
- Site visits to verify as-built drawings with existing conditions to integrate with new building projects

04/09 – 08/10

P.J. Dionne Company – Wilmington, MA

Assistant Project Manager/Assistant Estimator

Responsible for all aspects of mechanical coordination and cost estimation, which include:

- Public housing, elementary schools, university dormitories and small office buildings.
- Assist in the generation of project bidding
- Process submittals, operation and maintenance manuals
- Completion of as-built and coordination drawings
- Site visits to verify as-built drawings with existing conditions to integrate with new building projects

06/05 – 01/09

R.W. Sullivan Engineering – Charlestown, MA

HVAC Designer

Responsible for all aspects of HVAC design and engineering for various projects, which include:

- Colleges and Universities (Research Facilities, Laboratories etc.), Hospitals / Medical Centers, Commercial and Residential Buildings.
- Calculate heating and cooling loads
- Select various HVAC equipment
- Review shop drawings
- Client contact; participate in coordination meetings with architects, owners and the trades
- Site visits to verify as-built drawings with existing conditions to integrate with new building projects
- Coordination and verification of design documents with installed HVAC equipment on site

09/00 - 06/05

Bard, Rao + Athanas Consulting Engineers, LLC. – Watertown, MA

HVAC Designer

- HVAC design and engineering for various projects
- Draft HVAC/Mechanical layouts for laboratories and vivarium spaces
- Calculate duct and pipe sizes
- Site visits to verify as-built drawings with existing conditions to integrate with new building projects
- Basic drafting and building analysis of various projects

COMPUTER SKILLS:

AutoCAD 2020, Revit 2020, CoolSim, 6 Sigma, Microsoft Office XP+, Trane Trace, Newforma

References provided upon request



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Melissa Eusden Email: melissalowitz@yahoo.com

Address: 3 Fairmount Ave

Daytime phone: 207-450-8928 Evening phone: 207-450-8928

How long have you lived in Wakefield: 2 years Current occupation: Operational Performance Monitc

Board or commission in which you are interested: Environmental Sustainability Committee

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

I have been actively participating in the Environmental Sustainability Committee meetings and projects ever since moving to Wakefield. I worked alongside this Committee to put forward and pass the polystyrene ban last year and as a member can initiate more waste reduction actions. I'm personally passionate about protecting our environment and working at the local level to enact sustainability and climate change initiatives that will provide a cleaner and safer environment for future generations in Wakefield.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I have the commitment and perseverance to help solve environmental problems that no one else is addressing such as polystyrene. I have had much experience working locally on climate change education and awareness which can become more of a focus in this Committee. I not only bring personal passion for renewable energy adoption but also the technical knowledge through my work in this industry for over ten years. I have already been working with the Committee on projects in a positive team oriented manner.

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

If yes, please specify: _____

Signature

4/5/21

Date



Melissa Eusden

3 Fairmount Ave, Wakefield, MA 01880

Phone: 207-450-8928

melissalowitz@yahoo.com

Summary of Qualifications:

- 10+ years work experience in the energy industry.
- Data management and in-depth analysis of renewable energy plant performance.
- C-Suite KPI analysis and reporting.
- Creation and management of Business Intelligence tools and data processing automation.
- Sustainability leader in recycling and waste reduction efforts.
- Environmental and energy policy research.
- Community organizing and education on environmental and climate change issues.
- Technical skills: Microsoft Office suite; Quick Base; SAS VIYA; PI; JIRA

Education:

Boston University, January 2007. Master of Arts degree in Energy and Environmental Analysis.

University of Vermont, May 2003. Bachelor of Arts degree in Environmental Studies.

Employment:

Enel Green Power, Andover, MA

Operational Performance Monitoring Manager (August 2020-present)

- Ensures accurate and timely data management, analysis and reporting for over 8 Gigawatts of renewable plant capacity technical performance KPIs.
- Provides portfolio analysis and KPI reports to senior management and C-Suite.
- Manages creation of annual plant production budget and long term business plan.
- Forecasts renewable plant production for electricity market trading and business planning.
- Develops plant performance BI dashboards for O&M management.
- Facilitates operational data reporting for investors and PPA compliance.
- Insurance claim business loss modeling.

Manager, Operational Efficiency (March 2017-July 2020)

- Strived to increase operational efficiency and performance improvement for over 5 Gigawatts of renewable energy capacity.
- Facilitated the implementation of Big Data automated workflows and Business Intelligence tools for more streamlined and rapid analysis.
- Managed creation of annual plant production budget and long term business plan.
- Led Total Quality Management workshops to carry out root cause analysis of plant failures.
- Managed operational data reporting for investors and PPA compliance.
- Creation and implementation of operational procedures for plant failure analysis and outage reporting.
- O&M team leader in managing Sustainable Development Goal KPIs and best practices.
- Enel Green Team leader of Green Workspace group working towards zero waste in all Enel US offices; assisted in implementation and education of office recycling and composting program.

Senior Wind Performance Specialist (March 2016-Feb 2017)

Wind Performance Specialist (September 2014-Feb 2016)

- Wind plant performance analysis including failure analysis and KPI trending.
- Benchmarking analysis of the wind energy industry that assisted in driving key management decisions.
- Wind plant curtailment modeling for PPA compliance.

- Monthly operational and financial reporting to wind plant investors.
- Cost-benefit analysis of wind plant improvement projects.

Operations Analyst (November 2010-August 2014)

- Created nearly all of Enel's North American plant operational data compiling tools and KPI reports.
- Executed the first comprehensive analysis of outages for all technologies.
- Project management of upgrades to production and revenue database system and became the established system expert.
- Coordination and management of O&M Plant Maintenance Plans.
- Lead the first Solar plant operational efficiency evaluation in North America.

Professional Development

Become a Sustainable Business Change Agent Specialization-University of Colorado (Aug 2020-Jan 2021)

- Courses focused on sustainable business topics and tools such as SBTI, carbon footprint and sustainability financial analysis and reporting

Circular Economy - Sustainable Materials Management- Lund University (May 2020)

- Course focused on circular business models and how to manage materials more sustainably

Honors and Awards:

- EGPNA Megawatt Award for 'My Attitude' 2016 recognizing employees who exemplify Enel behaviors of leadership and positivity
- EGPNA Green Place to Live 2011-2012 award for project proposal to add solar to wind plants and offering employees an opportunity to put solar on their houses

Related Experience:

Wakefield Environmental Sustainability Committee (Oct 2019-present)

- Proposed that the town of Wakefield pass a ban on polystyrene food and packaging containers.
- Worked with Committee to create town bylaw for polystyrene ban and presented it at Town meeting which successfully passed.
- Working with Committee to educate business community on new town bylaws for plastic reduction and polystyrene ban.

Oddball Recycling Project (August 2019-present)

- Co-founder of recycling cooperative that helps members recycle items that are not accepted in curbside recycling programs or other outlets.

Climate Coalition of Somerville (June 2017-Aug 2019)

- Participated in Somerville's Climate Forward Plan working group on waste reduction.
- Involved in advocating for higher sustainability goals in new city zoning ordinance.

Somerville Climate Action (Oct 2007-Dec 2017)

- Community organizing and planning events to raise awareness about climate change.
- Advocated and participated in municipal public hearings that resulted in the ban of polystyrene takeout food containers and plastic checkout bags in Somerville.
- Proposed the idea and contributed to "depaving" areas of concrete around Somerville to create more green space.
- Assisted in creating literature, displays and presentations to community members.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: James LeBlanc Email: james.r.leblanc@gmail.com

Address: 13 Hillis Ave. Wakefield, MA 01880

Daytime phone: (781) 521-4434 Evening phone: (781) 521-4434

How long have you lived in Wakefield: 5 years Current occupation: Director of Financial Mgmt.

Board or commission in which you are interested: Environmental Sustainability Committee

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

My entire career has been dedicated to public service, holding a variety of policy and finance positions in state government. I have worked on numerous environmental issues and sustainability initiatives, particularly while overseeing the 5 Year Capital Investment Plan for the Commonwealth. I offer the ability to think critically about complex issues and provide thoughtful analysis, and serving on this committee will allow me to utilize my experience for the benefit of the community my family calls home.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I have directed a capital plan with a focus on sustainability. Investments included energy efficiency projects, critical infrastructure projects to increase resilience to climate change, and greenspace projects focused on environmental justice. In September I will begin a Master of Public Policy program with dual concentrations in environmental and energy policy. I have worked with stakeholders in state and municipal government and non-profits, and on policies, legislation, and regulations.

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

If yes, please specify: _____

Signature

Date



JAMES R. LEBLANC

13 Hillis Ave, Wakefield, MA 01880 • (781) 521-4434 • james.r.leblanc@gmail.com

EDUCATION

Master of Public Policy Starting 9/2021

Concentrations: Environmental Policy, Energy Policy

Oregon State University, Corvallis, OR

Master of Science in Accounting 5/2011

Suffolk University, Boston, MA

Bachelor of Arts in Economics, Minor in Business Administration 5/2009

University of Massachusetts Lowell, Lowell, MA

PROFESSIONAL EXPERIENCE

Commonwealth of Massachusetts **Boston, MA** (7/2010-Present)

Director of Financial Management, Executive Office of Health and Human Services

- Tasked with creating the role of Director of Financial Management to lead a newly formed consolidated Office of Financial Management, which combined the previously separate units of budget and financial analysis with accounting and contracts/purchasing
- Daily **management of the financial operations of the Commonwealth's largest agency as well** as a 40-person team consisting of budget, accounting, and procurement professionals
- Engage in business process redesigns by reviewing existing policies and workflows and implementing stronger internal controls, best practice procedures, and performance metrics
- Create working groups and guidance to enhance the **agency's** management practices
- **Develop and manage the agency's** spending plan, maintenance, and other budget submissions to fully utilize all financial resources and maximize the attainment of agency policy goals
- Oversee the consolidated IT, HR, and facilities budgeting for all Health and Human Services agencies and coordinate cost sharing reimbursements from agencies to fund these efforts
- Effectively use eligible state funding to maximize the return of federal reimbursements
- Serve on the Financial Management and Reporting Operations Work Group for the **Massachusetts Comptroller's Business Enterprise Systems Transformation Program, established to modernize policies and processes in advance of replacing the Commonwealth's** HR and accounting systems
- Lead the efforts to procure, store, distribute, and forecast usage of personal protective equipment (PPE) for the Health and Human Services Secretariat in response COVID-19

Director of IT Finance and Capital Planning, Executive Office of Public Safety and Security

- Oversaw procurement, capital planning, accounts payable, contracting, vendor management, and daily financial operations of the Office of Technology and Information Services
- Represented the Department of Criminal Justice Information Services on budget matters
- Collaborated with agency finance staff from 15 public safety agencies regarding the financing of technology-driven strategic priorities in support of agency missions

Assistant Budget Director for Capital Planning, Executive Office for Administration and Finance

- Strategically developed and administered **the Commonwealth's capital** investment plan in support of environmental and economic initiatives across all regions of Massachusetts
- Produced a 100-page document detailing the investments, funding sources, and policy priorities being supported by the annual capital plan and illustrated the benefits and goals
- Managed, maintained, and provided operational support and written guidance for the **Commonwealth's capital** planning system used for project and program evaluation
- **Directly supervised** two analysts and indirectly supported eight analysts
- **Participated** in the selection of new hires and the annual evaluation of current employees
- Created a score card for IT projects to tie back to business transformation initiatives and goals, and to track deliverables, savings, and timelines to ensure project success
- Promoted the utilization of special financing and self-funded projects
- Was one of two Executive Staff members to be retained during an administration change
- Solved budget gaps while ensuring critical services and policy priorities were unharmed
- Served on the working group for the Integrated Facilities Management initiative to reallocate overhead costs and incentivize right-sized space utilization in state-owned offices
- Ensured that climate change was a focus on all areas of investment within the capital plan
- Engaged with agency representatives to tour critical infrastructure to understand needs and focus investments on areas that would have multipronged benefits in transportation, economic development, climate change resiliency, and job growth

Senior Fiscal Policy Analyst, Executive Office for Administration and Finance

- Continued to carry out my existing responsibilities as a fiscal policy analyst while adding additional leadership and mentorship responsibilities
- **Directed the office's intern program of 1-3** graduate students, which included supervision, coordination of research assignments and other special projects, mentorship on their pursuit of careers in public service, and identifying potential analyst candidates for the office
- Mentored new analysts on office policies, procedures, timelines and expectations
- **Developed** a comprehensive staff retention policy and incentive framework
- **Presented** to and trained budget staff on collective bargaining and cost modeling to illustrate impacts on the agencies under their purview

Fiscal Policy Analyst, Executive Office for Administration and Finance

- Maintained relationships with finance staff and oversaw the operations of 14 state agencies with total operating, trust and federal grant spending of \$3.4 billion annually
- Budgeted **for the Commonwealth's 91 collective bargaining agreements**
- Drafted policy recommendations, legislation, savings initiatives, presentations, and reports for the **Governor's Office, the Secretary of Administration and Finance**, and the Legislature
- Monitored 120+ capital projects including the Accelerated Energy Program and a portfolio of IT projects in support of healthcare cost containment and other cost neutral initiatives
- Worked with Executive Branch and Legislative staff on the financial, HR, and operating plans for a newly-created state agency - the Bureau of the State House
- Authored issue briefs **for inclusion in the Governor's budget recommendation on the Commonwealth's Accelerated Energy Program and on "Changing the Way Government Does Business," which outlined reforms related to facilities, public records management, fleet management, and procurement**

Intern - Public Policy Research, Executive Office for Administration and Finance

- Researched national trends in Medicaid benefits, coverage and spending
- Assisted in the drafting of Executive Order 540 and the creation of the Commonwealth Performance, Accountability and Transparency Office
- **Aided in the development of the Commonwealth's Long-Term Fiscal Policy Framework**
- Worked on the establishment of the Massachusetts Open Checkbook transparency website
- Compiled historical spending and revenue data to analyze for patterns and projected trends
- Researched best practices for state budgeting processes and compared to existing practices
- Created comparisons of state stabilization funds for comparable states to show how Massachusetts compared and provided insight into why balances were higher/lower elsewhere based on specific circumstances for those states

RESEARCH/ACADEMIC EXPERIENCE

Suffolk University

Boston, MA (1/2010-5/2011)

Research Assistant, Finance and Accounting Departments

- **Conducted** research to support faculty on a wide array of finance and accounting matters
- Identified outreach opportunities to potential students at local high schools
- Assisted in the grading of exams
- Engaged with undergraduate accounting students on questions involving their coursework
- Reviewed homework and other assignments and provided feedback to professors and students

BOARDS

Served as the Massachusetts Secretary of **Administration and Finance's designee on the Massachusetts Housing Finance Agency's Board of Directors**, 2014-2015

NATIONAL CONFERENCES

Represented Massachusetts at the 2012 Annual Meeting of the National Association of State Budget Officers (NASBO)

AWARDS

Commonwealth of Massachusetts Citation for Outstanding Performance, May 2014

Commonwealth of Massachusetts Citation for Outstanding Performance, November 2020

UNDERGRADUATE INTERNSHIPS

Northshore Spirit Minor League Baseball - Marketing and Sales Intern, January-September 2007

Northeastern University - Event Management and Game Operations Intern, January-March 2007



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Daniela Nedbalek Email: daniela.nedbalek@gmail.com

Address: 240 Lowell Street

Daytime phone: 9788818010 Evening phone: 978-881-8010

How long have you lived in Wakefield: 1.5 years Current occupation: Strategic Initiatives Manager

Board or commission in which you are interested: Environmental Sustainability Commission

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

Sustainability is at the core of my beliefs as a person. It is my #1 passion. I am seeking employment where I can work to make a difference professionally. In parallel, I need to do more at the community and local level beyond my household. I care a lot about the people of this town and the land of this town. I want to help put Wakefield on the radar for more tax benefits & reliefs from being a leader environmentally in sustainability. I want more social media posts to be of the WONDERS in Wakefield, not flaws or drama.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I have been on a zero-waste lifestyle journey for a few years now. At this time, I currently produce 1 garbage bag of waste every 8-12 weeks. I've adopted a raw vegan diet to aid my footprint, and practice sustainable methods to reduce food waste, water & energy consumption, etc.. My depth of knowledge of environmentalism & sustainability is extremely competitive. I also have a lot of experience in social media, communication plans, project management, and organizational leadership with this committee could benefit

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

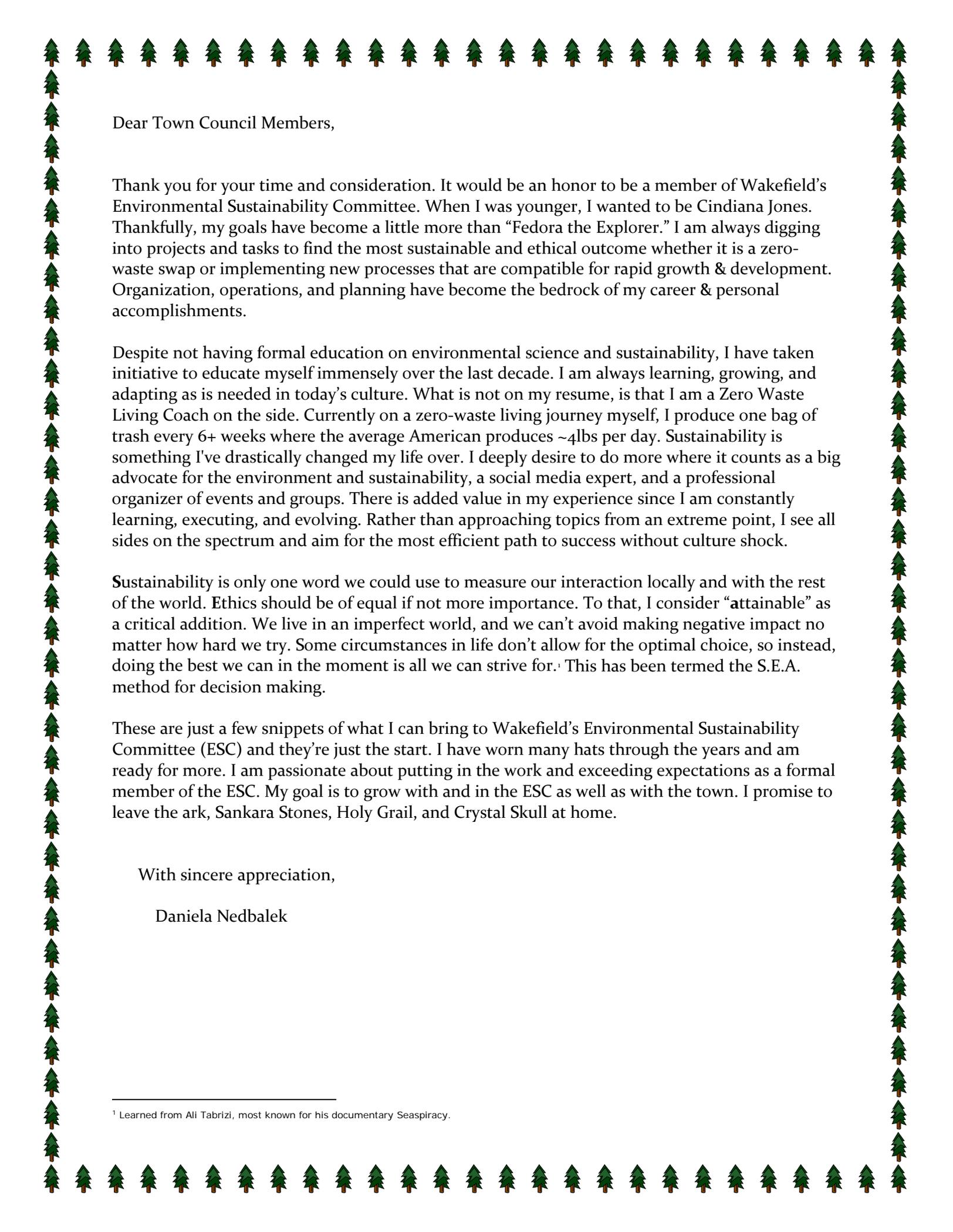
If yes, please specify: _____

Signature

APPROVED
By Daniela Nedbalek at 12:02 pm, Apr 09, 2021

Date





Dear Town Council Members,

Thank you for your time and consideration. It would be an honor to be a member of Wakefield's Environmental Sustainability Committee. When I was younger, I wanted to be Cindiana Jones. Thankfully, my goals have become a little more than "Fedora the Explorer." I am always digging into projects and tasks to find the most sustainable and ethical outcome whether it is a zero-waste swap or implementing new processes that are compatible for rapid growth & development. Organization, operations, and planning have become the bedrock of my career & personal accomplishments.

Despite not having formal education on environmental science and sustainability, I have taken initiative to educate myself immensely over the last decade. I am always learning, growing, and adapting as is needed in today's culture. What is not on my resume, is that I am a Zero Waste Living Coach on the side. Currently on a zero-waste living journey myself, I produce one bag of trash every 6+ weeks where the average American produces ~4lbs per day. Sustainability is something I've drastically changed my life over. I deeply desire to do more where it counts as a big advocate for the environment and sustainability, a social media expert, and a professional organizer of events and groups. There is added value in my experience since I am constantly learning, executing, and evolving. Rather than approaching topics from an extreme point, I see all sides on the spectrum and aim for the most efficient path to success without culture shock.

Sustainability is only one word we could use to measure our interaction locally and with the rest of the world. Ethics should be of equal if not more importance. To that, I consider "attainable" as a critical addition. We live in an imperfect world, and we can't avoid making negative impact no matter how hard we try. Some circumstances in life don't allow for the optimal choice, so instead, doing the best we can in the moment is all we can strive for.¹ This has been termed the S.E.A. method for decision making.

These are just a few snippets of what I can bring to Wakefield's Environmental Sustainability Committee (ESC) and they're just the start. I have worn many hats through the years and am ready for more. I am passionate about putting in the work and exceeding expectations as a formal member of the ESC. My goal is to grow with and in the ESC as well as with the town. I promise to leave the ark, Sankara Stones, Holy Grail, and Crystal Skull at home.

With sincere appreciation,

Daniela Nedbalek

¹ Learned from Ali Tabrizi, most known for his documentary Seaspiracy.

DANIELA NEDBALEK

Wakefield, MA 01880 | 978-881-8010 | Daniela.Nedbalek@gmail.com

Objective is to leverage 10 years of accomplished diverse leadership experience to facilitate paths of success, anticipate and resolve conflicts, initiate steps to address issues, and advise on efficient cost-saving standard operation procedures. Main career focus on business operations and people strategy. Passion lies within environmentalism and human rights. Resourceful process-oriented special projects manager proficient at managing client relationships and achieving results beyond expectations regularly. Skilled at multi-tasking and able to maintain mindfulness to detail. Initiative-taking with a strong work ethic.

EMPLOYMENT HISTORY

MERCK, KGAA, DARMSTADT, GERMANY 4/19 – PRESENT

TECHNICAL OPERATIONS ADVISOR, STRATEGIC INNOVATION 9/20 – PRESENT

Management of systemic Business Operation projects within a digital work frame. Implemented transparency across international locations within two departments. Consulted on effective and efficient methods to coordinate virtually.

- Designed world-wide virtual events with thousands of attendees and dozens of Nobel Laureate speakers
- Implemented Standardized Operating Procedure and database for sharing files internally & externally
- Streamlined complicated records and maintenance strategy of DNS, URLs, and email aliases
- Managed platform for Research Grants & Compound Challenges which awards ~44 million dollars

STRATEGIC INITIATIVES MANAGER, DIGITAL ORGANIZATION 4/19 – PRESENT

Discovery and management of special projects related to People & Culture and overall strategic business operations. Maintained and further developed communications and transparency across international locations within the department. Key contact for external-facing projects and partnerships. Committed to fostering engagement, amplifying talent, and sharing capabilities in an inclusive and diverse environment. Member of the Rainbow Network (LGBTQIA+), Leaders of Color (Racial Equality), and Women in Leadership Employee Resource Groups (ERG).

- Operations Co-Lead of ERG which empowers colleagues and caregivers of others, who have a disability or unseen illness, physical or mental, and champions disability inclusion for ~27k employees
- Co-Founder of internal network for those that are grieving and need support with relationships, self-care, care of others, and growing forward from trauma for ~27k employees
- Implemented Objectives and Key Results framework at the company and team levels
- Developed cohesive On-Boarding Standard Operating Procedure globally
- Created varied resources to narrow focus on department policies, procedures, benefits, contacts, and tools
- Founder of Professional Brand Development Initiative to identify challenges within the department and unite colleagues for enabled solutions
- Co-authored Sustainability Scenarios which informed the global sustainability strategy impacting future ways of working for 57,000 employees world-wide
- Co-authored the global Corporate Sustainability Report (a.k.a. Corporate Responsibility Report) for 2020
- Completed “Leader as a Coach” course on coaching techniques that can aid in holding people accountable and/or motivating others to achieve and develop their potential
- Key member of the global Culture Team, managing event planning, provides support to other business functions, and addresses social issues reported through quarterly employee engagement surveys

GNS HEALTHCARE, CAMBRIDGE, MA 2/16 – 3/19

SENIOR MANAGER OF SPECIAL PROJECTS & EXECUTIVE ASSISTANT TO THE CEO 10/17 – 3/19

Responsible for high level support of Chairman & CEO, the Executive Management Team, and as of January 2019, the Chief Operating Officer in all phases of executive administration including calendar and email management, expense reports, tracking of projects, sales goals and their progress, and extensive international and domestic travel arrangements. Managed confidential internal and external relations for company leadership. Oversaw strategic projects with organizational impact and made appropriate recommendations.

- Organize company's annual planning process and assist CEO with strategic planning process
- Organize employee events for team building, leisure, donation and/or volunteer efforts, successfully expanding philanthropy within the company
- Co-founder of a green initiative that alters business operations to be more sustainable and earth friendly as well as cost-effective for the company
- Partnered with different sectors of senior leadership to maintain transparency across departments, coordination, and planning for success, and to implement new processes
- Coordinate with Finance, People & Culture, Marketing and Sales on data management, operations planning and milestone tracking for strategic initiatives implementation
- Initiate standard operating procedures across sales, marketing, business development and administration
- Planner of external events for networking, relationship building, and to drive sales opportunities
- Compiled database of consultants and founded company-wide process from resource requesting, contract referencing, to finance approval
- Achieved structure during a rapid growth period by implementing shared tools, best practices, and templates for new SOPs
- Aided HITRUST certification on an aggressive timeline

EXECUTIVE ASSISTANT TO THE CHAIRMAN, CEO & CO-FOUNDER 5/16 – 10/17

Managed the Office of the CEO and administrative staff within who support senior leaders. Managed all aspects of CEO's schedule through project management and dynamic prioritization. Arranged complex and detailed travel plans for the CEO and visitors; coordinated meetings, including drafting and updating agendas, preparing presentation materials, managing logistics and composing meeting summaries; assisted the CEO in preparation for meetings by creating advance briefing materials.

- Successfully carried a once-stalled sales deal through contracting and signature phase
- Completed years-worth of overdue expenses, reimbursements, and filing; developed and maintained a filing system
- Compiled, maintained, and submitted personal taxes as well as visa & immigration applications
- Support Board activities by maintaining the Board calendar, sending meeting notices, creating briefing and presentation materials, coordinating logistics including securing and setting up venues
- Manage CEO's correspondence, including drafting reports, memos, and letters
- Created email tracking system to respond to 200+ emails daily ensuring timely and appropriate responses
- Track and process CEO's expenses & maintained contacts database for CEO
- Set an example of professionalism and transparency in the office, developing collegial and high trust relationships with all constituents

OFFICE MANAGER AND STAFF ACCOUNTANT 2/16 – 4/16

Primary engine for inspiring an open, vibrant, and fun work environment through employee relations, modeled appropriate behavior and lead positive and supportive interactions on behalf of the organization. Maintained positive and engaged office environment with a diverse group of people. Managed conference room calendars, expense reports, purchasing of office supplies, vendor coordination, supported tax audit process and supervision of databases. Organized corporate events for team building and volunteer efforts.

- Proactively sought out new ways to streamline office processes and leveraged best practices that built on the collaborative work environment
- Redesigned office décor and environment mostly through interior landscaping
- Researched cost-effective earth-friendly alternatives and implemented them company-wide

WUXI HEALTHCARE VENTURES, CAMBRIDGE, MA **10/15 – 2/16**

Executive Assistant to Founding Partner and Office Manager

Provided support to Founding Partners, Advisors, and Principal in facilitating their administrative needs and planning of client engagements. Responsible for day-to-day office operations such as calendar management, travel arrangements, expense reports, ordering office supplies and managing databases. Key responsibilities and achievements include:

- Plan yearly large-scale company-wide meetings and trips. Those meetings also include coordinating materials for presentations, hand-outs, and collaborating with different vendors for gifts
- Designed new office space
- Implement and manage the company expense reporting program
- Create forms for company use
- Maintain the organizational charts, phone lists, business, and personal contact lists.
- Created marketing material for introductory calls and meetings, greeting cards and thank you gifts.
- Assist in editing company website
- Creating tracking lists for personal credit card and company credit card expenses, CDAs, NDAs, and other contracts or subscriptions

HARVARD UNIVERSITY, CAMBRIDGE, MA **5/14 – 10/15**

FINANCE ADMINISTRATOR

Held contract roles in different areas within Harvard such as HarvardX, LASPAU, and was the Student Accounts Officer & Finance Administrative Assistant at Student Relations. Responsible organizing and maintain confidentiality of records, support budget processing, including employee payroll records. Processed routine financial transactions such as gathering data, reviewing General Ledger input, post journal entries to the General Ledger, assisted with month-end processes, invoice processing and issuing, verified grantee expenditures followed budgets weekly, and expense tracking and reporting.

- Assisted with PeopleSoft implementation and managed student accounts
- Collaborated with the operations team on grantee insurance enrollment and tracking
- Influenced green trends that saved money on office supplies

TRIPADVISOR, NEWTON, MA **9/12 – 10/13**

ACCOUNTING ADMINISTRATIVE ASSISTANT

Initially hired for a 2-week project which was completed in 2.5 days. Supported the entire Finance Department (AP & AR) in special projects and assisted Senior Accountants and Accounting Manager. Responsible for reconciling AP transactions, processing and issuing of invoices, reviewing various account analysis and reconciliations, and maintained organized files and secured confidentiality. Supported budget process and responded to client concerns and questions in a 24-hour turnaround.

SKILLS & PROGRAMS

- MS Office, Salesforce, Concur, ZoomInfo, Adobe, Dart Sales Manager, Peoplesoft, Minerva, Soapbox, Workday, Oracle, MIP, LASPAU Grant Tracker, QuickBooks, Qualtrics, SIS, Accellion Outlook, Squarespace, Certify, Google Suite, WebEx, Zoom, Join.Me, BlueJeans, Zendesk, Skype, WorkFront, Mimecast, Hubspot, Office 365, BlueJeans

- Research, leadership, scheduling, project management, executive support, account management, travel planning, data and financial analysis, customer service, organizational effectiveness, photography, event management, meeting planning, social media marketing and networking, customer relations, quick "volleying the ball," time management and proper prioritization, company branding, implementation of new operational procedures, relationship building company-wide, subtle guide company culture, navigating sensitive relationships with calming wake, content creation, recruiting

PUBLICATIONS

- Nedbalek, Daniela. *Vercingetorix as the Seminal French National Hero*. Lowell: University of Massachusetts, 2012. Print.

VOLUNTEER

CHELMSFORD CARES (COALITION FOR ANTIRACIST REFORM IN EDUCATIONAL SYSTEMS)

Mission is to make Chelmsford a leader in racial advocacy and justice, starting with the school system.

- Co-Founder of hometown coalition in Massachusetts
- Media Liaison, established marketing and communication strategy
- Launched local media campaign resulting in Chelmsford Select Board signing Antiracism Proclamation

EDUCATION

HARVARD EXTENSION – CAMBRIDGE – MASTER OF ANTHROPOLOGY & ARCHAEOLOGY

- 4.0 GPA Coursework completed, pursuit of master's degree currently on hold for concentration change to Business Administration

UNIVERSITY OF MASSACHUSETTS – LOWELL – B.L.A. ART HISTORY & MODERN LANGUAGES

- Graduated 2012, GPA 3.4 in the Latin Commonwealth Honors Program
- Member of Alpha Lambda Delta National Academic Honor Society
- President of the Art Historian's Society
- Department of Cultural Studies Art History Tutor
- Volunteer at the Mike McNeil Organization
- Presented "Nationalism, Identity and Gallic Culture in Modern France" at the spring 2012 Phi Alpha Theta, History Honor Society Conference

REFERENCES

MAISIE MAHONEY

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Merck, KGaA, Darmstadt, Germany
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ssemper@gmail.com



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Giovanni Luciani Email: giovanniluciani@gmail.com

Address: 3 Orsini Dr

Daytime phone: 781-870-0922 Evening phone: _____

How long have you lived in Wakefield: 18 years Current occupation: student

Board or commission in which you are interested: Environmental sustainability committee

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

I would love to help make Wakefield a greener town and I believe there are more resources we could be taking advantage of. I also love this town so much and want to keep making it better.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I believe I can bring my strong interest in environmental issues and my engineering interests to the table to help devise new solutions for the town to take advantage of and implement

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

If yes, please specify: Clean lake committee

Giovanni Luciani
Signature

4/15/21
Date



Jiovanni Luciani

3 Orsini Drive, Wakefield, MA 01880

Phone: 781-870-0922 E-Mail: jiovanniluciani@gmail.com

Education

Wakefield Memorial High School 2017-2021
High School Diploma expected June 2021

Co-Curricular Experiences

Activity #1 – Drama Club Wakefield, Massachusetts 2018

Role: Assistant Stage Manager

- Managed the props crew backstage
- Helped ensure smooth transitions in between each scene and each act of the plays

Activity #2 – Drama Club Wakefield High School, Wakefield Massachusetts 2017-2019

Role: Sound Crew

- Operated a soundboard for various musicals
- Helped design the sounds, help train other incoming students in using the equipment

Additional Awards, Experiences, Activities, and Leadership Roles

Served on the Wakefield Memorial High School Principal Search Committee 2018

Role: Student Member

- Worked with administration and teachers to represent the students in the search process
- Helped read through resumes and make sure the interest of the students was at heart.

Volunteered at the Summer Enrichment Program 2015-2018

Veterans Memorial School Saugus Massachusetts

Role: Classroom Helper

- Assist the classroom teacher in various tasks
- Facilitate games at recess time
- Work with students in small groups for academic support



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Sean B. Cash Email: sean.cash@tufts.edu

Address: 284 Lowell Street, Wakefield MA 01880

Daytime phone: 608-512-5406 Evening phone: 608-512-5406

How long have you lived in Wakefield: 6 years Current occupation: Professor

Board or commission in which you are interested: Environmental Sustainability Committee

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

I am very interested in contributing to, and learning more about, sustainability initiatives in Wakefield. I have been a resident of Wakefield for six years and would like to give more back to the community where I live as well as getting to know more about the workings of town government and services. As an economist whose own work focuses on questions of environmental sustainability, I believe I can contribute to furthering the mission of the ESC.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I am an environmental economist by training, and in my day job conduct research on, and teach about, sustainability. I have participated in environmental research and activities at the national and international level and believe this experience can inform my contributions to the ESC. I am also eager to help connect the Town with resources (students, faculty and staff) at Tufts and other institutions of higher education in the region. I am eager to be a part of our Wakefield conversation on sustainability and to do my part, but also

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

If yes, please specify: _____

Signature

April 15, 2021

Date



Sean B. Cash, Ph.D.

Bergstrom Foundation Professor and
Associate Professor

Friedman School of Nutrition Science and Policy, Tufts University

150 Harrison Avenue, Boston, MA 02111

(617) 636-6822 | sean.cash@tufts.edu

April 2021

Sean B. Cash is an economist with the Friedman School of Nutrition Science and Policy at Tufts University. His research focuses on economic aspects of agriculture, food and the environment. He has published over 100 peer-reviewed articles, abstracts, book chapters and reports, and has been the Principal or Co-Investigator on over \$10 million of research funding. His work has been funded by the United States Department of Agriculture, the National Science Foundation, the National Institutes of Health, the Canadian Institutes of Health Research, Agriculture and Agri-food Canada, and Newman's Own Foundation, among other sources. At Tufts, he teaches courses in agricultural and environmental economics, consumer behavior around sustainability, statistics, and corporate social responsibility. He has been involved extensively in policy and public-facing work, including testimony to the Canadian Parliament and service on a National Academy of Sciences panel on invasive species impacts of food trade.

Education

Ph.D. Agricultural and Resource Economics, University of California, Berkeley, 2003.

M.S. Agricultural and Resource Economics, University of California, Berkeley, 2000.

M.A. Applied Economics, University of Michigan, Ann Arbor, 1998.

Also completed coursework requirements for a degree in Resource Policy and Behavior, School of Natural Resources and Environment.

B.A. International Relations, Johns Hopkins University, 1992.

Employment History

Academic Appointments:

- | | |
|----------------|--|
| 2012 – Present | Associate Professor
<i>Friedman School of Nutrition Science and Policy, Tufts University; Boston, MA</i>
Also Doctoral and Postdoctoral Officer, <i>Friedman School of Nutrition Science and Policy</i> (August 2020 – present); Practice Leader for Economics and Consumer Behavior, <i>Tufts University Sensory and Science Center</i> (July 2015 – present); Faculty Affiliate, <i>Tufts Institute of the Environment</i> (January 2012 – present); Acting Director, <i>Agriculture, Food and Environment Program</i> (January – June 2017) |
| 2010 – Present | Adjunct Professor (courtesy)
<i>Department of Resource Economics and Environmental Sociology, University of Alberta; Edmonton, AB, Canada</i> |
| Summer 2014 | Visiting Professor
<i>European Master's Programme in Agriculture, Food and Environmental Policy Analysis, Univ. of Bonn, Germany</i> |

- 2008 – 2012 Assistant Professor and Faculty Associate
Department of Consumer Science, University of Wisconsin – Madison
 Also Faculty Affiliate, *Nelson Institute for Environmental Studies* (2010 – 2012) and Member, *Institute for Clinical and Translational Research* (2010 – 2012)
- 2003 – 2010 Assistant and Associate Professor (on leave, 2008 – 2010)
Department of Rural Economy, University of Alberta; Edmonton, AB, Canada
 Also Fellow, *Alberta Institute for American Studies* (2006 – 2010)
- 2004 Visiting Researcher
Center for Environmental Economics and Policy in Africa, University of Pretoria; Pretoria, South Africa
- Fall 2002 Lecturer
Department of Economics, Mills College; Oakland, CA
- Summer 2001 Lecturer
Department of Economics, Universidad de los Andes; Bogota, Colombia
- 1998 – 2003 Research Assistant
Department of Agricultural and Resource Economics, University of California – Berkeley
- 1999 – 2001 Graduate Student Instructor
Departments of Economics and Agricultural and Resource Economics, University of California – Berkeley
- 1996 – 1997 Research Assistant
Space Physics Research Laboratory and School of Natural Resource and Environment, University of Michigan; Ann Arbor, MI

Non-Academic Appointments:

- 2012 – Present Independent Consultant
Provide part-time research and content expertise as a contractor or subcontractor on projects for clients such as the United States Department of Agriculture and PEW Charitable Trusts
- 2000 Consulting Research Associate
Dornbusch and Company; San Francisco, CA
- Summer 1998 Graduate Intern
Energy and Natural Resources Division, Resources for the Future; Washington, D.C.
- 1994 – 2000 Instructor
The Princeton Review; Washington, D.C., Ann Arbor, MI, and Berkeley, CA
- 1994 - 1995 Legal Assistant
Antitrust practice, Mayer, Brown & Platt; Bonn, Germany and Washington, D.C.
- 1992 – 1994 Legal Assistant
Environmental practice, Arnold & Porter; Washington, D.C.
- Fall 1991 Intern
Senator Daniel Patrick Moynihan's Office; Washington, D.C.

Summer 1991 Intern
Office of Toxic Substances, United States Environmental Protection Agency; Washington, D.C.

Awards and Honors

2019 Best Economics Paper award, Food Safety and Nutrition Section, Agricultural and Applied Economics Association (with R. Boehm, P. Wilde, M. VerPloeg, and C. Costello)

2018 – present Bergstrom Foundation Professor in Global Nutrition, *Friedman School of Nutrition Science and Policy, Tufts University*

2012 Honorable mention, Outstanding article award, *Choices, Agricultural and Applied Economics Association*

2008 Provost's Award for Early Excellence in Undergraduate Teaching, *University of Alberta*

2008 Professor of the Year, *Environmental and Conservation Sciences Student Association, University of Alberta*

2004 – 2008 "Teachers of the Year" wall of recognition, *Faculty of Agriculture, Forestry, and Food Economics, University of Alberta* (received each year)

2007 Faculty Teaching Award, *Faculty of Agriculture, Forestry, and Food Economics, University of Alberta*

2006 Teaching Award of Merit, *National Association of Colleges and Teachers of Agriculture*

2002 UC Regents Fellowship Block Grant Award, *University of California – Berkeley*

1997 Michigan Space Grant Fellow, *Education program, National Aeronautic and Space Administration*

1997 School of Natural Resources and Environment Merit Scholarship, *University of Michigan*

1989 – 1992 Frederick E. Blaser Scholarship, *Johns Hopkins University*

1987 – 1988 Congress-Bundestag Exchange Scholarship (U.S. Congress educational exchange to Germany)

Professional Service

Editorial Boards and Review Service:

2016 – 2019 Editor, *Canadian Journal of Agricultural Economics*

2015 – Present Editorial Board, *Agribusiness*

2008 – 2014 Editorial Board, *Canadian Journal of Agricultural Economics*

2012 – 2013 Editor, *Agricultural and Resource Economics Review*

Ad-hoc Reviewing for Journals and Publications, including: *Agribusiness, Agricultural and Resource Economics Review, American Economic Review, American Journal of Agricultural Economics, American Journal of Preventive Medicine, American*

Journal of Public Health, Appetite, Applied Economics and Public Policy, Canadian Journal of Agricultural Economics, CAB Reviews, Choices, Climate, Contemporary Economic Policy, Ecological Economics, European Journal of Public Health, European Review of Agricultural Economics, Food Policy, Health Affairs, Health Economics, Journal of Agricultural and Applied Economics, International Journal of Obesity, Journal of Consumer Affairs, Journal of Economic Education, Journal of International Development, New England Journal of Medicine, PLoS One, Psychology and Marketing, Public Health Nutrition, Review of Economics and Statistics, USDA Economic Research Service – Research Reports Series, World Development, and others.

Review Panel Service for Granting Agencies and Fellowship Programs, including: United States Department of Agriculture – National Institute of Food and Agriculture (multiple panels); United States Environmental Protection Agency, STAR Program – Public Health Sciences Panel; Social Sciences and Humanities Research Council of Canada, Operating Grant Competition; Agriculture and Agri-Food Canada Agricultural Policy Framework Science and Innovation Program; Alberta Poultry Research Centre Graduate Fellowship; Joshua Venture Social Entrepreneurship Fellowship; Foundation for Food and Agriculture Fostering the Future Initiative; and others.

Reviewing for Award Competitions, including: United States Department of Agriculture *Amber Waves* Best Article Awards; Western Agricultural Economics Association, Thesis Awards; Canadian Agricultural Economics Society, Thesis Awards; Northeastern Agricultural Economics Association, Thesis Awards; and others.

Professional offices held:

2018 – Present	Board of Directors, <i>Council on Food, Agricultural and Resource Economics, Washington, D.C.</i> (Vice-Chair, 2019 – Present)
2017 – Present	Member-at-Large, Food and Agricultural Marketing Policy Section, <i>Agricultural and Applied Economics Association</i>
2011 – 2016	Co-Chair, Blue Ribbon Panel on Consumer Concerns about Food, Health, and Safety, <i>Council on Food, Agricultural, and Resource Economics, Washington, D.C.</i>
2008 – 2013	Past Chair (2012 – 2013), Chair (2011 – 2012), Chair-elect (2010 – 2011) and Member-at-Large (2008 – 2010), Executive Committee, Food Safety and Nutrition Section, <i>Agricultural and Applied Economics Association</i>
2005 – 2008	Councilor, Executive Committee and Program Committee Member, and Conference Program Chair (2007), <i>Canadian Agricultural Economics Society</i>
2006 – 2008	President (2006 – 2008), Annual Conference Coordinator (2006), and Director at Large (2004 – 2006), <i>Alberta Agricultural Economics Association</i>

Association memberships (current):

Agricultural and Applied Economics Association
American Economics Association
American Society for Nutrition
Canadian Agricultural Economics Association
Northeastern Agricultural and Resource Economics Association

University Service (last five year):

Member, Green Fund Steering and Awards Committee, Office of Sustainability, Tufts University, 2018 – Present.

Member, Selection Committee, Tufts Institute of the Environment United Nations Climate Conference attendee awards, 2018.

Faculty Host, Tufts Travel and Learn program, Canadian Rockies Explorer, July 2018.

Member, Tufts Delegation to the United Nations Climate Change Conference (COP23), Bonn Germany, 2017.

Chair (2016 – 2017) and Co-Chair (2015 – 2016), Faculty Search Committee, Food Policy Implementation and Evaluation, Friedman School of Nutrition Science and Policy, Tufts University, 2015 – Present.

Member, Faculty Search Committee, Climate Change and Sustainability of Food Systems, Friedman School of Nutrition Science and Policy, Tufts University, 2015 – Present.

Member, Faculty Search Committee, Behavioral Interventions, Friedman School of Nutrition Science and Policy, Tufts University, 2015 – Present; Acting Chair, 12/2018 – 2/2019.

Member, Graduate Admissions Committee, Certificate programs, Friedman School of Nutrition Science and Policy, Tufts University, 2015 – Present.

Member, Graduate Admissions Committee, Policy programs, Friedman School of Nutrition Science and Policy, Tufts University, 2014 – Present.

Member, One Health Committee, Tufts Clinical and Translational Science Institute, Tufts University, 2014 – Present.

Media appearances:

Dr. Cash has been featured in over 200 media appearances and citations including television (national and local), radio (national and local), and printed media, in outlets such as *The Washington Post*, NPR's *Marketplace*, *The Globe and Mail*, WBUR Boston, CTV Canada, CBC Radio, *Food Navigator*, *Slate*, *Mother Jones*, *Science*, *Maclean's*, *The San Francisco Chronicle*, and *U.S. News and World Reports*, among others.



TOWN OF WAKEFIELD

Stephen P. Maio, Town Administrator
smaio@wakefield.ma.us

Sherri A. Dalton, Executive Assistant
sdalton@wakefield.ma.us

Memo To: Town Council
Re: Boating on the Lake Concession
Date: May 24, 2021
From: Town Administrator Steve Maio



I have been giving much thought over the last few weeks regarding the License to be granted by the Town Council for the boating concession on Lake Quannapowitt near Spaulding playground. As our Recreation Director Dan McGrath will oversee the overall program, he and I have met on the issue and are in complete agreement.

Before I detail my recommendation, I want to make sure that the genesis of the boating on the lake is clear. In 2008 a group of citizens came to me with a number of proposals aimed at providing some additional activities for the people of Wakefield, and creating a mechanism by which visitors are attracted to Wakefield and are enticed to partake in our businesses in the nearby downtown. The connection from Lake Quannapowitt to the business community has been very difficult to achieve over the years, and the boating program has been no exception. I am confident with our new Economic Development Director, focused and excellent communication and new Chamber of Commerce leadership, we will see a greater synergy between the lake boating and downtown business.

Some have lamented that the boating concession has not added any money to the Town. I assure you the "rental" paid was and is not a priority. Vibrancy and support of our business community is.

The Council requested a public bid process. Three entities attended a pre-bid on-site meeting and, two ultimately submitted bids. I truly believe that either bidder would provide a good and safe experience for the consumers. But after some prolonged contemplation, I recommend that the Council award the License to The Boys & Girls Club of Stoneham and Wakefield for the following reason:

- 1) The Boys & Girls Club has a strong programmatic presence in the area, operating successful and safe programs in Wakefield and Stoneham.
- 2) Safety being the number one priority, I am pleased that senior staff of the Boys & Girls Club particularly, Amanda Haley (proposed Lake Quannapowitt manager), John Brinkman, and Adam Rogers all have extensive waterfront experience as they supervised the waterfront activities at the Children's Island Day Camp located a mile off the coast of Marblehead (collectively between the years of 2012-2018). The day camp serviced 250 campers per day, instructing them in kayaking, sailing and wakeboarding in the Atlantic waters.
- 3) The Boys & Girls Club currently maintains a strong relationship with the business community.
- 4) The Boys & Girls Club has identified hourly rental fees at a substantially lower rate than Boston Outdoor Recreation and offers a 25% discount to Wakefield residents.
- 5) Our Recreation Director has worked closely with the Boys & Girls Club and feels that the management team will excel at this location.



Finally, I believe it important to note that this venture is all about community. The Boys & Girls Club begins its application package with the sentence, “The Boys & Girls Club is requesting a permit to offer **community** boating at Lake Quannapowitt”. The word community is used a number of times in the Boys & Girls Club application and is less frequent in the other.

I do believe that some conditions need to be added to the ultimate contract:

- 1) The Wakefield Recreation Department must approve any and all “programs” advertised on site.
- 2) A certified Life Guard is present at all times the rental is open.
- 3) NO sailboats will be rented.
- 4) The Boys and Girls Club will work closely with our Economic Development Officer to create a connection with our business community.
- 5) In November of 2021, a report will be presented to the Town Council outlining the summer program and the outreach to the business community.
- 6) Per the RFP, the License is issued for one year (with the potential for 2 additional years at the discretion of the Town Council).

In conclusion, I feel that the Boys & Girls Club of Stoneham and Wakefield represents the highest responsive and responsible bidder for the boating concession.

I am happy to answer any questions.



WCAT Board of Directors
Ryan Boyd
May 18 th , 2021
Streaming Bill

A new iteration of the “Streaming Bill” is being sent through the Massachusetts State legislature and Senate 2021 session. Labeled HD1440 and S834. The simple explanation as mentioned before is it will tax streaming video service companies 5% of their gross revenue from our state for the use of the public way. 1% goes to the state, 2% to townships and 2% to a town’s PEG entity if available.

There has been much effort this year to promote this by our industry. Part of that effort is to ask each town government to send a resolution to the state asking that this bill be passed. We would appreciate you all helping to promote this bill in whatever way you can.

Our plan is to get this resolution to the Town Council as quickly as we can so it can make it’s way to the state level and hopefully do some good. Additionally, we want to take this opportunity to begin planting the suggestions to both the Town Council, Town Administrator and the Finance Committee on A) If the town will offer some of its share to us to bring our operational level full if our percentage fails to do such and B) how best to use the funds left after our operational budget is brought up to 100%.

WCAT Lost Revenues Due to Cable TV Cord Cutting

The Cable Act of 1984 states that cable television operators will pay up to 5% fee for the use of the public roadways in the United States. Each state maintains its own rules for the cable television franchise agreements and in MA each city/town executes those agreements.

There are 3 Cable Operators doing business in the town of Wakefield:

- **Comcast**
- **Verizon**
- **RCN**

As of January, 2017, there were 9,551 cable television subscribers in Wakefield. The breakdown by cable operator was as follows:

- **Comcast = 4,423**
- **Verizon = 4,307**
- **RCN = 821**

The latest available data (2020), there were 7,704 cable television subscribers in Wakefield. The breakdown by cable operator was as follows:

- **Comcast = 4,219**
- **Verizon = 3,485**
- **RCN = 298**
- **Total subscribers lost = 1,549**

Projected subscriber count for January, 2022, is estimated to be **7,010 (-9%)**

WCAT saw a decline in FY2021 PEG revenues of \$40,920 from 2017 (-10%)

WCAT anticipates a further decline in PEG revenues in FY2022 of \$12,360 (-3%)

[According to a Forbes report published in January of 2021, 27% of American households intend to cut the cord in 2021.](#) There was also a 15% cancellation rate in 2020.

[In the year 2022 it is estimated that OTT \(Over the Top\) media services like Netflix, Hulu, Amazon, etc will grow \\$44.2 billion.](#)

House Bill HD1440 and Senate Bill S834 Description

HD1440 and S834, if passed, are designed to assess a 5% surcharge to Streaming Video Entertainment providers such as NetFlix, Hulu, Amazon Prime, Peacock, Disney+, etc. These digital products are utilizing fiber/cable that hangs over the public roadways in Wakefield. Often times the same fiber/cable that brought cable TV into your home is now being used for streaming services. There are 52 State Representatives signed on to the Bill as of today.

As of August, 2020, there were 28 states that tax “digital services”. More are in the process of adding them. Many cities across the country have enacted their own. There are 6 types of digital goods:

- Online data processing services.
- Downloaded software.
- Downloaded books, such as eBooks and Kindle.
- Downloaded music, digital audio files such as iTunes and podcasts.
- **Downloaded movies or digital video, such as Netflix and Amazon Prime.**
- Other downloaded electronic goods.

Of the proposed 5% tax in HD1440 and S834, 2% would go to Community Media (220 in MA), 2% would go to municipalities and 1% would go to the state. Some cities and towns have already committed to giving all or at least a portion of their 2% share to their community media center.

WCAT is grateful to have had the support of the Town Council, Town Administrator and State Delegation since it opened its doors well over 30 years ago. We hope that we can continue this partnership for 30 more years.



TOWN OF WAKEFIELD

Resolution in support of HD.1440 An Act Relative to Streaming Entertainment Operator's Use of the Public Rights of Way"

- Whereas: Cable television operators (Comcast, Verizon, RCN) doing business in Wakefield require Town permission to use the public roadways in order to install coaxial and/or fiber cables to homes and businesses, and
- Whereas: Permission is secured via a Local Franchise Agreement between the cable operator and the Town and the agreement stipulates that funding is to be provided for Public Access programming services, and
- Whereas: WCAT is a non-profit 501c3 organization created by residents of the town to help provide transparency in government by televising School Committee, Town Council, Town Meeting and subcommittee meetings as well as offer media production facilities to any resident or group in the town and coverage of town wide local events and happenings, and
- Whereas: Many Wakefield homeowners have stopped cable television subscriptions, utilizing instead internet based streaming services which has resulted in a 16% reduction of cable subscribers in recent years while the number of homes, and therefore potential cable customers in Wakefield, has increased. From 2017 to 2020 (the most recent data filed with the MA Department of Telecommunications and Cable), cable subscribers have decreased by approximately 1,500, causing WCAT to see its actual and projected operating revenues decrease by approximately \$53,000 or 13% from 2017 while WCAT operating costs and the demand for more town-based programming has increased significantly, and
- Whereas: There has been a national movement to allow cities and towns to assess streaming services along with cable providers for use of the public way and many already instituted this surcharge, and
- Whereas: House Bill HD.1440 and Senate Bill SD834 "An Act relative to streaming entertainment operator's use of the public rights of way" seeks to add a surcharge to all internet streaming providers doing business in the Commonwealth of at least 5% of their Gross Annual Revenues (same rate charged of cable operators and satellite providers).

Now, therefore, I, Julie Smith-Galvin, Chair of the Wakefield Town Council, Town of Wakefield, Massachusetts, strongly supports HD1440 and urges the legislature and our sister cities and towns to support this bill and encourage them to support their community media outlets while this Bill is being considered.

Dated: this 24th day of May, 2021.

Julie Smith-Galvin, Chair
Wakefield Town Council

Wakefield Human Rights Commission

Purpose, Powers and Duties

Purpose and Mission

The purpose and mission of the Wakefield Human Rights Commission (Commission) is to promote the civil and human rights of all. This includes reinforcing positive relationships in the community and creating educational programs to foster a greater understanding and appreciation for diversity in all of its forms. Such educational activities are intended to help our community become more harmonious, respectful, and cohesive. Through working with other groups and agencies within our community, the Commission is tasked with working to eliminate prejudice, bias, and intolerance while working to promote mutual respect and human rights and accept individual differences. The Commission may take positions on issues of national/local interest and may communicate said position to the community.

Appointments and Terms of Office of Commission Members

The Commission shall consist of eleven (11) voting members, three (3) ex-officio members, one (1) liaison from the Police Department, one (1) Liaison from the Town Council and one (1) Liaison from the School Committee as follows:

- Nine (9) voting member appointments by the Town Council (with input from the School Committee to be provided through the School Committee Liaison);
- One (1) member of the Clergy (voting member) recommended by the Clergy Council and appointed by the Town Council;
- One (1) student (voting member) recommended by the Superintendent of Schools and appointed by the Town Council;
- One (1) appointment of a police department employee as a non-voting liaison recommended by the Chief of Police and appointed by the Town Council;
- One (1) appointment of a Town Councilor appointed by the Chair of the Town Council as a non-voting liaison;

and

➤ One (1) appointment of a School Committee Member appointed by the Chair of the School Committee as a non-voting liaison;

➤ Three (3) ex-officio (non-voting) members - Town Administrator, Superintendent of Schools and Chief of Police or their respective designees.

The terms of the aforementioned nine (9) Town Council appointments shall be three (3) years and will be staggered so three (3) positions expire every year. The term of the clergy member appointment shall be determined by the Town Council based on the recommendation of the Clergy Council.

The term of the student member recommended by the Superintendent of Schools shall be for one (1) or two (2) years, at the discretion of the Town Council. The term of the Police Department Liaison shall also be at the discretion of the Town Council. The term of the School Committee Liaison shall be at the discretion of the School Committee.

Term Limits

None of the voting members of the Commission appointed by the Town Council shall serve more than two consecutive three-year terms or, in the case of the clergy member and student appointments, two consecutive terms (of whatever pre-determined duration approved by the Town Council at the time said appointments or re-appointments are made). The Police Department Liaison's term shall be in the sole discretion of the Town Council and the term of the School Committee Liaison shall be at the discretion of the School Committee. The Town Council Liaison shall be appointed yearly by the Town Council Chair.

Membership Composition

The Commission's membership shall include individuals publicly solicited and is intended to be representative of the diversity of the Town of Wakefield.

Residency Requirement

All voting members of the Commission shall be Wakefield residents through the duration of their service, with the exception of the Clergy Council and Student appointments. Commission members shall not be compensated for their roles.

Officers; Quorum; Meetings

The Commission shall elect a Chairperson, Vice-Chairperson and Recording Secretary/Treasurer from among its members at its May meeting each year. The Chairperson shall preside over the Commission meetings. No elected officer shall serve consecutive terms in the same position.

Six (6) voting members shall constitute a quorum for the purpose of conducting the business of the Commission and all decisions shall be by a majority vote of the Commission members present and voting.

The Commission shall meet at regular intervals, including a required meeting every May that shall include reconstitution of Commission leadership. All meetings and subcommittee meetings shall comply with the provisions of the Open Meeting Law.

Commission Member Roles and Responsibilities

1. Attendance shall conform to Town Bylaw 9-25. Additionally, a Commission Member is expected to notify the Chairperson in a timely manner in the event he/she cannot make a meeting.
2. A Commission Member shall endeavor to carry out the goals delineated in the aforementioned Purpose and Mission Statement.
3. A Commission Member shall assist with Commission-sponsored events and projects and positively promote the Commission within the community.
4. A Commission Member shall participate in activities undertaken in furtherance of the Commission's Functions and Powers as delineated below.
5. A Commission Member shall participate in the activities of Commission subcommittees to which the member has been assigned.
6. A Commission Member shall comply with the Conflict of Interest/Ethics and reporting requirements as delineated in the Commission Member's appointment letter.
7. Upon appointment, a Commission Member shall take part in a new member orientation, previously approved by the Commission.

8. All Commission Members shall complete a certified program in unconscious bias.
9. Commission Members are expected to at all times conduct themselves in a manner consistent with, and in promotion of, the purpose and mission of the Commission. Failure by a member to adhere to such standards shall be reason for said member's appointment to be revoked by the Town Council at any time, as the sole appointing authority.

Functions and Powers

The Commission's powers and duties are as follows:

1. To enter into collaborative efforts with federal, state, town and other public agencies as well as private organizations in order to promote initiatives to eliminate discrimination, bias, prejudice and intolerance in Wakefield.
2. To partner and collaborate with School Administration and the School Committee liaison to identify opportunities to work together to educate Wakefield students on Human Rights issues with a focus on promoting and engaging students and families in the Commission's activities and events.
3. To enter into collaborative efforts with civic and community organizations and other community-based groups, including without limitation groups focused on issues of: race, religion, gender, sexual orientation, ethnicity, political ideology, socioeconomic status, violence, age, disability, health status, country of origin, and immigration status, in order to promote mutual respect and human rights, accept individual differences, opinions, and beliefs and cultivate an inclusive atmosphere of mutual understanding and respect and harmonious group relationships.
4. To develop and sponsor outreach efforts and educational programs devoted to carrying out the Commission's purpose and mission.
5. To provide advice concerning discrimination complaints filed with the Town of Wakefield, when such advice is requested by the Town Administrator.
6. To be available, if requested, to review and make recommendations about policies, procedures, services, activities, and facilities of the departments, boards and

agencies of the Town of Wakefield.

7. To provide information, referrals and guidance to individuals, public agencies, businesses, and organizations in all matters pertaining to human and civil rights.
8. To review and recommend prospective members of the Commission to the Town Council for appointment.
9. To provide a written report to be included in the annual Town Report and to present an annual report to the Town Council.
10. To from to time establish working groups or subcommittees to help fulfill the mission of the Commission.

Counsel

The Town Counsel shall serve as counsel of the Commission.

This document may be reviewed and/or updated by the Town Council from time to time after consultation with the Commission.



Electric Vehicle Public Charging Stations Program Review

May 24, 2021

Summary

Electric Vehicle Public Charging Stations

Community Comparisons

Industry Trends

Costs; Construction, Operating and
Maintenance

Financial Summary

Private Developers and Property Owners

Recommendations



Lincoln St. @ Main St.
Public Parking Lot



Vets field



Civic Center

Electric Vehicle Public Charging Stations

Community Comparisons

(Voltrek, EV Charger Rep)

- Wakefield falls into the "Light" usage category, which is very typical, especially in this area
- As a comparison; Beverly, Salem, Revere, Danvers, and Swampscott are very similar and fall into the "Light" usage category
- Some towns are seeing slightly higher utilization, but they did not charge any fees on their Level 2 stations, and the higher utilization is, frankly, folks abusing the free amenity.
- The other exception are local cities and towns that have fleet EVs, they see higher use day to day because those vehicles get driven (and charged) a lot
- In terms of DC fast charger utilization, COVID has definitely had an impact there as well, especially for chargers that are a bit more suburban (like Wakefield), and not immediately off of major travel routes like 95, 495, etc. That said, demand is starting to really come back up as the world slowly returns to "normal".

When Determining Pricing

- Pricing, Voltrek encourage all of their clients (but especially cities and towns) to charge something to use the stations, even if it's just to **break even**.
- Evaluate what your per kWh cost is for the electricity and what the operating costs are for the station (annual networking fees, etc), and **set your rates** based on that
- If the Town really wants to help drive EV adoption and offer free charging to encourage that behavior, that is fine too. But **drivers are used to paying for charging nowadays**, and we think it's a good thing.
- Currently the actual EV Charging costs are **partially subsidized by the rate payer**
 - Current rates for Level 2 – 0.20 / kWh & Level 3 – 0.25 / kWh (these rates were set to cover the cost of the electricity)
 - Network cost are paid for by the Town
 - O&M costs are paid for by WMGLD during pilot
- Lastly, a big advantage of being on ChargePoint's platform is that Wakefield can watch how things go and **make adjustments to pricing** (and anything else) whenever you need to. It's very flexible.

Costs; Construction, Operation and Maintenance

- **Construction Costs (WMGLD)**
 - Civic Center
 - Vets Field
 - Lincoln St. @ Main St.
- **Operating & Maintenance Costs**
 - Town Responsibility:
 - Charge Point Fee 10%
 - Network Connection
 - Extended Service Contract
 - WMGLD Arranged to have Damage Repaired During Pilot

Current kWh Charging Rate Revenue vs Utility Billing

EV Charging Stations						
Utility Billing and Town Revenue						
From Installation Date to May 2021						
Locations	Utility Billing	KWh	Town Revenue From Charge Point	KWh	kWh Charging Rate	ChargePoint Fee
Vets Field - L2	\$538.22	2533	\$441.07	2447	0.20	48.92
Civic Center - L2	\$103.58	637	\$114.65	637	0.20	12.71
Public Parking Lot -L3	\$691.20	3619	\$621.78	2763	0.25	68.97
Totals	\$1,333.00	6788.78	\$1,177.50	5846	0	130.6

* Note this model **DOES NOT** recover Construction and O&M costs

Construction and O&M Costs				
Locations	Construction Costs (WMGLD)	O&M Costs (WMGLD)	Network Costs (Town) per year	Extended Warranty Cost year 1 (Town)
Vets Field	\$12,284.80	\$0.00	\$658.00	\$1,340.00
Civic Center	\$8,200.40	\$0.00	\$630.00	\$1,340.00
Public Paking Lot	\$54,418.00	\$9,763.00	\$1,080.00	\$4,800.00
Totals	\$74,903.20	\$9,763.00	\$2,368.00	\$7,480.00

Financial Summary

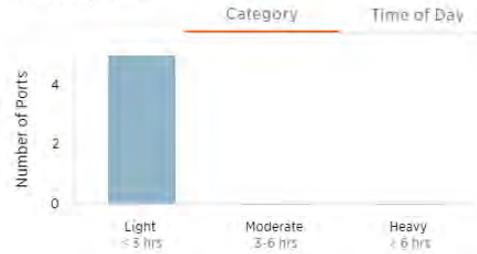
Average Session Length

Last 30 Days



Station Usage

Last 30 Days (M-F)



Environment

Lifetime

Here's how EV charging has helped:



You've avoided
3,446 kg
greenhouse gas emissions



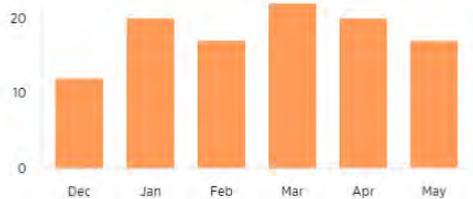
that's like planting
88 trees
and letting them
grow for 10 years

Sessions



Unique Drivers

0 Connected Drivers



EV Charging Station Dashboard

?

This fall the Department of Public Works was approached by the Lynnfield Center Water District regarding exploration of a potential future project that would update and improve an existing intermunicipal connection between the Town of Wakefield and Lynnfield Center Water District. The existing connection is located on Vernon Street between Indian lane and Bay State Road and has not been used for decades.

The potential project offered benefits that would be an improvement to the Wakefield distribution system. Due to the nature of the construction, this project could address deficiencies in the Wakefield distribution system in the immediate areas of Baystate Road and Vernon Street. Benefits could include:

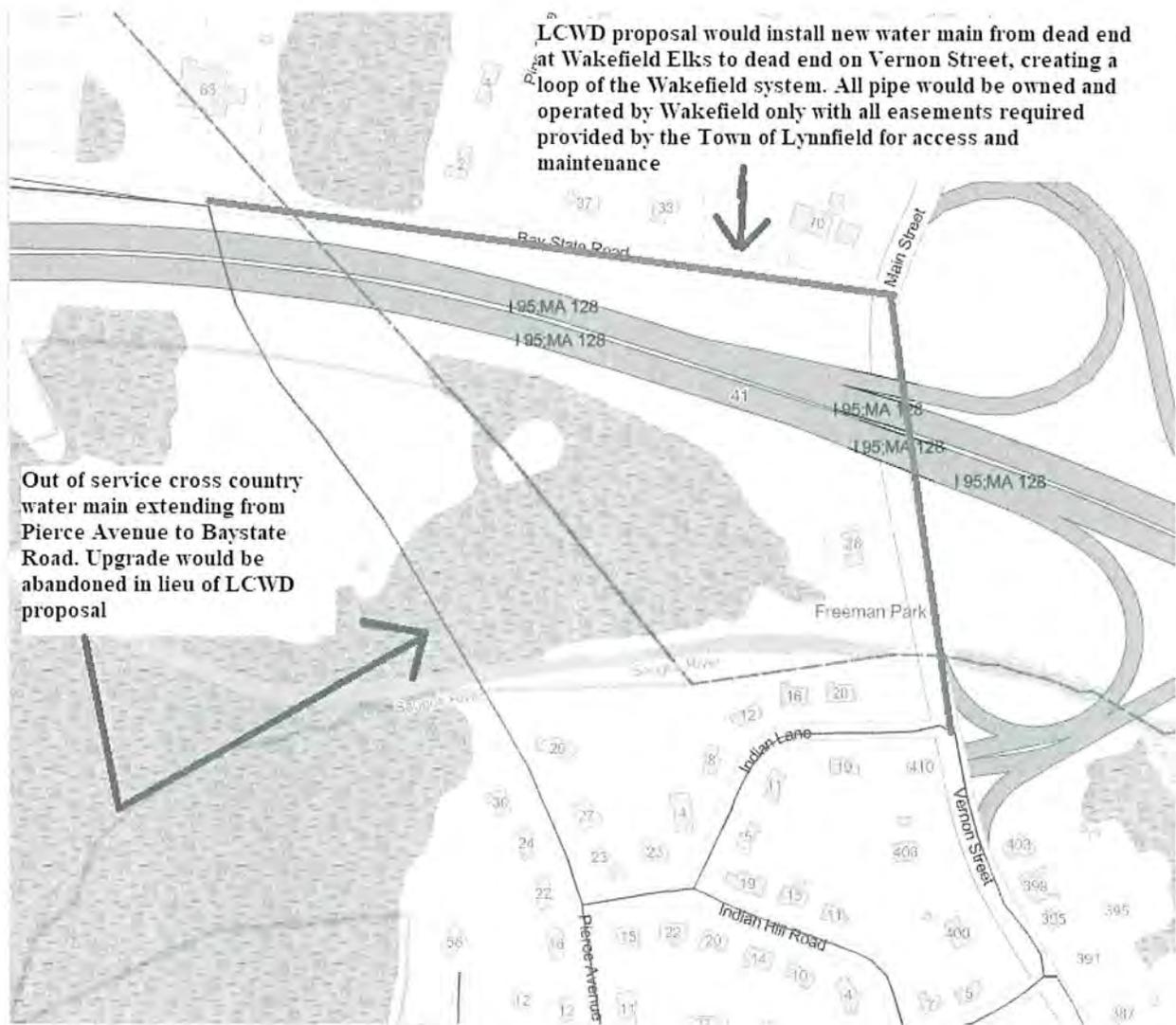
- Water quality/dynamics improvement by looping the Wakefield Distribution system, eliminating two dead ends in the current system configuration.
- Providing an alternative to the costly Pierce Avenue cross country water main replacement. This pipe has been out of service due to a leak under the 95 interstate. By utilizing the LCWD proposal the Town would not need to undertake this costly water project.
- The Town would gain additional fire flow capacity on Bay State Road
- A reestablished intermunicipal connection would create another point of redundancy in the event of emergency

LCWD had initially proposed to finance 100% of the project in consideration of the Town of Wakefield allowing LCWD to “wheel¹” MWRA water to their district via a metered connection at the Town boundary. It is the intention of LCWD to join the MWRA as a supplemental water customer, to which they will pay the following:

- LCWD will be billed and pay MWRA directly for water consumed by the district²
- LCWD will be billed a quarterly markup payable to the Town of Wakefield. This markup has been negotiated to be calculated via the following formula:
 - $MWRA \text{ Wholesale Rate} \times 20\% = \text{Net Payment to Wakefield}$
Initial Estimate to be approximately \$100,000 +/- annually

¹ **Wheeling Water** is the practice of allowing MWRA water to pass through the water distribution system in Wakefield to the LCWD system in exchange for a markup payment made directly to Wakefield for capital improvements.

² All water passing through Wakefield to LCWD will be deducted from the Wakefield MWRA Water assessment having no negative cost effect in relation to the connection. This project does not affect the sewer system or assessment in any way.



The project would be installed in three phases of new construction, all designed and managed by the Town of Wakefield. The contractors performing the work would be selected by Wakefield and all construction payments would be funded by the Lynnfield Center Water District. The phases of the project are subject to permitting by MADOT and DEP and would be completed late summer/early fall, construction phases would include include:

Phase 1- Excavation and installation of 1430 linear feet of new CLDI Water Main from the Wakefield dead end on Baystate Road to Main Street Lynnfield

Phase 2- Excavation and Installation of 660 liner feet of new CLDI Water Main from Main Street @ Baystate Road Lynnfield to the north side of the bridge culvert located on Vernon Street Wakefield.

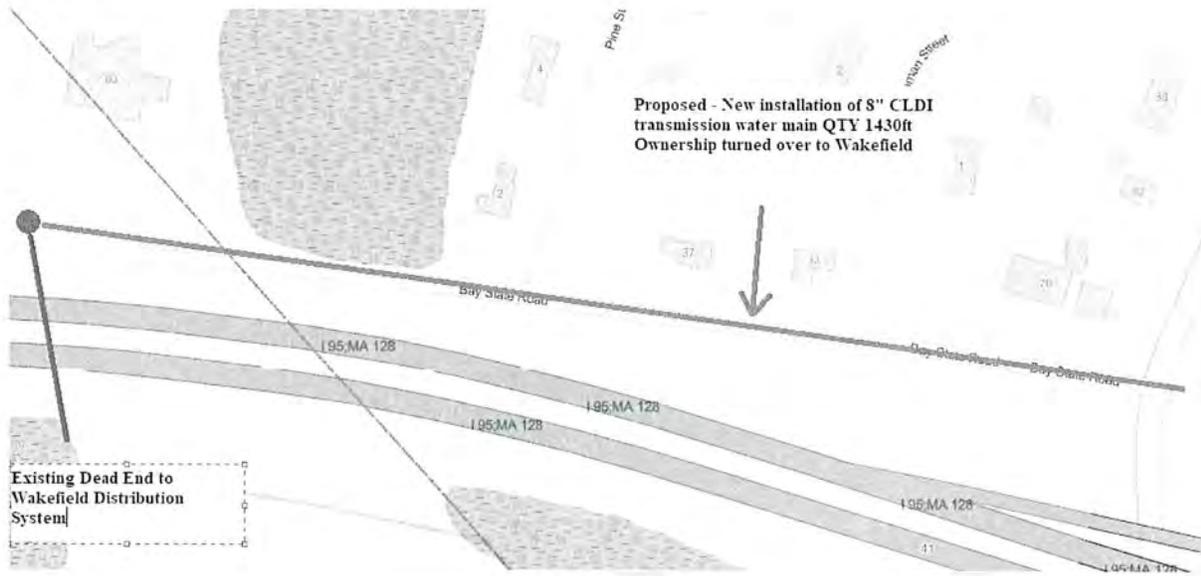
Phase 3- Excavation and install of new 8" CLDI water main from the dead end at Indian Lane to the North side of the bridge crossing. This install will utilize a suspended utility crossing to span the stream bed and allow for cleaner access in the future.

Phase 4- When LCWD is voted in as member of the MWRA they will install a metered connection in the vicinity of Main Street Lynnfield and Baystate Road. This phase is tentatively estimated to occur during the spring/summer of 2022. One construction season after the loop is installed and put into service.

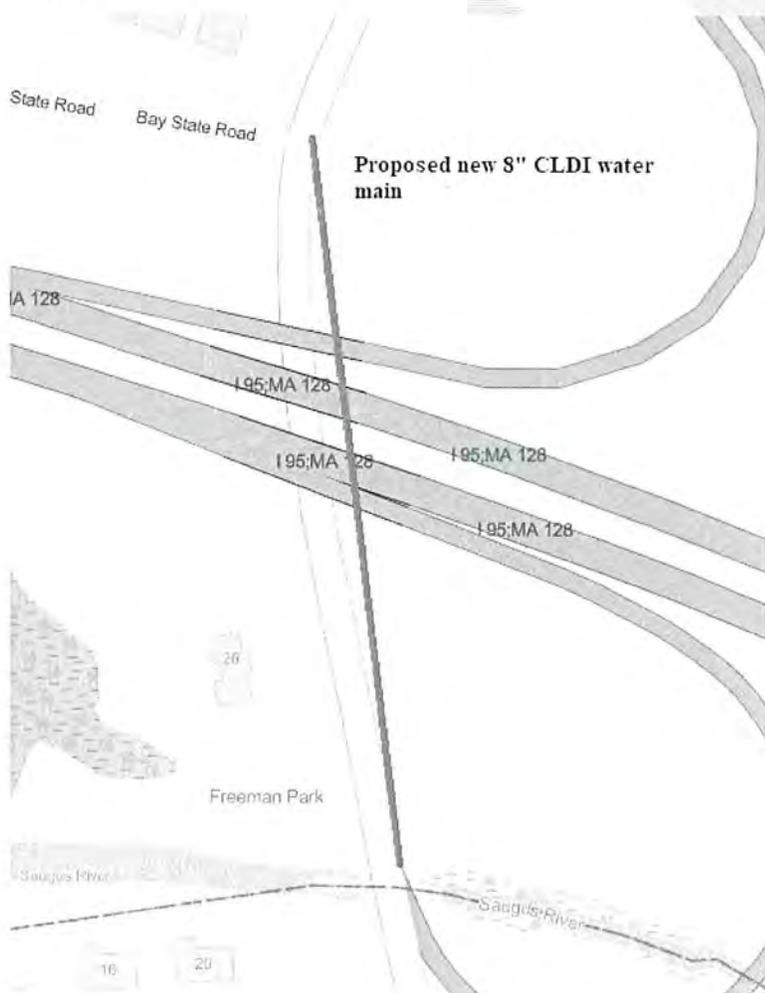
All of the phases presented would be of new pipe and become property of the Town of Wakefield via an intermunicipal agreement and transfer of ownership. The Town of Lynnfield has been consulted and will grant Wakefield the required easements needed to access and maintain this infrastructure in the future.

INSERT CLOSING STATEMENT

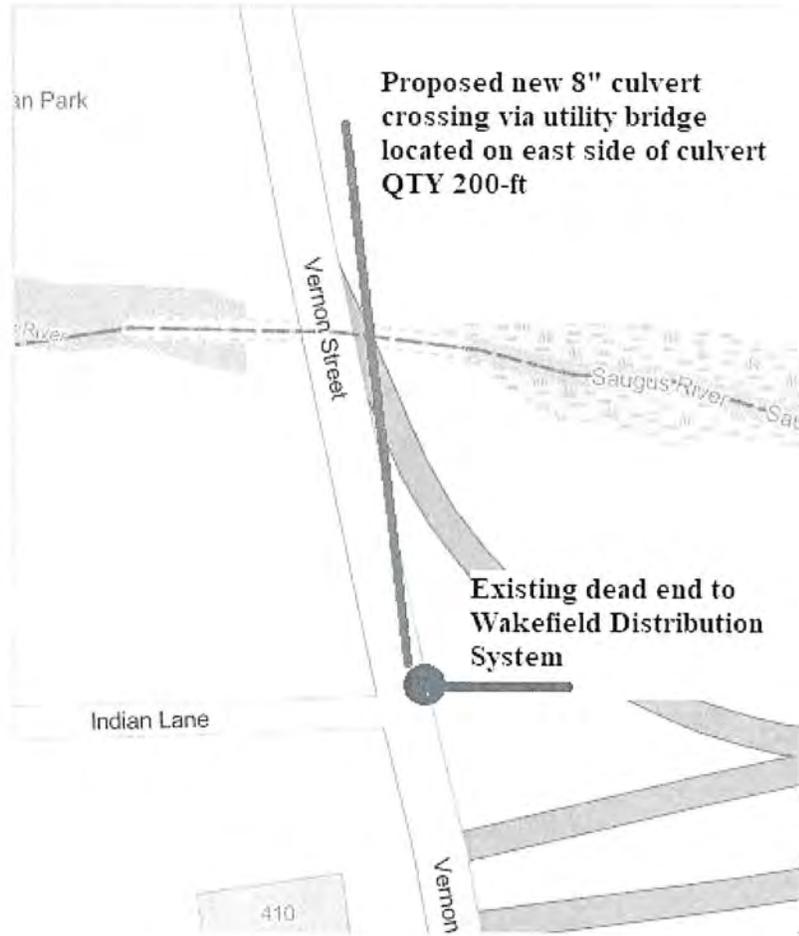
Phase 1



Phase 2



Phase 3





TOWN OF
WAKEFIELD

Town of Wakefield- Lynnfield Center Water District Interconnect Project



Joseph Conway- Director of Public Works
William Renault- Town Engineer
5/24/2021



TOWN OF WAKEFIELD

Fall 2020

- LCWD approached the Town on a project to update the old inter-municipal connection at Vernon St @ Indian Lane
- Wakefield and LCWD worked closely to determine logistics and feasibility
- Preliminary terms reviewed and agreed to by both parties to present to their respective boards



Construction Phases-

Phase 1- Excavation and installation of 1430 linear feet of new CLDI Water Main from the end of the Wakefield distribution system on Baystate Road to Main Street Lynnfield.

Phase 2- Excavation and Installation of 660 liner feet of new CLDI Water Main from the intersection of Main Street @ Baystate Road Lynnfield to the north side of the MADOT bridge culvert located on Vernon Street Wakefield.

Phase 3- Excavation and installation of new 8" CLDI water main from the end of the Wakefield distribution system at Indian Lane to the north side of the bridge crossing. This install will utilize a suspended utility crossing to span the stream bed and allow for cleaner access in the future.

Phase 4- When LCWD is initiated as member of the MWRA they will install a metered connection in the vicinity of Main Street Lynnfield and Baystate Road. This phase is tentatively estimated to occur during the spring/summer of 2022. One construction season after the loop is installed and put into service. This phase would be designed, constructed and financed by LCWD.





The agreement

- Wakefield will allow LCWD to “wheel” MWRA water through our distribution system to Lynnfield
- A markup for capital expenses will be paid quarterly to Wakefield
- All Capital work required will be the financial responsibility of LCWD
- Ownership of new infrastructure will be transferred to Wakefield
- The proposed term is 20 years
 - Rates to be reviewed in year seven (7) twelve (12) and sixteen (16)



Payment...

In exchange for allowing LCWD to “wheel” MWRA water to their system a markup will be paid to the Town.

- MWRA Wholesale Rate X 20%= Net Payment to Wakefield
- Initial revenue estimate to be approximately \$100,000 +/-



Benefits.....

- Improved water system dynamics via new distribution loop
- Providing an alternative to the costly Pierce Ave-RTE 95 water main crossing
- Additional fire flow capacity on Baystate Road
- Re-established intermunicipal connection creating another point of system redundancy
- All infrastructure to be installed would be transferred to Wakefield to own and operate



Thank You!





Wakefield Public Works

William Renault, Jr., P.E.
Town Engineer

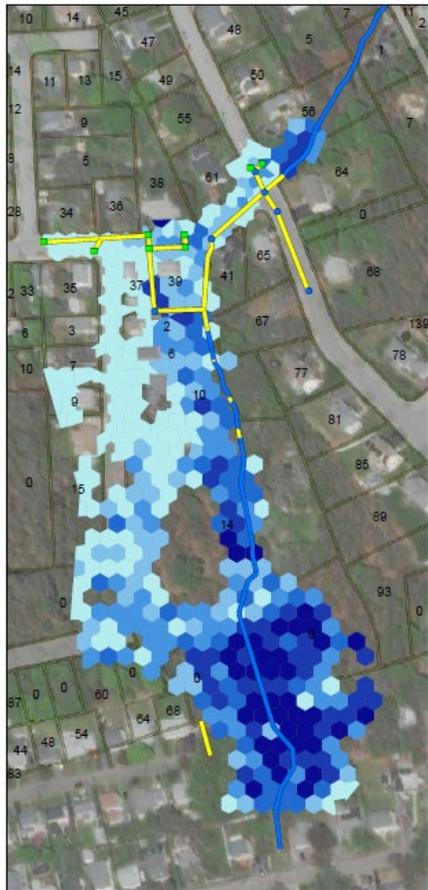
Joseph Conway
Public Works Director

Public Works Project Updates

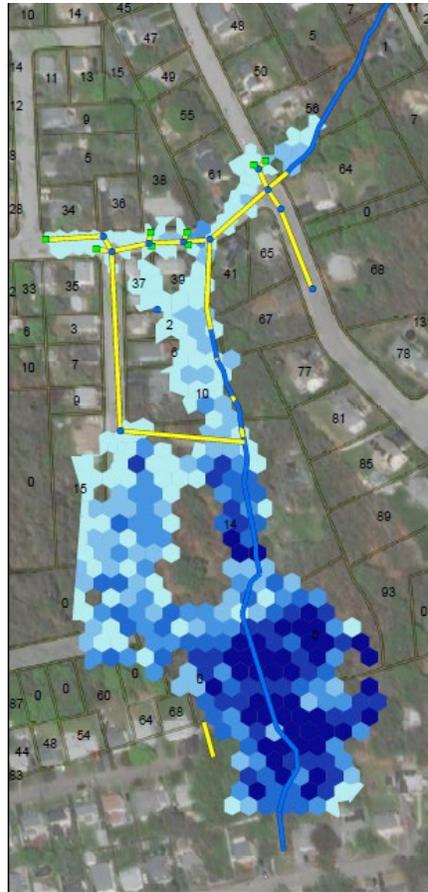
May 24, 2021

A. Greenwood Drainage

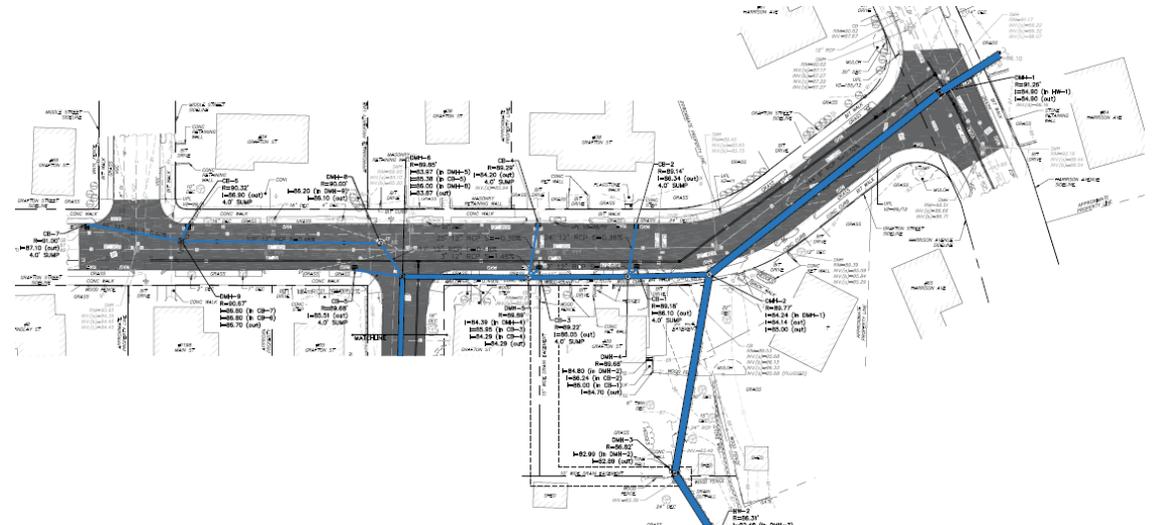
- **Planning Study**
 - Identified in 2016 Consultant Townwide Drainage Study
- **Scope of Work**
 - 2018 Scope of Work memo. Approved 2018 Fall RTM
 - Upsize Grafton culvert to 30" pipe
 - Install new 24" overflow pipe down Maple Street & Private property.
- **Design Status**
 - Draft Plans developed.
 - Project cannot be permitted as developed.
 - Coordinating with Melrose to upsize outfall pipe.



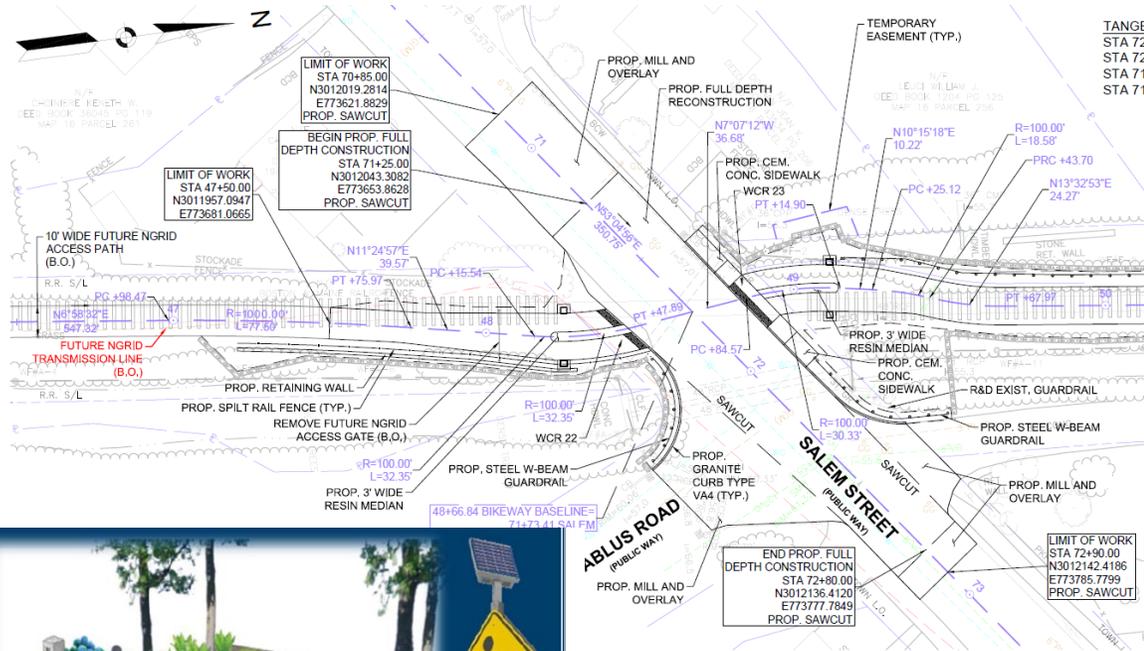
EXISTING CONDITIONS:
100-YEAR, 24-HOUR STORM



PROPOSED CONDITIONS:
100-YEAR, 24-HOUR STORM



B. Wakefield/Lynnfield Rail to Trail



• Scope of Work

- Wakefield - From Galvin Middle School to Lynnfield Town Line
- Lynnfield - From Wakefield Town Line to Peabody Town Line

• Design Status

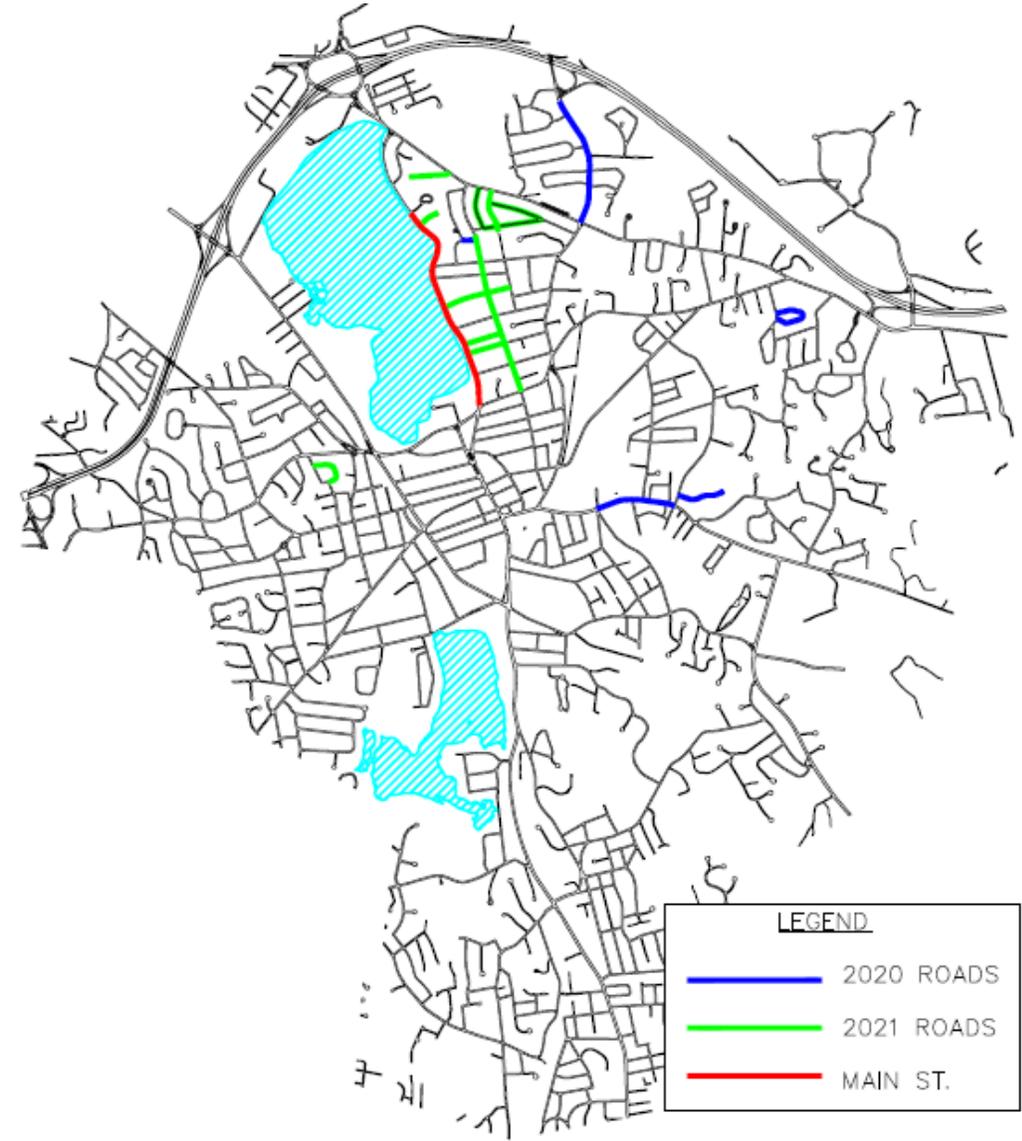
- 25% Plans filed and MassDOT comments received.
- 25% Public hearing completed in 2019.
- Finalized design contract with World Tech to advance design to PS&E.
- Joint MassTrails grant application submitted in March 2021

• Construction

- National Grid –
 - Constructing Portions of trail between Main St. and Salem St. does not include the intersections.
 - Area will be gated off my National Grid (GOL)
- Rest of Project is on the 2024 Transportation Improvement Plan (TIP).

C. Roads Program

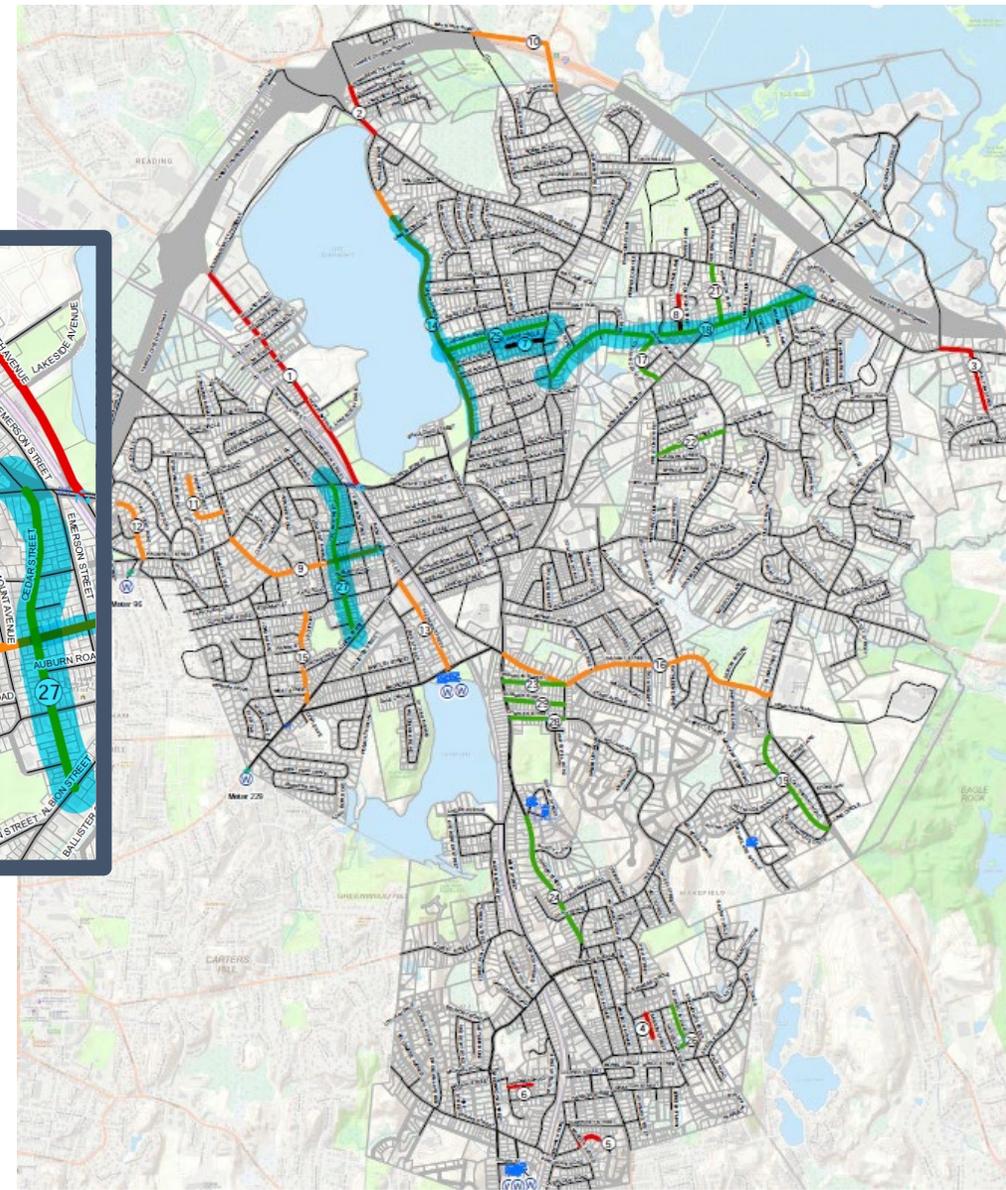
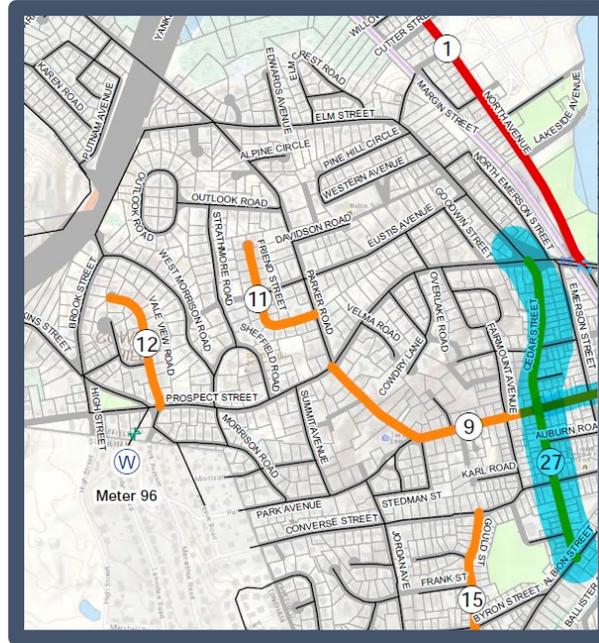
- **2020 Project (Remaining Work): 1.3 Miles**
 - Mitchell Lane (Reclaim) - **under construction**
 - Collins Road (Reclaim) - **under construction**
 - Water Street – (Mill and Overlay) **partially complete**
 - Vernon Street – (Mill and Overlay) **To be completed**
- **2021 Project (Currently out to bid – Opening 5/28) 2.8 Miles**
 - Pleasant Street (Reclaim)
 - Curve Street (Reclaim)
 - Albion Street (Mill and Overlay) **Just paving work**
 - Forrester Road – (Reclaim)
 - Brewster Road – (Reclaim)
 - Drury Lane – (Mill and Overlay)
 - Beebe Lane – (Mill and Overlay)
 - Walton Lane – (Reclaim) **Betterment**
 - Sweetser Street – (Reclaim)
 - Lake Shore Drive – (Reclaim)
 - White Ave (Mill and Overlay)
 - Wave Ave (Reclaim)
- **Main Street (Temp Overlay) – Coordination with Planned Drain and Water work**
- **2022 Project (Planning) Coordination**
 - June 2021 – Begin Due Diligence (Testing, Survey, Scoping)
 - Project Coordination – Water Mains
 - Complete Streets – Albion Street - **\$400k Grant**
 - Shared Streets - Main Street/Greenwood **\$175k Grant**



C1. Water Main Improvements

- **2020 Townwide Hydraulic Model & Capital Plan:**
 - Identified 30 water main projects.
 - Ranked based on

Criteria	Value	Score	Weight
Material	CI (Unlined)	100	15%
	AC	80	
	CLCI	30	
	PVC / DI	5	
Fire Flow	Meets Fire Flow = No	100	30%
	Meets Fire Flow = Yes	0	
Transmission	Is Transmission Deficiency = Yes	100	10%
	Is Transmission Deficiency = No	0	
Break History	History of Breaks = Yes	100	25%
	History of Breaks = No	0	
Criticality	None	1.2% – 2%	20%
	0.4% – 1.2%	67	
	>0% - 0.4%	33	
	None	0	

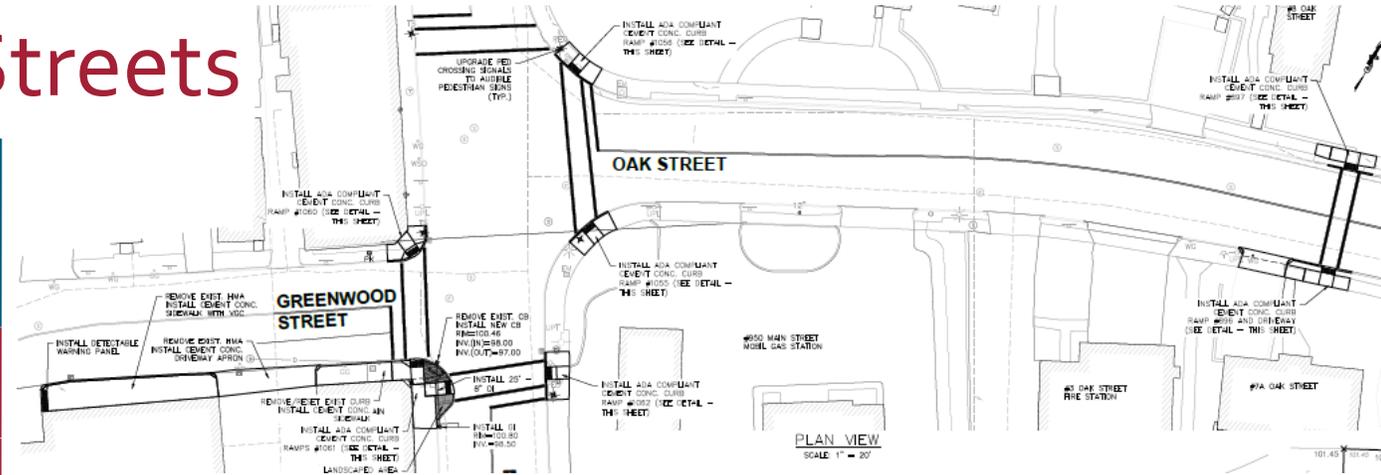
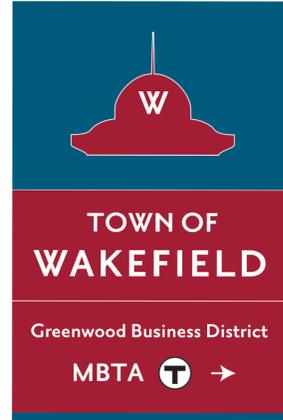


- **2021 Water Main Improvements –**
- **Bid Opening Target Mid-July 2021**

- 7. White Cir.
- 9. Chestnut St. (Tuttle to Cedar)
- 14. Main St (Salem to Carriage)
- 18. Salem St. (Vernon to Lowell)
- 25. Aborn St. (Main to Vernon)
- 27. Cedar St. (Gould to Prospect)



C3. Main Street – Shared Streets



• Scope of Work

- Provide improved ADA improvements for intersection and Post Academy. (including push buttons)
- Install new SW on Greenwood to improve connectivity between Main Street and RR Tracks
- Install new curb bump outs and greenspace
- Install wayfinding signs

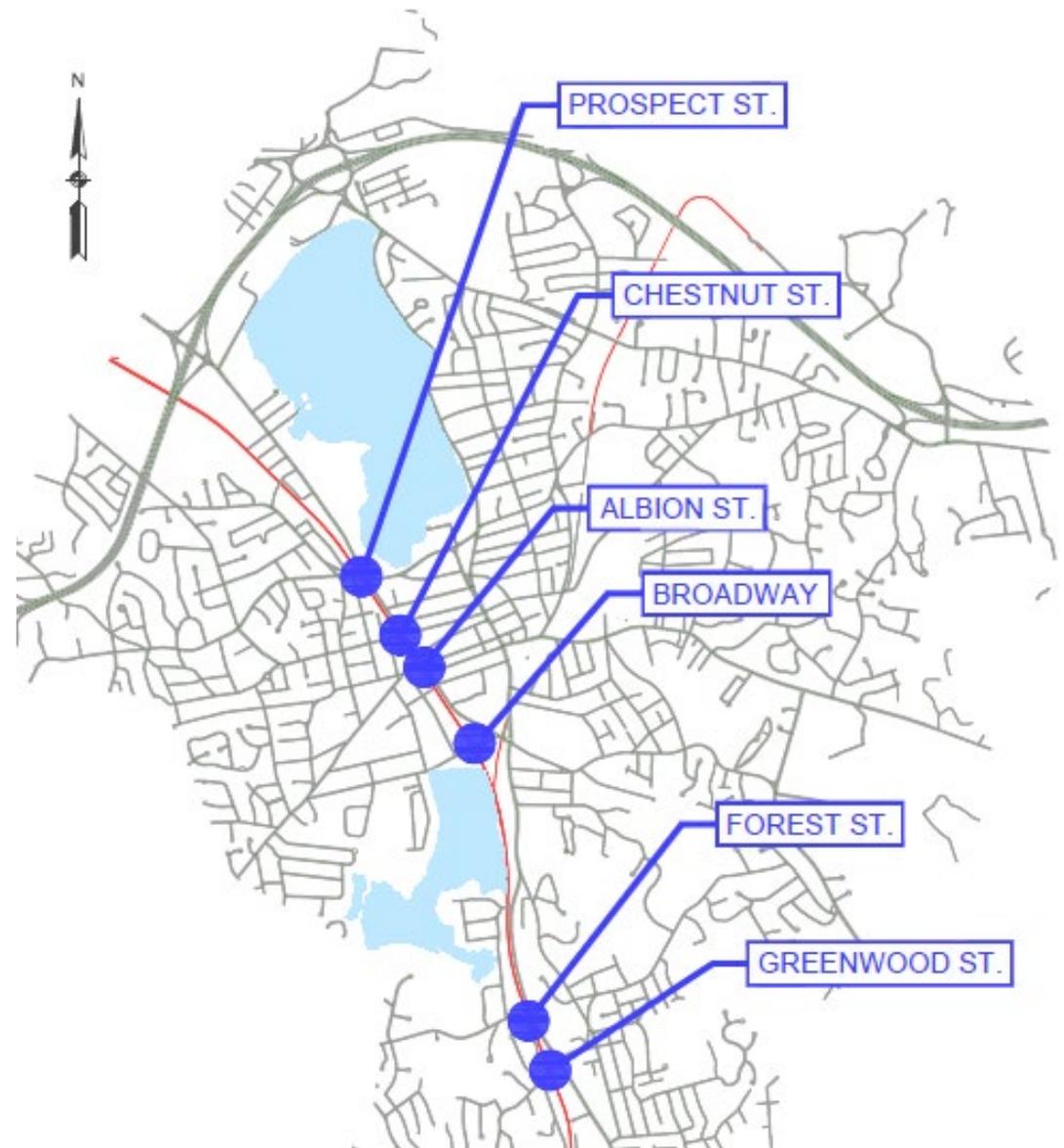
• Construction

- Nearing Substantial Completion.
- Project on schedule to be completed by end of 2021 **(Grant Requirement)**

D. Broadway

- **Background:**

- November 2020 – FRA Notification
 - Town cannot reopen Broadway Crossing and maintain its QZ.
- December 2020 – FRA Submittals
 - Amended Notice of Establishment (QZ)
 - Amended Public Authority Application (ASM)
- January 2020 – FRA Response
 - Approved Notice of Establishment
 - Maintains the Town’s Pre-Rule QZ
- May 2020 – FRA Response
 - Agreed with Calculations on 5 of 6 crossings
 - Disagreed with Prospect Street Calculations



DEMAKIS LAW OFFICES, P. C.

GREGORY C. DEMAKIS
THOMAS C. DEMAKIS

SANDOR RABKIN
JOHN M. MOORADIAN

56 CENTRAL AVENUE
LYNN, MASSACHUSETTS 01901

TEL. (781) 595-3311
FAX (781) 592-4990
www.demakislaw.com

May 13, 2021

Sherri Dalton
Board of Selectmen
Town of Wakefield
1 Lafayette Street
Wakefield, MA 01880

VIA E-Mail

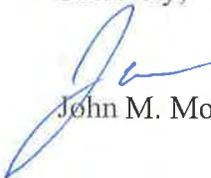
RE: Change of Manager, Stock Transfer, Change of Officer/Director, and Pledge of License Amendment for Greenie's Discount Liquors, Inc. d/b/a Greenwood Wine & Spirits, 969 Main Street, Wakefield

Dear Ms. Dalton,

Per our conversation, my office represents Greenie's Discount Liquors, Inc. d/b/a Greenwood Wine & Spirits and I will be filing a stock transfer, change of officer/director, change of manager, and pledge of license amendment. Please allow this letter to serve as a request to be placed on the agenda for a public hearing on June 14, 2021. I will file the formal license application amendment within the next week and a half.

If you have any questions, please do not hesitate to contact me at the above number or at jmooradian@demakislaw.com.

Sincerely,



John M. Mooradian, Esq.



TOWN OF WAKEFIELD

Joseph Conway, Director of Public Works
jconway@wakefield.ma.us

TO: Steve Maio, Town Administrator

CC: Sherri Dalton, Executive Assistant

Ann Waitt, Business Manager

Mr. Maio,

On behalf of the Wakefield Public Works Department, please accept this letter to officially request setting the FY2022 Water and Sewer Rate hearing for the Town Council Meeting dated June 14, 2021.

Respectfully Submitted,

Joseph Conway

Wakefield Public Works Director





TOWN OF WAKEFIELD
MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS
ONE UNION STREET
WAKEFIELD, MA 01880

MICHAEL J. SULLIVAN

FIRE CHIEF

(781) 246-6435

FAX: (781) 246-6433
E-MAIL msullivan@wakefield.ma.us

FIRE PREVENTION

(781) 246-6435

May 7, 2021

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

Dear Mr. Maio:

I am writing to request that the Town Council vote to accept a gift of \$1,500 from the family of Wakefield Fire Captain Brian Purcell & Aimee Purcell. This money was raised by the sale of 100 T-shirts that coined the phrases:

Own It No Excuses #FlattenTheCurve

Own It No Excuses #SocialDistancing

Own It No Excuses #StayHome

The shirts were sold during the pandemic to help, in their words, "Spread Awareness Not The Coronavirus". It is their wish to "donate the money to the brave men and woman of the Wakefield Fire Department for their efforts in keeping the Town of Wakefield safe". This donation would be deposited into the fire department gift account and applied towards the cost of purchasing new personal protective equipment for the Wakefield Fire Department.

This donation is both needed and appropriate and I respectfully request that the Town accept it. The action of the Town Council is required in accordance with MGL Chapter 44, Section 53A. Your assistance in this matter would be greatly appreciated.

Very truly yours,

Chief Michael J. Sullivan
Wakefield Fire Department



The Savings Bank

May 20, 2021

Joseph Conway
Director – Wakefield Public Works
Town of Wakefield
1 Lafayette Street Wakefield, MA 01880

Dear Joe,

The Savings Bank wishes to fund the repair of the scoreboard at Walsh Field. As such, it is our intention to donate \$12,870 to the Town of Wakefield to sponsor this project, with their acceptance.

This repair follows on so many impactful changes made to the Walsh Field in 2020, including a new backstop, netting, fences and diamond. We are delighted to be a part of continued improvements.

We are always here to support you and the community, and we look forward to our continued partnership.

Sincerely,

Raichelle L. Kallery
Executive Vice President
Senior Retail Banking Officer
rkallery@tsbawake24.com
357 Main Street | Wakefield, MA 01880
P: (781) 224-5423 | F: (781) 224-5300

Town of Wakefield, Massachusetts
Remote Participation Policy Adopted by Town Council

A. Purpose:

G.L. c. 30A, § 20(d) and 940 CMR 29.00 allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town boards should try to attend meetings in person, the said statute and regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain circumstances prevent them from being physically present. The intent of this policy is to establish clear guidelines on the practice of remote participation by public bodies in the Town of Wakefield.

B. Enabling Authority:

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction. See 940 CMR 29.10(8).

C. Applicability:

In accordance with 940 CMR 29.10(2)(a), the Town Council, on _____, 2021, voted to authorize the adoption of 940 CMR 29.10 so that remote participation is permitted in the Town of Wakefield. In accordance with 940 CMR 29.10(3), the Town Council may revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

This policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, sub-committees and working groups (“Town Boards”) regardless of whether such Town Boards are appointed or elected. Where this Remote Participation Policy is more stringent than 940 CMR 29.10, this Policy shall control.

D. Minimum Requirements for Remote Participation:

No member of a Town Board shall participate in a meeting remotely unless the following requirements are met:

- a. Members of the Town Board who wish to participate remotely must complete an Authorization to Utilize Remote Participation Form in advance of the meeting;
- b. Members of the Town Board who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;
- c. A quorum of the Town Board, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting locations in accordance with G.L. c. 30A, § 20(d);
- d. Members of the Town Board who participate remotely shall have access to the same materials being used at the meeting location;
- e. Members of the Town Board who participate remotely may vote and shall not be deemed absent for the purposes of G.L. c. 39, § 23D(a).

E. Permissible Reasons for Remote Participation:

It is the express desire of the Town Council that remote participation in meetings be an infrequent event. Chairs of Town Boards are encouraged to interpret these rules in a strict fashion and to urge all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting.

A member of a Town Board shall be permitted to participate remotely in a meeting if the person chairing the meeting determines that the member's physical attendance would be unreasonably difficult for any of the reasons set forth below:

- a. Personal illness;
- b. Personal disability;
- c. Emergency;
- d. Military service; or
- e. Significant geographic distance.

Any determination by the person chairing the meeting to allow or not allow remote participation shall be final and shall not be subject to appeal.

F. Technology:

- a. The following media are acceptable methods for remote participation:
 - 1. Telephone, internet, or satellite-enabled audio or video conferencing;

2. Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- b. When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
 - c. The focus of the chair should always be on maintaining the flow of the meeting. If the chair determines that technical difficulties are inhibiting the progress of the meeting, the chair may elect to terminate the participation of the remote member. If technical difficulties arise resulting in the loss of connection with the remote participant, that participant's attendance shall be terminated. The meeting should not be interrupted while any attempt to restore the connection is made. If a remote participant is disconnected from the meeting, that fact and the time of the disconnection shall be noted in the meeting minutes.
 - d. Each individual Town Board that anticipates using remote participation shall determine which of the acceptable methods may be used by its members.

G. Procedures for Remote Participation:

- a. Any member of a Town Board who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the person chairing the meeting of his or her desire to do so by completing the Authorization to Utilize Remote Participation Form attached hereto.
- b. If the person chairing the meeting approves the request for remote participation he or she shall make any necessary arrangements with IT personnel to ensure that the required equipment is available. If the required equipment is not available from the IT Department or another source, then the person chairing the meeting shall deny the request for remote participation.
- c. At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall be recorded in the minutes.
- d. All votes taken during any meeting in which one or more members of a Town Board participates remotely shall be by roll call vote.
- e. Remote participants shall preserve the confidentiality of executive session. Certain media, such as speakerphone, can inadvertently be heard by people not party to the executive session discussion. The remote participant shall state at the start of any executive session that no other person is present and/or able to hear the discussion at the meeting location unless the presence of that person is approved by a simple majority vote of the Town Board.

f. The member of a Town Board requesting to participate remotely shall be responsible for any out-of-pocket costs associated with such participation. The Town shall not be responsible for the reimbursement of such costs.

g. Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all the other participants in the meeting. The remote participant shall also state at the beginning of any meeting that no other person is in proximity and could exert undue influence on the participant, in either executive or public session, and shall inform the chair if that situation changes.

c:\Wakefield\Remote Participation Policy

Town of Wakefield, Massachusetts
Authorization to Utilize Remote Participation

Certification Pursuant to 940 CMR 29.10(7)

I, _____ (printed name), being a member of the _____ (Board, Committee, Council or Commission), request to participate remotely at the meeting to be held on _____ (date).

I certify to the chair that my absence is the result of one or more of the following factors which make my physical attendance unreasonably difficult:

- Personal illness
- Personal disability
- Emergency
- Military services
- Geographic distance

Explanation: _____

_____ (Signature of Member) _____ (Date)

Approved:

_____ (Signature of Chair) _____ (Date)