

# TOWN COUNCIL AGENDA

NOTICE OF MEETING

May 11, 2020 | 7:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/83259684724>

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://us02web.zoom.us/j/83259684724>. The meeting ID is 832 5968 4724. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-646-558-8656 Meeting ID 832 5968 4724. Please only use dial in or computer and not both, as audio feedback will distort the meeting.

## ITEM 1 | Call to Order

## ITEM 2 | Pledge of Allegiance

## ITEM 3 | Attendance

## ITEM 4 | Public Engagement

Any member of the public who wishes to address the Town Council is asked to submit any comments or concerns to <https://www.wakefield.ma.us/public-participation> (preferred) or in writing at the secure drop off boxes at Town Hall, 1 Lafayette Street, at least two hours prior to the start of the meeting. Alternatively, members of the public are invited to participate via the Zoom virtual meeting, using the instructions listed above.

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

## ITEM 5 | Approval of Minutes

Approval of April 27, 2020 Regular Town Council Meeting Minutes. Vote anticipated.

## ITEM 6 | COVID-19 Updates

Updates to be provided by: John Smolinsky, Executive Director of Wakefield-Lynnfield Chamber of Commerce; Town Administrator Maio; and Chairman Dombroski.

## ITEM 7 | Fiscal Year 2021 Budget

Town Administrator Maio to provide Fiscal Year 2021 Budget Re-evaluation. Vote anticipated.

## ITEM 8 | Economic Development Council

Town Councilors to discuss the possible formation of an Economic Development Council to address immediate and long-term local economic development/business supports. Vote anticipated.

Edward F. Dombroski, Jr., Chairman  
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



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# TOWN COUNCIL AGENDA

## ITEM 9 | Committee Appointments

### A. Youth Council

1. Councilors to review applicants for appointment to the Youth Council for one-year terms. Vote anticipated.

2. Councilors to nominate an appointment for an Adult Advisor to the Youth Council. Vote anticipated.

### B. Veteran's Advisory Board

Councilors to review application/recommendation letter for appointment to the Veteran's Advisory Board for a three-year term ending April. 30, 2023. Vote anticipated.

### C. Conservation Commission

Councilors to review applications for one appointment to the Conservation Commission for a three-year term ending April 30, 2023 due to a resignation. Vote anticipated.

### D. MSBA High School Building Committee

Councilors to discuss formation and advertisement for appointments at the May 28, 2020 Town Council meeting. Vote anticipated.

## ITEM 10 | Union Contracts

Town Administrator Maio to provide updates regarding the following union contracts. Vote anticipated.

### A. Police

### B. Fire

### C. Supervisory

## ITEM 11 | Town Owned Land

Proposed re-submission of the town owned land in Wakefield/Reading known as 28 Redfield Road. Vote anticipated.

## ITEM 12 | Surplus Equipment

Request from the Department of Public Works to auction the requested surplus equipment. Vote anticipated.

## ITEM 13 | Farmer's Market

Proposed 2020 Farmer's Market plan. Vote anticipated.



# TOWN COUNCIL AGENDA

## ITEM 14 | Banner Request

Wakefield Elementary Schools have requested to hang a “Congratulations to Wakefield’s 4<sup>th</sup> Grade “Moving On” Class of 2020” banner across Main Street just outside of the Americal Civic Center from June 1, 2020 through June 15, 2020. Vote anticipated.

## ITEM 15 | Inter-Municipal Agreement

Approval of the proposed Inter-Municipal Agreement for the School Nutrition Director between the Town of Reading Public Schools and the Town of Wakefield Public Schools

## ITEM 16 | Committee Updates

A. Members of the Clean Lake Committee provide updates on initiatives and undertakings.

B. Members of the Cultural Council provide updates on initiatives and undertakings.

## ITEM 17 | Town Warrants

Councilors to be updated on Warrant #36 dated March 03, 2020 through Warrant #40 dated March 31, 2020.

## ITEM 18 | 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 19 | Chairman’s Comments

Chairman Dombroski to offer brief comments on:

A. Regional Summit Meeting De-Brief;

B. Thank You.

## ITEM 20 | Town Council Re-Organization

A. Nominations for Town Council Chairperson for the ensuing year May 11, 2020 through to meeting following the April 2021 Town Election. Vote anticipated.

B. Nominations for the Town Council Vice-Chairperson for the ensuing year May 11, 2020 through to meeting following the April 2021 Town Election. Vote anticipated.



# TOWN COUNCIL AGENDA

## ITEM 21 | Announcements & Acknowledgements

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

## ITEM 22 | Matters Not Anticipated for Agenda

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

## ITEM 23 | Adjournment

Vote anticipated.

Next Regular Town Council Meeting: May 28, 2020 @ 7:00 p.m., via Zoom virtual meeting.







## WAKEFIELD TOWN COUNCIL

Monday, April 27, 2020

7:00 P.M. (Via Zoom virtual meeting)

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**COUNCIL  
MEMBERS  
PRESENT:**

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

**ADMINISTRATION PRESENT:**

Town Council Clerk Sherri A. Dalton  
Town Administrator Stephen P. Maio  
Town Counsel Thomas A. Mullen

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

<b>Call to Order</b>	Councilor Dombroski called the meeting to order at 7:00 p.m.
<b>Pledge of Allegiance</b>	Councilor Dombroski introduced a compilation video that consisted of a number of Wakefield children, to lead the Pledge of Allegiance, with much thanks to WCAT for putting the video together.
<b>Attendance</b>	All seven (7) Councilors were present and participating via Zoom.
<b>Approval of Minutes</b>	Councilor DiNocco motioned to approve the April 13, 2020 regular Town Council Meeting Minutes. Councilor May seconded. Motion passed 7-0-0 by a roll call vote.
<b>Public Engagement</b>	Madam Clerk Dalton stated there was no public engagement.
<b>Public Hearing</b>	<p>At 7:05 p.m. Councilor Santos motioned to open the Public Hearing for Bhavya Two LLC for a License and/or a modification of an existing License to store flammables at 950 Main Street. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote. Councilor Chines motioned to continue the Public Hearing until the completion the State Delegation agenda item. Councilor May seconded motion passed 7-0-0 by a roll call vote.</p> <p>At 8:00 p.m. Councilor May motioned to re-open the Pubic Hearing. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote. Attorney Brian McGrail on behalf of Bhavya Two LLC presented their application to amend an existing flammable license pursuant to MGL C.148 § 13. This location has had a flammables license since 1971. It is currently licensed for 18,000 gallons of gasoline storage and they are requesting an increase to 24,000 gallons of gasoline</p>

storage. Bhavya Two LLC is currently in the process of renovating the property with significant upgrades that will include new pavement; new signage; and gasoline storage tank capacity upgrade. Granite curbing will be installed throughout the property and the owners have made a commitment to significant enhancements to the landscaping. The landscaping will include the installation of approximately 200 plants on the site. As part of the renovations project, Bhavya was required to appear before the ZBA in which two partitions were approved by them to move forward with the renovations. Attorney McGrail worked closely with Fire Chief Sullivan, as required under MGL C. 148 § 13, prior to appearing before the Town Council. The Fire Chief is required to sign-off on the application and either recommend approval or denial. Fire Chief Sullivan submitted a letter of support for the applicant's request. There were no public questions or comments. At 8:08 p.m. Councilor May motioned to close the Public Hearing. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote. Councilor Santos motioned to approve the modification of an existing license to store flammables at 950 Main Street. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

#### **State Delegation**

Members of Wakefield's State Delegation participated in the Town Council meeting, including: Senator Lewis, Representatives Wong and Lipper-Garabedian. Senator Lewis extended his gratitude to Wakefield's first responders, local public health staff, and all the professional medical staff at Melrose/Wakefield Hospital. The State has been pursuing a two-pronged strategy to respond to the COVID-19 crisis. The first part is containing the spread of the virus by minimizing the number of people by physical distancing. The second part is mitigating devastating economic impacts on the residents, businesses, non-profits, municipalities, and other folks in communities. Unemployment benefits have been significantly strengthened and expanded which includes extending benefits to individuals not traditionally covered by these benefits. Support for small businesses and non-profits largely through the Federal CARES Act, Paycheck Protection Program (PPP), and small business loans. Emergency funding has been passed at the State and Federal levels for public health and hospitals. Legislation has also been passed to help municipalities with budgeting flexibility; relief from deadlines with permitting, town meeting, and elections. Tax filing deadlines have been extended and a moratorium has been placed on any evictions or foreclosures. Action has also been taken to cancel student standardized testing for the remainder of the school year. Electronic notarization has been passed for real estate and business transactions. Additional steps are being taken to support nursing homes with the elderly population. Legislation is being worked on to strengthen the safety net for low income families; vote by mail and early voting options for the Fall elections. Emergency paid sick time legislation has been filed which fills in gaps to make sure all workers have access to paid sick time so they do not have to go to work, potentially putting themselves and others at risk. The State Education Committee is planning an oversight hearing next week to learn more about how distance learning is going in the schools. The State budget outlook is hopeful in that there will not be any 9C cuts

in the current Fiscal Year. The outlook for Fiscal Year 2021 is grim. The normal budget process that would have been well underway has been delayed by at least a couple of months. The Senator reported forecasts indicating state government can expect anywhere from a \$4 billion to \$6 billion reduction in revenue, which is significantly more than the last recession in 2009. Expectation of the unemployment rate could reach as high as 20%. There is a "rainy day fund" that the State will tap into and the big unknown is how much aid for states will be included in the next Federal stimulus bill. There was some money in the CARES Act but they are really hoping and counting on significant aid for states and hopefully for municipalities. They are hoping to provide guidance to Wakefield regarding Chapter 70 and unrestricted local aid but he does not know when that guidance will be provided. The partnership between local government and state government is more important than ever and the two must continue to work closely together.

Representative Wong stated one of the main concerns with this virus was masks for first responders and stated that Taiwan donated 100,000 masks to the Commonwealth of Massachusetts and the Governor matched the donation. He also said that House Bill 4475, the bill to help seniors with tax relief, is in its third reading. Representative Lipper-Garabedian addressed the limited liability for healthcare workers to ensure that they are mindful of the type of environment in which they are operating, which was recently signed by the Governor. A bill was also sent to the Governor related to the Board of Health standards creating a state action plan for local Boards of Health. Chairman Dombroski thanked the Delegation for offering a very thorough overview. He raised one of the more pressing issues for the Wakefield community relates to re-imbursements for having to expend as a town to mitigate this pandemic. Senator Lewis stated that it is very important to track any of the spending that the town is doing related to this State of Emergency. It is their expectation since the Governor declared a State of Emergency and the President declared a National State of Emergency, which activates FEMA at the Federal level and MEMA at the State level, and that should lead to those expenses being reimbursed. Councilor Chines thanked the Delegation for their great leadership. He asked if there was a sense of where projects would go that are in the pipeline with the MSBA over the next couple of years. Senator Lewis answered that the short answer is they do not know yet what impact the pandemic will have directly on the MSBA and their funding capacity. What they do know is the MSBA relies, in part, upon their funding stream of a penny from the sales tax. When sales tax revenues fall, as they are right now, that does impact the revenue stream that the MSBA receives. Councilor Chines also questioned transportation and what are the short term and longer terms paths going forward to make sure that enhanced access is there for transportation. Representative Lipper-Garabedian answered that it remains to be seen what kind of revenue will be available to make some of the policy changes that were going to be made prior to COVID-19. Chairman Dombroski questioned that if we find ourselves in a situation come this Fall needing to social distance or class sizes need to be smaller, where do we stand in terms of the State's recognition that those sorts of measures for a municipality would be incredibly challenging to be able to

do and costly. Senator Lewis stated those discussions are underway now and this is why we need to get additional help from the Federal government. His advice was to continue to speak with Congressman Moulton's office or directly to the Congressman and also Senators Markey and Warren as they want to do everything they can but it is good to hear from residents directly. Councilor Butt asked to keep the transportation issue in mind. She mentioned that the House passed a Bill last week regarding collection of COVID data and asked that the state legislature pass that Bill also as it is really important especially for minority populations. The House did not look at collecting LBGTO data in their version of the Bill and she asked Senator Lewis if it could be included in the Senate version. She also commented about the vulnerable population and wants to make sure that they are being looked out for as they come up with statewide legislation. Councilor DiNocco questioned the CARES Act and noted that several local businesses are still struggling with the process of completing their applications as they missed the first round. Now with more money available, who can these businesses contact to make sure the applications are being processed properly. Representative Lipper-Garabedian commented that her office has put together resources describing the programs available and that people can reach out to her office as well as the Wakefield-Lynnfield Chamber of Commerce as they are another resource for people to contact. Senator Lewis stated people can reach out to all three of their offices. Councilor Santos thanked the Delegation for all the work they are doing. Chairman Dombroski raised the question regarding Chapter 70 funding as Wakefield is not getting its fair share, if you simply look at state aid per student. Senator Lewis stated that his office organized a forum to go over Chapter 70 in depth which had to be cancelled due to the pandemic, but they did release a presentation which should answer how Chapter 70 works. He would be happy to go through the presentation virtually with everyone. Chairman Dombroski said that while he understands the numbers for FY 2021 are in flux and that no one would pin down numbers at this point, his broader concern is talking about the Chapter 70 funding formula. Chairman Dombroski said that while the input number is uncertain and a concern, it is more the output amount per student and how it is being distributed. Senator Lewis said that he is happy to walk everyone through the presentation as it does explain the formula. The Delegation will continue to work with members of the School Committee and the Town Council going forward on school funding. Chairman Dombroski thanked the Delegation for taking the time tonight to answer questions.

## **COVID-19 Updates**

A lot has changed in the last six (6) weeks since the last update from Director Clay and Director Walsh. Director Walsh commented on where we are currently and where we see ourselves headed. He stated that the Town is doing a good job in protecting the residents of Wakefield; getting the PPE out to the public safety first responders; the state has freed up a lot supplies and we have been getting supplies twice a week from the State. There was a mask distribution to residents 60 and over and to people with underlying conditions which went well. FEMA is going to reimburse the Town 75% of what the Town has put out with a start date of January 1, 2020 until we are informed that it is over. An RPA (Request for Public

Assistance) has already been submitted to FEMA and the Wakefield accounts have been set-up. MEMA has one program and the Town is looking at getting reimbursed from them. Director Clay stated that Wakefield is at 209 cases as of today and a great deal of those are unfortunately in the nursing homes. There is a fantastic system in place for case management and contact tracing. The school nurses are helping as well as the members on the Board of Health. Because Wakefield is part of a health district with Melrose, we received \$100,000.00 up front over a month ago. This money is paying part of the rooms at a hotel that is available for someone that needs isolation and quarantine; overtime; funding for the contract tracing and case management and also the masks. Another very large mask distribution is planned, details will be made available soon. Laurel Gourville, Chair of the Board of Health commented that the team has worked very well. The messaging on social distancing specifically with the Order may need to be clarified as she feels that people are not reading the Order and asked the Council if anyone hears anything about clarity in that communication to please let the Board of Health know. Chairman Dombroski did note one point of clarification regarding the Order that was issued through the Board of Health as it does not require face masks it requires a face covering for anyone entering an essential business or working within an essential business. Director Clay confirmed the clarification. It does not relate to things like people walking in the streets. Councilor Chines thanked the Board of Health for everything that is being done and is curious as to what sort of criteria and what kinds of milestones would the Board of Health be looking for to try to drive some of those decisions in an evidence-based way that we continue to keep people safe. Director Clay stated why they are concerned about the peak is so the health care system can manage the number of patients at once. It does not decrease the number of people who will become ill or pass away, it decreases the amount of time so it is not this big peak all at once. The hospitals in Massachusetts are in really good shape as they are not even close to being at full occupancy. Flattening the curve does not decrease the total number of cases as it just spreads the cases out over a longer period of time. She said that they are always looking at the data in the number of cases and where the cases are what type of cases. Councilor Chines asked about the kinds of communication and cooperation that they have between the different departments in town. Town Administrator Maio stated that departments are in constant communication every day as well as Department Manager meetings every week. Director Walsh stated that when we go back to some type of normalcy, we will still be social distancing. He feels that we are still 4-6 weeks out before the Governor does something, but even when he does we are going to be that 6-foot limit on social distancing with people. The restaurants will probably be no more than 50 percent capacity. He feels that we are probably a year away from reality and thinks for the next year we are going to have some normalcy come back but not what we are used to. Councilor Chines asked the Town Administrator to clarify his comment regarding communication as it sounds like it is coming from his office and phasing down to each of the department managers. Town Administrator Maio stated that is correct within a structure, but he does not micromanage every department. Councilor DiNocco questioned the

face coverings and if it is directed at restaurants. Director Clay stated that it is not directed at restaurants, it is directed at all workspaces. He also asked how this information was distributed. She answered that the only distribution list that they have is for the food establishments and they were sent an email. For everyone else it has been through social media. She understands that it will take time for people to know about the Order and obtain face coverings. Chairman Dombroski took a moment to acknowledge the incredible job that Director Walsh has been doing and that Director Clay and the Board of Health have been doing as well as the Town Administrator. Director Clay pointed out that she really does appreciate the kudos but the ones that really deserve to be acknowledged are the public health nurses and school nurses, who are doing a really fantastic job. Councilor Smith-Galvin recommended that the Order state "by order of Wakefield Board of Health". She also commended that Wakefield is not effectively using the Code Red app. Director Walsh said that the app can be utilized if people are more apt to use it and he will look into it. Councilor Butt asked if he knew how many people are signed up for Code Red as she worries about the communication. Director Walsh said he could get that information.

Police Chief Skory started off by saying all of the police personnel are currently healthy. They have been provided with all of the PPE equipment that is necessary. Policies have been put into place to help people protect themselves and eliminate any cross-contamination within the department and from the outside. The officers at the beginning of their shifts they clean their cars and their workstations, and they do the same at the end of their shifts as well. Six (6) officers have been tested so far due to contact with positive cases and all six (6) tests have come back negative. In an effort to keep the police personnel healthy, they have gone to electronic roll calls; the officers come in to the station one at a time to do reports; they have cruiser assignments so that they do not have a large number of people sharing the same car; there are no shift swaps; all prisoners are transported by the prisoner van; many reports are being done by phone when possible; they are no longer currently processing licenses to carry firearms. The District Court is shut down so the police department has taken over their administrative work. If somebody needs a restraining order or a protection order, the paperwork is processed and then they call the court. They have tried to create some fun activities for the kids on our community during this time. A coloring contest is currently going on right now with over seventy (70) entries so far. Multiple winners will be picked by age group and they will get a drive-by from a couple of police cars. Some officers are telling bedtime stories on Facebook and they have also done a few parades for kids who had birthdays and could not celebrate with a party. Fire Chief Sullivan acknowledged all the help they have received from the Board of Health and Director Walsh. They continue to work with their EMS partners, Cataldo Ambulance. He is extremely proud to witness the devotion of the Wakefield Police, Firefighters, and EMS providers. Within the last twelve (12) days, the Fire Department has responded to 87 incidents where COVID-19 was either present or suspected. Six (6) employees have been test and all came back negative. Councilor Chines noted he was thrilled to hear that all employees of the

police and fire are healthy and asked what has the trend been in terms of calls over the last six (6) weeks. Chief Sullivan said that the vast majority of calls have been medically related to COVID-19 but there has been fire related calls as well. Chief Skory said that the calls are relatively the same but one thing that they closely monitor is the effect that the stay at home order would have with domestic cases. What they have found is a downward trend in those type of cases. Councilor Butt thanked Chief Skory for partnering with the team from Saugus for the parade to Melrose/Wakefield Hospital last week.

**Ethics  
Disclosure**

Councilor Santos motioned to approve the Ethics Disclosure request from Town Counsel Thomas Mullen allowing him to potentially answer questions concerning Articles 24 and 25 of the 2020 Annual Town Meeting, as these are warrant petition articles sponsored by The Savings Bank. Mr. Mullen is a Director of that institution. Article 24 would rezone from General Residence to Business certain properties located on Main, Avon, and Chestnut Street. Article 25 would make textual changes in § 190-31 of the Zoning Bylaws and /or review and comment on motions made thereunder. The Planning Board and/or other Town boards and officials may also seek Town Counsel's advice concerning the meaning and consequence of the proposed zoning changes. Councilor May seconded. Motion passed 7-0-0 by a roll call vote.

**Appointments  
– Historical  
Commission**

At the last Town Council meeting Chairman Dombroski raised the fact that the Historical Commission oddly does not currently have staggered terms, unlike most other boards/commissions/committees. Following that discussion, Chairman Dombroski reached out to all the applicants and the Chair of the Historical Commission regarding assignment terms and reported back a proposed recommendation for staggered terms. Based on that recommendation, Councilor Santos motioned to appoint Nancy Bertrand, Gene Moulton, and Francene Harrington to the Historical Commission with three-year terms ending April 30, 2023; Daniel Benjamin and Cathlina Driver to the Historical Commission with two-year terms ending April 30, 2022; and Jennifer Osterhout and Therese Frazier to the Historical Commission with one-year terms ending April 30, 2021. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

**Constituent  
Issues**

There were no constituent issues.

**Chairman's  
Comments**

A number of months ago Chairman Dombroski identified to the Town Council a goal of trying to have a collaboration with our neighboring communities to meet and discuss and perhaps implement some ways that we can be most efficient as a region. It was determined that Tuesday, May 5, 2020 via Zoom would be a date that would work for the communities for a "Regional Summit Meeting." COVID-19 would be a heavy focus but also best practices with what we have learned thus far and where we see things going forward. All members of the Council are invited to participate. Each community will have a delegation that will be representing their respective community.

Relating to the budget, we will be looking at a loss in revenue and with that in mind Mr. Maio has already begun the process of reviewing our budgets and figuring out where we could make some adjustments for Fiscal Year 2021. One adjustment in particular relates to the new proposed Economic Development Director position. This is one position that has not been filled yet and some consideration should be given to possibly table this position temporarily until we have a better sense of where the town will be. Capital projects and capital spending is another area in which items will be looked at. Town Administrator Maio commented that in the middle of April he sent out what was his first pass on thoughts for a balanced budget. He met with the Finance Committee Forecasting Subcommittee and he forwarded three (3) different analyses. At the next Town Council meeting on May 11, 2020 there will be a presentation with some suggested budget adjustments. Come this Fall, positions can be added and his goal is to go forward with the June Town Meeting with a balanced budget or maybe a small surplus with really not knowing where state aid is going to be. There are also three (3) unions that are basically at an agreement that he would like to present at the next meeting as well. That preface brings Councilor Dombroski to highlight the Economic Development Director position and brings forward an opportunity to also work to create an Economic Development Council, especially if the Economic Development Director cannot be filled in the short term. His hope would be to bring together some member of our community in a strategic way, including volunteers with particular expertise who may have never volunteered before. CEOs live in Town and we also have a lot of business executives and business development folks who live in Town who would be good assets to this role. To bring together some of that expertise, first on a short-term basis, to help our local businesses recover and perhaps on a longer term as well. Even when this Economic Development Director position is filled in the future, this just provides a complement to the work that would be done in that role. This is really a unique opportunity to tap into talent and is a real opportunity for a value-add without costing the Town anything. Councilor Butt stated she will continue this conversation at the next meeting but just wants to go on record that she thinks now more than ever it is going to be important to fill that Economic Director position. Councilor Chines wholeheartedly agrees that this is a position that has more value now given the economic climate and stated this is a unique opportunity for us to differentiate our community when it comes bringing businesses into Wakefield. Councilor Smith-Galvin supports what Councilors Butt and Chines said. She thinks it is a predictable thing to cut this position but feels that Wakefield will really be innovative and help the businesses. Councilor Santos agrees with everything that has been said including the suggestion that we tap into our citizens to potentially have a Council, but her concern with the Council coming before the position is that she feels the position is the head and the Council can give suggestions and can work together. She did not realize that the position was at risk for not filling at the present time. She realizes that we are looking at a budget that is really tight but she feels that this position could save



the Town money. Chairman Dombroski clarified that no one is looking to not have this position. The timing of the when to fill the position is the issue at this point.

**Matters Not  
Anticipated for  
Agenda**

Councilor Chines commented that it wasn't clear to him that a consensus was reached at the last meeting when the discussion of re-organization of the Council was discussed. He asked what the path forward was going to be. Chairman Dombroski's expectation while looking ahead at the calendar with Madam Clerk was that he had anticipated having that on the agenda for voting at the second May meeting. Councilor Chines asked why not May 11<sup>th</sup> and Chairman Dombroski pointed out that it was a difference of one meeting and there were a number of issues considered. It was also unclear until after the Governor's updated guidance in mid-May whether that meeting would be via Zoom or in person. He stated that no one since the last meeting has raised anything relative to re-organization to him and that he put this as a placeholder as the next meeting. Councilor Chines stated he is struggling to see the rational. Councilor Santos commented that re-organization takes about 45 seconds and the natural progression would have been at the May 11<sup>th</sup> meeting. She appreciates what Chairman Dombroski has said but thinks reorganization can move forward on May 11<sup>th</sup>. Councilors DiNocco, Smith-Galvin, May, and Butt stated they thought this should take place at the first May meeting. Chairman Dombroski stated that he appreciates the feedback of the Councilors and thanked them for their input.

**Announcements and  
Acknowledgements**

Councilor DiNocco recognized Carol's Café and the T-Stop for going above and beyond for first responders during the pandemic. He also spoke regarding a group of organizations that include Wakefield Rotary, Main Street, Independence Day Committee and the Community Partnership as they have united to launch a major crowdfunding measure to support the businesses in Wakefield. The hope is to raise \$25,000 to give up to \$1,000 in grants to ones that qualify. Applications are on the Town's website as is a way to donation. This is a way to support the merchants.

Councilor Chines reminded the community that the Election is not tomorrow and that it is June 23, 2020. He recognized the Council on Aging with their continued support of the seniors in town by helping with the distribution of masks, rides to medical appointments and connecting people to resources. The level of demand for the Food Pantry has been increasing and he encouraged people who have the ability to do so to consider donating.

Councilor Butt said that the Food Pantry is up 70% for people who are seeking help than they were before this crisis started so please consider donating. Happy Ramadan for people celebrating.

Town Administrator Maio recognized the team as they do a fabulous job and said for the people of Wakefield to stay strong as we will get through this together and we are very grateful for your support.

Chairman Dombroski thanked the T-Stop and 128 Plumbing and Heating with their very generous donation of face shields and face masks to the town as the shields will be used by our first responders and masks made available to residents through the Food Pantry and other potential locations.

**Adjournment** At 9:35 p.m. Councilor Santos motioned to adjourn. Councilor Smith-Galvin seconded. Motion passed 7-0-0 by a roll call vote.

**Next Council Meeting** The next regular Town Council meeting is May 11, 2020 at 7:00 p.m. via Zoom virtual meeting.

Respectfully submitted,



Sherri A. Dalton  
Town Council Clerk

DRAFT



# TOWN OF WAKEFIELD

Town Council Meeting May 11, 2020 7 p.m.

# Covid 19 Budget Response

- Response to the shortfall in revenue
- Maintain programs
- Position ourselves for the long term
- Timing on Capital and Hiring
- Prudent maintenance of reserves

# Financial Policies

- Reserves policy
  - Free cash: 8 percent of operating revenue
  - Stabilization: 3 percent of operating revenue
  - Reserve fund: 0.5 percent of operating revenue

# Financial Policies

- Budget Policy
  - Budgets to be developed in which current revenues equal or exceed current expenditures.

# PRE COVID Revenues FY 2021

- Real estate taxes: \$76.2 million
- Local receipts: \$7.25 million (FinCom \$8.25)
- Wakefield Municipal Gas and Light Department: \$918,000
- State aid: \$10.9 million
- New growth: \$2.5 million
- School Business Authority (SBA): \$529,000
- Free Cash: \$1.25 Million
- Total: \$99.5 million

# Revised Revenue (Covid Factor)

- Real estate taxes: \$76.2 million
- Local receipts: \$7.25 million (could be lower)
- Wakefield Municipal Gas and Light Department: \$918,000
- State Aid: \$9.9 Million (could be lower)
- New growth: \$2.5 million (could be lower)
- School Business Authority (SBA): \$529,000
- Free Cash???
- Total: \$97.3 million



# Revenue Reduction

- PRE COVID 19 REVENUE \$99.4 Million
- POST COVID 19 REVENUE \$97.3 Million
- PROJECTED SHORTFALL \$2.1 MILLION

# Budget projection at Tri Board

Operating Budgets	\$67,750,000
Fixed Costs	\$21,600,000
Capital	\$2,100,000
Articles	\$3,100,000
Debt Service	\$3,100,000
Overlay	\$600,000
State and County Assessments	\$2,000,000
Cherry Sheet offsets	\$41,000
Total	\$100,291,000



# Budgets as voted Pre Covid 19

<b>Operating Budgets</b>	<b>\$68,233,370</b>
Fixed Costs	\$21,902,000
Capital	\$2,018,119
Articles	\$2,274,242
Debt Service	\$3,179,098
Overlay	\$600,000
State and County Assessments	\$1,705,812
Cherry Sheet offsets	\$42,390.
Total	\$99,955,550



# Current Budget Deficit

• Budget and Article Total as voted	\$99,955,550
• Total Projected Revenue (revised)	\$97,300,000
• Deficit	\$2,655,550



# Potential Budget Adjustments (Phase 1)

• Reduction in Operating Budgets	\$793,500
• Bifurcation of Capital Expenditures	\$1,009,059
• Total Reductions	\$ 1,802,559
• Potential deficit	\$852,991

# Budget Adjustments Phase 2- November

- New Growth and State Aid is firm (?)
- Reduction in OPEB (current budgeted amount is \$1.6 Million)
- Explore extending the funding schedule for retirement
- Free Cash use
- Reduction of Services

# Future years

- Depends on the shape of the rebound.
  - Budget Deficits
  - Budget Surpluses
  - Reserves
  - Covid 19 New Normal Costs

# Votes Needed

• 1) Reduce Town Council Budget by	\$95,000
• 2) Reduce Police Budget by	\$38,000
• 3) Reduce DPW Budget by	\$110,500
• 4) Reduce Health Insurance Budget by	\$100,000
• 5) Reduce Library Budget by	\$50,000
• 6) School Budget proposed Reduction	\$400,000 (SC)
• Total	\$793,500



# Closing Comments and Questions

# Economic Development Council

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## Overview

### *Objectives:*

To create a dynamic working group with representation including a combination of: business leaders/owners; residents with business development, executive management, and/or marketing experience; Wakefield-Lynnfield Chamber of Commerce; commercial/residential real estate and lending representatives; Wakefield Main Streets; Wakefield Community Partnership; commercial property owners; other relevant community stakeholders; and Town administration and leaders, to strategically and comprehensively address both short- and long-term opportunities and needs of current and prospective Wakefield businesses, non-profit organizations, and the Town's local economy, overall.

In light of significant economic impacts of the COVID-19 pandemic, expected short-term focus to include ways to assist local businesses and non-profit organizations navigate the current challenges presented, while they prepare for and successfully execute on a safe rolling re-entry, guided by state and local advisories and directives.

Expected long-term focus to broadly encompass, but not be limited to: various ways of developing supports for current business or organization success; developing and proposing programs and policies that foster expansion and growth opportunities for existing businesses and organizations; multi-faceted analysis of both the current opportunities or impediments (ie. infrastructure, zoning, bylaws, taxation, etc.) and developing solutions-based approaches to highlighting or overcoming them; development of a strategic approach to identifying and targeting emerging market opportunities and efforts to attract those prospective businesses; identifying direct opportunities for Economic Development Council members or affiliates to target contacts or connections within their respective professional networks; conduct a competitive community assessment; developing marketing and promotional initiatives for Wakefield as a more business-friendly community and regional commerce destination; conducting and/or reviewing surveys and studying market analyses and trends to offer guidance; assist with seeking out and supporting efforts for securing Federal and state funding opportunities (grants, loans, etc.) and other forms of support for the Town and local businesses; focus on incentives promoting Wakefield's competitive position based on capabilities, assets, and history; and identifying strategies for sustained competitiveness.

The Town Council has supported the creation of an Economic Development Director position with an expansive list of responsibilities. This Economic Development Council is expected to enable a synergistic relationship, supporting the functions of that Economic Development Director role, after it is filled. The expectation is for this Economic Development Council, comprised of leaders from various disciplines, to be a collaborative partner and valuable resource to the work and initiatives of the Economic Development Director.

### *Structure:*

This Economic Development Council shall be a nine (9) member body from diverse backgrounds and disciplines. Terms shall be for three (3) years, with terms initially staggered at inception to ensure continuity going forward.



# Wakefield Youth Council

By establishing a Youth Council, we are contributing to the healthy development of Wakefield youth and promoting meaningful civic engagement.

Created by:

Eric Keefe, Anne Fortier, Elizabeth Parsons,  
Catherine Dhingra, Steve Maio, and Ed Dombroski

# Background

- As adults and leaders in Wakefield, we have a collective responsibility to build a healthy, vibrant, and inclusive community for our youngest residents.
- Our community characteristics, including how local government is structured and responsive to all ages, have a significant impact on the lives of our Town's youth.
- A Wakefield Youth Council creates an important opportunity to engage the voices and perspectives of younger residents, enabling better participation in local decision making.
- The Youth Council provides a platform for adult leaders to educate and inform younger residents on how Town government makes decisions and how we can more effectively problem solve and improve the lives of friends and neighbors.



# Youth Council Goals



The Wakefield Youth Council is a platform for Wakefield residents ages 13-18 to serve as youth leaders empowered to share policy ideas and youth comment in the community.

Wakefield Youth Council members will:

- ❖ learn the process to effectively advocate
- ❖ be engaged in town issues
- ❖ actively participate in local government
- ❖ communicate and advocate for youth issues in the appropriate forum(s)
- ❖ represent a cross-section of the town's neighborhoods, sexes, races/ethnicities, sexual orientations, gender identities, and ages
- ❖ implement projects that will benefit the town's youth population, schools, and the community at large



# Youth Council Proposed Structure:

## Youth Council Membership

- One adult advisor to be appointed by the Town Council
- An eleven (11) member Youth Council shall be appointed by the Town Council (following the usual appointment procedures as other town committees). A Youth Council member application will be developed by the adult advisor and shall be available online and in paper form. Resumes will not be required but applicants will be encouraged to identify qualities and reasons why they should be appointed.
- The terms shall be one (1) year.
- Youth Council members will include:
  - ◆ 3 middle school age students (7<sup>th</sup> and 8<sup>th</sup> graders)
  - ◆ 8 high school age students
- Once established, in years that follow it is the intention of the Youth Council to interview and recommend new and/or returning members to the Town Council for appointment, for the Town Council to duly consider in making future appointments.
- School Superintendent and Town Administrator to be ex-officio members
- All Wakefield residents age 13-18 are encouraged to participate in any meetings of the Youth Council and to raise any ideas, issues, or concerns to the Youth Council

# Youth Council Expectations

As a fully-appointed committee of the Town, Youth Council Members will:

- ☐ Meet at least monthly in duly posted meetings.
- ☐ Maintain meeting minutes
- ☐ Elect a Chair and Vice Chair
- ☐ Create Agendas including public participation so any non-member youth or adults can present issues for the Council's consideration
- ☐ Assign liaisons to other Town Committees or Departments (Town Administrator to ensure that the Liaisons are allowed to actively participate at meetings)
- ☐ Report at least annually to the Town Council on activities.
- ☐ Invite town leaders to their meetings to engage in conversation regarding Town government issues and process.





## Proposed Budget & Next Steps:

- \$1,000 for training and supplies
  
- ★ Present proposal to Town Council with goal of officially establishing a Wakefield Youth Council
- ★ Town Council to appoint an adult advisor for the Youth Council
- ★ Adult advisor to develop the application and determine the application process
- ★ Town Council to advertise and appoint Youth Council in Spring 2020.
- ★ Youth Council members will work with adult advisor to refine mission, goals, and structure

**NEXT** Steps





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Alexander Skeldon Email: Al.Skeldon@gmail.com

Address: 16 Forest Road

Daytime phone: 781-484-8030 Evening phone: 781-484-8030

How long have you lived in Wakefield: 16 Years Current occupation: Student

Board or commission in which you are interested: Youth Council

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

When there is some sort of rule in school that seems unfair, or an opportunity not being offered, I sense an obligation to take personal action. I started up our high school Trivia Club, am a co-chair for High School Democrats, and work with the principal on getting student input in "Friday Forums," where students can come and share their concerns. I get a sense of satisfaction working in public policy, ensuring bureaucratic obstacles I have faced do not stop anyone else from achieving their goals in the future.

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

(No resume attached) I hold the role of communications coordinator in the Greater Boston Student Advisory Council. It is composed of students elected from regional schools who develop and share reports on topics that concern them with the DESE Board. I work with the co-chairs to organize meetings and help the members of the group to get the resources or contacts they need. Through this, I have gained experience not just in helping others share their voices (not just mine), but also in collaborating with other student leaders.

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

If yes, please specify: \_\_\_\_\_

Alexander Skeldon 3/31/20  
Signature Date





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Alyssa Toppi Email: alyssart968@gmail.com

Address: 53 Greenwood Avenue, Wakefield, MA

Daytime phone: 781-205-0558 Evening phone: 781-205-0558

How long have you lived in Wakefield: 16 years Current occupation: Student

Board or commission in which you are interested: Wakefield Youth Council

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

I feel that by serving on the Youth Council, I will be able to bring a new perspective to the table of the town's affairs that affect the youth of Wakefield as well as make their voices heard. I think it is incredibly important to make sure the town's youth are heard and listened to in their town, and I want to be a part of the change that is making that a reality. I believe this Council will be able to create a lot of positive change in Wakefield and want to be a part of that change while representing myself and my peers during that process.

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

Skills that I could bring to the Youth Council include time management, leadership, and organization skills. As someone who is very organized, every project I work on is done in an organized manner and completed on time, if not early, which I feel would be beneficial to the Council while working on projects throughout the town. I would also bring a passion for creating change to the table along with the intention of working to help the interests of the whole youth population of Wakefield, which I feel would benefit the Council.

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

If yes, please specify: \_\_\_\_\_

Alyssa Toppi  
Signature

3.3.20  
Date



## **Alyssa Toppi**

53 Greenwood Avenue ♦ Wakefield, MA 01880 ♦ 781-205-0558 ♦ [alyssart968@gmail.com](mailto:alyssart968@gmail.com)

### Key Skills

- Strong work ethic
- Good time management
- Leadership experience
- Fast learner
- Problem solver

### Education & Credentials

- **Wakefield Memorial High School**, Wakefield, MA
- 4.13 GPA freshman year
- 4.08 GPA sophomore year
- Accepted into Boston College Experience: Introduction to Criminal Justice - Summer 2020

### Awards and Honors

- High Honors or Honors, each of first 2 years of high school, as well as the first semester of junior year
- First-year member of Tri-M Music Honor Society
- Received Most Improved Award on WMHS Girls Swim Team (2018 season)
- Received Unsung Hero Award on WMHS Girls Swim Team (2019 season)

### Skills & Certifications

- Google Docs, Slides, and Sheets
- Safe Sitter Certified

### Activities

- Three-year member of the Varsity Girls Swim Team at WMHS with a projected fourth year
- Three-year member of all-female a cappella group at WMHS with a projected fourth year
- Boston YMCA Bluefins Swim Team 2017-Present

### Professional Experience

Daily Item Newspaper, Wakefield, MA

Paper Carrier (May 2017-January 2018) Deliver the Wakefield Daily Item on weekdays

Market Basket, Reading, MA

Cashier (May 2018-October 2018)

### Volunteer Work

- Vacation Bible School at Saint Joseph's Parish, Wakefield, MA
  - 2016-Present
  - One-week day camp during summer for children ages 5-10
  - Counselor for two years, led my own group in the most recent year
- Donut/Coffee Ministry at Saint Joseph's Parish, Wakefield, MA
  - 2012-Present, Serving donuts and coffee to parishioners after Sunday mass
- Donut/Coffee Ministry Coordinator, Saint Joseph's Parish, Wakefield, MA
  - July 2019-Present, Responsible for overseeing volunteer signups and managing supplies



# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us).

Resumes are optional for Youth Council applicants.

Name: Anthony Amatucci Email: amamatucci@outlook.com

Address: 13 Edwards Avenue

Daytime phone: 781-557-8922 (cell) Evening phone: 781-587-0255 (home)

How long have you lived in Wakefield: 8.5 years Current occupation: Student

Board or commission in which you are interested: Youth Council

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

Although many opportunities are available within Wakefield High School in order to provide a student voice for relevant matters, the Youth Council will provide a voice of youth beyond the boundaries of the high school campus, which has sparked my particular influence for this commission.

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

Through my experience as a drum major of the Wakefield Warrior Marching Band, I have developed a sense of persistence and an understanding that will allow myself to provide a valuable voice for the Youth Council and the town of Wakefield. Furthermore, my position as the secretary of the Class of 2021 has allowed

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

If yes, please specify: \_\_\_\_\_

Anthony Amatucci  
Signature

3/30/20  
Date





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Lauren Blois Email: lmb1804@gmail.com

Address: 339 Lowell Street Wakefield, MA

Daytime phone: 781-491-3155 Evening phone: 781-491-3155

How long have you lived in Wakefield: 16 years Current occupation: None

Board or commission in which you are interested: Youth Council

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

I am interested in serving on the Youth Council because I think that it is vital for young voices to be heard. For the first part of almost everyone's life, important decisions are made by adults and not the person who it impacts the most. With the Youth Council, young people can be represented by their peers who can help make choices with the interest of the young generations in mind. The Youth Council will be able to provide a rare opportunity for a different, but equally important perspective to be heard.

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

I feel that with the previous leadership experiences that I have had, I have gained confidence in advocating for changes that need to be made. It is extremely important to provide a voice for others who are not heard. I am an empathetic person, so I feel that I can advocate for needs on behalf of others.

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

If yes, please specify: \_\_\_\_\_

Signature

Date



Lauren Blois  
High School Resume

**In Middle School I developed leadership skills through the following:**

- Peer Leaders (7th - 8th grade, 2016-2018)
- Organized and led the 'Student Walkout' in response to the school shooting in Parkland, Florida (8th grade - March 15, 2018)
- Received a 'Student Achievement Award for Outstanding Contributions to the School' (8th grade - June 19, 2018)
- On the Board of Directors for 'Hope for Creativity' (6th - 8th grade, 2015-2018)

**Freshman Year (2018-2019)**

**Activities**

- Marching Band (mellophone)
- Theater Arts (in Cinderella, featured soloist and dancer)
- A Cappella (In Big Trebel, alto)
- Jazz Band (baritone saxophone)
- Spring Track and Field (varsity javelin)

**Service**

- Marching Band Food Drive (5 hours - September 15, 2018)
- Senior Districts Rehearsal (3 hours - January 11, 2019)
- Instrument Petting Zoo (5 hours - May 13, 2019)

**Recognition**

- Best Section Award (Marching Band - January 4, 2019)
- Youth Honors Wind Ensemble (Concert June 1, 2019)

**Leadership**

- Chorale Section Leader (soprano)

**Work**

- Babysitting

## **Sophomore Year (2019-2020)**

### **Activities**

- Marching Band (mellophone)
- Jazz Band (trumpet)

### **Service**

- Marching Band Food Drive (5 hours - September 14, 2019)
- White Ribbon Campaign (played music - March 4, 2020)

### **Recognition**

### **Leadership**

- Marching Band Section Leader (mellophones)
- Mentors in Violence Prevention member
- School Council (Student Representative)

### **Work**

- Babysitting





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Megan Cohen Email: Nutmegcohen@gmail.com  
Address: 2 Washington Ave Wakefield MA  
Daytime phone: 781-572-4245 Evening phone: 781-572-4245  
How long have you lived in Wakefield: 16 years Current occupation: Student  
Board or commission in which you are interested: Youth Council

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

I am interested in serving on this board because I really care about my town and what goes on in it. As a student I have many ideas as well as hearing my peers ideas that I think would be useful to be shared.

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

I believe that although I am only one person I am a person that people feel close enough to talk too. Because of this I can be one person that has ten or more peoples ideas that I believe should be shared. I also work at a restaurant in this town and I have a lot of experience talking to people and connecting with them.

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

If yes, please specify: \_\_\_\_\_

Megan Cohen  
Signature

3/7/2020  
Date







# TOWN OF WAKEFIELD

## TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us).

Resumes are optional for Youth Council applicants.

Name: Emmanuella Mia Desnousseaux Email: blueriald@gmail.com

Address: 95 Audubon rd Apt #109

Daytime phone: 781-666-1284 Evening phone: 781-666-1284

How long have you lived in Wakefield: 8 years Current occupation: Student

Board or commission in which you are interested: Youth Council

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

I've always wanted to contribute to my community more than I already do, and I believe that this would be a great opportunity. I would also love to spend my time involved in important things and I would love to be a voice for the youth in our town!

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

• I have a lot of leadership skills as I have been both a youth and worship leader at my church for the past 4 years. I also have experience in babysitting so I have been able to show skills that caring and responsible people share.

• My commitment skills are great since I've stuck with groups and clubs/teams I've been on such as volleyball (I've been playing since the 7th grade)

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

If yes, please specify: \_\_\_\_\_

Emmanuella Desnousseaux  
Signature

04/09/2020  
Date







## TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us).

Resumes are optional for Youth Council applicants.

Name: Nicholas Pilleri Email: nicholasp04@icloud.com  
Address: 19 Wicker Lane  
Daytime phone: 617-417-0407 Evening phone: 617-417-0407  
How long have you lived in Wakefield: 15 years Current occupation: High School Student  
Board or commission in which you are interested: Youth Council

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

As a life-long Wakefield resident, an honors student at WMHS, and a member of several organizations, I hope to represent the youth of Wakefield to make our community a better place. I would like to obtain experience working with an advisor and a team to both make me a better individual and our community stronger.

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

I possess valuable skills such as dedication, confidence, dependability, and active participation. Through experience in Wakefield camps such as Camp Quannapowitt and the Boys and Girls Club of Wakefield, I have gained good insight on the youth and Town of Wakefield, and experience working together with adult counselors and youth. For example, I worked with the Boys and Girls Club's director and counselors on designing the new teen room. In addition, I participated in a day school leadership conference to improve the Galvin Middle School.

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

If yes, please specify: \_\_\_\_\_

Nicholas Pilleri

Signature

3/26/20

Date



Nicholas Pilleri  
19 Wicker Lane  
Wakefield, MA, 01880  
617-417-0407  
[nicholasp04@icloud.com](mailto:nicholasp04@icloud.com)

Objective:

- My goal is to join the Youth Council Committee and work with others to help improve our community

Education:

- Woodville Elementary School, Wakefield, MA (2009-2014)
- Galvin Middle School, Wakefield, MA (2014-2018)
- Wakefield Memorial High School, Wakefield, MA (2018-present)

Job Experience:

- Essex County Youth Soccer Association Referee  
Wakefield, MA  
I officiate youth soccer games and teach kids how to play soccer the right way  
(2019-present)

Activities:

- WMHS Soccer Team (Fall 2018 Captain, Fall 2019)
- WMHS Hockey Team (Winter 2018/2019, Winter 2019/2020)
- WMHS Baseball Team (Spring 2019, Spring 2020)
- Participate in Saint Joseph's Parish Youth Groups (Fall 2018-present)

Honors/Awards:

- GPA above 4.0
- Achieved honor roll or higher in every term of middle school and high school
- Helped design teen room at the Boys and Girls Club of Wakefield
- Boys and Girls Club of Wakefield Youth of the Year runner-up (2018)
- Galvin Middle School Geography Bee Champion (2016)

Reference:

- Andrew Moody, my current 10th grade History teacher at WMHS  
[Andrew.Moody@wpsk12.org](mailto:Andrew.Moody@wpsk12.org)



# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Summer Milsky Email: summer.milsky@gmail.com

Address: 16 Arundel Avenue

Daytime phone: 781-606-4486 Evening phone: 781-606-4486

How long have you lived in Wakefield: 14 years Current occupation: Student

Board or commission in which you are interested: Youth Council

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

I recently spoke with one of the town council members about the Youth Council and what a great opportunity it could be. When I saw the email in my inbox, I decided to apply. As a High School student, I am looking for more ways to get involved with the community. I've been invited to town meetings in the past where a student opinion was wanted about future downtown plans. Beyond that, I haven't been too involved with town politics and I would love to bring new and fresh ideas from a high-school student view.

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

I believe that the Youth Council is a very positive idea. I think I can bring new ideas on behalf of the students here in Wakefield. Representing students across the town and sharing common ideas is something new that the town hasn't done before. I'm looking forward to taking a bigger part in my town and opening peoples eyes to a new perspective. I believe that bringing original ideas from the next generation will be very helpful therefore I would love to be a part of this Council.

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

If yes, please specify: \_\_\_\_\_

Summer Milsky  
Signature

3/12/20  
Date





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Uma Gerweck Email: umagerweck@gmail.com

Address: 17 Robert St. Wakefield

Daytime phone: 503-869-5622 Evening phone: 503-869-5622

How long have you lived in Wakefield: 15 years Current occupation: student

Board or commission in which you are interested: Youth Council

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

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

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

If yes, please specify: \_\_\_\_\_

*Uma Gerweck*

Signature

**3/27/20**

Date



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

It's a great idea to add a Youth Council in Wakefield to improve our town with the help of young minds giving new perspectives. I think that the Wakefield citizens and the world as a whole could find benefits through becoming a more environmentally friendly place by improving environmental policies. Living in Wakefield since age one, having gone to the Galvin Middle School and now attending the Wakefield Memorial Highschool, volunteering in many 4th of July parades, and playing town soccer, I am proud to be part of this beautiful town. I have noticed that our community is already pretty environmentally conscious. For example, many people take advantage of our town's recycling program, and I've read the Plastic bag Reduction Bylaw. I also appreciate the cleanliness of our town forests and Lake Quannapowitt. But on the other hand, I have noticed many ways in which our town can improve. For example, my highschool uses an extraordinary amount of styrofoam each day; way more than necessary. In a local fitness gym, recycle bins aren't available, so everyday at least 3 garbage bags of plastic water bottles are thrown out. Also, our town could explore implementing a program for curbside composting. In my opinion, the most important, and in the long run, beneficial changes Wakefield can make are environmentally oriented. As a Wakefield youth citizen, I am excited for the opportunity to make a positive impact in our town as being a member on this council.

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

I'm a hard worker and I am motivated to advocate for positive change in Wakefield. For the past 4 years I've picked up litter along the sides of the roads and railroads of my neighborhood in my free time. I attend our local Sunrise Movement meetings and Boston climate strikes to address the climate crisis. After school, I enjoy taking part in the recycling club brainstorming ideas to make our school more environmentally friendly. My mom is a member of two town committees and through her, I have learned about various responsibilities I might have as a Youth Council Member. I want to someday advocate for change world-wide and it would be such an amazing privilege to start here in my hometown. I care very much for our town and I would be truly honored to take part in our youth council.

# Uma Gerweck

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17 Robert Street, Wakefield, MA 01880  
503.869.5622  
umagerweck@gmail.com

## Education

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Wakefield Memorial High School, sophomore - overall GPA 4.0  
Galvin Middle School - GPA 4.0  
Andover School of Montessori

## Volunteer / Work Experience

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February 2020 - current

- Assistant coach for International Rock Climbing School (IRCS)
  - Supervised and mentored children ages 9 - 16

Summer 2019

- Counselor in training at an outdoor rock climbing camp.
  - Supervised and mentored children ages 9 - 17
  - Setup and dismantled camp equipment and tents / camp maintenance
  - Oriented campers and greeted parents at the beginning of each session

February 2018

- Assistant to theater director, Kelly Walsh, from New England School of Performing Arts
  - Helped performers rehearse lines
  - Created and organized the set and props
  - Supervised the little kids
  - Cleaned-up the theater space at the end of every day

January 2016 - 2018

- Helped sort and bag used clothes for a local non-for-profit organization, NuDay Syria, which sends clothes, food, and toys to Syria for families who have been displaced by the civil war.
- Assisted my mom in her volunteer work with local asylum seeking refugees

## Achievements

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- Currently enrolled in four honors classes (Spanish, chemistry, English, and U.S. history)
- Academic High Honor Roll, Galvin Middle School, 8th grade

## Interests / Activities

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- Rock climbing
- Cooking / Drawing / Painting
- Activist for environmental and social causes

## References

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- **Kelly Walsh**, Director - New England School of Performing Arts: 978-809-5285
- **Kevin Donovan**, Coach - Climbing coach with International Rock Climbing School: 781-296-7789
- **Erika Rothrock**, Coach - Climbing coach with International Rock Climbing School: 781-606-2353



# TOWN OF WAKEFIELD

## TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Yana Herzog Email: 2771@wpsstudent.org

Address: 17 Quannapowit Ave., Wakefield, MA 01880

Daytime phone: 781-434-8964 Evening phone: 781-454-5953

How long have you lived in Wakefield: 14 years\* Current occupation: student

Board or commission in which you are interested: Youth Council

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

I would like to be on the student Youth Council because I have an interest in the rights of children and teenagers, and I believe that children and teenagers should have a voice in their community. High school students have a unique perspective about the needs of the community. I would like to make a difference in Wakefield.

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

I was selected to be a Peer Leader in eighth grade, participating in multiday diversity training and educating students about accepting differences and respecting one another. I was also chosen to paint murals around the Galvin to express the importance of building a strong community. I have a diverse personal background.

\*Born in Russia, I was adopted at 20 months of age and brought home to live in Wakefield. I have a medical issue and a learning disability, so I can offer a good perspective on the needs of youth with disabilities.

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

If yes, please specify: \_\_\_\_\_

Yana Herzog  
Signature

March 10, 2020  
Date





17 Quannapowitt Ave.  
Wakefield, MA 01880  
781-434-8964  
2771@wpsstudent.org

# Yana Herzog

---

## EXPERIENCE

### Volunteer

2019-present

*MSPCA at Nevins Farm, Methuen, MA*

Small animal caretaker. Responsibilities include providing fresh food and water for the shelter's small animals (e.g. rabbits, guinea pigs, birds, etc.), cleaning and organizing the pets' living spaces, and interacting with families who come to visit the shelter.

### Babysitter

2015-present

*Wakefield, MA*

Caregiver for multiple families. Responsibilities include supervising children, maintaining family routines and schedules, and communicating with parents.

### Peer Leader

Sept. 2017-June 2018

*Galvin Middle School, Wakefield, MA*

## EDUCATION

Wakefield Memorial High School, Class of 2022

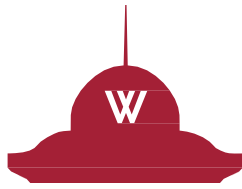
## AWARDS

Wakefield Educational Foundation Award, 2015

Galvin Middle School Art Award, 2018

## ACTIVITIES

WMHS Varsity Field Hockey, WMHS Varsity Women's Ice Hockey, Seacoast United Essex Field Hockey Club, WMHS Recycling Club, Wakefield Soccer, Painting



# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Michael Owen Email: mikeowen384@yahoo.com

Address: 27 Byron Street, Wakefield. MA01880

Daytime phone: 857 415 0464 Evening phone: 857 415 0464

How long have you lived in Wakefield: 6 months Current occupation: Social Security Administration

Board or commission in which you are interested: Veterans Board

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

I would very much enjoy a more active role in my new community. Also, as a veteran, i have experiences and skills that could be utilized being on this team. The needs of Veterans is something i am passionate about.

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

I understand what it means to be a Veteran, the good and the bad. I feel this could be very useful in assisting the veterans of this community. Also, my job has helped me develop outstanding people skills. Dealing with, and serving the public on a daily basis.

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

If yes, please specify: \_\_\_\_\_

Signature

Date





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us).

Name: Michael Owen Email: mikeowen384@yahoo.com

Address: 27 Byron Street, Wakefield. MA01880

Daytime phone: 857 415 0464 Evening phone: Same

How long have you lived in Wakefield: Since 1/2020 Current occupation: Insurance Specialist with SSA.

Board or commission in which you are interested: Board of Appeals or Conservation Commission

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

We have only recently moved to Wakefield as you can see. However, we have bought what we believe to be our 'forever home' and plan on raising our family in this beautiful town. I would simply enjoy serving with the town and giving back to a community that has already made us feel so welcome.

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

Possessing skill and knowledge in dealing with the public. Obtained through many years of serving at a local, national and international level. Discussing and resolving often complex situations that require an equal and fair judgment to ensure a fair and appropriate conclusion.

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

If yes, please specify: \_\_\_\_\_

Signature

Date



# MICHAEL DAVID OWEN

27 Byron Street, Wakefield. MA 01880

Mikeowen384@yahoo.com - (857) 415 0464

Driver's License – MA S72269363

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Dedicated to serving the community

## OBJECTIVE

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Seeking an opportunity to serve and assist with my local government.

## PROFILE

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- Six years of military experience including combat tours attaining the rank of sergeant
- Exceptional communication skills with oral presentations, written reports, evaluations and other correspondence
- Trained in leadership with sensitivity to issues of diversity
- Graduate of a full time Massachusetts Municipal Police Academy
- Admirable performance in high-stress circumstances, using discretion and tact in order to maintain performance
- Ambitious and independent problem-solver

## EXPERIENCE

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Social Security Administration

Sept 2014 -

Present

Insurance Specialist (GS-11)

Cambridge, MA

- Interview applicants for benefits and examine evidence to evaluate its validity and acceptability in establishing entitlement to benefits.
- Obtain, clarify, and verify data used to analyze claims and make benefit decisions
- Develops, investigates, and resolves post-entitlement actions.
- Approves the selection of representative payees for individuals unable to handle their own benefits.
- Develops and maintains an effective working relationship with third parties and the state DDS.

Security Area Supervisor  
2014

May 2013 - Sept

G4S Secure Solutions  
Burlington, MA

- Responsible for providing supervision to other Area Supervisors, Site Supervisors, and security officers with no on-site supervision on a 24-hour basis throughout Massachusetts, New Hampshire and Rhode Island
- Oversee the staffing, scheduling, and on-site training for 50 security officers and provide direct supervision
- Perform other operations related functions, including payroll, review and maintain incident reports, issue uniforms, coordinate fleet vehicles, assist in preparation of security surveys and post orders

Armed Force Protection Officer  
2013

March 2012 - March

DynCorp International (12-month contract)  
Camp Bondsteel, Serbia

- Perform force protection duties, including authorization to use deadly force to defend personnel and resources
- Operates in field and office environments, perform individual and team patrol movements, both mounted and dismounted
- Operate security equipment such as passenger and baggage x-ray technology, explosive trace detection, passenger screening wands, magnetometer/walk through metal detector

Security Supervisor  
2012

Sept 2011 - March

Palladion Security Services  
Boston, MA

- Programs and maintains data in the access control computer, to authorize employee access for entry into facilities.
- Provides job training to new security personnel and evaluates staff training needs.
- Evaluates special security requirements of high-risk areas and provides technical advice.

Police Officer  
2011 Hanover Police Department  
Hanover, MA

Feb 2011 - Sept

- Provided public safety by maintaining order, responding to emergencies, protecting people and property, enforcing laws, and promoting good community relations
- Identified, pursued, and apprehended suspects and perpetrators of criminal acts
- Recorded facts and details for reports that documented incidents and activities

## InfantryTeamLeader

April 2005 - April

### 2013 US Army (MARNG)

- Team Leader of a US Army Police Mentoring Team in Afghanistan
- Assisted in the training and graduation of more than 350 Afghanistan National Police soldiers and officers
- Team leader of a US Army Peace Enforcement Team in Kosovo
- Responsible for maintaining the security of Albanian and Serbian towns, buildings and residents
- Maintained exceptional military bearing, exceeded personal appearance and uniform standards


## EDUCATION/ TRAINING

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- |   |             |
|---|-------------|
| • B.A. in Criminal Justice (in progress)            | 66 Credits  |
| • B.A. in Sports Studies and Art Design             | Earned 1999 |
| • US Army Basic Combat Training and Infantry School | 24 Weeks    |
| • Municipal Police Academy                          | 22 Weeks    |

## CERTIFICATES/ AWARDS

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- Management of Aggressive Behavior certified
- Afghanistan Campaign Medal
- Kosovo Campaign Medal
- Global War on Terrorism Medal
- Combat Patch with Stripes
- Physical Fitness Excellence Award
- German Armed Forces Badge for Weapons Proficiency
-  DynCorp Commendation for actions on an Improvised Explosive Device

**From:** [Stephen Maio](#)  
**To:** [Sherri Dalton](#)  
**Cc:** [Edward Dombroski](#); [Mullen, Thomas \(tmullen@thomasamullenpc.com\)](mailto:tmullen@thomasamullenpc.com)  
**Subject:** FW: Town Council Action Needed to Complete Sale of 28 Redfield Road  
**Date:** Tuesday, May 5, 2020 12:01:53 PM

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FOR THE AGENDA

**From:** Mullen, Thomas <tmullen@thomasamullenpc.com>  
**Sent:** Tuesday, May 5, 2020 11:30 AM  
**To:** Stephen Maio <smaio@wakefield.ma.us>  
**Subject:** Town Council Action Needed to Complete Sale of 28 Redfield Road

Steve:

When the Town Council last discussed the sale of 28 Redfield Road, the Council voted to reduce the price by \$14,500 from \$151,100 (a reduction of 9.6%) to \$136,600 because of the extraordinary expenses the buyer would have to incur in order to remedy the encroachment. The vote was contingent on the willingness of Reading, which is the owner of 13.8% of the tax title land, to accept a pro rata reduction in price.

Since then we've learned that because Reading does not have a bylaw of the kind we do in Wakefield authorizing a sale of tax title land under G.L. c. 30B, if Reading varies at all from the auction process which is the legal default mechanism for such sales there must be a Town Meeting vote. That can't happen now until November.

Kara Meade, the buyer, is willing to, in effect, absorb Reading's share of the reduction if Wakefield will proceed with an immediate sale. That would mean that Wakefield's share of the purchase price would decline from the originally planned \$130,262 to \$117,730.80 (again, a 9.6% reduction), while Reading would continue to receive its originally planned \$20,838. Instead of receiving a discount of a full \$14,500, Ms. Meade would accept a discount of \$12,505.15.

Because the Town Council's prior vote was contingent on Reading's agreement to accept a pro rata reduction, this new proposal requires re-submission to the Council for a vote. Please include this email in the Councilors' materials for their meeting on 5/11 and schedule a brief discussion of the matter on the agenda. Thanks.

Tom

--

Thomas A. Mullen, Esq.  
Thomas A. Mullen, P.C.  
40 Salem Street  
Building 2, Suite 12  
Lynnfield, Massachusetts 01940  
781-245-2284 (office)  
781-245-9990 (fax)



# TOWN OF WAKEFIELD

DEPARTMENT OF PUBLIC WORKS

**To:** Councilor Dombroski, Chairperson Wakefield Town Council

**From:** Joseph Conway, Director of Public Works

**Subject:** Surplus Equipment

**Date:** April 30th, 2020

The Department of Public Works is requesting authorization to auction the surplus equipment listed below. Funds from any sale will be deposited into the general fund.

- |   |  |
|---|--|
| 1. Hercules Paint gun cleaner                       | 13. Hobart 120 mig welder                              |
| 2. 2 Sharp SGF HVLP spray guns                      | 14. Snow plow wear blocks                              |
| 3. San – Blast sand blaster pot                     | 15. Light bar for 2 rotary beacons                     |
| 4. Power guard 3500 watt generator                  | 16. Electronic Panel Spot welder, portable spot welder |
| 5. SAS Fresh air breathing system                   | 17. Wright Safeway 1 1/2 ton chain hoist               |
| 6. Steel work bench with spray gun holder           | 18. 2 pallets of GM parts                              |
| 7. OTC monitor 2000 scan tool                       | 19. Stow R-2000 roller                                 |
| 8. Fisher MM upright frame                          | 20. 1987 5580 gvw Eager Beaver roller trailer          |
| 9. 1/2" wire rope 3'                                | 21. Stanly Hyd jack hammer with bits                   |
| 10. Empire air breathing system for sand blast hood | 22. 2002 Chevy C8500 truck                             |
| 11. Roller cocoa mat holder                         | 23. Parker hose crimper with dies.                     |
| 12. S series International fender                   | 24. Imperial Eastman Hyd hose crimper no dies          |





# WAKEFIELD FARMERS MARKET



**Located at Hall Park on North Ave  
on the Lake next to Veteran's Field  
Exit 39 from Rt 128/95 GPS 468 North Ave**

**Saturdays 9:00 a.m.-1:00 p.m.  
June 20, - October 31, 2020**

[wakefieldfarmersmarket.org](http://wakefieldfarmersmarket.org)

**THANK YOU** to all our volunteers who sign up every Saturday to help step up, run the market tent and clean up. Without our volunteers it would be impossible to run a successful farmers market!

**THANK YOU** to our new Market Manager, AnnMarie Gallivan, her first year on the job was a success!

**THANK YOU** to the Town of Wakefield, and our Local Banks for their support and sponsorship of the SNAP program and other initiatives.

Thank  
you! .





## 2019 Financial Highlights

We made a small profit, which we will use toward additional expenses in 2020 to support the health and safety of our community while they visit the market.

The new market manager salary was fully funded by revenue from the market ensuring our self-sustainability.

Events and SNAP benefits were sponsored by local banks.

# Wakefield Farmers Market During Covid-19

The mission of the 2020 **Wakefield Farmers Market** (WFM) during the COVID-19 pandemic is to provide an essential farmers market to give people the opportunity to buy local produce, meats and dairy and other foods. Per the Massachusetts Department of Public Health, we have a few rules to keep our customers, vendors and volunteers safe:

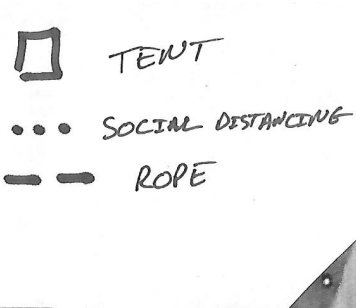
- When possible, only send one family member to shop. We can only allow a small number of shoppers into the shopping area at one time.
- We need to Social Distance at all times – 6 ft in every direction.
- Wearing a mask or face covering is mandatory.
- Pre-Order whenever possible. The WFM website will have vendor info.
- No reusable bags or dogs allowed.
- Only food vendors will be present. No entertainment.





# What will our market look like?

- For the 1st 3 weeks will be pick up only.
- For the 1st 3 weeks there will only be 10 vendors selling veg, meat, poultry and grains.
- After the 1st 3 weeks, additional food vendors may be added.
- A hand washing station will be made available.
- Barriers/fencing/rope will be used to assist in crowd control.
- There will be no public toilets (sorry).
- The market tent will have a clear screen to separate the volunteers from point of sale.
- All market staff and vendors will be wearing masks and gloves.
- No tablecloths.
- No samples.
- No music, entertainment, fundraising, kids tent or live cooking demos.
- We will still be accepting SNAP/EBT, WIC, FMNP Coupons and Seniors' Coupons. We will continue the SNAP match.

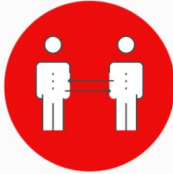


## Proposed Market Layout

complies with the  
Massachusetts  
Department of  
Public Health  
new rules



# MARKET SAFETY RULES



## SOCIAL DISTANCING

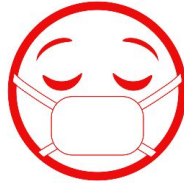
Stay 6 Feet Apart

Mantenerse a 6 pies de distancia

## WEAR FACE COVERING

For the safety of our Volunteers, Vendors and Customers, please wear a face covering into the market.

Para la seguridad de nuestros Voluntarios, Vendedores y Clientes, use una cubierta facial en el mercado.



## NO CONGREGATING

We miss socializing with our favorite vendors too. To ensure everyone has a chance to shop, we ask that you complete your purchases and exit the market.

También extrañamos socializar con nuestros proveedores favoritos. Para garantizar que todos tengan la oportunidad de comprar, le pedimos que complete sus compras y salga del mercado.

A draft example of signage that will be used to explain the new “COVID” rules of the market.

[wakefieldfarmersmarket.org](http://wakefieldfarmersmarket.org)

WAKEFIELD FARMERS MARKET

A decorative graphic featuring two red strawberries with black outlines and a black swirl, positioned below the word 'FARMERS' in the market name.



## **DRAFT: WFM 2020 COVID 19 OUTLOOK & PROCEDURES**

No artisans, music, entertainment, cooking demonstrations, non profits or any non-essential business that will be encourage gathering will be allowed to participate.

Market Manager tent will move to the entrance to entrance of market (see SNAP section for SNAP bucks procedures). A hand washing station/sanitizing station will be made available

Barriers/fencing/rope will be needed to assist in crowd control.

Two potential solutions:

1. Roping off the market (festival fencing) and allowing in a certain number of people at a time to enter and shop
2. Having flags, spaced six feet apart, throughout the market that people/families can move between

Customers will be asked to send only the head of household.

No dogs.

The first 3 weeks of market will be PICKUP ONLY to get customers comfortable with the idea that this year's market will not be a community destination but a place to purchase healthy foods.

Increase the space between vendor booths to 6 to 10 ft between booths.

Vendor booths will be a straight line to allow flow in one direction.

Customers must stay six feet away from booths. Set up flags/ropes/barriers that mark six feet away from the vendor's booth.

Limit 2 customers to every vendor. Estimated 15 customers for every 1,000 square feet.

*If we eventually move towards a non-pickup market, we may have customers point to the product they want to purchase for the vendor to assemble, rather than pick it up themselves.*

### **Signage at the Market**

Make signs for customers that (1) remind them of safe practices and (2) explain what the market is doing to keep everyone safe.

*Safe practices: (1) maintain social distancing, (2) avoid touching your face, (3) stay at home from market when sick*

Updated: Tuesday, May 5, 2020

Have signs for vendors:

- (1) Hand washing guidance: [https://www.who.int/gpsc/clean\\_hands\\_protection/en/](https://www.who.int/gpsc/clean_hands_protection/en/)
- (2) How to remove gloves: <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>
- (3) Reminder to sanitize your booth often.

### ***Minimize the number of touches***

- Don't allow customers to touch products/goods
- NO Product SAMPLES
- Payment (see section on money handling)

### ***No reusable bags***

Use of reusable bags has been prohibited across the state. Allowable: recyclable paper bags, compostable plastic bags, or single-use plastic bags

### ***Market/vendor display cleaning & sanitizing***

- No use of tablecloths (they are harder to sanitize), unless they use a sheet of clear plastic over the top of the tablecloth.
- Volunteers and vendors will clean and sanitize their displays (their tables and the items used to display produce in) at the end of every market and at intervals during the market.
- We will discontinue the use of display items that cannot be sanitized

### ***Gloves***

- Market managers, staff, and vendors use masks and disposable gloves at all times during market.
  - Wash or sanitize hands before putting on gloves and between glove change-outs.
  - Hand sanitizer stations can be useful, though should not be used as a replacement for hand washing.

CDC glove removal guidelines: <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

Updated: Tuesday, May 5, 2020

Have ONE vendor person be the one to touch the products and one who touches currency. Encourage this by having clear signage (chalkboard, etc.) that lists all products and prices

Encourage online ordering Vendors can use simple Google Forms or email to collect orders, and then have orders pre-bagged for easy pickup at market.

### ***Money handling***

Vendors should set up a payment system in which ONE person is designated to handle payment and another handles produce/product If only one person at that booth, set up system so that payment can be as touch-less as possible. Ideally, that vendor would also have a personal hand-washing station they could use.

Credit/debit: encourage payment apps like Venmo or Paypal

Cash: minimize cash transactions

SNAP/HIP: swipe the client's card, use gloves, and wipe down machine in between interactions if possible. By federal law, these payments cannot be "remote" and must be done in-person. Create a shield to separate as they have a grocery stores

SNAP Bucks: Have only a portion of the bucks out and available for any given market. Don't have the full amount out in the open at the market.

Vendors can have SNAP customers place their bucks in a bucket before they give them to the market manager. Wipe bucks with sanitizing solution & let sit out for at least three days. Do not soak

**Or use paper bucks and throw out each week.**

Important note! Wearing a mask is not effective in preventing you from catching the virus. However, if you are carrying the virus and wearing a mask, masks are effective in preventing you from spreading the virus to other people.

If the pandemic orders become more stringent, we will become a Drive Thru Market – limited vendors (top tier farmers and essential food) and setting up in the parking lot as a drive thru market to each vendor.

Vendor Tiers:

**First Tier Vendors:** These vendors will be invited to all markets.

Farmers, meat, poultry and grains:

Updated: Tuesday, May 5, 2020

1. Farmer Dave's
2. Fay Mountain Farm
3. Flats Mentor Farm
4. Kelly's Farm
5. Lilac Hedge Farm
6. Neighbor's Acre Farm
7. Roberto's Seafood
8. Swiss Bakers
9. The Bread Shop
10. West River Creamery

**Second Tier Vendors:** These vendors will be invited to the market as space and COVID-19 response policy allows

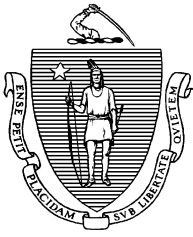
Fresh Small Batch Producers:

11. Deano's Pasta
12. Drive-by Pies
13. Goodies Homemade
14. Habibi Gourmet

**Third Tier Vendors:** These vendors will be invited as space and COVID-19 response policy allows

15. Aaronap Cellars
16. Ackermann Maple Farms
17. Coutt's Specialty Foods
18. Emmett's Pet treats
19. Fork on a Road
20. Grateful Tastes
21. Pony Shack Cider
22. Halvah Heaven
23. Tower Beverages The Roasted Granola

Pour Man's Coffee is a possible vendor if we are allowed to loosen up the regulations. As of 5/8/2020 the goal is to get people in and out of the market in a short period of time.



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lieutenant Governor

**MARYLOU SUDDERS**  
Secretary

**MONICA BHAREL, MD, MPH**  
Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

## **ORDER OF THE COMMISSIONER OF PUBLIC HEALTH FOR FARMERS MARKETS, FARM STANDS AND CSAs**

On March 10, 2020, Governor Charles D. Baker declared a state of emergency in the Commonwealth to respond to the spread of COVID-19. On March 11, 2020, in view of the grave threat that the spread of COVID-19 presents to the public health, the Public Health Council authorized and directed me to act pursuant to G. L. c. 17, § 2A and to take all appropriate actions, incur such liabilities, and establish such rules, requirements, and procedures necessary to prepare for, respond to, and mitigate the spread of COVID-19 in order to protect the health and welfare of the people of the Commonwealth.

On March 23, 2020, the Governor issued an Order Assuring Continued Operation of Essential Services in the Commonwealth. As designated in the list of "COVID-19 Essential Services," farmers markets, farm stands and CSAs are essential and will remain open. Additionally, farmers' market employees, farm stand employees and CSA employees are deemed essential workers.

Therefore, in order to ensure access to a strong local food supply and enable farms to continue to grow, harvest and market safe, healthy and local fruits and vegetables, while additionally reducing exposure of shoppers and employees to COVID-19, and pursuant to the authority granted by G. L. c. 17, § 2A and with the approval of the Governor and the Public Health Council, I hereby issue the following Orders:


- 1) As indicated in the list of "COVID-19 Essential Services", farmers markets, farm stands and CSAs may remain open.
- 2) Managers of Farmers' Markets must limit the number of customers who can enter the market space at one time. Market Managers and individual vendors operating within a Farmers' Market must remind customers of "social distancing", maintaining a space of at least six (6) feet from one another while shopping at indoor or outdoor Farmers Markets, through signage at prominent locations and vendor tables, at access points and through verbal reinforcement.
- 3) Market managers and staff should cordon off farmers' market perimeters to allow for clear entry and egress points.

- 4) Market managers and staff must monitor and control the number of customers allowed within farmers' market areas and must allow no more than 10-15 customers per 1,000 square feet at any one time.
- 5) Lines that form outside of market entry points must be monitored and set-up in a way that customers maintain recommended distances between each other while waiting.
- 6) Market managers must employ signage, floor marks and cones to direct customers to maintain spacing requirements.
- 7) Local law enforcement should be notified and consulted if any issues arise concerning distancing or other physical security concerns at the market.
- 8) Signs must be posted to remind staff and customers that they should not visit the market when they are sick.
- 9) Market managers, staff and vendors must clean and disinfect frequently touched objects and surfaces.
- 10) Farmers' markets, retail stands and CSAs are encourage to promote transactions that employ pre-bagging of produce, online-orders and other methods that limit public interaction and minimize the time customers spend at vendor tables to enable customer flow and the maintenance of distancing guidelines.
- 11) Farmers' markets may not offer product samples for on-site use or tasting in order to reduce opportunities for contamination and transmission of the virus.
- 12) Market managers and vendors should minimize the handling of produce and products by both staff and customers, and prohibit the touching of produce by customers at vendor tables and sales points.
- 13) Farmers' market managers, market staff, as well as vendors and their employees, shall not perform bagging of produce if reusable bags are utilized until further notice. Vendors may choose to use recyclable paper bags, compostable plastic bags or single-use plastic bags during COVID-19 response operations in the Commonwealth
- 14) Vendors should not use tablecloths in order to make it easier to clean and sanitize table surfaces. Vendors must clean and sanitize their displays, including their tables and items used to display produce at the end of every market during market operation. Markets are recommended to discontinue the use of display items that cannot be cleaned and sanitized.

- 15) Markets are encouraged to provide access to handwashing facilities, including those available in public restrooms, and alcohol based hand sanitizers for event staff and participants.
- 16) Market managers, staff and vendors must utilize face coverings or masks, as well as disposable gloves, at all times during market/CSOA operations. Customers are strongly encouraged to use masks or face coverings as per the [CDC guidance](#).
- 17) Markets and vendors should minimize cash transactions. If more than one person is working the table, vendors should designate one person to handle money and another to handle produce/product.

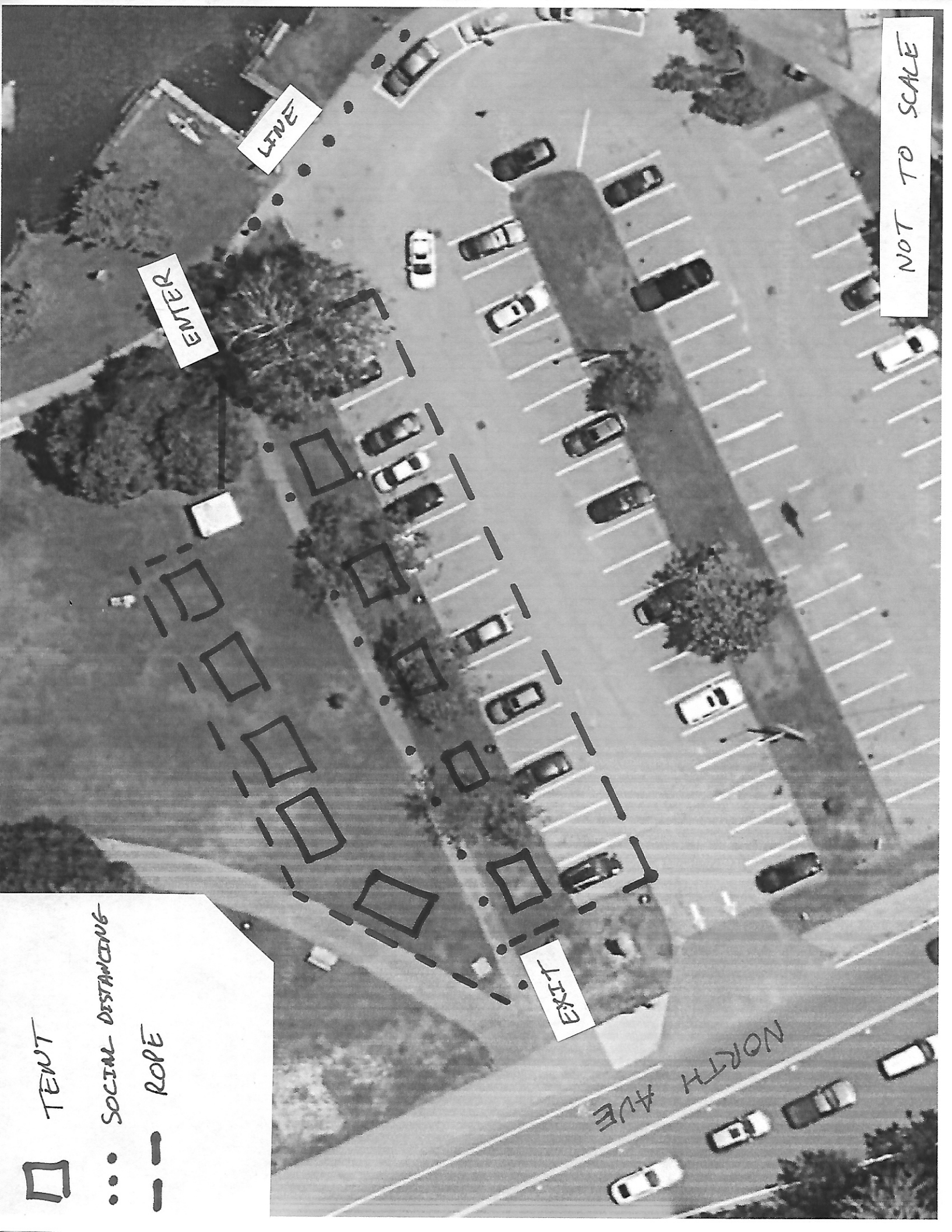
This Order shall be effective immediately and shall remain in effect until the State of Emergency is terminated by the Governor, or until rescinded by me, whichever shall happen first.

IT IS SO ORDERED.

A handwritten signature in black ink, appearing to read 'mBare', is positioned above a horizontal line.

---

Monica Bharel, MD, MPH  
Commissioner, Massachusetts Department of  
Public Health  
April 27, 2020



ENTER

EXIT

NORTH AVE

NOT TO SCALE

TENT

SOCIAL DISTANCING

ROPE





			Total ALL	16	17	15	15	16	17	16	15	16	17	16	15	16	17	16	15	16	16
				15-Jun	22-Jun	29-Jun	6-Jul	13-Jul	20-Jul	27-Jul	3-Aug	10-Aug	17-Aug	24-Aug	31-Aug	7-Sep	14-Sep	21-Sep	28-Sep		

24-Oct	31-Oct				
1	1	20			600
1		10			300
1		9			270
1	1	20			600
	1	10			300
1	1	20			600
1	1	20			600
		0			0
		0			0
1	1	20			600
		0			0
	1	10			300
1	1	20			600
		5			150
1	1	20			600
1	1	20			600
1	1	20			600
	1	10			300
		0			0
1	1	20			600
		0			0
	1	5			150
1	1	20			600
1	1	20			600
1		10			300
1		10			300
16	16	319			
		no\$			
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
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		0			0
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		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
0	0	0	0		9570
16	16	319	9570		
			9570		
			farm extras		
			tsb		
			wcb		

9570

16	16			total	9570	
5-Oct	12-Oct					

## Wakefield Farmers Market P&L January - December 2019

### Revenue

Corporate Grants	1,000.00	
Non Profit Revenue	14,230.00	
Sponsorships (for PR value)	2,000.00	
<b>Total Revenue</b>		<b>\$ 17,230.00</b>

### Expenditures

<b>ALL STAFF Payroll and Contract</b>		
<b>Contract Services</b>		
One-day stipend	130.00	
Bookkeeping	1,476.00	
<b>Total Contract Services</b>	<b>\$ 1,606.00</b>	
<b>Employee Salary and Payroll Expense</b>		
Market Day Coordinator (resigned early on)	542.05	
Market Manager	5,190.79	
WFM Payroll Expenses - includes Q4 A/P	1,685.75	
<b>Total Employee Salary and Payroll Expense</b>	<b>\$ 7,418.59</b>	
<b>Total ALL STAFF Payroll and Contract</b>		<b>\$ 9,024.59</b>
<b>Business Expenses</b>		
Accounting Software	576.76	
QB Credit Card Fees	275.10	
Insurance - Liability	463.00	
Membership Dues	280.00	
<b>Total Business Expenses</b>		<b>\$ 1,594.86</b>
<b>Operations</b>		
Books, Subscriptions, Reference	69.99	
monthly phone charges	258.63	
Postage, Mailing Service	122.00	
Electricity	54.13	
<b>Total Operations</b>		<b>\$ 504.75</b>
<b>PR/Marketing</b>		

Wakefield Patch	28.00		
PR Events, one-time. etc.	90.00		
website	185.93		
WFM Bag Expenditure	363.75		
<b>Total PR/Marketing</b>		<b>\$</b>	<b>667.68</b>
<b>Market Bucks Program Expense</b>			
CC/Debit			
Charges In/Batch Deposit	-18,787.00		
Monthly Fee Out	748.64		
Vender Reimbursments	16,277.00		
Total CC/Debit	-\$		<b>1,761.36</b>
SNAP			
Vendor Reimbursments	4,321.00		
Total SNAP	\$		<b>4,321.00</b>
<b>Total Market Bucks Program Expense</b>		<b>\$</b>	<b>2,559.64</b>
<b>Special Event Expense</b>			
One-time events	627.00		
live music	1,150.00		
<b>Total Special Event Expense</b>		<b>\$</b>	<b>1,777.00</b>
<b>Total Expenses</b>		<b>\$</b>	<b>16,128.52</b>
<b>Net Revenue</b>		<b>\$</b>	<b>1,101.48</b>

day, May 05, 2020 05:07:55 AM GMT-7 - Cash Basis

## License Agreement

THIS LICENSE AGREEMENT (this “Agreement”) made as of this 11<sup>th</sup> day of May, 2020 by and between the Town of Wakefield, Massachusetts acting by and through its Town Council (the “Town”), and Wakefield Climate Action Project, Inc., a Massachusetts nonprofit corporation having a principal office at 12 Armory Street, Wakefield, MA 01880 (the “Licensee”)

### WITNESSETH THAT:

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

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

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

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

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

2. Grant of License. The Town hereby grants the Licensee a limited, temporary, revocable and non-assignable license to use the Premises for the purpose of conducting a farmers’ market on Saturdays between the hours of 9 a.m. and 1 p.m., with the further right to use the Premises for the purpose of set-up from 8 to 9 a.m. and for the purpose of clean-up from 1 to 2 p.m. (the “License”). The term of the License shall be for the period from June 20, 2020, to October 31, 2020, inclusive. The License is conditioned upon the Licensee’s strict adherence to (a) the Rules, as the same may be

amended from time to time; (b) any and all applicable bylaws, rules and regulations of the Town; (c) any and all applicable statutes, regulations and other laws of the Commonwealth of Massachusetts and/or the United States; and (d) any and all instructions issued and requirements imposed by the Town Administrator, Fire Chief, Police Chief, Building Inspector, Health Agent or other officer of the Town.

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

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

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

6. Insurance. The Licensee shall forthwith furnish the Town with a certificate of insurance evidencing that the Licensee has at least One Million Dollars (\$1,000,000.00) of liability insurance applicable to the conduct of the farmers' market on the Premises, which insurance shall be applicable to the whole term of the License, and that the Town is named as an additional insured thereon. The Licensee shall not be allowed to enter upon the Premises until such insurance certificate has been furnished to the Town. The certificate shall reflect that the policy of insurance shall not be cancelled except following at least ten (10) days' written notice to the Town. The Licensee shall be responsible to maintain the said insurance in effect at all times during the term of the License and shall furnish a new certificate thereof upon the request of the Town or upon



any change in such insurance, including without limitation any change in the carrier providing such insurance.

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

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

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

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

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

WAKEFIELD CLIMATE ACTION  
PROJECT, INC.

TOWN OF WAKEFIELD

By: \_\_\_\_\_  
Robert Darnell, President

By: \_\_\_\_\_  
Edward F. Dombroski, Jr.  
Chairman, Town Council  
Duly Authorized

\_\_\_\_\_  
Kelli Stromski, Treasurer

## **2020 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency**

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

**Dates: Saturdays, June 20, 2020 through October 31, 2020    Hours: 9:00 a.m. – 1:00 p.m.**

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

### **I. Terms and Conditions of Sales**

1. All persons desiring to sell items at the Market will submit a completed Farmers’ Market Application/Inventory List (“Application”) on a form provided by the Market and each person must sign a statement indicating that they have read, understand, and agree to abide by the rules of the Market. See sample Farmers’ Market Application/Inventory List attached.
2. All persons submitting an Application must provide an Inventory List of items to be sold at the Market (“List”). The submitted List will be examined at the time of application review and an approved List will be issued by the Market Manager. Persons approved to sell at the Market (“Vendors”) may only sell items from their List.
3. In the event that a Vendor would like to modify his/her List, an amended inventory list must be submitted to the Market Manager for approval. New items identified on the amended inventory list may not be sold prior to the Market Manager’s approval.
4. Only the following, New England farmer-grown or produced items that meet any and all applicable federal, state and local rules and regulations and approved by the Market Manager may be offered for sale:
  - A. Fresh fruits
  - B. Fresh vegetables and herbs
  - C. Plants and flowers
  - D. Honey and maple syrup
  - E. Fresh cider
  - F. Dairy products
  - G. Poultry, eggs, and meat products
  - I. Baked goods in which the majority of the ingredients are produced by the Vendor.
  - J. New England-produced specialty food and beverage products
  - K. Locally produced non-food items such as soaps, candles, sachets, balms, and unique crafts or services. (items not being sold during COVID19 Emergency procedures)
5. Farmer grown or produced shall mean the following:
  - A. Pertaining to all the items mentioned in Paragraph 4 above, all pruning, spraying, fertilizing, and harvesting is undertaken by the farmer, members of the farmer’s household or persons directly employed and paid by the farmer. This may include items grown on land

## **2020 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency**

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

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

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

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

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

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

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

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

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

13. Vendors must have tents weighted (preferred) or staked at all times.

### **II. Prices and Signs**

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

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

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

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

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

### **III. Daily Operation**

## **2020 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency**

1. If a Vendor cannot attend the Market, the Market Manager must be notified at least 24 hours in advance via [wakefieldfarmersmarket@gmail.com](mailto:wakefieldfarmersmarket@gmail.com) or via 339-203-4019. Failure to comply will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.
2. Selling at the Market shall begin promptly at 9:00 a.m., and no selling may take place before this time.
3. During COVID 19 Emergency we will not be enforcing this rule - During normal operations vendors must agree to stay fully set up for the entire market day, through 1:00 p.m., even if out of product. Failure to do so will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.
4. Vendors must vacate the selling area no later than 2 p.m. and all clean-up must be completed.
5. No Vendor shall engage in solicitation, collection drives, or political or religious activities in the market. No loud hawking of items is allowed.
6. Vendors must keep the vicinity in and around their selling area clean at all times, remove ALL refuse, including food waste and cardboard and Styrofoam or other boxes or packing materials and unsold items at the end of each Market day and leave their area “broom clean”. DO NOT PUT YOUR TRASH IN THE BARRELS IN THE MARKET AREA!
7. Vendors cannot provide samples.
8. Vendors will clean and sanitize their displays (tables and the items used to display produce in) at the beginning and end of every market and at intervals during the market.
9. Vendors will discontinue the use of display items that cannot be sanitized.
10. Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
11. Vendors use masks and disposable gloves at all times during market. Wash or sanitize hands before putting on gloves and between glove change-outs. Ideally vendors will supply employees with a hand washing station or sanitizer to limit trips to use the market washing/santizing station.
12. Vendors should set up a payment system in which ONE person is designated to handle payment and another handles produce/product If only one person at that booth, set up a system so that payment can be as touch-less as possible. Ideally, that vendor would also have a personal hand-washing station they could use.

## **2020 Rules and Regulations for the Wakefield Farmers Market (the “Market”) during COVID19 Emergency**

Credit/debit: encourage payment apps like Venmo or Paypal

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

13. No table coverings unless plastic to wipe down.

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

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

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

17. Spaces are reserved only for full-season vendors. All other spaces are assigned by the Market Manager each week.

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

### **IV. Grievances**

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

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

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

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

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

# 2020 WFM Farm and Specialty Foods Application

Saturdays 9:00 a.m. - 1:00 p.m. June 20, - October 31, 2020

NOTE: Application will only be accepted by vendors already invited by the Market Manager

\* Required

1. Type \*

*Mark only one oval.*

☐ Farm

☐ Prepared Food/Beverage

*Skip to question 2*

## Contact Information

2. Name of Farm or Business \*

---

3. First Name \*

---

4. Last Name \*

---

5. Email \*

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*Skip to question 6*

## Contact Phone Numbers

6. Preferred phone number \*

---

7. What type of phone number is your Preferred phone number? \*

*Mark only one oval.*

☐ Home

☐ Work

☐ Cell

☐ Other: 

---

8. Emergency phone number \*

In case we need to reach you at the last minute, what number should we call?

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9. What type of phone is your emergency phone number? \*

*Mark only one oval.*

☐ Home

☐ Work

☐ Cell

☐ Other: 

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*Skip to question 10*

## Business Address

10. Business street address \*

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11. Business city location \*

---

12. Business state location \*

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13. Business zip code \*

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*Skip to question 14*

### Mailing address

14. Are your business and mailing addresses the same? \*

We need a mailing address in order to send reimbursement checks to you for market money you may receive.

*Mark only one oval.*

☐ Yes

☐ No

Fill out the mailing address section if your business address is different from your mailing address

15. Mailing street address or PO Box

---



16. Mailing city location

---

17. Mailing state location

---

18. Mailing zip code

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*Skip to question 19*

Website and social media

Write 'none' if it does not apply

19. Website \*

---

20. Facebook \*

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21. Twitter \*

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22. Instagram \*

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*Skip to question 23*

Attendance at the market

Dates must be approved by the Market Manager.

23. Would you like to attend for... \*

*Mark only one oval.*

- ☐ the full 20 week season
- ☐ biweekly starting 6/20
- ☐ biweekly starting 6/27
- ☐ specific weeks (see next question)

24. If you chose specific weeks, select all the weeks you would like to attend

*Check all that apply.*

- ☐ 6/20/20
- ☐ 6/27/20
- ☐ 7/4/20
- ☐ 7/11/20
- ☐ 7/18/20
- ☐ 7/25/20
- ☐ 8/1/20
- ☐ 8/8/20
- ☐ 8/15/20
- ☐ 8/22/20
- ☐ 8/29/20
- ☐ 9/5/20
- ☐ 9/12/20
- ☐ 9/19/20
- ☐ 9/26/20
- ☐ 10/3/20
- ☐ 10/10/20
- ☐ 10/17/20
- ☐ 10/24/20
- ☐ 10/31/20

*Skip to question 25*

Notes and Special Requests

25. Please include special requests or questions here, and for biweekly folks, let us know how flexible you can be as to which date you start on the schedule. NOTE: Most but not all requests can be accommodated! Preference given to order of application received.

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### Payment information

The fee is \$30 per market day per one 10x10 tent space.

and \$40 per market day for one 10X20 space, with only produce farmers eligible for a 10x20 space

There is a one-time registration fee of \$50 (\$40 discounted), for 6 or more dates and \$25 (\$20 discounted) for up to 5 dates,

PAY IN FULL by May 29, 2020 and pay only \$40 registration for a full season and \$20 for up to 5 dates.

(Registration covers PR and other benefits of being part of WFM regardless of how often you attend.)

!!!! Your Payment is due in full by May 29, 2020 to receive the registration discount!!!!

Your invoice will be sent to you once your application is received and details are approved. You may pay by cash, check, or online by credit card or ACH via our new Quickbooks Online payment portal.

26. Do you require electricity at the market? \*

Electricity available for vendor use is limited. Due to the redesign of our market layout due to COVID19 We cannot guarantee that we can provide electricity to all vendors who request it. There is no additional cost for electricity if available.

*Mark only one oval.*

☐ No

☐ Yes

**27. Market layout:**

Please indicate any special consideration we should make in placing your location. We will try our best to accommodate, however market layout is subject to change due to COVID 19.

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*Skip to question 28*

**About your business**

Please give a brief description of your business for promotional materials.

**28. Products: \***

Please specify what products you offer at the market. Indicate any new items for 2020. Is there anything you'd like highlighted in our marketing?

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**29. Description of your operation: \***

Please provide a brief description of your operation that we can use in our marketing materials. If you prefer, you may email us a separate attachment. If you do, indicate that in your response.

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30. Will you participate in the Healthy Incentives Program (HIP) during our 2020 market dates?

*Mark only one oval.*

- ☐ Yes
- ☐ No
- ☐ Other: \_\_\_\_\_

31. Are you certified by Massachusetts to accept WIC and Senior coupons? \*

*Mark only one oval.*

- ☐ No
- ☐ Yes

32. What type of operation do you have?

(Farms only)

*Mark only one oval.*

- ☐ Conventional
- ☐ IPM
- ☐ Organic/sustainable methods without certification
- ☐ Organic/Transitional
- ☐ Other
- ☐ Other: \_\_\_\_\_

33. Use this space if you would like to expand on the the above question.

(Farms only)

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34. How many acres or square feet do you cultivate?

(Farms only)

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*Skip to question 35*

Agreement

Copy and paste the following link to your browser to view our 2020 Rules and Regulations:

<https://docs.google.com/document/d/1MH9ZzII9nwexolawx5y0ZZgYUE5sTCpCF3tpRcE1E5I/edit?usp=sharing>

35. Board of Health Permitting \*

If you have products that require a Board of Health permit, you need to have all your information to the Wakefield Health Department by May 31, 2020. Board of Health application details will be included in your acceptance email. FARMERS: If you see only uncut, unprocessed produce, honey, or maple products ONLY, you do not need a Board of Health Permit. If you plan to sell any other food products, including cut raw vegetables, you need a Board of Health Permit.

*Mark only one oval.*

☐

I will have my information to the Board of Health by May 31, 2020

☐

I do not need a Board of Health permit (produce only or canned or bottled beverages)

## 36. Do you agree to the following conditions? \*

By signing this agreement, participants acknowledge that they have read the 2020 Rules and Regulations during COVID 19 Emergency sent with the application invitation email and agree to abide by the guidelines and decisions of the Wakefield Farmers Market Manager or other representatives of the Wakefield Farmers Market. Participants agree by signing to accept the following hold harmless clause: All authorized vendors participating in the Wakefield Farmers Market agree that they are independent operators and not partners or participants in a joint venture, and shall be individually liable for any loss, personal injury, deaths and/or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents and associates. All vendors agree to indemnify and save the Wakefield Farmers Market, and its volunteers, the Wakefield Farmers Market Manager and Assistant Manager, Wakefield Climate Action Project, Inc., and the Town of Wakefield harmless from and against any loss, costs, damages and other expenses, including attorney's fees, suffered or incurred by reason of vendor's negligence or intentional misconduct or that of its employees, agents and associates. It is required that each vendor carry his or her own business and product liability insurance. Furthermore, vehicle liability insurance is required to cover any vehicle used at the Wakefield Farmers Market. You certify that you have a General Liability Coverage insurance policy for your business that will cover your attendance at the 2020 season of the Wakefield Farmers' Market. You grant permission for WFM and its sponsors to use any photos, videotape, etc. taken of you or your products in any and all publicity and advertising promoting the Market. You understand that no refunds will be given due to weather or pandemic cancellation. Vendors participating in the Wakefield Farmers Market agree that a market representative may visit the farm or facilities when necessary. Prior notice of visits will be given unless it is impossible to do so.

Mark only one oval.

☐ I agree

## 37. Name of General Liability Coverage Insurance Company \*

---

## 38. Insurance coverage dates: \*

---

*Skip to section 11 (Thank you for filling out the Farm and Specialty Food vendor application)*

Thank you for filling out  
the Farm and Specialty  
Food vendor application

After you press the 'Submit' button, you will receive a confirmation email sent to the email you provided above.

You may edit any information in this application by pressing the 'Back' button or the 'Edit your response' button after you press the 'Submit' button.

If you do not receive a confirmation email, you may contact the Market Manager by emailing [wakefieldfarmersmarket@gmail.com](mailto:wakefieldfarmersmarket@gmail.com) or by calling 339-203-4019.

This content is neither created nor endorsed by Google.

Google Forms





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

## Banner Application

With Town Council approval, banners can be hung across Main Street, just outside the Americal Civic Center. Applications must be submitted to Sherri Dalton in the Town Administrator's office at [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us) at least 30 days prior to the date the banner is to be featured.

Today's date: April 28<sup>th</sup> 2020 Requested display dates: JUNE 1<sup>st</sup> - JUNE 15<sup>th</sup> (could be thru June 8 if that's too long)  
Organization name: Wakefield Elementary Schools (Walton, Woodville, Greenwood + Dolbeare)  
Applicant name: Stefanie Alpert Email: salbeaol.com  
Address: 42 Guld St Phone: 617-549-1917

Message / name featured on banner and purpose of display:

CONGRATULATIONS to Wakefield's 4<sup>th</sup> Grade "MAING ON" class of 2020 from Dolbeare, Greenwood, Walton and Woodville Elementary Schools! Best of luck at the Galvin!

Stefanie Alpert  
Signature of applicant

4/28/20  
Date

### For Internal Use Only:

Town Council: ☐ Approved ☐ Denied

Date: \_\_\_\_\_ By: \_\_\_\_\_

Municipal Gas and Light Dept: ☐ Approved ☐ Denied

Date: \_\_\_\_\_ By: \_\_\_\_\_

Conditions and comments: \_\_\_\_\_



**From:** [Kevin Gill](#)  
**To:** [Christine Bufagna](#)  
**Cc:** [Sherri Dalton](#); [Jacqueline Sorrentino](#); [Catherine O'Brien](#)  
**Subject:** FW: Intermunicipal agreement with Reading for Food Services Director  
**Date:** Wednesday, April 29, 2020 1:01:18 PM  
**Attachments:** [IMA-SchoolNutritionDirector FY21 - FY23.docx](#)

---

Hi Christine,

You would want to send it to Sherri.

I cc'd her on this email if she has any questions for you.

Thanks,  
KG

**From:** Christine Bufagna <Christine.Bufagna@wpsk12.org>  
**Sent:** Wednesday, April 29, 2020 12:17 PM  
**To:** Kevin Gill <kgill@wakefield.ma.us>  
**Cc:** Karen Fitzpatrick <Karen.Fitzpatrick@wpsk12.org>  
**Subject:** Intermunicipal agreement with Reading for Food Services Director

Hi Kevin,

This agreement was voted on and approved by the School Committee last night. It now needs to be voted on by the Town Council.

Do I send it to you or someone else at Town Hall to be added to the next agenda?

Thank you,  
Christine

--

Christine Bufagna  
School Business Administrator  
Wakefield Public Schools  
60 Farm Street  
Wakefield, MA 01880  
(781) 246-6400 X6952

**Inter-municipal Agreement Between  
Reading Public Schools  
AND  
Wakefield Public Schools**

**This Inter-municipal Agreement** dated as of this \_\_\_th day of \_\_\_\_, ~~2017~~2020 (this “Agreement”) by and between the Town of Reading, acting by and through its School Committee (“the Reading Public Schools”), and the Town of Wakefield, acting by and through its School Committee (“the Wakefield Public Schools”)

**WITNESSETH THAT:**

**Whereas**, the parties desire to achieve economies by sharing the services of a School Nutrition Director; and

**Whereas**, pursuant to G.L. c. 40, §4A, this Agreement has been approved by the ~~Board of Selectmen~~Select Board of the Town of Reading and by the ~~Board of Selectmen~~Town Council of the Town of Wakefield, and this Agreement has been further approved by the School Committee of the Town of Reading and the School Committee of the Town of Wakefield, and the Superintendents of the Reading Public Schools and the Wakefield Public Schools have been duly authorized to execute this Agreement by their respective School Committees;

**Now, therefore**, in consideration of the premises set forth above, and the mutual promises set forth below, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the undersigned hereby agree as follows:

- 1. Employment of School Nutrition Director by Reading Public Schools; Payment by Wakefield Public Schools.** The Reading Public Schools shall appoint and employ a School Nutrition Director (the “Director”) and shall be responsible for the salary paid and all employment-related benefits granted to such employee. Without limiting the generality of the foregoing, the Reading Public Schools shall be responsible for any medical or other insurance, retirement contributions, workers’ compensation coverage, unemployment benefits, and vacation and other leave to which the Director may be entitled by law or by contract. The Director shall furnish services as School Nutrition Director of both the Reading Public Schools and the Wakefield Public Schools. The Wakefield Public Schools shall contribute to the cost of employing her by paying to the Reading Public Schools the sum of ~~\$66,300~~\$71,445 in ~~FY2018~~FY2021, ~~\$67,900~~\$73,250 in ~~FY2019~~FY2022 and ~~\$69,700~~\$75,100 in ~~FY2020~~2023, notwithstanding the provisions of Section 2, below. Equal payments shall be made three times per year due and payable on September 1, December 1, and March 1. It is anticipated that the Director will continue to be ~~Kristin Morello~~Danielle Collins. The Reading Public Schools shall arrange for coverage of the Director’s position during any period of the Director’s absence exceeding twenty work-days during the Director’s work year (as defined in Section 2, below). In addition, the Reading Public Schools shall arrange for coverage of the Director’s

position, if warranted, during any period of the Director's absence if mutually agreed upon by Reading Public Schools and Wakefield Public Schools. Should Reading Public Schools not find a suitable replacement or interim candidate to fulfill the role of School Nutrition Director for both Reading Public Schools and Wakefield Public Schools during such extended period of absence, Reading Public Schools shall reimburse the Wakefield Public Schools on a pro rata basis for the period of time during such extended absence when there is no such coverage.

2. **Work Time.** The Reading Public Schools will employ the Director for a work year consisting of ~~215~~220 business days. Specific schedules shall be arranged by mutual agreement of the School Business Officer in each district and in consultation with the Director. The work year for the Director shall commence no later than ten days prior to the start of the Reading Public Schools' academic year and shall end no sooner than ten days after the conclusion of the Reading Public Schools' academic year. Any time worked prior to the established start date or after the established end date shall be paid to the Director at a per diem rate, which is above and beyond the maximum financial liability described in number 10 below.
3. **Term.** The term of this Agreement (the "Term") shall be for a period of Three (3) years commencing on July 1, ~~2017~~2020 and ending on June 30, ~~2020~~2023.
4. **Duties of Director.** The Director shall be responsible for the management, supervision, and oversight of the School Nutrition programs of the Reading Public Schools and the Wakefield Public Schools, subject to the direction of their respective Superintendents or their designees and to the budgetary limits set by their respective School Committees. Without limiting the generality of the foregoing, the Director shall be responsible for the following for both parties hereto:
  - a. Preparation and administration of the School Nutrition budget;
  - b. Acquisition of equipment and supplies;
  - c. Providing input on hiring, firing, discipline, motivation, and preparation of annual performance evaluations for cafeteria staff;
  - d. Day-to-day School Nutrition personnel deployment and task assignment;
  - e. Providing input to the School Committee for purposes of collective bargaining;
  - f. Planning and delivery of meals;
  - g. Back office support, defined in Section 5 below;
  - h. Menu planning;
  - i. Nutritional planning;
  - j. Promoting, monitoring, and analyzing participation in meals programs;
  - k. Revenue collection;
  - l. Loss control;
  - m. Cash control;
  - n. Reporting to the Bureau of Nutrition of the Department of Elementary and Secondary Education; and

- o. Such other related duties as may be assigned, jointly or severally, from time to time by the Superintendents of the Reading Public Schools and the Wakefield Public Schools or their designees.
- 5. **Definition of “Back Office Support”.** As used herein, “back office support” means and includes the following:
  - a. Office telephone and email support;
  - b. Menu and document production;
  - c. Accounts payable preparation;
  - d. Accounts receivable preparation;
  - e. Cash deposits;
  - f. Cash counting;
  - g. Inventory control;
  - h. Food and supply ordering;
  - i. School Nutrition equipment maintenance, repair, and replacement.
- 6. **Reimbursable Expenses.** The Reading Public Schools will reimburse the Director for any mileage, travel expenses, professional association dues, and professional development costs to which she may be entitled per contract.
- 7. **Performance Evaluation.** The School Business Official of the Reading Public Schools will annually conduct a performance evaluation of the Director. The evaluation will be based on the Director’s job description as maintained by the Reading Public Schools, any goals or objectives established by either or both of the Superintendents for the Director, and any guidelines for administrative personnel maintained by either or both of the Reading Public Schools and the Wakefield Public Schools. The School Business Official of the Reading Public Schools shall solicit input and feedback from the School Business Official of the Wakefield Public Schools and this feedback shall be incorporated into the evaluation. It is anticipated that the annual evaluation will serve as a major basis on which the Reading Public Schools will decide whether to renew the Director’s employment contract and that any deficiencies identified through the evaluation process could lead to termination, non-renewal, discipline or remedial action. The Reading Public Schools shall have authority to terminate or discipline the Director, and to determine whether or not to renew her employment contract.
- 8. **Termination.** This Agreement may be terminated at any time by agreement of the parties and will terminate sixty (60) days after either party gives written notice to the other of such party’s desire to terminate this Agreement. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. The parties shall equitably adjust any payments made or due relating to the unexpired portion of the Term following such termination, including without limitation any payment made by the Wakefield Public Schools under Section 1, above.



## **9. Indemnification.**

- A. By the Wakefield Public Schools.** Notwithstanding the final sentence of G.L. c. 40, §4A, the Wakefield Public Schools, to the extent allowed by applicable law, shall indemnify and hold harmless the Reading Public Schools and each and all of their officials, officers, employees, agents, servants and representatives (the “Reading Indemnitees”) from and against any claim arising from or in connection with the performance by the Director of her duties for the Wakefield Public Schools including, without limitation, any claim of liability, loss, damages, costs, and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the Director while in or performing services for the Wakefield Public Schools. Such indemnification shall include, without limitation, current payment of all costs of defense (including reasonable attorneys’ fees, expert witness fees, court costs, and related expenses) as and when such costs become due and the amounts of any judgments, awards, and/or settlements, provided that (a) the Wakefield Public Schools shall have the right to select counsel to defend against such claims, such counsel to be reasonably acceptable to the Reading Public Schools and its insurer, if any, and to approve or reject any settlement with respect to which indemnification is sought; (b) the Reading Indemnitees shall cooperate with the Wakefield Public Schools in all reasonable aspects in connection with such defense; and (c) the Wakefield Public Schools shall not be responsible to pay any judgment, award, or settlement to the extent occasioned by the negligence or intentional misconduct of any of the Reading Indemnitees (which term excludes the Director).
- B. By the Reading Public Schools.** Notwithstanding the final sentence of G.L. c. 40, §4A, the Reading Public Schools, to the extent allowed by applicable law, shall indemnify and hold harmless the Wakefield Public Schools and each and all of their officials, officers, employees, agents, servants and representatives (the “Wakefield Indemnitees”) from and against any claim arising from or in connection with the performance by the Director of her duties for the Reading Public Schools including, without limitation, any claim of liability, loss, damages, costs, and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the Director while in or performing services for the Reading Public Schools. Such indemnification shall include, without limitation, current payment of all costs of defense (including reasonable attorneys’ fees, expert witness fees, court costs, and related expenses) as and when such costs become due and the amounts of any judgments, awards, and/or settlements, provided that (a) the Reading Public Schools shall have the right to select counsel to defend against such claims, such counsel to be reasonably acceptable to the Wakefield Public Schools and its insurer, if any, and to approve or reject any settlement with respect to which indemnification is sought; (b) the Wakefield Indemnitees shall cooperate with the Reading Public Schools in all reasonable aspects in connection with such defense; and (c) the Reading Public Schools shall not be responsible to pay any judgment,

award, or settlement to the extent occasioned by the negligence or intentional misconduct of any of the Wakefield Indemnites (which term excludes the Director).

- 10. Maximum Financial Liability of Parties.** The Wakefield Public Schools shall not be responsible to pay more than \$~~66,300~~71,445 in ~~FY2018~~FY2021, \$~~67,900~~73,250 in ~~FY2019~~FY2022 and \$~~69,700~~75,100 in ~~FY2020~~FY2023 to support the employment of the Director, nor shall the Reading Public Schools be responsible to pay more annually than the difference between the said sum and the costs of the salary and benefits to which the Director is entitled by contract and by law, notwithstanding the provisions of Section 2, above.
- 11. Financial Safeguards.** The parties shall keep and exchange accurate and comprehensive records concerning the services performed by the Director in and for their respective schools, the costs incurred in connection with her employment and the services rendered by her, and all reimbursements and contributions received by or from either of the parties in connection therewith. Each party shall conduct an audit, no less frequently than annually, to confirm that the Director has duly accounted for all funds for which she is responsible in connection with such party's schools, the results of which shall be promptly shared between the parties.
- 12. Assignment.** Neither party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other.
- 13. Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and this Agreement shall be construed and enforced as if such invalid, illegal, or unenforceable provision were not contained herein.
- 14. Waiver.** The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.
- 15. Amendment.** This Agreement may be amended only by a writing signed by both parties duly authorized thereunto.
- 16. Governing Law.** This Agreement shall be governed by and construed in accordance with the substantive law of the Commonwealth of Massachusetts, without regard to the conflict of laws' provisions thereof.

**17. Heading.** The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the construction of the terms of this Agreement.

**18. Notices.** Any notice permitted or required hereunder to be given or served on either party by the other shall be in writing signed in the name of or on behalf of the other party giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below.

**A. To the Reading Public Schools.** Any notice to the Reading Public Schools shall be delivered by hand or sent by registered or certified mail, return receipt requested, postage prepaid, to the Superintendent of the Reading Public Schools.

**B. To the Wakefield Public Schools.** Any notice to the Wakefield Public Schools shall be delivered by hand or sent by registered or certified mail, return receipt requested, postage prepaid, to the Superintendent of the Wakefield Public Schools.

**19. Complete Agreement.** This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the parties concerning the subject matter hereof.

**IN WITNESS WHEREOF,** the parties have set their hands and seals as of the first date set forth above.

**READING PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
**John F. Doherty, Ed.D.**  
**Superintendent**

**Duly authorized.**

**WAKEFIELD PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
~~**Kimberly Smith, Ed.D.**~~ **Doug Lyons**  
**Superintendent**

**Duly authorized.**





## Clean Lake Committee

***William Renault, Jr., P.E. - Town Engineer (Chair)***

***Claire Moss Environmental Manager (Vice Chair)***

Elaine Vreeland - Conservation Agent

Rob Darnell - ESC Representative

Bill Butler - FOLQ Representative

***Brie Weiler-Reynolds – Board Member***

Kenneth Alepidis – Board Member

Clean Lake Committee Update  
Town Council Meeting | May 11, 2020

# Background

- **September 9, 2019 – Town Council Forms Clean Lake Committee .....**

"The Committee's goal is to make [Lake Quannapowitt](#), our largest Town asset, 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. A focus will also include improving stormwater solutions for Lake Quannapowitt, 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 Committee will consider the work and [assessments of predecessors](#) while pursuing new grant funding opportunities and developing new connections with available local and regional resources. The work of this Committee is expected to be ongoing and extend over several years."

- **Meetings:**

- Began in March
- 3 Meetings to date – March 5<sup>th</sup>, March 23<sup>rd</sup>, April 9<sup>th</sup>.
- Plan to meet 3<sup>rd</sup> Thursday each month





# Watershed Approach

## LAKE QUANNAPOWITT COMMITTEE REPORT

June 27, 2016



**ENSR**

PROPERTY OF  
BEEBE LIBRARY  
343 Main Street  
Wakefield, MA 01880

### LAKE QUANNAPOWITT DATA REVIEW

MARCH 2000

## Using a watershed approach to fix Lake Q's woes

By ALISON SIMCOX  
and DOUG HEATH

Editor's note: Alison Simcox,  
(PhD Water Resources Engineer-  
ing, Tufts University) and Douglas

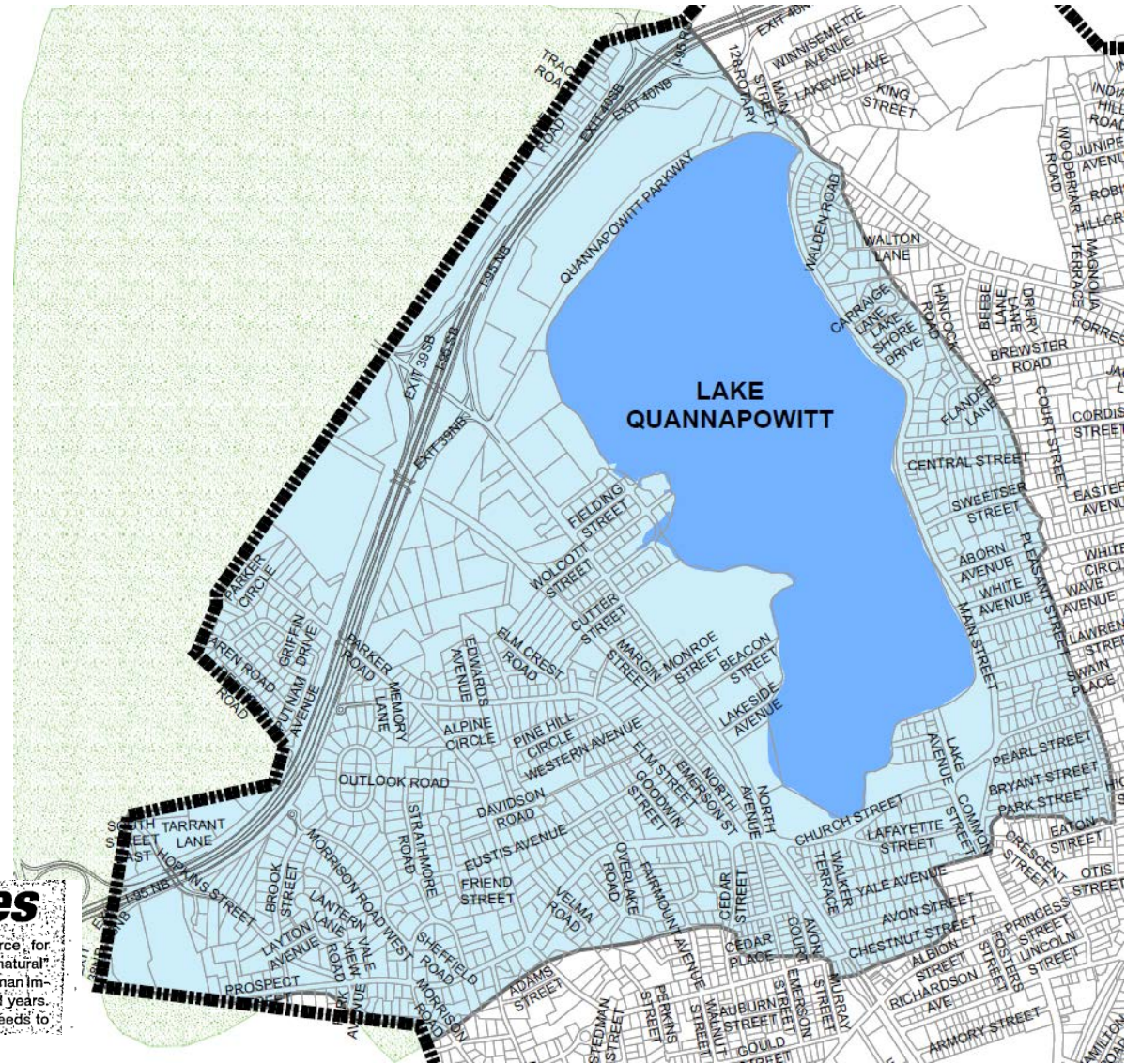
WAKEFIELD — In a three-part  
series of articles, David Carpenter  
claims that our Lake is in serious  
distress and calls on the town to  
take action following a weeks-

new phenomenon nor necessarily  
a cause for alarm.

Six months ago, we wrote a let-  
ter describing why the technology  
called "SolarBees" (solar-powered

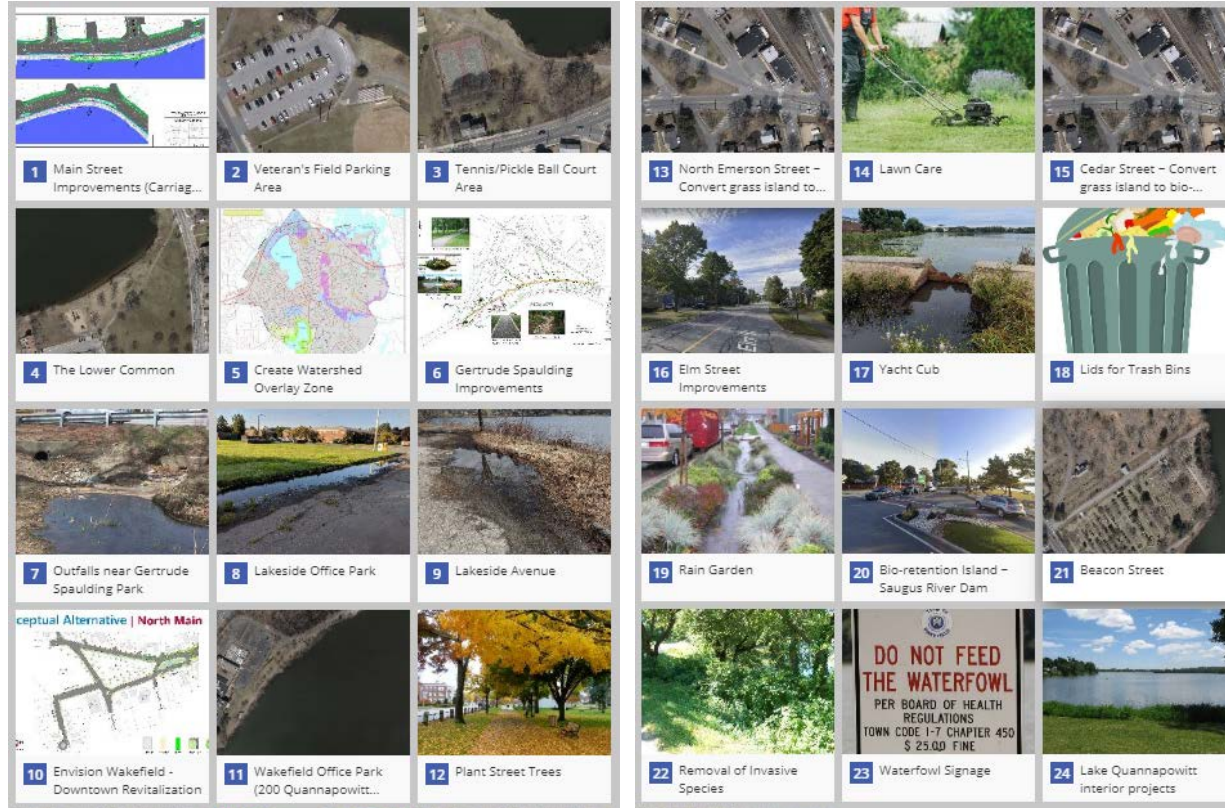
Quannapowitt and its long history  
of over-enrichment by phospho-  
rus, a plant nutrient. This histo-  
ry, which is traced in detail in our  
book "Lake Quannapowitt," is key

is a great natural resource for  
Wakefield; but the term "natural"  
needs to be qualified by human im-  
pacts over several hundred years.  
And the term "resource" needs to





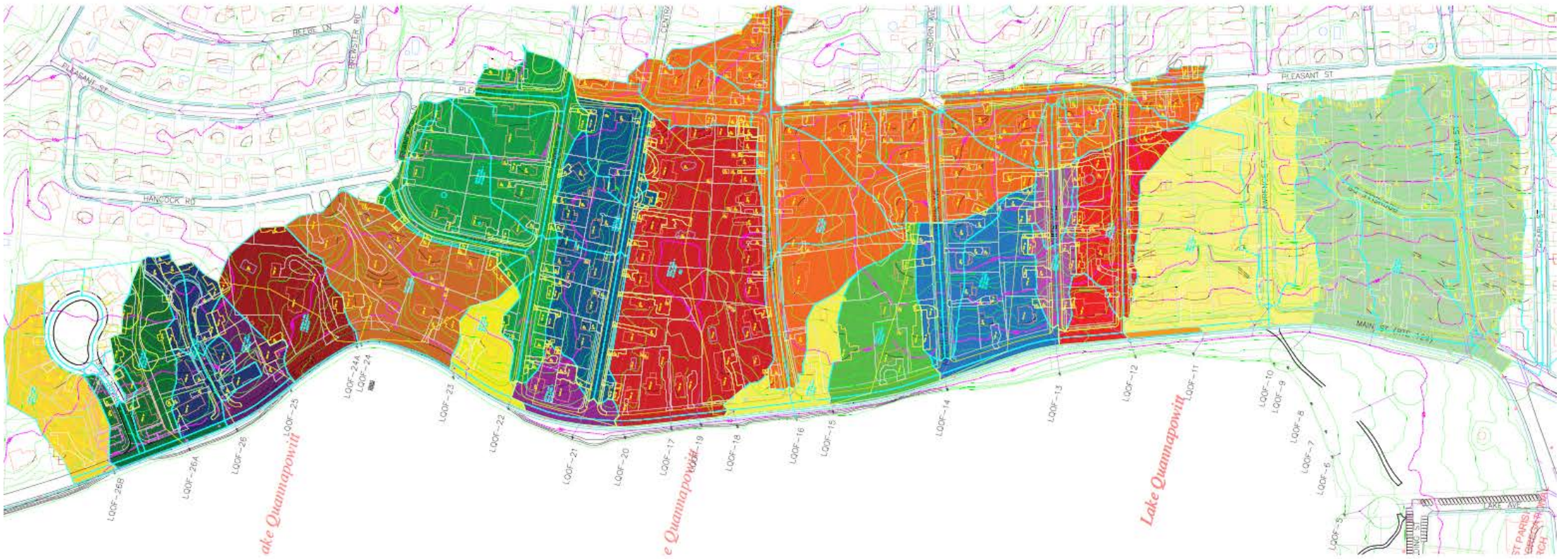
# Project List Development





# Main Street Preliminary Design

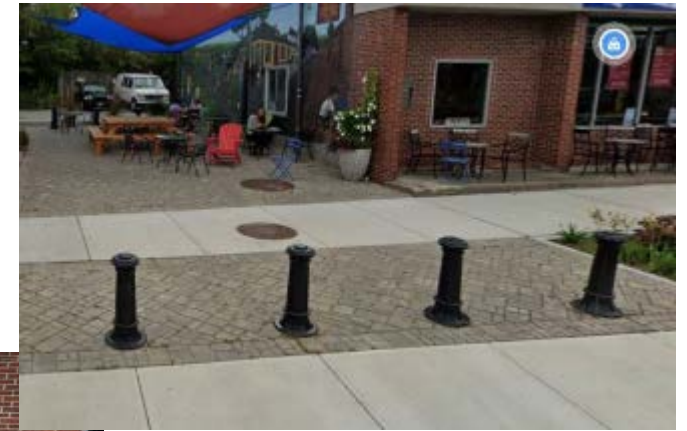
## (Carriage Lane to Salem Street)



# Main Street Preliminary Design

## (Carriage Lane to Salem Street)

- Consolidate and treat outfalls along the Main Street: 19 Outfalls to 10 Outfalls
- Installation of 10 new Retrofit Green Infrastructure Stormwater Treatment
  - Bioretention/Rain Gardens, Tree Box Filters, Porous Pavers, Street trees
  - Installation of 4 treatment units within roadway shoulder
  - Estimated loss of 15 spaces of 188 total parking spaces.
- Apply for Municipal Vulnerability Preparedness (MVP) Action Grant to fund the proposed stormwater improvements.



Porous Pavers



Rain Garden/Bioretention Area



Tree Box Filter



# Main Street Preliminary Design

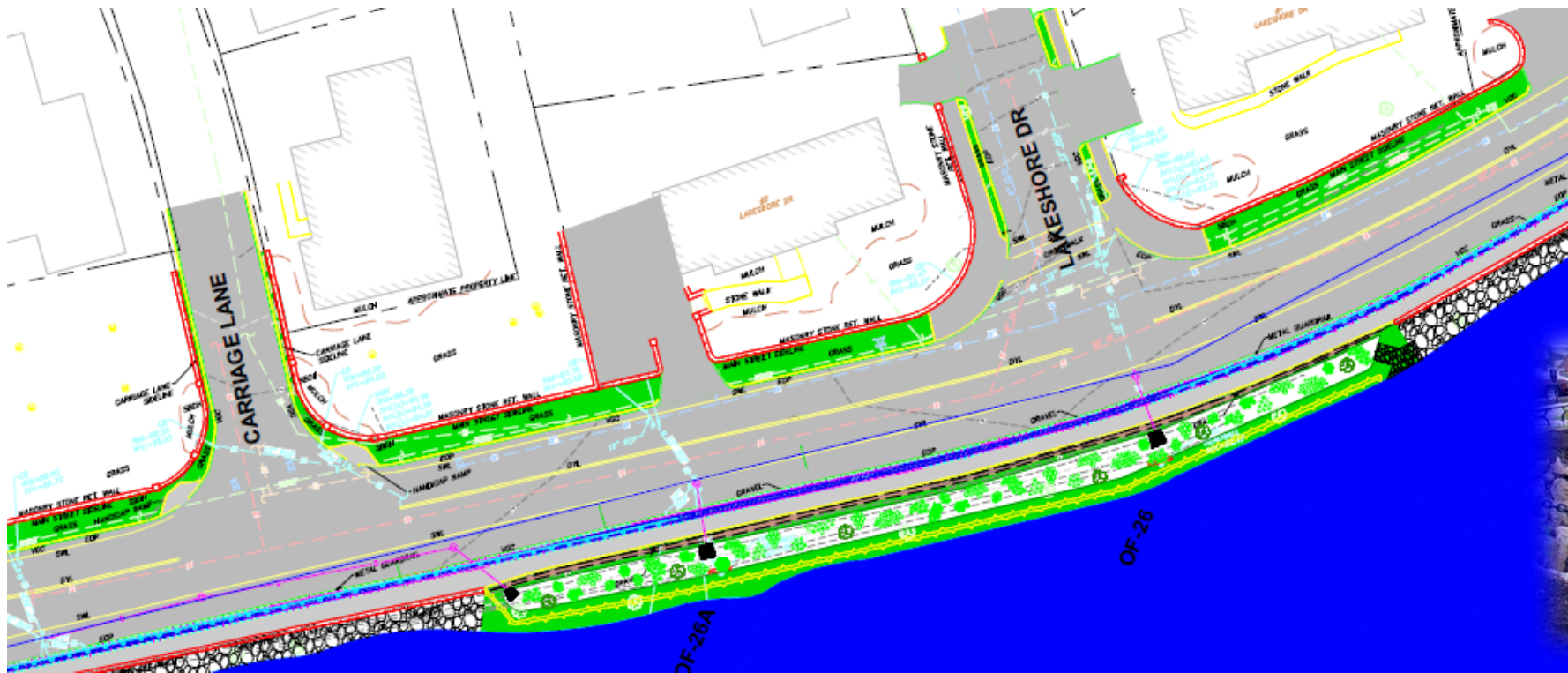
## Metrics – Nutrient Load Reductions

Catchments OFs feeding Bio-retention area	10, 11 & 12	13	14	15, 16, 18 & 19	20	21 & 22	23	24 & 24A	25	26, 26A & 26B
Required Surface Area (35% removal)	2891	231	494	3022	166	1457	134	660	136	889
Design Surface Area	4900	363	565	3208	224	2995	195	672	194	2873
<b>Phosphorus</b>										
Non-structural P removal	8.0%	8.9%	8.2%	7.8%	9.7%	8.2%	8.7%	6.5%	8.9%	7.7%
Structural P removal	59%	57%	50%	47%	52%	62%	54%	59%	53%	77%
<b>Total P removal</b>	<b>62.3%</b>	<b>60.8%</b>	<b>54.1%</b>	<b>51.1%</b>	<b>56.7%</b>	<b>65.1%</b>	<b>58.0%</b>	<b>61.7%</b>	<b>57.2%</b>	<b>78.8%</b>
<b>Nitrogen</b>										
Non-structural N removal	10.4%	11.7%	10.4%	10.0%	12.4%	10.4%	10.8%	8.3%	11.1%	10.2%
Structural N removal	75%	72%	68%	63%	69%	0.77	71%	75%	70%	88%
<b>Total N removal</b>	<b>77.6%</b>	<b>75.3%</b>	<b>71.3%</b>	<b>66.7%</b>	<b>72.8%</b>	<b>79.4%</b>	<b>74.1%</b>	<b>77.1%</b>	<b>73.3%</b>	<b>89.2%</b>
Required Surface Area (90% removal)	18449	1439	3167	19381	1028	9333	855	4370	865	5666
Increase design size by	3.8	4.0	5.6	6.0	4.6	3.1	4.4	6.5	4.5	2.0

- 51% to 79% removal of annual **P**hosphorous load
- 67% to 89% removal of annual **N**itrogen load
- **Proposed annual load removal will EXCEED the upcoming MADEP & EPA Standard**

# Main Street Preliminary Design

## (Carriage Lane to Lake Shore Drive)

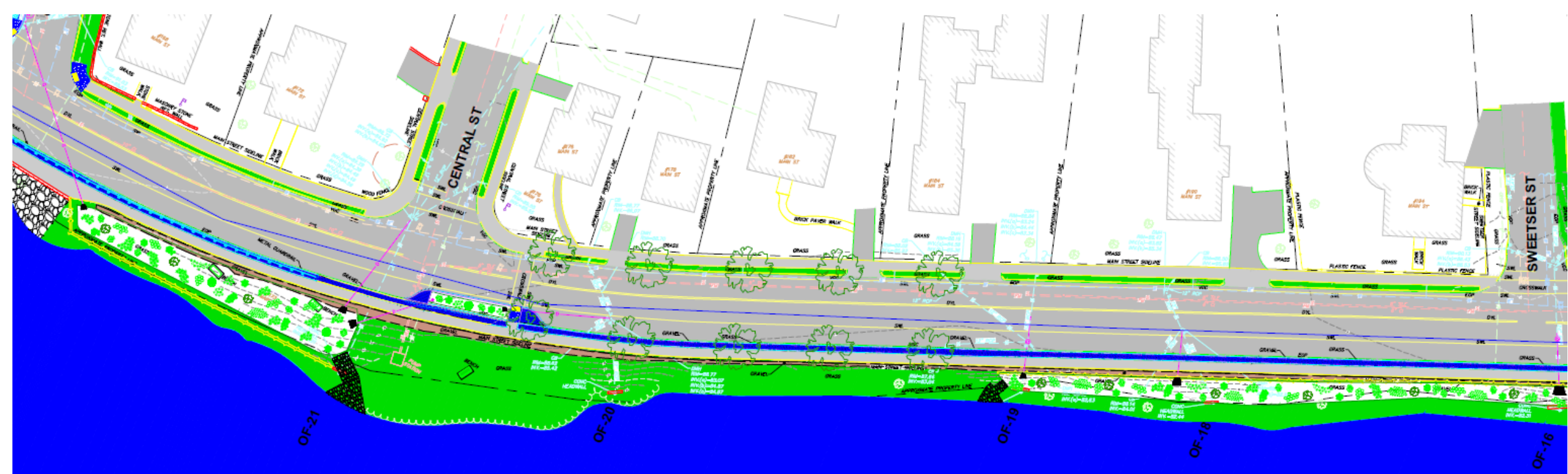




(Lake Shore Drive to Cordis Street)



# Main Street Preliminary Design (Cordis Street to Sweetser Street)

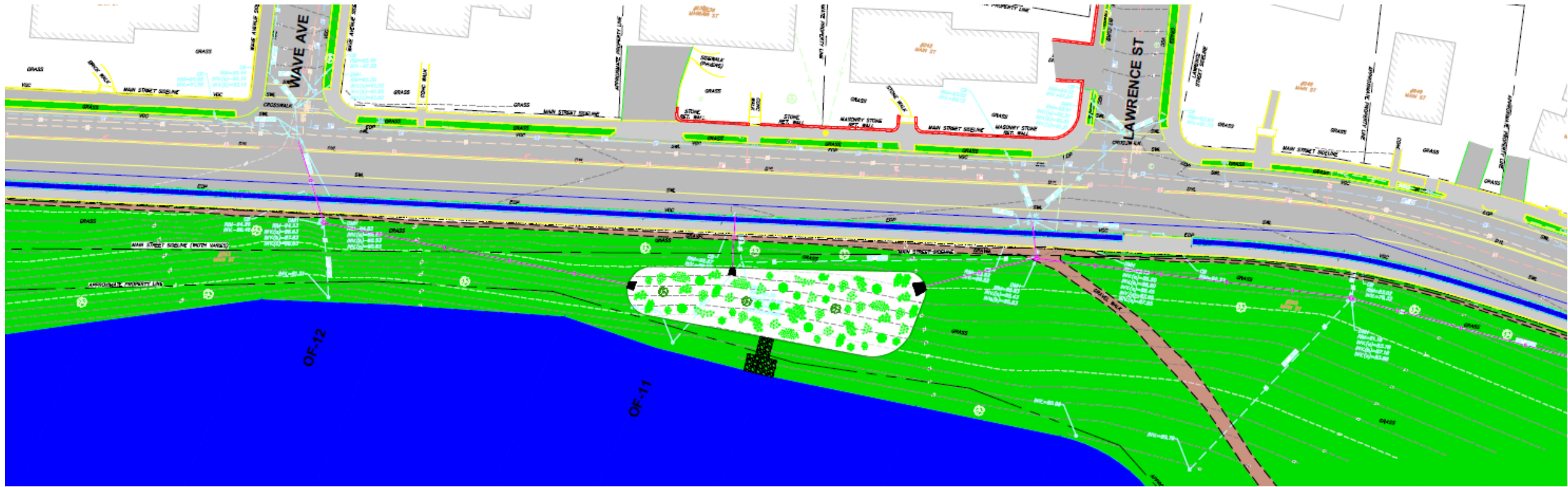


# Main Street Preliminary Design (Sweetser Street to White Avenue)





(White Avenue to Salem Street)



# Community Outreach

- MVP Resilience Framework
- CLC Webpage and Contact
- Earth Day collaboration with ESC and WCAT
- Designated reporter from the Item
- FOLQ – Adopt a rain garden
- Student Liaison



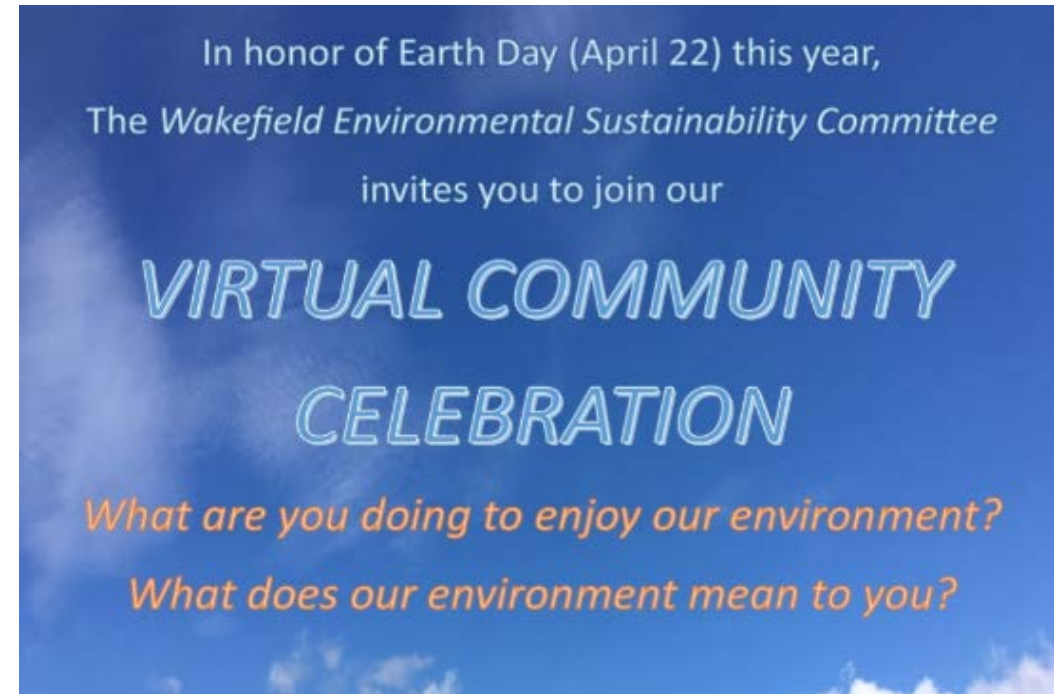
Project Listing and Prioritization

Quannapowitt Watershed Map

MVP Resilience Evaluation  
Framework

Lake Quannapowitt Committee  
Report (2016)

Meeting Videos



## Clean Lake Committee News & Announcements

### Seeking Student Member: Apply Through May 14

APRIL 16, 2020 - 12:39PM

The Town of Wakefield's Clean Lake Committee is seeking one interested student (ages 15-18) to join the committee as an ex-officio (non-... [more »](#))

# Next Steps – Upcoming Projects

- Project #1 (Main Street) –
  - Apply for MVP Action Grant – **Due June 2020**
- Project #3 (Pickle Ball Court) –
  - Design & Bid Incorporating SW Treatment– **May 2020**
- Project #5 (Watershed Overlay District)–
  - Evaluate for Town Meeting – **Fall 2020 or Spring 2021**
- Project #6 (Gertrude Spaulding) –
  - Begin Construction – **May 2020**
- Project #11 (200 Quannapowitt Pkwy) –
  - Technical review for N & P Reduction – **Spring 2020??**
- Interactive Project Map
  - Finalize Preliminary Sketches and Post – **May 2020**



# More Information

TOWN OF  
**WAKEFIELD**  
MASSACHUSETTS

About Wakefield

Departments

Boards & Committees

Online Payments

Get Town News

Project Listing and Prioritization

Quannapowitt Watershed Map

MVP Resilience Evaluation Framework

Lake Quannapowitt Committee Report (2016)

Meeting Videos

Contact Info

Meetings - When: Third Thursday of every month

Meetings - Time: 5:00 p.m.

Home » Boards & Committees

## Clean Lake Committee

The Committee's goal is to make Lake Quannapowitt, our largest Town asset, 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. A focus will also include improving stormwater solutions for Lake Quannapowitt, 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 Committee will consider the work and assessments of predecessors while pursuing new grant funding opportunities and developing new connections with available local and regional resources. The work of this Committee is expected to be ongoing and extend over several years.

Email the Committee at [CleanLakeCommittee@wakefield.ma.us](mailto:CleanLakeCommittee@wakefield.ma.us).

News & Announcements

Seeking Student Member: Apply Through May 14

Agendas

- Clean Lake Committee 2020-04-09  
April 9, 2020 - 5:00pm
- Clean Lake Committee 2020-03-23  
March 23, 2020 - 5:00pm
- Clean Lake Committee 2020-03-05  
March 5, 2020 - 5:00pm

Minutes

- Clean Lake Committee Minutes  
2020-03-23  
March 23, 2020

**Visit the Website**

<https://www.wakefield.ma.us/clean-lake-committee>

**Email the Committee**

[CleanLakeCommittee@wakefield.ma.us](mailto:CleanLakeCommittee@wakefield.ma.us).



# Questions??



## Clean Lake Committee

***William Renault, Jr., P.E. - Town Engineer (Chair)***

***Claire Moss Environmental Manager (Vice Chair)***

Elaine Vreeland - Conservation Agent

Rob Darnell - ESC Representative

Bill Butler - FOLQ Representative

***Brie Weiler-Reynolds – Board Member***

Kenneth Alepidis – Board Member

Clean Lake Committee Update  
Town Council Meeting | May 11, 2020



Town of Wakefield							
		Warrant#	03-Mar-20	10-Mar-20	17-Mar-20	24-Mar-20	31-Mar-20
Dept #	Department		36	37	38	39	40
	Payroll W/H		12,036.94	29,516.67		265,938.78	
122	Town Council		99,068.98	1,400.20	300.00	259.00	35,384.96
129	Town Council - Misc		992.99	3,750.00	1,165.00	422.51	
131	Finance						
135	Accounting		5.00	583.00	4,102.67	41,654.37	
141	Assessors		206.39		87.00		
145	Treasurer		5,895.88	643,830.87		651,634.46	
146	Tax Collector		4,632.28	4,040.58	5,875.37	7,882.04	
151	Legal			15,167.39			
155	Data Processing		2,120.78	2,974.08		78,236.71	10,673.91
161	Town Clerk				674.58		
162	Polls		58.80	1,650.00		93.02	
164	Election/Registrar				2,190.91		
171	Conservation						
175	Planing Board				1,776.50		
176	Board of Appeals				650.00		
193	General Insurance						
198	Professional Med		95.00			2,357.00	
210	Police		27,561.42	4,412.18	23,350.24		4,548.47
220	Fire		345.78	1,957.62		15,667.95	1,532.18
293	Fire Alarm			7,409.04			
240	Building Insp				427.59		
244	Sealer						
	Taillings						
291	Emergency Mgmt		8,999.00			91.48	
292	Animal Inspector				112.17		
297	Parking Clerk						
298	Traffic Supervisors						
300	School		157,932.30	292,270.08	343,548.16	194,823.90	72,197.14
422	Public Works		1,153,650.24	251,557.35	273,294.58	1,146,303.84	42,310.23
424	Street Lighting						
460	Light Dept		905,562.82	58,923.80	1,627,412.66	417,990.46	162,237.81
510	Board of Health		383.80	76.79	2,394.18		
541	Council on Aging		526.49	517.47	194.28	4,307.58	
543	Veterans			8,686.58	425.00	885.34	
610	Library		5,128.55	13,382.57	19,568.17		3,602.07
630	Recreation			925.60	2,544.06	1,930.00	
XXX	Misc Depts		33,974.18	1,732.00	1,800.00	109,948.98	325,582.25
910/911	Retirement		5,310.12				5,310.12
912	Workers Comp				139,389.00		135,760.56
913	Unemployment		5,740.00				
914	Group Insurance		1,679.00	26,929.93	92,598.50	1,100,889.00	2,027.32
	Adjustments						
	<b>Total</b>		<b>2,431,906.74</b>	<b>1,371,693.80</b>	<b>2,543,880.62</b>	<b>4,041,316.42</b>	<b>801,167.02</b>
1			320,784.57	1,040,838.23	637,573.53	2,382,176.19	590,155.51
12			10,903.78	14,976.72	13,815.59	13,134.27	8,334.87
13							
20			146,965.63	51,820.70	70,212.37	104,528.98	3,052.36
21			60,584.23	144,627.44	29,917.58	31,888.64	18,937.31
30							
35							
50							
60			701,223.92	43,317.84	158,143.76	824,711.80	13,508.65
61			267,996.19	17,189.07	3,084.42	259,381.08	2,543.19
62			905,839.19	58,923.80	1,627,412.66	417,990.46	162,237.81
82							
84			50.00		1,800.00	7,505.00	370.00
85			1,360.88		1,920.71		2,027.32
89			16,198.35				
			<b>2,431,906.74</b>	<b>1,371,693.80</b>	<b>2,543,880.62</b>	<b>4,041,316.42</b>	<b>801,167.02</b>