

# TOWN COUNCIL AGENDA

## ITEM 1 | Call to Order

## ITEM 2 | Pledge of Allegiance

## ITEM 3 | Attendance

## ITEM 4 | Executive Session

There is a need for Executive Session to discuss Woods Subdivision litigation because an open meeting may have detrimental effects on the bargaining position of the Town, with the intent of returning to open session. Motion and roll call vote anticipated. *Open session is expected to begin at 7:00 p.m.*

## ITEM 5 | Approval of Minutes

Approval of September 09, 2019 Town Council Meeting Minutes. Vote anticipated.

## ITEM 6 | Public Engagement

Any member of the public who wishes to address the Town Council is asked to arrive by 6:55 p.m. and sign in with the Clerk. Each person who is signed in will be allotted three (3) minutes to address the Council. The Chair reserves the right to extend that time. Members of the Town Council may ask any clarifying questions or make statements related to the matters presented. 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 7 | Library Trustees Appointments

Representatives of the Lucius Beebe Memorial Library Trustees and the Town Council to appoint two (2) applicants as interim Library Trustees, filling two vacancies. Vote anticipated.

## ITEM 8 | Notice of Events

Representative of the Wakefield Historical Society to provide brief history and information on upcoming Wakefield Heritage Day celebrating the 375<sup>th</sup> Anniversary of the founding of the Town on September 28, 2019.

Representative from Wakefield Alliance Against Violence (WAAV) to provide information about upcoming "WAAV Racing to End Domestic Violence" 5k race and walk around Lake Quannapowitt and request for promotional signage placement on Town property. Vote anticipated.

Edward F. Dombroski, Jr., Chair  
Ann McGonigle Santos, Vice-Chair  
Mehreen N. Butt  
Jonathan P. Chines  
Paul R. DiNocco  
Peter J. May  
Julie Smith-Galvin

Stephen P. Maio, Town Administrator  
Sherri A. Dalton, Clerk



# TOWN COUNCIL AGENDA

## ITEM 9 | Committee, Board, & Commission Updates

Representatives of the Zoning Board of Appeals to provide updates to Councilors regarding projects and undertakings, as part of an ongoing initiative for improved communication between Town Council and Committees, Boards, and Commissions.

## ITEM 10 | Liaison Updates

Councilors to provide updates in their various appointed liaison capacities.

## ITEM 11 | Presentation & Action Items

Debit Service Capital Needs Account

Possible vote to transfer \$1,000,000.00 to Debit Service Capital Needs Account.

## ITEM 12 | Constituent Issues

Councilors have opportunity to briefly report any issues raised by constituents that are not included on current Agenda. No votes will be taken at this time, but items may be included on a future Town Council Agenda.

## ITEM 13 | Chairman's Comments

Chairman Dombroski to offer brief comments on:

- A. Public Safety Building Update
- B. Envision Wakefield Downtown Revitalization Update
- C. Downtown Bench Placement

## ITEM 14 | Licenses

One Day Liquor License: Lisa Flashenburg

Applicant seeks one-day liquor license for private event fundraiser at the Wakefield Masonic Building on October 26, 2019. Vote anticipated.

## ITEM 15 | Gift Acceptance

Lucius Beebe Memorial Library

Library Trustees seek approval to accept and expend a gift or gifts to the Library. Vote anticipated.

## ITEM 16 | Warrants

Councilors to be updated on Warrant #5 dated July 30, 2019 through Warrant #8 dated August 20, 2019.

## ITEM 17 | Matters Not Anticipated for Agenda

Any matters not anticipated prior to the 48-hour public notice requirement but necessitating immediate action by the Council.



# TOWN COUNCIL AGENDA

## ITEM 18 | Announcements & Acknowledgements

Town Councilors, Town Administrator, Town Counsel, and Clerk may offer recognitions and notices to the public.

## ITEM 19 | Adjournment

Vote anticipated.

Next Regular Town Council Meeting: October 07, 2019 @ 7:00 p.m., WCAT Studios, 24 Hemlock Road, Wakefield

Town Council Strategic Retreat: October 02, 2019 @ 6:00 p.m., Americal Civic Center, 467 Main St., Wakefield





## WAKEFIELD TOWN COUNCIL

Monday, September 09, 2019

6:30 P.M.

Wakefield Lower Common, Wakefield, MA. 01880

**COUNCIL  
MEMBERS  
PRESENT:**

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

**ADMINISTRATION PRESENT:**  
Clerk Sherri A. Dalton  
Town Counsel Thomas Mullen

**COUNCIL  
MEMBERS  
ABSENT:**

Councilor Paul R. DiNocco  
Councilor Peter J. May

**ADMINISTRATION ABSENT:**  
Town Administrator Stephen P. Maio

----- **TOPICS OF DISCUSSION** -----

**Call to Order** Councilor Dombroski called the meeting to order at 6:30 p.m. and Karen Faler, Wakefield resident and longtime dedicated Lake Quannapowitt supporter led the body in the reciting of the Pledge of Allegiance.

Councilor Dombroski asked for a moment of silence for the passing of James Good, former Member and Chairman of the Board of Selectmen.

**Attendance** Councilor Dombroski noted that Councilors Santos, Butt, Smith-Galvin and Chines were present as well as Town Counsel Mullen and Clerk Dalton. Councilor Paul R. DiNocco and Councilor Peter J. May as well as Town Administrator Stephen P. Maio were absent.

**Approve of Minutes - August 05, 2019** Councilor Santos motioned to approve the August 05, 2019 Minutes as presented. Councilor Chines seconded. Motion passed 5-0-0.

**Public Engagement** There was no Public Engagement.

**Recognition & Thanks** Members of Friends of Lake Quannapowitt (FOLQ) which was formed in 1991 were recognized by the Town Council. FOLQ founded many projects including Bricks by the Lake at Col. Connelly Park as well as the most recent bench replacement program and an upcoming project at the head of the Lake. Councilor Dombroski thanked the members for their service to the Town and to the committee.

Members of the Wakefield Center Neighborhood Association (WCNA) were also recognized by the Town Council for the great work they have done including replacement of the pipe fencing at the Upper Common; replacement of the chain link fence along Church Street; and replacement of the Spanish American War Memorial Plaque at the Rockery. They also sponsor Festival

by the Lake and the annual Egg Hunt. Councilor Dombroski thanked the members for their service to the Town and their organization.

**Notice of  
Events**

Representatives of the First Parish Congregational Church provided information on a couple of events planned for the month of September for their 375<sup>th</sup> Anniversary. September 21<sup>st</sup> will bring fun and games on the Lower Common and on September 28<sup>th</sup> there will be a tour of the Church building with a historical commentary and a viewing of the beautiful stained glass.

**Wakefield  
CommuniTRE  
E Program**

Councilor Dombroski announced a new program through the Department of Public Works with the goal of increasing the number of new trees planted throughout the Town. This initiative will allow residents, visitors, local organizations, and businesses to donate a tree to supplement the ongoing work of Wakefield's Forestry Division. While donors will have a selection of tree species from which to indicate a preference and can request a neighborhood in which the tree is planted, the Forestry Division will ultimately determine the viability of requests based on surrounding plantings, placement of utilities, and sidewalk and green space limitations. A \$300.00 donation sponsors the planting of one tree, while smaller contributions would be pooled to support planting in an area of need. The Department of Public Works will secure and maintain the donated plantings and the plantings are expected to begin in fall 2019, prior to ground freezing and will resume in the spring of 2020. Donors will be contacted to discuss their requested tree species and proposed location prior to planting. At a prior Board of Selectmen meeting of June 26, 2017, Maggiore Companies was asked to donate ten (10) as part of their construction project at 175 North Avenue. Councilor Smith-Galvin requested that the DPW keep track of how many trees the town is losing and how many the town is planting. Matthew Maggiore presented the Town Council with a check for \$3,000.00 for ten (10) trees. Councilor Chines motioned to accept and expend the \$3,000.00 for ten (10) trees. Councilor Santos seconded. Motion passed 5-0-0.

**Conservation  
Commission  
Update**

Representatives of the Conservation Commission provided the Town Council with their projects that they accomplished last year and what they foresee will be happening this year. They will be putting information on the website regarding paths or trails that people have been using including the Reedy Meadow trail which has been maintained by the Boy Scouts. Preserving wildlife corridors has been another project they have been working on since the wildlife has been affected by all the construction and they need a place to go. Councilor Smith-Galvin asked the representatives how they interact with other boards. They reported that years ago there was a joint meeting with the Planning Board. The Commission expressed that maybe they should have those joint meetings again. The Town Council thanked the Commission for their dedication to the Town.

**Police  
Department  
Promotions**

Chief Steven Skory introduced Joseph Anderson who was promoted to Lieutenant and Matthew Powers who was promoted to Sergeant. The Town Council congratulated both Lieutenant Anderson and Sergeant Powers.

**Downtown  
Safety &  
Support**

Chief Steven Skory along with members of the Police Department and Mental Health Clinician Jennifer Waczkowski provided information regarding safety and social issues in the downtown business district. Chief Skory stated that the Police Department is committed to protecting the constitutional rights and civil rights of all individuals within the community. There has been an increase with homeless people as well as people with mental health issues. The complaints the Police Department has received is that of groups gathering on the benches and being disruptive. Chief Skory stated that the Police Department is doing everything they can from treatment, counseling and other social services with their Mental Health partners, as these are more effective than arrests. Deputy Chief Calabrese stated that since 2012 they have been bringing providers together at monthly meetings to discuss high risk cases with the focus on those most in need. Chief Skory asked the Town Council for their help by relocating and/or reconfiguring the benches downtown. He stated that the benches are an issue for the Police Department and are contributing to the downtown issues. He suggested not to eliminate them right now, but said the current configuration needs to be addressed. Chief Skory also asked for help from the Town Council in the regulation of the sale of nip bottles of alcohol. One community has an ordinance that prohibits the sale of 50ml bottles of alcohol and after a year of having that ordinance in place they have seen some significant results. Councilor Santos commended the Police Department for everything they are doing. She agreed with both Chief Skory's requests regarding the benches and nip bottle regulation. Councilor Chines praised the approach the Police Department has taken in regards to the mental health issues in the downtown. While he is fully supportive in reconfiguring the benches as he feels that will improve the quality of life in the downtown, he is hesitant in prohibiting the sale of 50ml bottles of alcohol as he do not want the town to get ahead of what the state allows the town to do. Town Counsel Mullen suggested perhaps the regulation on nip bottles is a Board of Health Regulation rather than a By-Law. He also offered that another option is through the Town Council as the alcohol regulating board. Councilor Butt mentioned that the Mental Health Clinician's position is part-time and the Town Council should think about making that position full-time. The Town Council thanked the department as a whole for everything they have done.

**Traffic  
Advisory  
Recommendations**

Councilor Chines motioned to approve the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson that two (2) "No Parking Here to Corner" signs be posted on both sides of Herbert St. One sign should be posted at the southern side of the driveway of 68 Bennett St. (which is located on Herbert St.). The sign would be posted after the driveway if coming from Bennett St. The second sign should be directly across the street by #15B Herbert St. Councilor Santos seconded. Motion passed 5-0-0.

Councilor Smith-Galvin motioned to approve the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson that signs be installed and read "Herbert St. #15-27" on one section and "Herbert St. #39-42" on the other section of the way to reflect that the street is a split street.

Councilor Chines seconded. Motion passed 5-0-0.

Councilor Santos motioned to approve the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson that Richardson Ave. on the left side of the street if coming from North Ave. (north side) starting 10 feet east of the fire hydrant located near the eastern most corner of the gas station driveway. The first sign "*4 hour and Merchant Parking*" should have an arrow pointing east and the spots should continue heading eastbound to just before the first driveway of #41 Richardson Ave. where another sign should be placed with an arrow pointing back west. The existing parking sign on the telephone pole prior to Frank's Auto driveway should be replaced to reflect the change. This will allocate approximately six (6) parking spots. Councilor Chines seconded. Motion passed 5-0-0.

Councilor Santos motioned to approve the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson that Main St. (Greenwood) heading southbound near 893 Main St. Batten Bros. change the existing spots starting at the first marked parking spot just south of Forest St. and continuing southbound past Batten Bros. for a total of nine (9) parking spots. A sign should be posted "*4 hour and Merchant Parking*" starting at the first spot with an arrow pointing south, a second sign should be posted south of the Batten Bros. driveway and a third sign at the end of the ninth spot with an arrow pointing north. Old signs will need to be removed to reflect the change. Councilor Chines seconded. Motion passed 5-0-0.

Councilor Santos motioned to approve the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson that Main St. (Greenwood) on the east side of Main St. Starting north of 862 Main St. heading northbound and ending in the area of 780 Main St. Change all existing signs that currently read *No Parking 7AM-11AM* to "*4 hour and Merchant Parking*" with pavement markings. The current *No Parking 7AM-11AM* sign next to the bus stop should be removed and not exchanged for the new regulation sign as to avoid confusion. Councilor Chines seconded. Motion passed 5-0-0.

Councilor Santos motioned to approve the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson that Oak St. on the north side of the street coming from Main St. heading east add "*4 hour and Merchant Parking*" with pavement markings on the north side of the street starting after the first church walkway/current *No Parking* sign and ending at the existing 2 hour parking sign near #8 Oak St. The existing 2 hour parking sign should be replaced to reflect the change with an arrow pointing west. The current *No Parking* sign near the first church walkway should be replaced to reflect the change with an arrow pointing east. Councilor Chines seconded. Motion passed 5-0-0.

Councilor Santos motioned to table the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson making the Smith St. public parking lot all 4-hour and Merchant Parking. The TAC has received

complaints from some business owners and residents asking for a more centralized, longer-term parking solution for their customers and employees. Councilor Chines seconded. Motion passed 5-0-0.

Councilor Smith-Galvin motioned to approve the request of the Traffic Advisory Committee as presented by Chairman Joseph Anderson that No Parking Here to Corner signs be installed on both sides of Grafton Street twenty (20) feet from the intersection of Main Street. Councilor Santos seconded. Motion passed 5-0-0.

Councilor Santos requested the Traffic Advisory Committee at their next meeting review the intersection of West Water and North Avenue as the intersection is not clearly marked for pedestrians crossing.

### **Redfield Road**

The Wakefield Town Council and the Board of Selectmen in Reading have already approved the sale of a tax title parcel which is mostly in Wakefield and partially in Reading at 28 Redfield Road. The buyer of the property has determined that there is an encroachment, and that the house is on the neighboring property. The buyer went before the Wakefield Zoning Board of Appeals to obtain permission to rebuild the house within the lot line. During the process of seeking that approval, the abutter whose property is encroached upon expressed some concern about the Town claiming adverse possession because this house has been there more than 20 years. Town Counsel Mullen has prepared a Waiver of Potential Claim of Adverse Possession for the Wakefield Town Council and the Wakefield Town Treasurer to sign. Councilor Santos motioned to approve the Waiver of Potential Claim of Adverse Possession. Councilor Chines seconded. Motion passed 5-0-0.

### **Clean Lake Committee**

Councilor Dombroski announced the formation of a new Clean Lake Committee, with the ultimate goal of making Lake Quannapowitt swimmable and fishable. This Committee will be focused on implementation of new strategies to improve the water quality of the Lake while being compliant with Federal and State government regulations. Focus to also include improving storm water solutions for Lake Quannapowitt as well as Crystal Lake and other waterways within Town. The Committee will work to achieve better alignment and coordination between Department of Public Works and National Pollutant Discharge Elimination System (NPDES) efforts to maximize efficiencies and tactically create maximum impacts to improving water quality. The proposed Committee composition will include the Town Engineer (as Chair), Town Environmental Manager, a member of Friends of Lake Quannapowitt (FOLQ), a Commissioner of the Conservation Commission, a member of the Environmental Sustainability Committee, a Town Councilor liaison, 2 members of the public (one member will have a 3-year term and the other member will have a 4-year term). The Town Council will publicly post committee openings through their Clerk, seeking interested applicants. Councilor Chines motioned for the creation of the Clean Lake Committee as presented and the proposed Committee composition as stated. Councilor Santos seconded. Motion passed 5-0-0.



**Constituent Issues**

There were no constituent issues.

**Chairman's Comments**

There will be a Tri-Board meeting between the Town Council, Finance Committee and the School Committee. The meeting will take place on October 17, 2019 at 7:00 p.m. at the Galvin Middle School. An update on the Public Safety Building and Envision Wakefield Downtown Revitalization will be addressed at the next Town Council meeting of September 23, 2019.

**Regular Town Meeting**

Councilor Santos motioned to set the Regular Town Meeting for November 18, 2019 at 7:00 p.m. at the Galvin Middle School, noting that the Thanksgiving holiday may alter the usual scheduling of subsequent nights of Town Meeting. Councilor Chines seconded. Motion passed 5-0-0.

Councilor Smith-Galvin motioned to open the Regular Town Meeting Warrant on September 9, 2019. Councilor Santos seconded. Motion passed 5-0-0.

Councilor Santos motioned to close the Regular Town Meeting Warrant on October 10, 2019 at 4:30 p.m. Councilor Chines seconded. Motion passed 5-0-0.

**Trail Signs**

Councilor Chines motioned to approve the proposed trail signs at JJ Round Parking Lot and Holland Road as presented by Boy Scout Jimmy Crump. Councilor Santos seconded. Motion passed 5-0-0.

**Notice of Public Hearing**

Councilor Santos motioned to set the Fiscal Year 2020 Tax Classification hearing for October 28, 2019 at 7:10 p.m. Councilor Chines seconded. Motion passed 5-0-0.

**Wakefield Memorial High School Working Group**

The Wakefield School Committee has created a working group to review, design, and develop strategies around the construction or major renovation of the new Wakefield Memorial High School. Councilor Dombroski appointed Councilor Santos and Councilor Chines as the Town Council representatives for the High School working group. The working group is being created to review, develop, and propose community outreach and communication strategies with the hope of being guided and prepared for viable options for next steps upon receipt of notice from the Massachusetts School Building Authority which is expected in January 2020 or before.

**Licenses**

Councilor Santos motioned to approve the One Day Liquor License application request from Allison Williams for a private event at the Americal Civic Center on November 30, 2019. Councilor Chines seconded. Motion passed 5-0-0.

Councilor Santos motioned to approve the Common Victualler application request from Stefano Barbiero for Morena Cucina Italiana located at 23 Broadway. Councilor Chines seconded. Motion passed 5-0-0.

<b>Gift Acceptance</b>	Councilor Santos motioned to approve the request from the Library Trustees to accept and expend a gift or gifts to the library in the amount of \$1,654.50 from various donors with thanks. Councilor Chines seconded. Motion passed 5-0-0.
<b>Warrants</b>	Councilor Chines signed Warrant #50 dated June 11, 2019 through Warrant #4 dated July 23, 2019 regarding town affairs.
<b>Matters Not Anticipated for Agenda</b>	There were no matters unanticipated.
<b>Announcements &amp; Acknowledgements</b>	<p>Councilor Santos – noted with regret the death of James Good</p> <p>Councilor Chines – attended the rededication of JJ Round along with Councilor DiNocco and thanked the family members for the refurbishing of the plaques; congratulations to Wakefield Soccer Association for their 50<sup>th</sup> anniversary; congratulations to the Wakefield Public Schools for a successful first day and reminded everyone in the community to please drive safely and beware of the children going to and from school and activities</p> <p>Councilor Smith-Galvin – attended a WMGLD meeting and the solar program is about 50% subscribed and they are looking at the possibility of putting solar on poles and commercial areas; WMGLD is also working closely with National Grid on the high voltage line work that is being done in town and are utilizing their Facebook page more regularly for traffic updates and gas work updates; Kenneth Chase a longtime WMGLD Commissioner was recognized by the New England Public Power Association for a commissioner and service; there is a survey from the Environmental Sustainability Committee that has to do with the municipal vulnerability work; WAAV 5k is October 5, 2019</p> <p>Councilor Butt – thank you to everyone that responded to the MBTA survey; attended the Albion Cultural Exchange meeting and the bathroom at the ACE Center is coming shortly; Town Councilors had successful office hours at the Farmer’s Market earlier this summer and they have scheduled them again for September 21<sup>st</sup> from 9:00 a.m. to 1:00 p.m.</p> <p>Councilor Dombroski – special thanks to the Town Council, DPW, WCAT, Town Administrator Steve Maio and Clerk Sherri Dalton for making tonight’s meeting happen</p>
<b>Adjournment</b>	At 8:49 p.m. Councilor Santos motioned to adjourn. Councilor Chines seconded. Motion passed 5-0-0.
<b>Next Council Meeting</b>	The next regular Town Council meeting is September 23, 2019 at 7:00 p.m. at WCAT Studio

Respectfully submitted,



Sherri A. Dalton, Executive Assistant

**Keith P. LaGraves, CPA**

28 West Park Drive  
Wakefield, MA 01880  
781-246-1766

July 21, 2019

Mr. Stephen P. Maio  
Town Administrator  
Town Hall  
1 Lafayette Street  
Wakefield, MA 01880

Dear Mr. Maio:

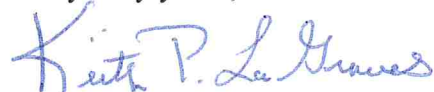
I would like to submit my application and resume for appointment to the Board of Library Trustees.

In the past I have served on the Town's Finance Committee and Bylaw Review Committee. For several years my wife and I have been members of the Friends of the Beebe Library and have worked at their annual book sales. We make regular donations to the Library and have volunteered at the Interfaith Food Pantry. Several years ago I pulled papers to run for the Library Trustee position but did not run because that's when I was still working crazy full time hours in Boston. Presently I am retired.

This summer I am volunteering in Boston with the National Park Service at Faneuil Hall.

If you have any questions concerning my application feel free to call me at 781-246-1766.

Very truly yours,

A handwritten signature in blue ink that reads "Keith P. LaGraves". The signature is written in a cursive style with a large initial "K".

Keith P. LaGraves

**Keith P. LaGraves, CPA**  
28 West Park Drive  
Wakefield, MA 01880  
781-246-1766

**CERTIFIED PUBLIC ACCOUNTANT**

Massachusetts License # 9739

- 1996-2015     **Russell, Brier & Co. LLP, Ten Post Office Square, Boston, 02109, 617-523-7094**  
**Partner (equity) of the firm, Audit Partner.** This 87 year old CPA firm's clients include high net worth tax clients, small business audit and tax clients, nonprofit and foundation audit and tax clients, broker dealers SEC audit clients, private school audits, and union pension and benefit plans.
- 1985-1996     **Russell, Brier & Co. LLP, Ten Post Office Square, Boston, 02109, 617-523-7094**  
**Audit Manager.** This 87 year old CPA firm's clients include high net worth tax clients, small business audit and tax clients, nonprofit and foundation audit and tax clients, broker dealers SEC audit clients, private school audits, and union pension and benefit plans.
- 1984           **Tonneson & Company, 401 Edgewater Place, Wakefield, MA 781-213-3800**  
**Staff Auditor.** Audit clients included manufacturing firms and car dealerships.
- 1979-1983     **Cambridge Community Services, 99 Bishop Richard Allen Drive, Cambridge, MA 02139, 617-876-5214**  
**Accountant/Building Manager.** Cambridge Community Services owns an office building in Central Square that rents only to other nonprofit organizations. Duties included bookkeeping for many different organizations, some with government grant reporting requirements. In addition I was charged with management and rental responsibilities for the building.

**Education:**

- 1978-79       University of Wisconsin-Madison, MBA program  
1970-75       University of Wisconsin-Oshkosh, BS in Journalism

**Volunteering**

Wakefield Finance Committee (2007-2011), Wakefield Bylaw Review Committee (2017-2019), Friends of the Beebe Library, National Park Service in Boston.

July 18, 2019

Steve Maio, Town Administrator

1 Lafayette Street

Wakefield MA 01880

Re: Library Trustee Position

Dear Steve:

Please allow this letter to serve as my enthusiastic indication of interest in serving as a volunteer on the Board of Library Trustees. I would be honored to serve the Town in this capacity, and I humbly ask you and the Town Council to look favorably on my candidacy.

I will tell you a true story: when I recently finished my service as a member of the Town's Charter Review Committee, I told my husband that I wanted to find another way to serve the Town in a volunteer capacity. After thinking of all the opportunities, I told him that I would most welcome service as a Library Trustee, as I am a passionate supporter of its mission. Alas, there were no openings in April.

Here we are in July, and I hope to be able to fill one of the vacancies that now exist. I've lived in Wakefield for seventeen years, and within days of moving here, I obtained a library card, which has been used just about weekly since then. Story times when my kids were toddlers; rainy days at the train table; museum passes (as recently as last month!); and book clubs (I currently enjoy Jeff Klapes' Timeless Tales group- would you like to join us as we re-read *The Brothers Karamazov* this summer?): all of these have been enjoyed to the fullest.

I believe in giving back to those who have given me so much, and the library certainly has given me and our family countless hours of pleasure and knowledge. Having a strong Trustee structure to ensure the Library's future is critical.

I have served in many volunteer capacities, in addition to my full time job as an in-house corporate counsel at a publicly traded manufacturing company. All of these are detailed in the attached resume. I believe strongly that I would add value and commitment to the Library Trustees.

I hope to hear from you soon in this regard. Thank you so much for your courtesy and consideration.

Sincerely yours,

Stacey Conostas

25 Wave Ave.

781-245-1752/603-479-5523 (cell)

# Stacey S. Constas

25 Wave Avenue Wakefield MA 01880 (781) 245-1752

[staceyconstas@yahoo.com](mailto:staceyconstas@yahoo.com)

## Profile

In-house legal, operations and strategic leader, creating results that enhance strategic and fiscal growth. Highly engaged and responsible member of three-person department serving \$1.5B global manufacturing corporation. Broad legal skills, pragmatic problem-solving approach in fast-paced environment. Deep understanding of corporate goals and culture. Collegial and effective, building relationships both internally and externally for team success. Manage two direct reports.

**STANDEX INTERNATIONAL CORPORATION** (NYSE: SXI) Salem, New Hampshire 1998-Present

*Associate General Counsel to Standex, Corporate Governance Officer, and General Counsel to the Electronics Group* [\$200M segment of a 6,000 employee company with 26 U.S. and 40 global locations], *and Assistant Secretary.*

- **Complex Commercial Contracts and Corporate Transactions:** Draft and negotiate contracts affecting commercial relationships, including long term and exclusive sales and supply agreements with major international customers and vendors; negotiate and draft value-add contracts for numerous company divisions. Conduct all aspects of acquisition and divestiture transactions including drafting agreements, performing and analyzing due diligence, negotiating deals, evaluating environmental risk. Work closely on deal team with business divisions and executive staff and report to Board of Directors.
- **Corporate Governance:** Sole responsibility for initiating and leading all compliance and training programs; chair and lead corporate social responsibility program; draft and implement corporate ethics policies for all U.S. and international operations; manage and investigate whistleblower hotline complaints; serve as chair for company's first social responsibility/employee engagement program; report to Audit Committee and Board of Directors; oversee government contracts requiring regulatory compliance.
- **Litigation Management:** Sole responsibility for managing all company litigation (commercial, employment, product liability, asbestos, coverage); sole management of Enterprise Risk processes; work closely with Risk Manager to oversee company insurance program and claims; build and direct strong network of outside counsel; initiate and lead litigation prevention and loss control processes and programs, achieving lower claims frequency and severity; negotiate complex insurance coverage claims, initiating successful coverage litigation when necessary.
- **Employment Law:** Sole responsibility for managing all company employment policies, compliance and claims. Represent Standex at over 40 EEOC and state hearings, achieving dismissal or favorable settlement in 93% of all filings; conduct investigations; draft all policies and procedures. Advise and direct high-exposure workers compensation claims and all employment practices claims. Direct employment-related legal issues for plant closings and integration of acquisitions.
- **Regulatory compliance:** Ensure company compliance with SEC/NYSE regulations and other applicable agency requirements, including sole responsibility for annual proxy filing. Guide business divisions in regulatory compliance specific to company needs (including UL, Dept. of Energy, FDA, ERISA, OSHA, environmental compliance, sanitary codes, antitrust and pricing).
- **Environmental compliance:** Direct remediation at former facilities; successfully negotiate and obtain insurance coverage for legacy sites; conduct environmentally sensitive real estate closings; draft and implement compliance best practices; negotiate with EPA and state agencies. Sold seven contaminated former factory sites on favorable commercial terms to third party purchasers (while retaining and managing remediation liability).

## Select Accomplishments:

- Project-managed seven company divestitures as sole attorney closing the transactions, which included real estate sales, reductions in force negotiations, negotiation of contractual transfer of risk.
- Negotiated cap on damages and limitation of liability provisions for multiple major long term supply contracts.
- Created and led 25+ high-performing cross-functional teams to defeat 300+ product liability claims and lawsuits.
- Created first-strike response protocol for category-specific products claims (fire, product spoilage and trucking),

- resulting in 200+ zero-exposure claims, saving millions of dollars for the company.
- Created company employee ethics training with 95% global participation rate; effectiveness demonstrated through employee testimonials regarding favorable international business practices.
- Negotiated favorable settlements (annual modest cap for participation in high-exposure asbestos litigation) and contractual terms (no increase in six years for third-party compliance training vendor).
- Organized Manufacturing Day events at which over 1,000 local students partner with company for future workforce development; initiate company's first Day of Service, allowing employees paid time off for community work.
- Negotiated modest settlements on high-exposure, clear liability gender discrimination suits.

### **Prior Law Firm Associate Roles**

<b>Boyle Shaughnessy Law</b>	Boston, Massachusetts	1995-1998
Represented insured defendants at medium-sized firm in litigation of automobile, product liability, employment, insurance coverage and bad faith actions. Litigation responsibilities included second chairing Superior Court trials; conducting all discovery including depositions; drafting and arguing dispositive motions; rendering coverage opinions; representing clients at arbitrations.		
<b>Mendes &amp; Mount</b>	New York, New York	1992-1995
Represented Lloyd's of London Underwriting Market in Medical Malpractice and Product Liability Department of large firm. Advised insurers regarding coverage disputes and complex claims. Founded, organized and served on first <i>Pro Bono</i> Committee in firm's eighty year history. Reported to Lloyd's Market Health Hazard Committee on trending product liability issues (electromagnetic fields; lead paint; breast implants).		

### **Education**

<b>Boston University School of Business, Mini MBA for In-House Counsel,</b> <i>Through Association of Corporate Counsel</i>	Boston, MA	2017
<b>Northeastern University School of Law</b> <i>Juris Doctor</i>	Boston, MA	1992
<b>Boston College</b> Bachelor of Arts, <i>cum laude</i>	Chestnut Hill, MA	1988
Majors: Philosophy and Political Science; Resident Assistant, Junior and Senior Years.		

### **Bar Memberships**

Massachusetts; New York; United States District Court, District of Massachusetts

### **Community Engagement and Interests**

<b>US Law Network and ALFA Network Conferences</b>	2010, 2015,
Speaker, Employment and Labor Panels/Business Litigation Panels	2016, 2017
<b>Charter Review Committee</b> , Town of Wakefield	2017-2019
<b>Boy Scouts of America</b> , Wakefield, Troop 701 Committee Chair	2013-2018
<b>Girl Scouts of America</b> , Wakefield Troop Leader	2007-2012
<b>SpeakEasy Stage Company</b> , Board of Directors, Board of Overseers and occasional performer	1996-Present
<b>Jesuit Volunteer Corps</b> , Buffalo, New York	1988-1989

Interests: competitive baking; international travel; outdoor boot camp; reading literary fiction.



## **Sherri Dalton**

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**From:** mikeyjn44 Nester <mikeyjn44@hotmail.com>  
**Sent:** Thursday, August 08, 2019 3:08 PM  
**To:** Sherri Dalton  
**Subject:** letter of interest re: appointment to library board of trustees  
**Attachments:** Nester CV 2019.doc

To: Ms. Sherri Dalton, Executive Assistant

From: Michael J. Nester, PhD

Re: Letter of interest, Board of Library Trustees

Date: August 8, 2019

I am writing to request consideration as an appointee to the Library Board of Trustees. I understand these are unexpired terms which will end April 21, 2020. I have enclosed my CV.

Regarding my background, I have spent time in Wakefield for the past 35 years, living here full time since my retirement in March, 2017. My wife, Linell (Iversen) Nester is a Wakefield native. By profession, I am a clinical neuropsychologist and spent the last 30 years at the King Faisal Specialist Hospital in Riyadh, Saudi Arabia as head of neuropsychological services. While in Riyadh, I have chaired hospital committees, served on various boards, and engaged in a good deal of research (see CV). I am a voracious, eclectic reader, and consider the library to be central to a well-educated and informed populace.

Having been a user of the Beebe Library for over 30 years, I have found it to be an exemplary institution providing high quality service to the community. It would be my great honor and privilege to be selected to serve on its governing board. Thank you for your kind consideration.

## CURRICULUM VITAE

**Name** : Michael J Nester

**Date of Birth** : 6 November 1944

**Birthplace** : Suffolk, England

**Nationality** : American

**Marital Status** : Married with two children

### **Education**

June 1980 : Ph.D. Degree Clinical Psychology  
United States International University

August 1977 : M.A. Degree in Marriage, Family, and Child Clinical Services  
United States International University

June 1976 : B.A. Degree in Liberal Arts/Psychology  
Goddard College

### Undergraduate Studies:

Experimental Psychology  
Psychological Statistics  
Applied Psychology  
Personality Theory  
History and Systems  
Learning Theory  
Social Psychology

### Graduate Studies:

Psychology of Counseling  
Developmental Psychology  
Tests and Measurements  
Psych. of Human Sexual Behavior  
Methods of Research  
Marriage, Family & Child Clinical  
Practicums(2)  
Psychopathology  
Professional Ethics  
MFC Counseling Dynamics  
Process of Therapeutic Groups

Graduate Statistics  
 Group Dynamics  
 Theory and Therapy of Neurosis  
 Personality Assessment  
 Projective Techniques  
 Physiological Psychology  
 Psychodynamics  
 Advanced Proj. Techniques  
 Learning Theory  
 Clerkship/Practicum (5)  
 Psychopharmacology  
 Psychotherapy and Society

**Master's Thesis :**

Self-Concept as Measured by SCAMIN in  
 School/Home Programming for the  
 Educationally Handicapped

**Doctoral Dissertation :**

Role Theory and Treatment Issues in  
 Single Parent Families

**Additional Training**

- : Post-Doctoral Fellowship in Neuropsychology  
 Tufts/New England Medical Center Hospital,  
 Boston, MA September 1980 - August 1982
- : Pre-Doctoral Internship in Clinical Psychology  
 Fairfield Hills Hospital  
 Newtown, CT September 1979 - August 1980
- : U. of Pennsylvania School of Medicine Workshop Series - Structural Family Therapy,  
 Clinical Techniques of Behavioral Therapy, Psychopharmacology, Techniques of Sex  
 Therapy, 1974 - 1975

**Independent Workshops:**

Clinical Hypnosis  
 Advanced Assessment Techniques  
 Pain Control  
 Neuropsychological Assessment  
 Control Issues in Adolescence  
 Assessment of Abused Children  
 Behavioral Techniques with Children

## **Licenses**

- : Psychologist-State of Massachusetts-No.2950 (since 1980)
- : Marriage, Family and Child Therapist-State of California  
No. M12838 (1977)

## **Diplomate**

American College of Forensic Examiners, American Board of Psychological Specialties (since 1999)

## **Present Position**

- : Retired

## **Professional Experience**

- : Senior Clinical Neuropsychologist  
Department of Neurosciences, Head of Service-Neuropsychology  
King Faisal Specialist Hospital  
and Research Center  
Riyadh 11211, Kingdom of Saudi Arabia  
August 1987 – March 2017
- : Staff Neuropsychologist  
New England Medical Center Hospital  
September 1982 - June 1987
- : Assistant Professor of Pediatrics  
Tufts University School of Medicine  
September 1983 - June 1987
- : Post-Doctoral Fellow in Neuropsychology  
New England Medical Center Hospital  
September 1980 - August 1982
- : Psychology Intern  
Fairfield Hills Hospital, Newtown, CT  
September 1979 - August 1980
- : Program Director/Counselling Supervisor  
Crisis House Inc.  
January 1978 - August 1979
- : Drug and Alcohol Program Specialist

Carbon/Monroe/Pike MH/MR Program  
January 1974 - August 1976

: Drug and Alcohol Counselor  
Carbon/Monroe/Pike MH/MR Program  
November 1972 - January 1974

: Program Director  
Confront Inc.  
March 1971 - November 1972

### **Professional Societies :**

#### **Member of :**

American Psychological Association and Division 40, APA

International Neuropsychology Society

Asian & Oceanian Assoc. of Child Neurology

National Academy of Neuropsychology

American College of Forensic Examiners (Diplomate)

Society for Neuroscience

Mensa

#### **Past Member of:**

California Assoc. of Marriage and Family Therapists

San Diego Society of Clinical Hypnosis

Pennsylvania Assoc. of Drug and Alcohol Specialists

#### **External Reviewer:**

Annals of Saudi Medicine

Journal of the International Neuropsychological Society (JINS)

International Journal of Pediatrics and Adolescent Medicine

### **Papers Presented at Symposia:**

1. Nester, M.J. "Neuropsychological Approaches to Evaluation of the Child." Presented at the Symposium on Recent Advances in Clinical Neurological Sciences on 22-24 February 1987, Riyadh, Saudi Arabia.
2. Nester, M.J. "Attention Deficit Disorders in Saudi Arabia." Presented at the 5th Saudi Neurosciences Symposium in April 1988, Riyadh, Saudi Arabia. Abstract published in *Annals of Saudi Medicine*.
3. Nester, M.J., Berquist, G., Daba, K, Kublan, M., al-Hathloul, I., Rabah, R. "The Formation of Parental Support Groups for Retinoblastoma Families at KKEH/KFSH." Presented at Seminar on Tumours in Ophthalmology on 9-10 November 1988, KKEH, Riyadh, Saudi Arabia.
4. Nester, M.J. "Attention Deficit Disorders." Presented at the Course on Recent Advances in Pediatrics on 26-29 November 1988, KFSH, Riyadh, Saudi Arabia.
5. Nester, M.J. "Attention Deficit Disorders with Language Delay in Saudi Arabia." Presented at the 6th Saudi Neurosciences Symposium, 2 April 1989, Riyadh, Saudi Arabia.
6. Nester, M.J. "Cross-Cultural Neuropsychology: Saudi Arabian Experience." Presented at the 12th Annual European meeting of International Neuropsychological Society, held in Antwerp, Belgium on 6-8 July 1989.
7. Nester, M.J. "Disorders in the Spectrum of Autism: The King Faisal Specialist Hospital Experience." Presented at the 5th Annual Pediatrics Symposium, March 5, 1990, Riyadh, Saudi Arabia.
8. Al-Aqeel, A., Geleispach, H., Alodaib, A., Gascon, G., Nester, M.J., Ozand, P. "The 3-Hydroxy 3-Methyl Glutaryl (HMG) CoA Lyase Deficiency: An Important Cause of Neonatal Organic Acidemia in Saudi Arabia." Presented at the 5th Annual Pediatrics Symposium, March 5, 1990, Riyadh, Saudi Arabia.
9. Al-Aqeel, A., Gascon, G., Nester, Ozand, P. "The Treatment of Biopterin Dependent PKU by Combined Use of Tetrahydrobiopterin (BH4) and Neurotransmitter Precursors (NTP)." Presented at the 42nd Annual Meeting of the American Academy of Neurology, April 30, 1990 Miami, U.S.A.
10. Nester, M.J., Sakati, N. "Unknown Dysmorphic Syndromes in Saudi Arabia and Developmental Delay." Presented at the 98th Annual Convention of the American Psychological Association, Boston, U.S.A., August 10, 1990.
11. Nester, M.J. "Autistic Spectrum Disorders: Educational and Social Implications." Presented at the 6th Annual Pediatric Symposium, Riyadh, Saudi Arabia, February 9, 1992.
12. Nester, M.J., Gascon, G.G., Crowell, J. "Use of A Brief Assessment Exam in A Pilot Study Involving Isoprinosine and Alpha-Interferon Treatment of Sub-acute Sclerosing Panencephalitis

(SSPE)." Presented at the 14th Annual European Conference of the International Neuropsychological Society, Durham, U.K., July 9, 1992.

13. Nester, M.J. "Pediatric Neuropsychology in Saudi Arabia: Four Year Experience." Presented at the 100th Annual Meeting of the American Psychological Association, Washington D.C., August 14, 1992.

14. Nester, M.J. "Attention Deficit Disorders in Saudi Arabia: Educational Implications." Presented at the First International Conference of the Saudi Association for Handicapped Children, Riyadh, Saudi Arabia, November 9, 1992.

15. Nester, M.J. & Ozand, P. "Biopterin-Dependent PKU (6PTS Deficiency) in Saudi Arabia." Presented at the 15th Annual European Conference of the International Neuropsychological Society, Funchal, Island of Madeira, June 23, 1993.

16. Nester, M.J. "Autistic Spectrum Disorders in Saudi Arabia." Presented at the 101st Annual Meeting of the American Psychological Association, Toronto, Canada, August 20, 1993.

17. Nester, M.J. "Clinical Neuropsychology: Brief Assessment Exam(BAE)." Presented at a satellite symposium(Subacute Sclerosing Panencephalitis:Update) of the first conjoint meeting of the Child Neurology Society and the International Child Neurology Association, San Francisco, CA, USA, October 2-8, 1994.

18. Nester, M.J. "Pediatric Neuropsychology in the Developing World: A Case for A Shorter Assessment Battery". Presented at a pre-conference satellite symposium of the International Neuropsychological Society Pacific Rim Conference, Cairns, Australia, June 30-July3, 1995.

19. Nester, M.J. "Autism As A Secondary Diagnosis: Autistic Children Within Other Syndrome Groups". Presented at the International Neuropsychological Society Pacific Rim Conference, Cairns, Australia, July 5-8, 1995.

20. Nester, M.J. "Neuropsychological Assessment". Presented at International Workshop on Subacute Sclerosing Panencephalitis: Update and Future Prospects. Ankara, Turkey, October 5-6, 1995.

21. Nester, M.J. "Attention Deficit Disorders". Presented at Specialty Review in Pediatrics. Riyadh, Saudi Arabia, Nov 4-9, 1995. (Invited Address)

22. Nester, M.J. "Learning and School Problems". Presented at Specialty Review in Pediatrics. Riyadh, Saudi Arabia, Nov 4-9, 1995. (Invited Address)

23. Nester, M.J. "Behavioral Problems in Children". Presented at Specialty Review in Pediatrics. Riyadh, Saudi Arabia, Nov 4-9, 1995. (Invited Address)

24. Nester, M.J. "Autism and Attentional Disorders: Differentiation". Presented at the 8th Annual Pediatrics Symposium. Riyadh, Saudi Arabia, May 12-14, 1996. (Invited Address)

25. Nester, M.J. Neuropsychology in Saudi Arabia. Presented at the annual meeting of the American Psychological Association, Toronto, August 13, 1996.

- 26 . Nester, M.J. & Watban, J. Frontotemporal Hypoplasia: Clinical Sequellae. Presented at the 20<sup>th</sup> Annual Mid-Year Conference of the International Neuropsychological Society, Bergen, Norway, June 25, 1997.
- 27 . Nester, M.J. Behavioral Management of ADHD and Autistic Disorders. Presented at the 2<sup>nd</sup> National Seminar on Child Behavior, Help Center, Jeddah, Saudi Arabia, Nov 11, 1997. (Invited Address)
- 28 . Nester, M.J. Autism in Developing Countries. Presented at 'Autism:DNA to Day to Day Living conference, sponsored by St. George's Hospital Medical School and the British National Autistic Society, London, UK, June 10 and 11, 1999 (Invited Address)
- 29 . Nester, M.J. & Ozand, P. Neurometabolic Disorders in Children: The Role of the Neuropsychologist in Developing Countries. Presented at the 22<sup>nd</sup> Annual Mid-Year Conference of the Interantional Neuropsychological Society, Durban, South Africa, June 25, 1999.
- 30 . Nester, M.J. Late Onset Autism in A Saudi Population. Presented at the 1<sup>st</sup> International Conference on Autism in the Middle East, Kuwait, February 15, 2000.
- 31 . Nester, M.J. Children with ADHD and Developmental Language Disorder. Presented at the 24<sup>th</sup> Annual Mid-Year Conference of the International Neuropsychological Society, Brasilia, Brazil, July 7, 2001.
- 32 . Nester, M.J. Eating Behavior in Toddlers. Presented at the 2<sup>nd</sup> International Symposium on Pediatric Gastroenterology, Hepatology and Nutrition, Riyadh, Saudi Arabia, January 14, 2003.
- 33 . Nester, M.J. Evaluation of Learning Disabilities in Saudi Children. Presented at the International Symposium of Neurodevelopmental and Behavioral Disorders, Jeddah, Saudi Arabia, March 5, 2003.
- 34 . Nester, M.J. CNS Tumors in Children: Sequellae and Follow-up. Presented at the Recent Advances in Pediatric Neurosciences Symposium, Riyadh, Saudi Arabia, March 7, 2004.
- 35 . Nester, M.J. Genetic Aspects of Autism and Pervasive Developmental Disorders. Presented at Genetics of Developmental Disabilities symposium, KFSH, Riyadh, Saudi Arabia, November 15, 2005.
- 36 . Nester, M.J. Developmental Assessment. Presented at 5<sup>th</sup> RMH Pediatric Symposium, Riyadh Military Hosp., Riyadh, Saudi Arabia, March 28, 2006.
- 37 . Nester, M.J. Critically Reviewing the Medical/Scientific Literature. Presented at Essentials of Conducting Clinical Research Symposium, KFSH&RC, Riyadh, Saudi Arabia, Nov. 19, 2007.
- 38 . Nester, M.J. Eating Disorders and the School-Aged Child. Presented at the Child Nutritional Symposium, KFMC, Riyadh, Saudi Arabia, Nov. 30, 2008.
- 39 . Nester, M.J. Behavior Management and Special Diets. Presented at the Child Nutritional Symposium, KFMC, Riyadh, Saudi Arabia, Nov. 30, 2008.



- 40 . Nester, M.J. Al-Dosari, M., et.al. Regressive vs Early Onset Autistic Spectrum Disorder in a Saudi Arabian Sample. Presented at International Neuropsychological Society mid-year meeting, Krakow, Poland, July 2010.
- 41 . Nester, M.J. Comorbidities in Autistic Spectrum Disorder. Presented at Shine A Light On Autism Symposium. Al Khobar, Saudi Arabia. May 23, 2015.
- 42 . Nester, M.J. Workshop: Diagnosis and Treatment of ASD. Presented at Shine a Light On Autism Symposium. Al Khobar, Saudi Arabia. May 23, 2015.

### **Published Abstracts:**

1. Nester, M.J. Cross-cultural neuropsychology: Saudi Arabian experience. *J. Clin. and Exper. Neuropsychology*, 1989,11(3):366.
2. Nester, M.J. Attention deficit disorders with language delay in Saudi Arabia. *Ann. Saudi Med.*, 1990,10:243A.
3. Sasidharan P, Krishnaswamy R, Rejjal A, Nester M. Relationship of early physiologic stability index to developmental outcome in low birth weight infants. *Pediatric Research*, vol:29(2), 263A, 1991
4. Nester, M.J. Disorders in the spectrum of autism: The King Faisal Specialist Hospital series. *Ann. Saudi Med.*, 1991,11:126.
5. Gascon, G., Hannan, M., Waghray, M., Harfi, H., Sheth, K., Nester, M.J., Rabe, E. Variants of ataxia telangectasia in Saudi Arabia. *Ann. Saudi Med.*, 1991,11:119.
6. Al Aqeel, A., Gleispach, H., Alodaib, A., Gascon, G., Nester, M., Ozand, P. The 3 hydroxyl 3-methyl glytaryl (HMG) CoA lyase deficiency: An important cause of neonatal organic acidemia in Saudi Arabia. *Ann. Saudi Med.* 1991, 11:119.
7. Gascon, G., brismar, J., Cook, J., Yamani, S., Ozand, P., Nester, M.J. Congenital frontotemporal hypoplasia. *Ann. of Neurology*, 1991, 30(2):276.
8. Gascon, G., Crowell, J., Stigsby, b., Yamani, S., Nester, M.J., Cook, J. the myoclonus of subacute sclerosing panencephalitis: Video-EEG observations. *Brain & Dev.*, 1991, in press.
9. Nester, M.J., Gascon, G.G., Crowell, J. Use of a brief assessment exam in a pilot study involving isoprinosine and alpha-interferon treatment of subacute sclerosing panencephalitis (SSPE). *J. Clin. and Experimental Neuropsychology*, 1992, 14(3):389.
10. Nester, M.J. Pediatric neuropsychology in Saudi Arabia: Four year experience. *Clinical Neuropsychologist*, 1992, 6(3):326.

11. Nester, M.J. and Ozand, P.T. Biopterin-dependent PKU (6PTS deficiency) in Saudi Arabia. *J. Clin. and Experimental Neuropsychology*, 1993, 15(3):384.
12. Nester, M.J. Autistic spectrum disorders in Saudi Arabia. *Clinical Neuropsychologist*, 1993, 7(3):328
13. Nester, M.J. Autism as a secondary diagnosis: Autistic children within other syndrome groups. *Journ. International Neuropsychological Society*, 1995, 1(4):332.
14. Nester, M.J. & Watban, J. Frontotemporal hypoplasia: clinical sequellae. *Journ. International Neuropsychological Society*, 1997 3(3):224.
15. Nester, MJ & Ozand, P. Neurometabolic disorders in children: The role of the neuropsychologist in developing countries. *Journ. International Neuropsychological Society*, 1999 5(4):288.
16. Nester, MJ. Children with ADHD and developmental language disorder. *Journ. International Neuropsychological Society*, 2001, 7(4): 429.
17. Nester, MJ. Al-Dosari, M., Muslamani, A., Ghannam, M., Al-Tassan, N., Khalak, H., Meyer, B. Regressive vs Early Onset Autistic Spectrum Disorder in a Saudi Arabian Sample. *Journal of the International Neuropsychological Society*, Volume 16, Supplement S2, November 2010, pp 87 – 94.

### **Chapters:**

1. Nester, M.J. Developmental, Learning and Behavioral Disorders. in Elzouki, A.Y., Harfi, H.A., and Nazer, H. (Eds). *Textbook of Clinical Pediatrics*. 2001, Lippincott, Williams & Wilkins, Phila., Pa.

### **Publications:**

1. Nester, M.J., Sakati, N. & Greer, W. Unknown dysmorphic syndromes in Saudi Arabia and developmental delay. *J. of Child Neurology*, 1992, 7:S64-S68.
2. Gascon, G., Yamani, S., Cafege, A., Flock, L., Al-Sedairy, S., Parhar, R., Crowell, J., Nester, M., Kanaan, I., Jallu, M. Treatment of subacute sclerosing panencephalitis with alpha interferon. *Ann. of Neurology*, 1991,30(2):227-228.
3. Al-Aqeel,A., Ozand,P., Gascon,G., Nester,M.J., Al Nasser,M., Brismar, J., Blau, N., Hughes, H., Subramanyan, S., Reynolds, C. Biopterin-dependent hyperphenylalaninemia due to deficiency of 6-pyruvoyl tetrahydropterin synthase. *Neurology*, 1991,41:730-737.
4. Ozand, P., Gascon, G., Al-Aqeel, A., Nester, M.J., Feryal, R., Gleispach, H., Cook, J., Alodaib, A. Prenatal detection of Canavan disease., *Lancet*, 1991,337:735-736.

5. Al-Aqeel, A., Ozand, P.T., Brismar, J., Gascon, G., Brismar, G., Nester, M., Sakati, N. Saudi variant of multiple sulfatase deficiency. *J. of Child Neurology*, 1992, 7:S12-S21.
6. Gascon, G., Yamani, S., Crowell, J., Stigsby, B., Nester, M., Kanaan, I. and Jallu, A. Combined oral isoprinosine-intraventricular alpha-interferon for subacute sclerosing panencephalitis. *Brain and Dev.*, 1993,15:346-355.
7. Ozand, P.T., Rashed, M., Gascon, G., Al Odaib,A., Shums, A., Nester, M., and Brismar, J. 3-Ketothiolase deficiency: a areview and four new patients with neurologic symptoms. *Brain and Dev.*, 1994,16(suppl):38-45.
8. Rahbeeni, Z., Ozand, P., Rashed, M., Gascon, G., Al-Nasser, M., Al-Odaib, A., Amoudi, M., Nester, M., Al-Garawi, S. and Brismar, J. 4-Hydroxybutyric aciduria. *Brain and Dev.*, 1994, 16(suppl):64-71.
9. Ozand, P., Thompson, J., Gascon, G., Sarvepalli, S., Rahbeeni, Z., Nester, M., Brismar, J. Sanfillipo type D presenting with acquired language disorder but without features of mucopolysaccharidosis. *J. Child Neurology*, 1994, 9(4):408-11.
10. Nester, M.J. Use of a brief assessment exam in a study involving isoprinosine and alpha-interferon treatment of subacute sclerosing panencephalitis. *Journ. of Child Neurology*, 1996, 11(3): 173-180.
11. Nester, M.J., Attention deficit disorders in Saudi Arabia: educational implications. *Proceedings of the First International Conference of the Saudi Association for Handicapped Children. Riyadh, S.A., 1996.*
12. Oktem, F, Nester, MJ, Anlar, B. Mental assessment in subacute sclerosing panencephalitis: Hacettepe Cognitive Short Assessment. *J. Child Neurology*, 1997, 12(6): 398-402.
12. Al-Saleh I, Nester M, De Vol E, Shinwari N, Al-Sharhri S. Determinants of blood lead levels in Saudi Arabian school children. *Int. J. of Occ. & Env. Health*, 1999, 5(2):107-114.
13. Nester, MJ. *Autism In Developing Countries. Proceedings of the conference: Autism:DNA to Day to Day Living, London, UK, 1999.*
14. Iqbal, MA., Sakati, N, Nester, MJ, Ozand, P. Cytogenetic Diagnosis of Fragile X Syndrome: A Study of 305 Suspected Cases in Saudi Arabia. *Annals of Saudi Medicine*, 2000; 20(3-4):214-217.
15. Al-Saleh I, Nester M, De Vol E, Shinwari N, Munchari L, Al-Sharhri S. Relationships among blood lead concentrations, intelligence, and academic achievements by Saudi Arabian school children. *International Journal of Hygiene & Environmental Health* 2001; 204: 165-174.
16. International Consortium on Subacute Sclerosing Panencephalitis, G. Gascon reporting. Randomized Treatment Study of Inosiplex Versus Combined Inosiplex and Intraventricular Interferon- $\alpha$  in Subacute Sclerosing Panencephalitis (SSPE): International Multicenter Study. *J. of Child Neurology*, 2003, 18(12): 819-827.

17. Tischfield M, Bosley T, Salih M, Alorainy I, Sener E, Nester M, Osystreck D, Chan W, Andrews R, Engle E. Homozygous HOXA1 mutations disrupt human brainstem, inner ear, cardiovascular, and cognitive development. *Nature Genetics*, 2005, Oct;37(10):1035-7.
18. Iqbal, M., Sakati, N., Nester, M., Ozand, P. Cytogenetic diagnosis of fragile X Syndrome: study of 305 suspected cases in Saudi Arabia. *Ann Saudi Med.* 2007 ;20(3-4):214-7.
19. Bosley,T., Salih,M., Alorainy,I., Oystreck,D., Nester,M., Abu-Amero, K., Tischfield,M., Engle,E. Clinical Characterization of the HOXA1 Syndrome BSAS Variant. *Neurology*, 2007, Sep;69(12):1245-53.
20. Al-Saleh, I., Shinwari, N., Nester, M., Mashhour, A., Moncari, L., Mohamed, G., Rabah, A. Longitudinal Study of Prenatal and Postnatal Lead Exposure and Early Cognitive Development in Al-Kharj, Saudi Arabia: A Preliminary Results of Cord Blood Lead Levels. *J Trop Pediatr.* 2008 Oct;54(5):300-7.
21. Al-Saleh I, Nester M, Mashhour A, Moncari L, Shinwari N, Mohamed Gel-D, Rabah A. Prenatal and postnatal lead exposure and early cognitive development: longitudinal study in Saudi Arabia. *J Environ Pathol Toxicol Oncol.* 2009; 28(4):283-302. PubMed PMID: 20102326
22. Colak D, Al-Dhalaan H, Nester M, Albakheet A, Al-Younes B, Al-Hassnan Z, Al-Dosari M, Chedrawi A, Al-Owain M, Abudheim N, Al-Alwan L, Al-Odaib A, Ozand P, Inan MS, Kaya N. Genomic and transcriptomic analyses distinguish classic Rett and Rett-like syndrome and reveals shared altered pathways. *97(1): 19-28.* Epub 2010 Oct 8 Pub Med PMID: 20934504
23. Kaya N, Aldhalaan H, Al-Younes B, Colak D, Shuaib T, Al-Mohaileb F, Al-Sugair A, Nester M, Al-Yamani S, Al-Bakheet A, Al-Hashmi N, Al-Sayed M, Meyer B, Jungbluth H, Al-Owain M. 2011. Phenotypical spectrum of cerebellar ataxia associated with a novel mutation in the *C48* gene, encoding carbonic anhydrase (CA) VIII. *Am J Med Genet Part B* 2011; 156:826–834.
24. Kaya, N., Colak, D., Albakheet, A., Al-Owain, M., Abu-Dheim, N., Al-Younes, B., Al-Zahrani, J., Mukaddes, N. M., Dervent, A., Al-Dosari, N., Al-Odaib, A., Kayaalp, I. V., Al-Sayed, M., Al-Hassnan, Z., Nester, M. J., Al-Dosari, M., Al-Dhalaan, H., Chedrawi, A., Gunoz, H., Karakas, B., Sakati, N., Alkuraya, F. S., Gascon, G. G. and Ozand, P. T. (2012), A novel X-linked disorder with developmental delay and autistic features. *Ann Neurol.* 2011; 71: 498–508. doi: 10.1002/ana.22673
25. Khalifa O, Al-Sahlawi Z, Imtiaz F, Ramzan K, Allam R, Al-Mostafa A, Abdel-Fattah M, Abuharb G, Nester M, Verloes A, Al-Zaidan H. Variable expression pattern in Donnai-Barrow syndrome: Report of two novel LRP2 mutations and review of the literature. *Eur J Med Genet.* 2015 May;58(5):293-9. doi: 10.1016/j.ejmg.2014.12.008. Epub 2015 Feb 13. Review PMID:25682901
26. Adi A, Tawil B, Aldosari M, Shinwari J, Nester M, Aldhalaan H, Alshamrani H, Ghannam M, Meyer B, Al Tassan N. Homozygosity analysis in subjects with autistic spectrum disorder. *Mol Med Rep.* 2015 Aug;12(2):2307-12. doi: 10.3892/mmr.2015.3663. Epub 2015 Apr 22. PMID:25901489

27. Al-Saleh I, Abduljabbar M, Al-Rouqi R, Eltabache C, Al-Rajudi T, Elkhatib R, Nester M. The extent of mercury (Hg) exposure among Saudi mothers and their respective infants. *Environ Monit Assess.* 2015 Nov;187(11):678. doi: 10.1007/s10661-015-4858-y. Epub 2015 Oct 8. PMID:26450688

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## **Frank Olivieri**

9 Avon Street  
Wakefield, MA  
781-389-3437  
frankolivieri25@gmail.com

August 19, 2019

Town of Wakefield  
1 Lafayette Street  
Wakefield, MA 01880

Dear Mr. Maio,

I am writing regarding your announcement calling for resident volunteers to serve on the Board of Library Trustees. Please consider this letter and the accompanying resume as my interest in contributing my services. I am excited for this potential opportunity, as my personal and professional background have prepared me to participate in such a position.

As the Melrose Recreation Director for the past 11 years, I work closely with multiple boards and commissions in the City of Melrose and have substantial experience with local government and its processes. Over the years, I have witnessed appointed leaders who solidify boards through collaborative and productive approaches, while other leaders quickly cause division and turmoil. As a trustee, it would be my goal to be a constructive and positive leader that can support the Library Director and accompanying staff in any situations that arise. This includes ensuring that the Beebe Library is maintaining financial stability, offering quality programs and services, providing a clean and safe building, and planning for the future.

On a personal note, my family and I have lived two doors down from the Beebe Library for the past 10 years, and consider it to be an extension of our home. Our family utilizes the library and its services multiple times per week, and we admire and value the staff, services, cleanliness, and year-round programming for both children and adults. For years, my wife and I have recognized that when the right opportunity presented itself to give back to our library, that we would happily offer our services.

I look forward to the opportunity to contribute, and hope that you consider my professional experience in local government and my personal connection to the Beebe Library as indicators towards my interest in joining the Board of Library Trustees.

Please feel free to contact me at any time. Thank you for your time and consideration.

Sincerely,

*Frank Olivieri*

Frank Olivieri

# **Frank C. Olivieri, CPRE**

9 Avon Street, Wakefield, MA 01880

Cell: 781-389-3437

[frankolivieri25@gmail.com](mailto:frankolivieri25@gmail.com)

## **Certifications:**

- Certified Parks and Recreation Executive (CPRE)
  - National Recreation and Parks Association

## **Work Experience:**

- Recreation Director

### **City of Melrose - Recreation Department**

**Melrose, MA** (07/08 – Present)

#### Responsibilities:

- Plan, develop, and implement a comprehensive year-round recreation program plan serving all ages and meeting community needs.
- Offer hundreds of community programs, leagues, and events per year.
- Manage and supervise numerous employees, contracted staff, and volunteers.
- Responsible for a \$500,000+ per year budget.
- Prepare and negotiate contracts, agreements, and bid specifications for contractors, vendors, programs, events, agency partnerships, and guest speakers.
- Develop strategic partnerships with schools, local businesses, non-profit organizations, community groups, contractors, vendors, and governmental agencies to maximize the strength and effectiveness of programming offered to the community.
- Ensure the implementation of effective publicity and marketing efforts to maximize community awareness and participation in department programming through various media and seasonal brochures.
- Fiscally responsible and resourceful through planning and creativity.
- Experience in working with Commissions, Boards, Unions, and Political Offices.
- Experience in handling and resolving internal and external conflict disputes.
- Oversee and manage the training of personnel, administrators, and staff.
- Strong vision, leadership, and decision making skills in directing staff, programs, facilities, financials, groups, and all of the other miscellaneous things that come with working in Parks and Recreation.

#### Accomplishments to Date:

- Raised city-wide participation from 2,000+ residents (2008) to over 12,000+ residents (2019).
- Department now generates \$500,000+ per year from services offered and is 85% self-funded (10% self-funded in 2007)
- Developed and currently implemented a comprehensive afterschool programming plan for the School Department catering to 1,200+ Middle School students per year.
- Designed and implemented a detailed system to manage 400+ volunteers per season.
- Designed and implemented a donation fund program to support families with financial hardship
- Management of the Recreation / High School Fitness Center & Weight Room.
- Management of concession operations at city-wide events.
- Planning of large city-wide events such as 4<sup>th</sup> of July Celebration, Winter Festival, and Rob Gronkowski Football Event. Each event brings in thousands of residents and media coverage.

- Recreation Operations Manager

**Town of Miami Lakes - Parks & Recreation Department**

**Miami Lakes, FL** (08/07 – 07/08)

- Planned, developed, and implemented a comprehensive year-round recreation program plan serving all ages and community needs.
- Managed and supervised 4 full-time employees, 6 part-time employees, 80-100 contracted staff workers, and more than 300 volunteers.
- Managed the operations, maintenance, and permitting of two large multi-use athletic parks.
- Directed and supervised facilities and grounds maintenance personnel at two large multi-use athletic parks.
- Managed two multi-million dollar maintenance contracts.
- Designed and implemented a new Youth Center facility and created new programming.
- Served as the Town liaison for over 35 community based organizations.
- Developed strategic partnerships with local businesses, non-profit organizations, community groups, Town schools, and governmental agencies to maximize the strength and effectiveness of programming.
- Ensured the implementation of effective publicity and marketing efforts to maximize community awareness and participation in department programming.
- Prepared and monitored budgets relating to recreation operations including determining cost-effectiveness and revenue potential of programs.
- Prepared and reviewed contracts and agreements for instructors, programs, agency partnerships, and capital improvement projects.
- Ran community meetings and events.
- Implemented orientations and trainings for staff and volunteers.

- Recreation Leader

**City of Pompano Beach - Parks & Recreation Department**

**Pompano Beach, FL** (07/06 – 08/07)

- Supervised, organized, scheduled, and implemented a wide variety of recreational and community programs for all age groups and interests
- Supervised part-time and voluntary staff
- Performed and assisted with daily administrative operations involving the community center, park, and programs.
- Supervised community center and park.
- Managed and supervised summer camp of 9 counselors and over 160 campers.
- Implemented and ran daily after school programs.
- Created, managed, and supervised the operations of the Highlands Youth Club which consisted of over 80 at risk teens.

- Graduate Assistant

**Florida State University**

**Tallahassee, FL** (08/05 – 08/06)

- Supervised and assisted in recreation undergraduate fieldwork and internship program
- Assisted faculty in collecting data for statewide research studies
- Assisted in teaching Program Evaluation course to undergraduate students



- Interim Program Coordinator  
**Town of Barnstable - Recreation Division**  
**Hyannis, MA** (05/05 – 08/05)
  - Planned, developed, and supervised 16 recreational summer programs
  - Scheduled and supervised over 30 part-time employees and volunteers
  - Supervised community skate park and open gym facilities
  - Maintained financial and activity records

**Extracurricular Activities:**

- Edge Sports Elite, Inc. – (2007 – 2009)
  - Organized and ran free 7 vs. 7 High School Passing Tournament as a fundraiser for the American Red Cross in which we raised over \$10,000 over several events.
- President of the Adventure Recreation Club (ARC)- (2003 – 2005)
  - Planned and carried out over 50 student run trips in the outdoors and other recreational settings (whitewater rafting; rock climbing; mountain camping; cross-country skiing; orienteering; paintball; caving; Spring Break Trips to Baja, Mexico and Everglades, Florida; etc.)

**Education:**

- **Florida State University**, Tallahassee FL  
**M.S. Recreation & Leisure Services Administration**  
 Summer 2010      GPA: 3.925  
Honors:  
 -- Recipient of Outstanding Graduate Student Award
- **Ithaca College**, Ithaca NY  
**B.S. Recreation Management**  
 Spring 2005      Major GPA: 3.75  
Honors:  
 -- Recipient of Leadership Award in Department of Therapeutic Recreation & Leisure Services  
 -- Member of Rho Phi Lambda Honorary Professional Recreation, Park, & Leisure Services Fraternity

**References:** (Please ask permission prior to contacting)

- Mike Lindstrom
  - Deputy Town Manager, Town of Andover MA
  - Office: 978-623-8210
  - [michael.lindstrom@andoverma.us](mailto:michael.lindstrom@andoverma.us)
- Bill Gardiner
  - Chairman of Melrose Park Commission, City of Melrose MA
  - Cell: 617-594-5415
  - [bgardiner@brodiganlaw.com](mailto:bgardiner@brodiganlaw.com)
- Bob Christiansen
  - Member of Melrose Park Commission, City of Melrose MA
  - Cell: 781-910-1776
  - [cbobchris@aol.com](mailto:cbobchris@aol.com)

Gordon, Paul  
6 Pine Street  
Wakefield, MA 01880  
781-884-8374  
[paul.m.gordon8.mil@mail.mil](mailto:paul.m.gordon8.mil@mail.mil)

15AUG2019

Service on the Board of Library Trustees  
Town of Wakefield  
Lucius Beebe Memorial Library, 345 Main St, Wakefield, MA 01880  
ATTN: Sherri Dalton, Executive Assistant

I am writing seeking to be considered to serve on the Board of Library Trustees.

I have been a successful leader in various military and civilian assignments and as a new resident of Wakefield I believe this position would allow me to serve my new community in a unique way.

During my career as a member of the Massachusetts Army National Guard I have had the opportunity to perform routine and irregular tasks and have conducted my assigned obligations in a variety of environments. I also have had the opportunity to serve the citizens of the Commonwealth and the nation during State Active duty missions, overseas deployments and a plethora of assignments during my 11+ year service in the Guard. My experience as a Non-Commissioned Officer has placed me in leadership and subordinate positions where I am required work with a variety of people and organizations to where the ability to work as a member of a team is imperative.

I believe my background and insight gained through traditional and on-the-job education combined with my work related duties as reserve component member of the United States Armed Forces and my civilian education makes me a unique candidate to consider. I believe my will give me a good foundation for a new facet of community service.

I look forward to discussing how my skills can be of value to the Board.

Very Respectfully,

*Paul Gordon*

# Paul Gordon

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• 6 Pine Street Wakefield MA 01880

• Phone: 781 884 8374

• E-Mail: [paul.m.gordon8.mil@mail.mil](mailto:paul.m.gordon8.mil@mail.mil)

## Summary of Skills

- Manager with experience overseeing personnel, facilities, and equipment
- Skilled communicator: with excellent interpersonal, oral, and written presentation skills
- Critical thinker with strong analytical and critical thinking attributes
- Problem-Solver who excels in stressful and stress-free environments
- Ability to learn, implement and teach new tasks, regulations, and skills in ever-changing environments
- Professionally committed and responsible, adapts easily to new situations and tactically and technically competent individual
- Maintains focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.
- Leader experienced in organizing, directing, training and motivating diverse units and personnel

## Professional Experience

### *Staff Sergeant*

United States Army; Massachusetts Army National Guard (MA-ARNG)

2008 - Current

Mid-level manager that has actively participated in state, continental U.S. and outside the continental U.S. combat and non-combat operations in multi-faceted levels. Successfully maintained all personnel and equipment during CONUS/OCONUS operations. Continuously performs administrative duties, planning, training, and assessing units and individual soldiers to effectively prepare them for operating in various environments or deployments. Operation Iraqi Freedom 2009-2010 and Operation Enduring Freedom 2011-2012 combat veteran that adapts to ever-changing environments and operational tempos.

- **Leadership:** Promoted to Non-Commissioned Officer, August of 2010. Promoted to Staff Sergeant in April of 2013. Served successfully as a private, specialist, sergeant, team leader, squad leader, company senior medic, staff medical NCO and advisor to unit command personnel in regards to training plans specific to their unit's mission essential task list. Effectively maintained all personnel and equipment in all duty positions.
- **Planning and Operations:** Theater and Stateside experience in planning for current and future operations directed by chain of command. Planning, preparation and execution of missions directed by superiors that led directly to the successful mobilization of over 1000 trained MAARNG Soldiers from over 18 different MAARNG units. SARTS (Small Arms Readiness Training Section) Administrative NCO engaged in planning, organizing, supporting and training units which collectively involved the planning and execution of over 15 different marksmanship training and competitive events that involved over 1200 MANG Soldiers and Airmen. Involved in State Active Duty operations when called upon for support of emergency, routine, or special mission activities.
- **Security:** Ensured operational objectives were met consistently, proper dissemination of classified and sensitive material while maintain Operational Security for missions and mobilizations. Upheld Army, MAARNG and DoD physical and operational security regulations, policies and procedures. Coordinated security training, travel briefings, and organized issue of official travel identification documents based on mission requirements.
- **Medical:** Training and real-world experience working in and caring for patients physically and administratively in Combat Support Hospitals, Troop Medical Clinics, Battalion Aid Stations, Detainee Healthcare Facilities, and Company/Platoon Senior Medical NCO supporting full-spectrum operations in assigned Areas of Responsibility. Verifiable record for performing tactical and trauma medicine in combat and non-combat situations. Responsible for the planning and execution of medical support for over 45 training events which ensured combat life-saver (CLS) pre-mob training was conducted to the highest standard.

# Paul Gordon

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## Civilian Education

Salem State University, Salem, MA - Bachelor of Science Business Administration	-December	2013
MLETA Reserve Police Officer Academy, Middleton, MA - MPTC	-May	2015
HAZMAT Operations; Rutland, VT	-December	2015

## Significant Accomplishments *(Complete list available on request)*

*“Commandants List”* Warrior Leader Course graduate excelling among peers of similar grades

*“Army Commendation Medal”* (Third Award)

*“Army Achievement Medal”*

*“Army Good Conduct Award”* (Awarded Twice)

## Certifications and Licenses

- Qualified for and currently holds a **TS- SCI** security clearance with active SIPR Account
- National Registry of Emergency Medical Technicians-Basic (NREMT-B) Certification held since 2008 including Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR), and Automated Emergency Defibrillator (AED) instructor certifications, MA EMT-Basic
- Incident Command System training certificates

## Military Education and Training

Ammunition Specialist Qualification Course, Fort McCoy, WI – 2019: Ammunition Identification, Storage, Issue, Receipt, and Safety

Anti-Terrorism Officer (Basic), JBCC, MA – 2018: AT Risk Assessments, Analyzing Threats, Conducting Criticality Assessments, and Conducting TVAs

Small UAS (Raven) Operator, JBCC, MA – 2016: Small Unmanned Aircraft System (SUAS) Operator

Rappel Master, JBCC, MA – 2014: Personnel and Equipment Inspections, Tower and Rotary-Wing Rappelling Operations, Advanced Rappelling

Air Assault School, Camp Edwards, MA – 2012: Rotary Wing Aircraft advanced education, Sling-load operations, and Static and Rotary-Wing Insertion/Rappelling operations

First Army Training Academy, Camp Shelby, MS – 2012: Training and Validation Tactics, Techniques, Procedures and best practices used in preparation, training and validation for deploying soldiers

Warrior Leaders Course, Fort Jackson, SC – 2010: Primary Leadership Skills and Techniques

Healthcare Specialist MOS Qualification Course, Sam Houston, TX – 2008: Clinical Medical Skills, Combat Trauma Training, Medical Documentation

Defense Travel System- Planning, scheduling, reserving and reconciling travel arrangements for individuals and groups of soldiers due to mission requirements

S4 Duties (Supply) OJT, Hanscom Air Force Base, MA – 2012: Maintaining/tracking equipment, purchase orders, requisitions, and invoices. Accountable for issued items, equipment, vehicles, and sensitive items. Organizes and handles meeting, training and event logistics including securing meeting/training sites, Class 1, 2, 5, and 8 materials (Rations, Expendables, Ammunition, Medical)

*Additional Documentation Available Upon Request*

August 26, 2019

Ms. Dalton  
Executive Assistant  
Wakefield, MA 01880

Dear Ms. Dalton,

I would like to express my interest in becoming a member of the Board of Trustees for the Lucius Beebe Memorial Library (Beebe Library). I am an active member of the Beebe Library community and would be able to bring professionalism, commitment, and extensive personal library experience, along with a passion for libraries to the board. I am an advocate for local community engagement and regularly attend local town council meetings.

I moved to Massachusetts from New Jersey in the fall of 2015 to pursue a career. Once I relocated to Wakefield, not knowing anyone, I immediately looked to get involved with my new community. My grandmother, who is an avid reader, recommended that I look into the local library to see what events they had. I had such a good time at my first event, meeting new people and being a part of the library community, I decided I would like to invest much of my personal time at the library. I soon enrolled in almost every club that was offered.

I am now at the library on an almost daily basis, still involved in nearly every club that is offered. I was nominated a Director of the Friends of the Library and volunteer with them regularly. I participated in the 2019 focus group that the Beebe Library held. Being an active member of the Beebe Library has actually changed my life course. I fell in love with the atmosphere around the library and decided to make a career change. I was recently accepted into the Masters of Library and Information Science program at Simmons University in Boston.

To me, libraries are a safe haven. They are peaceful, relaxing, and full of knowledge. I enjoy learning about anything and everything the library has to offer and the ins-and-outs of how the library itself works. These experiences, and my passion for libraries, are what motivates me to, not only pursue a degree in library science, but to be as active as I possibly can in order to learn as much as possible about libraries.

I currently work in customer service for a German manufacturing company. I enjoy working with customers and using my German language skills. However, recently I have come to realize that my passion is libraries. I feel at home when I am in a library, want to learn more about libraries, and share my love of libraries with others. I believe that the library brings people together from all walks of life and my personal experience can provide a diverse background to the Board of Trustee. My diverse background and passion for libraries is a testament to how the library is truly where Wakefield connects.

Thank you very much for taking the time to review my application and I look forward to hearing from you.

Ashley Gianni-Bradford

# ASHLEY A. GIANNI-BRADFORD

Wakefield, MA 01880 | 862-266-2858 | DOLPHN92@PTD.NET

## EMPLOYMENT

**NANOTEC ELECTRONIC U.S. INC., STONEHAM, MA**

**AUGUST 2015-PRESENT**

Position: North American Customer Service Representative

## DUTIES

Customer Service, Quotes, Purchase Order Processing, Invoices, Order Status, Lead Time, Delivery Information, Credits, RMAs, Accounts Receivable/Payable, Collections, Shipping/Receiving, Mail Processing, Expense Reports, Quarterly Reports, Trade Show Planning and Miscellaneous Tasks.

## SKILLS

Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Navision, Google Word, Google Excel and experience using NOBLE as a patron (North of Boston Library Exchange). Extremely organized and hardworking, able to work with confidential information, customer focused, able to work individually and in a group, multi-lingual, as well as able to multitask and prioritize.

## EDUCATION

**Simmons University, Boston, MA**

**2019-**

**Present**

Masters of Science in Library and Information Science

**Bloomsburg University of Pennsylvania, Bloomsburg, PA**  
**2015**

**2011-**

Graduation Date: May 2015

Major: B.L.A. German Studies

Major: B.L.A. Anthropology

Minor: Ethnic Studies

## CERTIFICATIONS / CLASSES

**Fundamentals of Accounting & Bookkeeping I**

**2019**

Completed 5 classes (2 ½ hours each)

**Customer Service Fundamentals Certificate**

**2015**

Completed 6 classes (3 hours each)

## VOLUNTEER WORK

**Lucius Beebe Memorial Library Focus Group**

**2019**

Participated in a focus group regarding what visions I see for the library

**The Friends of Beebe Library**

**2019-Present**

I am a Director and volunteer at events sponsored by Friends of the Library

**Tutor at Beebe Library**

**2019-Present**

I work with two young girls to develop a love of reading and inform them of what libraries offer

**Northeast Animal Shelter**

**2017- Present**

## INTERNSHIP

**GAPP (German American Partnership Program), Goethe Institut, New York, NY**

**Summer 2013**

Interned for Dr. Sabina Margalit, GAPP Executive Director

PERSONAL EXPERIENCE

**I am at my local library several times a week. I am very active in the events and clubs that they offer.**

TRAVEL ABROAD

**Jena, Germany**

**2013-2014**

Completed a 10 month study abroad at Friedrich-Schiller-Universität for my Junior year. My GPA from my classes in Germany was a 2.08 (on a scale from 1-6; 1 being the best and 6 being the worst).

**Germany, France, & Austria with GAPP (German American Partnership Program) 2008, 2010, 2012**

**Germany, Switzerland, France, Netherlands, England, & Belgium through People to People 2009**  
**Student Ambassador Programs**

**Other countries visited include; Iceland, Italy, the Czech Republic, Ireland, Poland, Canada and Wales.**

LANGUAGES

**English (Native Language)**

**German (Proficient)**

**Italian (Beginner)**



Laura Cutone Godwin  
298 Main Street #21  
Wakefield, MA 01880

August 28, 2019

Dear Ms. Dalton,

I am writing to express my interest in serving on the Board of Library Trustees for the Town of Wakefield. I believe my professional skills, educational experience, and personal interest would make me a good candidate for this role.

I have a passion for books and learning. I worked at the Stoneham Public Library during my high school and college years, and have spent the past twenty-plus year in textbook and academic publishing. Yet, I recognize that today's libraries are about much more than books. The Lucius Beebe Memorial Library serves as a hub for the community by providing a range of resources (print, digital, video, and audio) and experiences (book talks, musical events, trivia, and more) for residents of all ages. I had the pleasure to participate in one of the library's strategic planning discussion group's this past spring, and I am excited to see how the Beebe continues to adapt and transform in these changing times.

In my publishing career, I have developed and executed integrated communications campaigns, successfully managed marketing budgets, and streamlined processes for efficiency. I understand the importance of building trust and relationships with key stakeholders, developing strategic campaign plans, and analyzing data to measure impact and return-on-investment. In addition, I have been an active leader of my alumni association dedicated to fulfilling our organization's mission. My contributions include coordinating professional networking events, gathering testimonials, and leading fundraising opportunities. I have strong interpersonal, organizational, and communication skills, and am capable of successfully managing a number of tasks simultaneously.

I have been a resident of Wakefield since 2002 and I recently completed a masters of liberal arts in management with a certificate in nonprofit management. I believe that serving as a trustee would be an excellent opportunity for me to apply my educational experience and professional skills to give back to my community.

Following you will find my resume for your review. If you need any additional information, please contact me at [lauracgodwin@gmail.com](mailto:lauracgodwin@gmail.com) or 781-835-7132. Thank you for your consideration.

Sincerely,



# Laura Cutone Godwin

[lauracgodwin@gmail.com](mailto:lauracgodwin@gmail.com) • 781-835-7132

<https://www.linkedin.com/in/laura-cutone-godwin-255a741/>

## Professional Profile

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Communications professional with extensive experience in developing and executing results-oriented strategic plans. Excellent interpersonal, supervisory, writing, and project management skills.

Trustworthy, collaborative, and detail-oriented leader of national and regional alumni associations.

## Experience

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### **HARVARD GRADUATE SCHOOL OF EDUCATION** (Cambridge, MA)

Marketing Manager, Harvard Education Publishing Group 2014 - present

- Direct integrated marketing campaigns resulting in a 39% increase in sales from FY14 to FY18
- Oversee a \$150K annual marketing budget including advertising, digital marketing, and conferences
- Manage website content and maintenance, track web analytics, and supervise social media efforts
- Write print and digital copy for wide audience including academics, practitioners, and policy makers
- Create streamlined processes to improve efficiency, project management, and transparency
- Build successful relationships with key stakeholders including authors, faculty, and vendors
- Manage Senior Digital Marketing Coordinator, and supervise marketing and design interns

### **PEARSON EDUCATION** (Boston, MA)

Marketing Manager, Career and Technical Education 2007 - 2014

- Directed marketing efforts for a \$15M textbook line and increased sales by \$5M in four years
- Executed direct-to-consumer lead generation strategy that increased customer sampling by 200%
- Partnered with industry organizations to increase brand awareness and textbook sales

### **GREAT SOURCE EDUCATION GROUP/HOUGHTON MIFFLIN** (Wilmington, MA)

Product Marketing Manager: Math/Science/Professional Development 2003 - 2005

- Managed logistics and promotion for 25+ professional development workshops each year
- Supervised two coordinators, prioritized projects, and improved processes

Marketing Supervisor 1999 - 2003

- Executed all facets of two annual sales meetings including contract negotiations, budget management, communications, participant materials, and logistics

## Volunteer

---

### **HOLY CROSS ALUMNI ASSOCIATION**

Vice President, Board of Directors 2015 - present

- Serve as a leader on Executive Committee representing 36,000+ alumni
- Currently leading initiatives to celebrate the association's 150<sup>th</sup> anniversary
- Executed a revenue-generating event for 300+ alumni as Chair of Homecoming Dinner committee
- Initiated and managed an alumni magazine travel series as Chair of Communications committee

Member, Board of Directors 2011 - present

- Apply marketing experience to engage alumni by gathering testimonials and promoting events
- Serve on Career Advisory, Summer Internships, and Continuing Education committees

### **HOLY CROSS CLUB OF GREATER BOSTON**

President 2010 - 2011

- Managed fundraising and networking events for 8,000+ local alumni
- Led volunteer board members and served as liaison between Alumni Relations and regional club

Board Member 2007 - 2014

- Spearheaded a \$5,000 fundraising campaign as Vice President
- Collaborated with Holy Cross faculty to coordinate lectures for alumni in Boston area

### **CRYSTAL CONDOMINIUM TRUST (Wakefield, MA)**

Trustee 2013 - present

- Collaborate with trustees and building manager to resolve maintenance and security issues

## Education

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### **HARVARD UNIVERSITY EXTENSION SCHOOL (Cambridge, MA)**

Master of Liberal Arts, Management; Certificate, Nonprofit Management 2019

Relevant coursework: Strategic Management; Leading and Managing Nonprofit Organizations

### **EMERSON COLLEGE (Boston, MA)**

Professional Studies Certificate, Marketing and Branding 2012

### **COLLEGE OF THE HOLY CROSS (Worcester, MA)**

Bachelor of Arts, Major: Political Science, Concentration: Women's Studies 1996

### **TECHNOLOGY SKILLS**

Microsoft Office (Word, Excel, Outlook); Google Drive and Analytics; Constant Contact; SurveyMonkey; Formsite; Social Media (Twitter, Pinterest, Hootsuite); Eloquence on Demand (metadata distribution)

Adam Rodgers  
22 Cedar St  
Wakefield, MA

Dear Council,

I am writing to express my interest in serving on the Board of Library Trustees for the Town of Wakefield.

I am an enthusiastic supporter of our public library and I believe I would bring a valuable perspective to the committee. Through my professional life, I understand the value of public libraries as community resources that promote literacy, communication, and provide valuable services to residents in need. Through my personal life, as a father of two young children, we have enjoyed using the library's many services and programs.

This year I participated in the library's strategic planning process, the process left me excited about the future of our library and I am very interested in helping the staff and volunteers meet the goals laid out in that plan.

Thank you for your consideration.

Sincerely,

Adam Rodgers

# Adam Rodgers

22 Cedar St., Wakefield MA  
781-879-4315, AdamWRodgers1@gmail.com

## SUMMARY

Executive Director of community-based youth services organization, with 15+ years' experience in youth and family programming, management roles in both non-profit and private sector enterprises, and a proven track record of turnarounds, start-ups, and the implementation of major strategic initiatives.

## WORK EXPERIENCE

### **Boys & Girls Club of Stoneham & Wakefield, MA (2015 to present)**

**Executive Director**, leading all aspects of a \$2M non-profit organization serving two communities with a broad range of youth and family programming: strategy, fundraising, membership development, marketing, community relations, programming, operations oversight, financial planning and administration, staffing, and facilities management.

### **Mahi Mahi Cruises and Charters, Salem, MA (2014-2015)**

**Director of Operations**, overseeing all strategic planning, marketing, financial management, staffing and operations for public cruise and charter boat operator with \$520k annual turnover, two passenger vessels, 30 full-time and seasonal employees, and over 50,000 passengers carried annually.

### **Lynch/van Otterloo YMCA (North Shore YMCA), Marblehead, MA (2011-2014)**

**Camp and Teen Director** for 15,000-member YMCA branch with camp facility situated on Atlantic coast island.

### **Guard Up Inc., Burlington, MA (2009-2011)**

**Executive Director of Camps and Afterschool Programs** for specialist provider of adventure-based programming for all ages serving 2,000+ clients annually, administering all client management systems and facilities, and managing one overnight and three summer day camp programs serving 400+ campers aged 6 through 17.

### **YMCA of Greater Boston, Burbank Branch, Reading, MA (2002-2009)**

**Child Care/Teen Program Director (2006-2009); Misc. Youth Programming Roles (2002-2006)**

## COMMUNITY AFFILIATIONS

- Rotary Club of Stoneham, MA – President 2019
- Winchester Hospital Community Relations Board Member
- Middlesex District Attorney's Safe Babies Safe Kids Task Force
- Stoneham Coalition for a Safe and Healthy Community
- Stoneham Chamber of Commerce – Business of the Year, 2018.

## OTHER EXPERIENCE

- Higgins Armory, Worcester, MA: Overnight program manager
- Historical Tour Guide: Boston, Cambridge, Salem, Lexington and Concord
- Sanisera Archaeology Institute, Menorca, Spain: Archeological/Underwater Archeological Field Schools
- Habitat for Humanity Botswana
- Independent travel across five continents

## CERTIFICATIONS AND SKILLS

- SAMSA National Coalition Academy Graduate
- Boys & Girls Clubs of America: Advanced Leadership Program Graduate
- Spanish language

# Wakefield Board of Appeals

Updates to Town Council  
September 23, 2019



# Board of Appeals

- ▶ Zoning: [Massachusetts Chapter 40A](#), [Wakefield Chapter 190](#)
  - ▶ Adopted by the Annual Town Meeting of the Town of Wakefield 6-2-1988 by Art. 33.
  - ▶ Codification of the Zoning Bylaw as Ch. 190 was accepted by the Special Town Meeting 12-15-1997 by Art. 6. See Ch. 1, General Provisions, Art. II.
- ▶ Board of Appeals hears & decides:
  - ▶ Appeals
  - ▶ Applications Special Permits
  - ▶ Petitions for Variances
  - ▶ Findings allowing the extension, reconstruction or alteration of preexisting nonconforming uses or structures
- ▶ Zoning By-law Amendments
  - ▶ Reviewed in public hearings by the Planning Board
  - ▶ Approved by 2/3 vote at Town Meeting

# Board of Appeals Activity

## October 2018 - September 2019

- ▶ The Board has deliberated or is currently deliberating on **77** Petitions from October 2018 to September 2019.
- ▶ The Petitions include Variances, Special Permits, Findings and/or Determinations.
- ▶ Major Petitions before the Board during the above period are listed on the following slides.



# Approved BOA Petitions from October 2018 - September 2019

- ▶ 178 Albion St, Harvard Mills - Conversion of office space into 183 residential units
- ▶ 404 Lowell St - 8 units; updated plans from previous Site Plan approval
- ▶ 37 Water St - Tall Spire Pre-School
- ▶ 27-37 Water St - Conversion of office space into mixed-use development, 46 residential units
- ▶ Wireless Communication Facility upgrades
- ▶ Residential Findings, Special Permits, Variances
  - ▶ Accessory Apartments, Pools, Renovations/Additions
  - ▶ Conversions/Legality - from 2 to 3 family dwelling units and 3 to 4 family dwelling units
- ▶ Signage (existing Special Permits)
  - ▶ Pride Self Storage (2 Centre St)
  - ▶ Liberty Mazda (Bay State Road)
  - ▶ Extra Space Storage (205-209 Water St)
  - ▶ Best Friends Pet Care (13 Main St)
  - ▶ Ironside Financial Group (372-374 Main St)

# Ongoing BOA Petitions

- ▶ 0 Tarrant Ln - Chapter 40B, Proposed 173 units
- ▶ 998-1000 Main St, Greenwood Station - Chapter 40B, Proposed 24 units
- ▶ 119, 127, 135 Nahant St - Proposed 26 units
- ▶ 259, 267 Water St - Proposed 16 units
- ▶ 200-400 Quannapowitt Pkwy - Proposed Research/Testing Lab, Offices, site improvements
- ▶ 301 North Av - Proposed conversion of office use to 12 units
- ▶ 343 Albion St - Proposed change of use - gas station / auto repair facility
- ▶ 590 Main St - Proposed improvements to car wash and to gas station
- ▶ 950 Main St - Proposed improvements to gas station
- ▶ Residential Variances
  - ▶ 7 Glendale Av / Wildwood St
  - ▶ 0 Ossipee Ln
  - ▶ Cherry Ln / 0 Greenwood St

# Multi-family / Mixed-use Projects

- ▶ Town Meeting approved Zoning Changes in November 2015 encouraging multi-family / mixed-use developments in certain areas of town.
- ▶ Most projects are revitalizing abandoned or underutilized properties
  - ▶ new tenants, new customers, & new tax base, but also more traffic.
- ▶ Most (if not all) projects are consistent with the vision of Wakefield's 2015-2020 Housing Plan.
  - ▶ defines and promotes Smart Growth Development in different areas of town
- ▶ BOA shares concerns about the collective traffic impact of the West Side Projects
  - ▶ BOA issued a letter to town officials in September 2018 outlining our concerns and recommendations

# Multi-family / Mixed-use Projects

- ▶ Require multiple meetings to cover all aspects of the project - architecture/massing/design, site/civil, traffic/parking (**with peer-review from the town's Traffic Advisory Committee**), landscaping, lighting, signage, Operation & Maintenance Plan, construction schedule.
- ▶ Petitions are sent to Town municipal departments, requesting comments be provided to BOA
- ▶ Public testimony is heard at every meeting for every project.
- ▶ Subcommittee often works with Applicant team off-line on detailed designs/architecture.
  - ▶ Applicant brings updated plans back to full ZBA in a public hearing.
  - ▶ End result: projects/buildings that are a better fit for the neighborhoods (scale, design, style) than those originally proposed by the Applicants.
- ▶ After BOA approval, a Board member reviews "Building Set" of approved Plans - very time-consuming, especially for large projects
  - ▶ Often find discrepancies that get corrected prior to BP being issued & construction starting.
- ▶ Board members perform on-site inspections
  - ▶ Preview a "mock-up panel" using approved materials prior to exterior construction
  - ▶ Perform final site walk-through when project is nearing completion
  - ▶ Sometimes find deficiencies, may require coming back to ZBA to request minor modifications



# Town of Wakefield APPLICATION FOR LICENSE

Return Form To:  
Town Administrator's Office  
Attn: Sherri Dalton  
One Lafayette Street  
Wakefield, MA 01880

Wakefield Masonic Building  
Order of the Eastern Star, Tentagon No 1003, 370 Salem St, Wakefield  
**(name and street address of Business or applicant)**

Event Manager:  
Business Owner Lisa Flashenberg; 25 Brewster Rd, Stoughton, MA 02072  
**(name and mailing address)**

781-975-0803  
**(phone number)**

Lisaf@LegalEdgeRE.com  
**(email address)**

### Date, Time (starting and ending) and Place of Event:

10/26/19 1:00 - 4:00 pm Wakefield Masonic Lodge, 370 Salem St., Wakefield

Purpose of Event: October Fest Fundraiser to benefit The American Cancer Society +

Hope Lodge in Boston. Serving bratwurst, sides, dessert + beer/sodas

100 guests estimated. Beers are being donated. open to friends + families of Eastern Star members

### License Requested

### Fee:

### Total

One Day Liquor License

\$50.00

\$50.00

**Total**

\$ 50.00

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

X Lisa Flashenberg  
**Signature of Applicant**

9/18/19  
**Date**

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

X Lisa Flashenberg  
**Signature of individual**

OR

X \_\_\_\_\_  
**Signature of Corporate Officer**

XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

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

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



TONTOQUON CHAPTER NO. 100  
ORDER OF THE EASTERN STAR  
370 SALEM STREET  
WAKEFIELD, MA 01880

*Sample donation  
request*

Samuel Adams Brewing Co.

June 7, 2019

Dear Staff:

My name is Lisa Flashenburg, of Tontoquon Chapter No. 100, Order of the Eastern Star and I am soliciting an in kind donation for our Oktoberfest Event to be held on Saturday October 26, 2019 from 1-4 PM at the Masonic Building, 370 Salem Street, Wakefield, MA. We are anticipating approximately 150 attendees for a beer tasting and Oktoberfest style menu. All proceeds from this event are for donation to the American Cancer Society's Hope Lodge, located in Boston. This is a program that provides a free home away from home for cancer patients and their care givers who live more than 40 miles away from their treatment centers in Boston.

The Order of the Eastern Star is the largest fraternal organization in the world to which both men and women may belong. Our purposes are charitable, educational, fraternal and scientific, in particular promoting the welfare of our local communities and members. We donate funds to a variety of charities including Cancer Research Projects, The Arthritis Fund, The Heart Fund and the Shriners Hospitals among others. We are a 501(c)(8) organization #~~XXXXXXXX~~. Our organization website can be found at <https://www.massoesnews.com/>.

All sponsors will be recognized on our sponsorship materials in advance and handed out during the event. We would love if a representative from your company could participate in the afternoon as well.

Thank you in advance for your consideration.

---

Lisa Flashenburg,  
Past Matron & Event Chairperson  
25 Brewster Rd., Stoughton, MA 02072  
[lflashenburg@LegalEdgeRE.com](mailto:lflashenburg@LegalEdgeRE.com); 781-975-0803

The American Cancer Society Hope Lodge program provides a free home away from home for cancer patients and their caregivers. More than just a roof over their heads, it's a nurturing community that helps patients access the care they need. Each Hope Lodge community offers a supportive, homelike environment where guests can share a meal, join in the evening's activities, or unwind in their own private room. Patients staying at a Hope Lodge must be in active cancer treatment, and permanently reside more than 40 miles or one hour away from their cancer treatment center. Each patient must be accompanied by a caregiver.

Established in 1970, the Charleston, SC Hope Lodge was the first facility of its kind in the country for cancer patients and caregivers. The concept came from Margot Freudenberg, a leader in the Charleston medical and business communities, who saw a similar facility while traveling through Australia and New Zealand with President Eisenhower's People to People Ambassador Program. After her own family was touched by cancer, Margot was determined to establish the very first Hope Lodge community in Charleston. Now a nationwide program of the American Cancer Society, over 30 Hope Lodge facilities in the United States and Puerto Rico serve patients and caregivers from all over the world.

Actively involved in the Hope Lodge program until she was 105, Margot was the longest-serving American Cancer Society volunteer to date. Her attitude of gratitude, despite being forced from her home during the Nazi occupation of Germany, still inspires us today. Her legacy of grace, giving, and service live on through our wonderful Hope Lodge volunteers.

## About This Hope Lodge

The American Cancer Society Hope Lodge in Boston, which opened in 2008, offers 40 guest rooms located near treatment centers in the area.

### Each Hope Lodge community offers:

- A supportive environment for patients in cancer treatment and their caregivers
- Close proximity to local cancer treatment centers
- Private guest rooms and bathrooms
- Fully equipped community kitchens for food storage and preparation
- Gathering areas/great rooms and community dining rooms
- Free laundry rooms stocked with supplies



# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 3.0**  
For coursework completed on September 8, 2019  
provided by Health Communications, Inc.  
is hereby granted to:

**Lisa Flashenburg**

Certification to be sent to:

**25 Brewster Rd  
Stoughton MA, 02072-3748 USA**



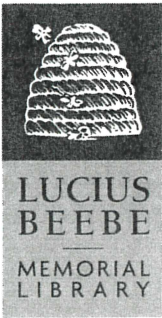
HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



*TIPS certified Genus*





345 Main Street  
Wakefield, MA 01880-5093  
www.wakefieldlibrary.org

VOICE 781-246-6335  
FAX 781-246-6385  
EMAIL email@wakefieldlibrary.org

Date: 9/16/19

Town Council  
William J. Lee Memorial Town Hall  
1 Lafayette Street  
Wakefield, MA 01880

Dear Councilors:

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

Thank you for your consideration.

Very truly yours,

Catherine McDonald  
Library Director

cc: Accounting



@wakefield.library



@Beebe\_Library



@beebeLibrary

LUCIUS BEEBE MEMORIAL LIBRARY  
LIBRARY GIFTS RECEIVED FOR DEPOSIT  
ACCOUNTING DEPARTMENT USE

9/16/2019				
SOURCE	DONOR INTENT	DETAIL	AMOUNT	ACCOUNT TOTAL
<b>VARIOUS GIFTS - ORG 20610290, OBJECT 483000</b>				<b>799.50</b>
Various Patrons	Public Printer Donations	Public printer supplies, paper, toner	424.50	
Jean Joyce & Friends	In Memory of Dorothy Bachelder	From Carol, Pinky, Gail, Ruthie, Madeline, Jessie, Merry, Gerry, Patty, Arlene, Esther, Jean & Marty	325.00	
Press & Public Diplomacy, Near Eastern	In Memory of Dorothy Bachelder	Press & Public Diplomacy, c/o Lynn Roche	50.00	
<b>MAGAZINE GIFTS - ORG 20610295, OBJECT 483000</b>				<b>100.00</b>
Sara & James Murphy	Magazines	Donation for magazines	50.00	
Patricia & Gerald Zingariello	Magazines	Donation for magazines	50.00	
<b>FRIENDS OF BEEBE LIBRARY GIFTS - ORG 20610291, OBJECT 483000</b>				<b>1,949.00</b>
Friends of the Beebe Library	Program & Warranty Scanner	Program & Warranty Scanner	1949.00	
<b>GIFT BOOKS - ORG 20610296, OBJECT 483000</b>				<b>25.00</b>
Elizabeth Freeman & Joseph Spear	To purchase a gardening book in Memory of Dot Bachelder		25.00	
<b>AMERICAN CREED GRANT - ORG 20610902, OBJECT 483000</b>				<b>0.00</b>
<b>TOTAL DONATIONS</b>			<b>2,873.50</b>	<b>2,873.50</b>

Town of Wakefield						
Dept #	Department	Warrant#	30-Jul-19 5	06-Aug-19 6	13-Aug-19 7	20-Aug-19 8
	Payroll W/H		23,579.53		4,662.40	3,362.83
122	Town Council		19.99		2,954.17	2,866.71
129	Town Council - Misc		3,057.00			35.00
131	Finance		3,120.00			
135	Accounting			13,500.00	6,707.66	
141	Assessors					
145	Treasurer		429,392.80	51.49	726,296.49	456,393.75
146	Tax Collector			475.92	12,327.02	
151	Legal					5,001.21
155	Data Processing		5,257.38	40,266.00		
161	Town Clerk		916.06			
164	Election/Polls					
171	Conservation		682.00			
175	Planing Board		396.00			
176	Board of Appeals				1,342.00	
193	General Insurance				505.00	
198	Professional Medical		239.00			
199	Charter Commission					
210	Police		4,539.10	13,236.71	18,942.79	13,207.75
	Police - DARE Program					
220	Fire		1,675.15	3,308.86	3,954.66	1,354.35
240	Building Insp				301.00	
244	Sealer of Weights Taillings					
291	Emergency Mgmt		91.63			
292	Animal Inspector			611.13		91.48
293	Fire Alarm					
297	Parking Clerk					
298	Traffic Supervisors					
300	School		36,654.83	95,429.22	119,306.07	162,766.10
	School - Building Comm					
422	Public Works		19,148.72	171,060.80		378,709.88
460	Light Dept		49,724.98	91,275.02	1,236,867.85	303,853.18
510	Board of Health		7,086.00	15,198.76	260.19	130.96
541	Council on Aging		4,536.27	225.00	169.91	
543	Veterans				11,003.00	
610	Library		5,448.65	10,624.55	8,697.27	58,753.34
	Library - Building					
630	Recreation		154.42	4,309.00	3,434.49	2,997.00
XXX	Misc Depts			285,166.62	524.00	
911	Retirement			6,204,191.00		
912	Workers Comp					
913	Unemployment		8,838.00			
914	Group Insurance		19,755.36		18,017.77	1,176,179.06
	Adjustments					
	<b>Total</b>		<b>624,312.87</b>	<b>6,948,930.08</b>	<b>2,176,273.74</b>	<b>2,565,702.60</b>
1			540,885.77	6,712,836.11	883,725.17	1,652,502.04
12			780.00		57.35	1,000.00
13						
20			6,624.24	8,900.35	27,218.81	17,040.70
21			24,147.63	23,739.56	24,276.44	18,293.01
30						3,218.70
35						456,393.75
50						
60				549.58	50.60	98,417.14
61			2,150.25	106,204.46	201.90	9,162.28
62			49,724.98	91,275.02	1,237,041.85	303,853.18
82						
84						
85					3,701.62	2,060.90
89				5,425.00		3,760.90
			<b>624,312.87</b>	<b>6,948,930.08</b>	<b>2,176,273.74</b>	<b>2,565,702.60</b>