



TOWN OF WAKEFIELD

TOWN COUNCIL

Ann Santos, Chair
Julie Smith-Galvin, Vice Chair

Mehreen N. Butt
Jonathan P. Chines

Paul R. DiNocco
Edward F. Dombroski, Jr.

Peter J. May
Sherri Dalton, Clerk

NOTICE OF MEETING

May 28, 2020 | 6:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/87865177752>

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/87865177752>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-301-715-8592 Meeting ID 878 6517 7752. 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> at least two hours prior to the start of the meeting. Alternatively, members of the public are invited to participate via the Zoom virtual meeting, using the instructions listed above.

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

Item 5 | Approval of Minutes

Approval of May 11, 2020 Town Council meeting minutes.

Item 6 | COVID-19 Updates

A. Updates regarding COVID-19 to be provided.

B. Businesses Re-opening discussion.



Item 7 | Re-Entry Plan

Re-entry plans for Town buildings.

Item 8 | Annual Town Meeting

Update regarding the June 8, 2020 Annual Town Meeting.

Item 9 | Budget Update

A. Town Clerk budget update.

B. Tax Collector budget update.

Item 10 | Economic Development Council

Town Councilor's to discuss the possible formation of an Economic Development Council.

Item 11 | Licenses & Approvals

A. Farmer's Market Liquor License

Application from Aaronap Cellars to sell wine at the Farmer's Market.

B. Pride Flag

Ratification of previous vote taken at the May 11, 2020 Town Council meeting.

Item 12 | Appointments

A. MSBA High School Building Committee

Councilors to appoint applicants that have applied to the MSBA High School Building Committee with term dates to be discussed.

B. Election/Town Meeting Workers

Councilors to appoint applicants that have applied to be Election/Town Meeting Workers with three-year terms July 1, 2020 through June 30, 2023.

C. Youth Council – Middle School Members

Councilors to appoint three (3) Middle School aged applicants that have applied to the Youth Council with one-year terms ending June 30, 2021.

Item 13 | Annual Town Election Warrant

A. Setting of election hours.

B. Approval of the June 23, 2020 Annual Town Election Warrant.

Item 14 | Public Hearing

Setting June 22, 2020 at 7:05 p.m. as the Public Hearing date for Water & Sewer Rates.

Item 15 | Announcements, Acknowledgements & Issues

Town Councilors, Town Administrator, Town Counsel and Clerk may offer any updates they have.

Item 16 | Matters Not Anticipated for Agenda

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

Item 17 | Adjournment

Next Regular Town Council Meeting: June 22, 2020



WAKEFIELD TOWN COUNCIL

Monday, May 11, 2020
7:00 P.M. (Via Zoom virtual meeting)

COUNCIL MEMBERS PRESENT:	Councilor Edward F. Dombroski, Jr., Chair	ADMINISTRATION PRESENT:
	Councilor Ann McGonigle Santos, Vice-Chair	
	Councilor Mehreen N. Butt	
	Councilor Jonathan P. Chines	
	Councilor Paul R. DiNocco	
	Councilor Peter J. May	Town Council Clerk Sherri A. Dalton
	Councilor Julie Smith-Galvin	Town Administrator Stephen P. Maio
		Town Counsel Thomas A. Mullen

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

Call to Order	Councilor Dombroski called the meeting to order at 7:00 p.m.
Pledge of Allegiance	Councilor Dombroski introduced a compilation video that consisted members of the Wakefield High School Class of 2020, to lead the Pledge of Allegiance, with much thanks to WCAT for putting the video together.
Attendance	All seven (7) Councilors were present and participating via Zoom.
Public Engagement	Maria Isabel Castro of 19 Charles Street, a member of the Human Rights Commission, asked the Council to waive the restriction and allow the Commission to fly the Pride Flag at the Americal Civic Center.
Approval of Minutes	Councilor Santos motioned to approve the April 27, 2020 regular Town Council Meeting Minutes. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.
COVID-19 Updates	Wakefield/Lynnfield Chamber of Commerce Executive Director John Smolinsky was invited by Chairman Dombroski to discuss the economic impacts of COVID-19 on local businesses. Mr. Smolinsky stated one of the biggest jobs the Chamber has had recently was disseminating relevant information regarding COVID-19 to the Wakefield business community. "Card for the Community" program has raised over \$19,000.00 and donations from the general public to the community have served over 400 households. He is having conversations with other Chambers and would like to work closely with the Health Department to put something together for the businesses when it is time for them to re-open. Chairman Dombroski thanked Mr. Smolinsky and the Chamber for all the work they have been doing. Councilor Chines thanked Mr. Smolinsky and stated that the Cards for the Community program has been a tremendous success. He asked

if there were others things that the Town could do to support the businesses. Mr. Smolinsky said that he has talked to the Town Administrator about having a survey sent to the businesses so that they can inform what they need in terms of support. Councilor Santos commented that thinking out of the box is the new normal. Councilor Butt thanked Mr. Smolinsky and his team for getting information out to the public and asked to also included members that are not part of the Chamber. Mr. Smolinsky stated that the Chamber has been very inclusive of everyone. Chairman Dombroski thanked Mr. Smolinsky for working with him on the draft of the Economic Development Council.

Town Administrator Maio thanked Mr. Smolinsky for all his work. He went on to say that he spoke with the Health Director today and the word is that the town is stable and there are no issues with getting PPE supplies for the first responders. There is a committee working on a re-opening plan for not only town buildings but the businesses as well. He is hoping for more guidance tomorrow by the Lt. Governor. The follow-up that is being done by the Health Department nurses and school nurses to patients that have had COVID-19 has been amazing. Councilor Chines questioned the re-entry plans and asked what they are looking at. Town Administrator Maio answered that everything is being looked at. Councilor Chines asked that a draft of the re-entry plan be shared with the Town Council. Chairman Dombroski thanked Mr. Maio for his near-daily updates to the Town Council.

Chairman Dombroski stated that he had been in contact with the Chair of the Board of Health and that the Chair did not think it was necessary to take part in the Town Council meeting tonight, but rather passed along some updates through him. The Board of Health rescinded their Mask Order since it is now a State Order and currently their primary job is case tracking. Chairman Dombroski also was in contact with Chief Skory who stated all is well and the morale is good with the Department and they are being very vigilant. The protocols that he stated at the last meeting are still in effect and they still have a reasonable amount of PPE. An increasing concern is incidents of child abuse, as children are not attending school or many pediatrician appointments, where mandated reporters to DCF would be able to pick up on signs of abuse. Domestic violence concerns continue to be monitored.

**Fiscal Year
2021 Budget**

Chairman Dombroski reminded that all the budgets of the town have been previously voted on. Since that time, things have changed considerably from an economic standpoint. There has been some discussion with the Town Council and the Town Administrator about making revisions based upon new projections of revenue and State Aid. Town Administrator Maio shared a PowerPoint presentation outlining COVID-19 budget responses. Mr. Maio recommended reducing \$95,000.00 from the Town Council budget (a new Economic Development Director position); reducing \$38,000.00 from the Police budget; reducing \$110,500.00 from the DPW budget; reducing \$100,000.00 from the Health Insurance budget; reducing \$50,000.00 from the Library budget; proposed reduction of \$400,000.00 in the School budget. Councilor Santos motioned to

approve the reduction of \$95,000.00 from the Town Council budget. Councilor May seconded. Councilor Chines stated that he would be voting against this reduction as this is the amount that will fund the Economic Development Director position and feels that this is a much-needed position given the current situation with the businesses in town. Councilor Smith-Galvin, Councilor DiNocco, and Councilor Butt supported Councilor Chines comment. Councilor Santos asked if there was a compromise from not filling the position to filling the position. Town Administrator Maio stated that he has had conversations with Mass Business Development with how they could help the town in the interim and that he would work with the MAPC for planning assistance. The Mass Business Development did state that as of right now people are kind of leery to accept new job offers because if the economy becomes worse they are afraid of being let go. With not knowing what the "new normal" is going to be, Mr. Maio stated that he would like to make sure we get the right candidate. He further stated that it is important that the Town Council sets the tone that there is some sacrifice that is going to have to happen across all departments and that no everyone got what they wanted. He recommended going carefully as he thinks that things will be getting better hopefully by the end of the summer and this position could be added back into the budget in November which is a compromise. Chairman Dombroski stated that obviously this position is a priority but the timing of it is just not right. The messaging would be awfully inconsistent as a Council, as all of the other departments were told that they need to make cuts and sacrifices. He went on to say that we are very lucky that Mr. Maio has not talked about layoffs and furloughs and he prays that this will continue. Councilor May stated that he supports the Town Administrator, Councilor Santos, and Chairman Dombroski. Motion to eliminate the Economic Development Director position from the budget did not pass 4-3-0 by a roll call vote with Councilors Chines, Smith-Galvin, Butt, and DiNocco voting against the motion and Councilors Santos, May, and Dombroski voting in favor of eliminating the position from the budget. Councilor Santos motioned to approve the recommendation to reduce the Police Department budget by \$38,000.00. Councilor May seconded. Motion passed 7-0-0 by a roll call vote. Councilor Santos motioned to approve the recommendation to reduce the DPW budget by \$110,000.00. Councilor May seconded. Motion passed 7-0-0 by a roll call vote. Councilor Santos motioned to approve the recommendation to reduce the Health budget by \$100,000.00. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote. Councilor Santos motioned to approve the recommendation to reduce the Library budget by \$50,000.00. Councilor May seconded. Motion passed 7-0-0 by a roll call vote.

**Economic
Development
Council**

Chairman Dombroski stated that he did a considerable amount of research on Economic Development Councils that are in other communities across the country. The primary goal or objective is to try to bring together specific, experienced members of the community including business owners, business executives, commercial property owners, residents that are involved in business development that have marketing experience, organizations like the Chamber of Commerce, Community Partnership, Main Streets, and also people like

residential and commercial real estate lending experts. A lot can be gained from what is happening in other communities based upon what they are seeing and what they are experiencing. This Economic Development Council would work closely with the Economic Development Director and not take the place of the Director and would cost the town nothing. Councilor Santos said that she agrees with Chairman Dombroski and looks at this Council as something like the governor appointed a few weeks ago with regards to bring in top folks from business to think outside the box. Councilor DiNocco motioned to table this for further discussion. Councilor Chines seconded. Councilor Smith-Galvin thinks it is a great idea to get as many people involved as we can but has some hesitation as to who is going to manage the Council with not having an Economic Development Director. Councilor Chines agrees with Councilors DiNocco and Smith-Galvin. Motion to table passed 5-2-0 by a roll call vote with Councilor's May and Dombroski voting against the motion.

**Committee
Appointments**

Councilor Santos motioned to appoint the first eight (8) applicants that applied to be appointed as voting members to the Youth Council and the last two (2) applicants as associate non-voting members to the Youth Council with one-year terms. Councilor Chines seconded. Motion passed 7-0-0 by a roll call vote.

Councilor Chines motioned to re-advertise for the Middle School appointments to the Youth Council. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

Councilor DiNocco motioned to appoint Catherine Dhingra as the Adult Advisor to the Youth Council. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote.

Councilor Santos motioned to appoint Michael Owen to the Veteran's Advisory Board with a three-year ending April 30, 2023. Councilor Chines seconded. Motion passed 7-0-0 by a roll call vote.

Councilor DiNocco motioned to re-advertise for an appointment to the Conservation Commission to fill an un-expired three-year term through April 30, 2023 due to a resignation. Councilor May seconded. Motion passed 7-0-0 by a roll call vote. Chairman Dombroski stated that it is very important for all the committees, commissions, and boards to please not make recommendations until the application process has closed and they have actually received all applications. In this instance of the Conservation Commission, the advertising of these positions was February 4, 2020 and applications were not due until March 11, 2020. Applications were sent to all committees, commissions, and boards on March 25, 2020. However, the Conservation Commission at a meeting on February 13, 2020 decided to make recommendations relative to appointments for that Commission and sent a letter to that effect the following day on February 14, 2020. The decision was made six (6) weeks before they received all the applications and, therefore, they did not consider all applicants.

The MSBA requires that every city/town set up a very specific School Building Committee. Councilor Santos motioned to advertise for appointments to the MSBA High School Building Committee. Councilor DiNocco seconded. Councilor Butt asked Steve and Sherri to make sure the advertisement identifies the obligation. Motion passed 7-0-0 by a roll call vote.

**Union
Contracts**

Three (3) union contracts are up on June 30, 2020 and they have been placed as Warrant Articles on the Annual Town Meeting Warrant for June 8, 2020. The contracts are good for the Town and fair for the unions. All contracts are from July 1, 2020 through June 30, 2023. Consistent with every other union in town, the cost of living increases is a split 3% in Fiscal Year 2021. In the second year of the contract on July 1, 2021 the cost of living would be a straight 3%. The last year of the contract the cost of living will be 2.5%. The Police contract is \$140,000.00 and has a .5% increase for the first two (2) years of the contract for specialized training compensation. The last year of the contract the specialized training compensation is a 1% increase. The Fire contract is \$135,000.00 and has a .5% increase for each emergency medical training for the first two (2) years and then a 1% increase in the last year. There will also be a stipend position for an Emergency Medical Services Director and Coordinator. The Supervisors contract is \$60,000.00 and is a straight three (3) year contract with cost of living increases consistent with the other contracts. Councilor DiNocco motioned to approve the Police contract as presented. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote. Councilor DiNocco motioned to approve the Fire contract as presented. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote. Councilor DiNocco motioned to approve the Supervisors contract as presented. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote.

**Town Owned
Land**

The last time the Town Council discussed 28 Redfield Road they agreed to reduce the overall purchase price from \$151,100.00 by the sum of \$14,500.00 which was a conservative estimate of the cost that would be incurred by the purchaser tearing down the existing building because of the encroachment which no one know existed at the time the parcel was advertised. A condition of the Town Council's vote was that the Town of Reading share with the Town of Wakefield the \$14,500.00 reduction. The Town of Reading cannot address this issue until their November 2020 Town Meeting. The purchaser has decided to absorb the Town of Reading's share. The reduction brings the purchase price to \$117,000.00. Councilor DiNocco motioned to reduce the purchase price to \$117,000.00 as presented. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote.

**Surplus
Equipment**

Councilor Santos motioned to approve the request of the Department of Public Works to auction surplus equipment. Councilor Chines seconded. Motion passed 7-0-0 by a roll call vote.

**Farmer's
Market**

Representatives of the Farmer's Market presented the proposed 2020 Farmer's Market plan which is consistent with all of the current State regulations. Councilor

Chines asked that section 9 Local Non-Profit of the 2020 License Agreement be deleted just for the 2020 season. Councilor Santos motioned to approve the proposed 2020 Farmer's Market plan and also the 2020 License Agreement with section 9 local Non-Profit deleted for the 2020 season. Councilor Chines seconded. Motion passed 7-0-0 by a roll call vote.

Banner Request

Councilor Santos motioned to approve the request of the Wakefield Elementary Schools to hang a banner across Main Street just outside of the Americal Civic Center from June 1, 2020 through June 15, 2020. Councilor DiNocco seconded. Motioned passed 7-0-0 by a roll call vote.

Inter-Municipal Agreement

Councilor Santos motioned to approve the proposed three-year Inter-Municipal Agreement for the School Nutrition Director commencing July 1, 2020 through June 30, 2023 between the Town of Reading Public Schools and the Town of Wakefield Public Schools as previously approved by the Wakefield School Committee. Councilor Santos motioned to approve the three-year Inter-Municipal Agreement for the School Nutrition Director as proposed. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

Committee Updates

Members of the Clean Lake Committee presented a PowerPoint presentation regarding their initiatives. Their main focus has been on the water quality of Lake Quannapowitt and specifically work around the lake's watershed. This allows the focus on what enters into Lake Quannapowitt and what already exists in it as well as treatment at the source of pollution. This also falls under NPDE Regulations. The Main Street improvement projects was top priority by the committee. The reconstruction from Carriage Lane to Salem Street was their number one priority and they could apply for Municipal Vulnerability Preparedness Action grant to fund the proposed stormwater improvement. They have many upcoming projects scheduled that can be viewed on the webpage of the website. Councilor DiNocco motioned to support the project recommendations from the Clean Lake Committee as presented and further instruct public works to apply for action grant funding through the Municipal Vulnerability Preparedness Program for the Main Street corridor from Carriage Lane to Salem Street as the project will provide much needed water quality improvements to the town's most valuable natural asset Lake Quannapowitt. Councilor Santos seconded. Motion passed 7-0-0 by a roll call vote. Councilor Santos motioned for the addition of a non-voting student liaison to the Clean Lake Committee and for the publishing of the liaison through the Town Council Clerk. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

Members of the Cultural Council stated they gave \$10,000.00 worth of grants to different organizations that were going to be bringing arts and culture to Wakefield prior to COVID-19. Since then they were given guidance from the Massachusetts Cultural Council to contact all recipients who received the grants and extended their grant period into 2021 and allowing them to write to the Cultural Council asking for any modifications that they might need to do for their

projects. The Massachusetts Cultural Council has established an Artist Relief Fund and they had 1800 applicants and only 272 awards. The Cultural Council said that as an option for the local councils if for some reason some of the grant awardees are not able to perform their programs, we could as a Town establish an Artist Relief Fund.

Town Warrants

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

Constituent Issues

Councilor Santos stated that it is fair for citizens to challenge and question the Town Council votes but what they cannot do is attack the Councilors' integrity and suggest that some people on the Council "accepted money" or "followed the money trail" for certain votes.

Councilor DiNocco agreed with Councilor Santos' comments and asked if all the masks were distributed. Town Administrator stated there are still a few that are being distributed.

Councilor Smith-Galvin received an inquiry regarding the electric charging station in the lot at Veteran's Field.

Councilor May stated he concurs with Councilors Santos and DiNocco.

Chairman's Comments

The Regional Summit meeting was held last week and a total of 6 surrounding communities came together for a really robust dialogue and hopes that it will be something that continues in the months and years to come. Anyone that hasn't watched the meeting can view it online on WCAT's website and on their channel as well. He thanked the Councilors for attending that meeting as well.

He stated that this is his last meeting running it as Chairman because the one-year term has come to a close. He read some brief remarks that he prepared and thanked the Councilors for entrusting him with the leadership responsibility and supporting him in the position the entire year. He looks forward to working with everyone as we go forward to continue to carry on the many exciting projects and new opportunities that await us. He thanked Town Administrator Maio for his tremendous support throughout his time as Chairman. He also thanked Madam Clerk Dalton; WCAT; and all who watch at home.

Town Council Re-Organization

Chairman Dombroski entertained nominations for Chair for the ensuing year. Councilor DiNocco nominated Ann Santos as Chair for the upcoming year. There being no other nominations and Ann Santos having accepted the nomination, Chairman Dombroski declared the nominations closed. Councilor Butt seconded. Motion passed 7-0-0 by a roll call vote.

Chair Santos entertained nominations for Vice-Chair for the ensuing year. Councilor Chines nominated Julie Smith-Galvin as Vice-Chair for the upcoming

year. There being no other nominations and Julie Smith-Galvin having accepted the nomination, Chair Santos declared the nominations closed. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

Chair Santos thanked Councilor Dombroski for providing an unbelievable effort at what he has done in the past year including putting a form around things that sometimes always didn't have a form.

Announcements and Acknowledgements

Councilor Chines stated that Wakefield has fallen behind Stoneham in the Census; the Dodging for Dollars tournament at the Boys and Girls Club has been posted until August 22, 2020, but they can certainly still use support; he will be doing Facebook live office hours next Wednesday the 20th at 7:00 p.m.

Councilor Butt acknowledged the mask delivery and thanked everyone involved; recognized how fast the Council and other Wakefield boards and committees have adapted to Zoom meetings and thanked Steve and the IT department; the Community Garden is coming together; wished everyone a happy Eid Mubarak.

Councilor DiNocco recognized Councilor Dombroski and congratulated him for fulfilling his year as Chairman and going out on top of things as he did a great job on pushing a lot of things forward; Friends of Wakefield Small Business Fund is currently underway. It is a fund to support the small business owners who are struggling due to the COVID-19 crisis.

Town Administrator Maio recognized all the volunteers in the assembly and distribution of masks; the Town Council Clerk is the one to thank for the set-up for the Zoom meetings along with the IT Director and WCAT for making the meetings available and stated that we are very transparent as everyone can see the meetings; recognized and thanked Ed for a great year as Chair as he accomplished so much and that he made Steve Maio a better Town Administrator.

Councilor Smith-Galvin stated that she is hearing municipal solar is going to start going up.

Councilor May recognized Ed and thanked him for service as he served with honor and distinction and good luck to Ann and Julie with the coming year.

Councilor Dombroski wished Ann and Julie the best of luck and that there are great things ahead for the town.

Matters Not Anticipated for Agenda

Councilor DiNocco motioned to waive the section of the policy which states you must have an event at the Americal Civic Center in order for the Human Rights to raise the Pride flag. Council Butt seconded. Motion passed 7-0-0 by a roll call vote.

Councilor DiNocco motioned to approve the request of the Human Rights Commission to raise the Pride flag at the Americal Civic Center for Pride month. Councilor Butt seconded. Motion passed 7-0-0 by a roll call vote.

Adjournment At 10:40 p.m. Councilor DiNocco motioned to adjourn. Councilor Chines seconded. Motion passed 7-0-0 by a roll call vote.

Next Council Meeting The next regular Town Council meeting is May 28, 2020 at 6:00 p.m. via Zoom virtual meeting.

Respectfully submitted,



Sherri A. Dalton
Town Council Clerk

PROPOSED

Budget No. 9		Page 1									
Dept. No. 161											
TOWN OF WAKEFIELD											
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2021											
Town Clerk											
		Actual	Actual			Act. Expend.	Departmental	Town Admin.			
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended		
EOC	Dept/Appropriation	FY 2018	FY 2019	FY 2019	FY 2020	12/24/19	FY 2021	FY 2021	FY 2021	+/- \$	+/- %
SHEET A											
1	Personal Services	103,035.00	106,908.00	106,908.00	112,530.00	55,846.00	118,090.00	118,090.00	0.00	5,560.00	4.94%
1	Elected Officials	73,877.00	76,109.00	76,110.00	81,417.00	40,708.00	83,860.00	83,860.00	0.00	2,443.00	3.00%
2	Contractual Services	19,564.00	18,907.00	19,565.00	19,565.00	17,290.00	22,465.00	22,465.00	0.00	2,900.00	14.82%
4	Materials/Supplies	1,539.00	1,619.00	1,700.00	1,700.00	1,700.00	2,200.00	2,200.00	0.00	500.00	29.41%
7	Sundry Charges	250.00	25.00	250.00	250.00	281.00	290.00	290.00	0.00	40.00	16.00%
	TOTAL	198,265.00	203,568.00	204,533.00	215,462.00	115,825.00	226,905.00	226,905.00	0.00	11,443.00	5.31%

Budget No. 9										
Dept. No. 161										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2021										
Town Clerk										
		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2018	FY 2019	FY 2019	FY 2020	12/24/19	FY 2021	FY 2021	FY 2021	
SHEET B - 2 CONTRACTUAL SERVICES										
5244	Repair/Maint Tools/Equip	1,887.00	1,116.00	4,000.00	4,000.00	908.00	2,000.00	2,000.00	0.00	
5306	Printing/Binding	12,904.00	9,865.00	10,000.00	10,000.00	11,797.00	14,000.00	14,000.00	0.00	
5312	Professional Services	170.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	
5340	Postage	3,638.00	4,461.00	1,500.00	1,500.00	1,120.00	3,000.00	3,000.00	0.00	
5341	Telephone	965.00	965.00	965.00	965.00	965.00	965.00	965.00	0.00	
5351	Travel Inside Comm.	0.00	0.00	600.00	600.00	0.00	0.00	0.00	0.00	
	RFT									
	TOTAL 2	19,564.00	18,907.00	19,565.00	19,565.00	17,290.00	22,465.00	22,465.00	0.00	

Budget No. 9											
Dept. No. 161											
TOWN OF WAKEFIELD											
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2021											
Town Clerk											
		Actual	Actual			Act. Expend.	Departmental	Town Admin.			
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended		
EOC	Dept/Appropriation	FY 2018	FY 2019	FY 2019	FY 2020	12/24/19	FY 2021	FY 2021	FY 2021		
SHEET B - 4 MATERIALS & SUPPLIES											
5422	Office Supplies	1,507.00	919.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00	0.00		
5423	Reproducing Supplies	32.00	700.00	700.00	700.00	700.00	700.00	700.00	0.00		
	TOTAL 4	1,539.00	1,619.00	1,700.00	1,700.00	1,700.00	2,200.00	2,200.00	0.00		

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Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2021											
Town Clerk											
		Actual	Actual			Act. Expend.	Departmental	Town Admin.			
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended		
EOC	Dept/Appropriation	FY 2018	FY 2019	FY 2019	FY 2020	12/24/19	FY 2021	FY 2021	FY 2021		
SHEET B - 7 SUNDRY CHARGES											
5731	Dues & Memberships	250.00	25.00	250.00	250.00	281.00	290.00	290.00	0.00		
	TOTAL 7	250.00	25.00	250.00	250.00	281.00	290.00	290.00	0.00		

Budget No. 9	Page 5									
Dept. No. 161										
TOWN OF WAKEFIELD										
PERSONAL SERVICES BREAKDOWN										
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
					Salary/Wage	Salary/Wage	Departmental	Town Admin.		
	Salary/Wage	Date	Longevity		7/1/20 to	1/1/21 to	Request For	Request For	Recommended	
	Employee/Class/Rate	FY 2020	Of Hire	Pay	12/31/20	06/30/21	FY 2021	FY 2021	FY 2021	
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
5113										
	Betsy Sheeran		Elected		3,225.35	3,225.35				
	Town Clerk S14 II to III	81,416.66			41,929.55	41,929.55	83,859.10	83,859.10	0.00	
	TOTAL OF TOWN CLERK	81,416.66			41,929.55	41,929.55	83,859.10	83,859.10	0.00	

Budget No. 7										
Dept. No. 146										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2021										
Tax Collector Department										
		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2018	FY 2019	FY 2019	FY 2020	12/24/19	FY 2021	FY 2021	FY 2021	
SHEET B - 2 CONTRACTUAL SERVICES										
5244	Repair/Maint Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5301	Advertising	354.00	271.00	850.00	850.00	0.00	850.00	850.00	0.00	
5306	Printing/Binding	4,291.00	4,520.00	5,200.00	5,200.00	824.00	5,200.00	5,200.00	0.00	
5313	Professional Services	0.00	589.00	5,000.00	3,750.00	744.00	3,750.00	3,750.00	0.00	
5340	Postage	26,527.00	27,298.00	30,380.00	32,500.00	13,348.00	32,500.00	32,500.00	0.00	
5341	Telephone	914.00	915.00	950.00	950.00	914.00	950.00	950.00	0.00	
5351	Travel Inside Comm.	1,006.00	325.00	1,500.00	1,500.00	30.00	1,500.00	1,500.00	0.00	
	TOTAL 2	33,092.00	33,918.00	43,880.00	44,750.00	15,860.00	44,750.00	44,750.00	0.00	

Budget No. 7										
Dept. No 146										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2021										
Tax Collector Department										
		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2018	FY 2019	FY 2019	FY 2020	12/24/19	FY 2021	FY 2021	FY 2021	
SHEET B - 4 MATERIALS/SUPPLIES										
5422	Office Supplies	1,148.00	1,096.00	1,500.00	1,500.00	231.00	1,500.00	1,500.00	0.00	
5423	Print/Reproc Supplies	240.00	698.00	800.00	800.00	98.00	800.00	800.00	0.00	
	TOTAL 4	1,388.00	1,794.00	2,300.00	2,300.00	329.00	2,300.00	2,300.00	0.00	

Budget No. 7										
Dept. No. 146										
TOWN OF WAKEFIELD										
Summary of Expenditures of Prior Periods With Estimates For the Fiscal Period of 2021										
Tax Collector Department										
		Actual	Actual			Act. Expend.	Departmental	Town Admin.		
		Expend.	Expend.	Approp.	Approp.	Thru Wk. 26	Request For	Request For	Recommended	
EOC	Dept/Appropriation	FY 2018	FY 2019	FY 2019	FY 2020	12/24/19	FY 2021	FY 2021	FY 2021	
SHEET B - 7 SUNDRY CHARGES										
5731	Dues & Memberships	130.00	130.00	140.00	140.00	130.00	140.00	140.00	0.00	
	TOTAL 7	130.00	130.00	140.00	140.00	130.00	140.00	140.00	0.00	

Budget No. 7	Page 6									
Dept. No. 146										
TOWN OF WAKEFIELD										
PERSONAL SERVICES BREAKDOWN										
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
					Salary/Wage	Salary/Wage	Departmental	Town Admin.		
	Salary/Wage	Date	Longevity		7/1/20 to	1/1/21 to	Request For	Request For		
	Employee/Class/Rate	FY 2020	Of Hire	Pay	12/31/20	06/30/21	FY 2021	FY 2021		
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
5111										
	Dorothy Harmon				2,151.23	2,183.50				
	C7-VII to VIII	53,889.81	6-24-03	0.00	27,965.99	28,385.50	56,351.49	56,351.49		
	Debra Ruehrwein				2,372.62	2,408.21				
	C8-VII to VIII	59,435.87	12-16-09	0.00	30,844.06	31,306.73	62,150.79	62,150.79		
	Overtime	12,500.00			6,250.00	6,250.00	12,500.00	12,500.00		
	TRANSFERS									
	DPW/Water-Sewer Divisions	(53,890.00)					(56,352.00)	(56,352.00)		
	TOTAL FROM TAX LEVY	71,935.68		0.00	69,583.90	70,533.94	74,650.28	74,650.28		

TOWN OF WAKEFIELD, MASSACHUSETTS
OFFICE OF THE TOWN COUNCIL

2020 APPLICATION FOR SPECIAL LICENSE TO SELL WINE AT AGRICULTURAL EVENT

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

Farm/Winery Legal Name: Aaronap Cellars LLC

Trade Name (if different): Aaronap Cellars

Address: 28 Carlisle Road

 Westford, MA 01886

Telephone No. 978-501-4495

Email: noel@aaronapcellars.com

Federal ID No. 45-3749522

Agricultural Event: Wakefield Farmers' Market

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

Dates and Times of Event: Saturdays, June 20, 2020, through October 31, 2020, inclusive
 9 a.m. to 1 p.m.



Authorized Signature

 May 12, 2020
Date

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

KATHLEEN A. THEOHARIDES
Secretary

JOHN LEBEAUX
Commissioner

May 12, 2020

Noel Powell
Aaronap Cellars
28 Carlisle Road
Westford, MA 01886

Re: Wakefield Farmers Market 2020

Dear Noel Powell:

Please be advised that your application for certification of the Wakefield Farmers Market, on Saturdays from June 20, 2020 to October 31, 2020 and from 9:00am to 1:00pm, as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

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

Sincerely,

A handwritten signature in black ink that reads "John Lebeaux".

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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



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

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

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

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

(A separate application must be completed for each event)

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

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

1. Applicant Information

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

2. Event Information

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

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	06 / 20 / 2020	End date	10 / 31 / 2020 Time 9:00-1:00
	Month Day Year		Month Day Year
If this is a weekly event, on what day of the week does the event occur? Saturday			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If yes, identify:		
4. Event Management			
Name of Event Manager	AnnMarie Gallivan		
Email Address	wakefieldfarmersmarket@gmail.com	Phone Number	339-203-4019
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, identify on-site manager (include contact information):			
If there are multiple managers, list them and include contact information:			
Attach on-site manager(s) resume(s) <u>or</u> list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i>			
Wakefield Farmers Market Manager June 2019-present (took over from Wendy Davis)			
CREATE Artisan Studio, Wakefield, business owner, workshop & event leader, 2013-present			

5. General

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

See attached premise plan

Noel A Powell

Signature of Applicant

05/09/2020

Date

Noel A Powell

Name (please print)

Owner/Winemaker

Title (please print)

FW-LIC-000084

Farm-Winery License Number

MA

State

FOR DEPARTMENT USE ONLY

APPROVAL

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

John Rebeaf

Signature

May 12, 2020

Date

DENIAL

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

Signature

Date



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

PO Box 1426

Wakefield MA 01880 339-203-4019

wakefieldfarmersmarket.com

wakefieldfarmersmarket@gmail.com

April 30, 2020

Mr. Noel Powell
28 Carlisle Rd
Westford MA 01886

Dear Mr. Powell:

We are delighted to accept Aaronap Cellars LLC as a vendor at the Wakefield Farmers Market for the 2020 season, open each Saturday from 9:00 a.m.—1:00 p.m. starting June 20 through October 31, 2020 at the Hall Park location on North Avenue in Wakefield MA.

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

Thank you!

AnnMarie Gallivan
Market Manager

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.
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 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.

III. Daily Operation

1. If a Vendor cannot attend the Market, the Market Manager must be notified at least 24 hours in advance via wakefieldfarmersmarket@gmail.com or via 339-203-4019. Failure to comply will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.
2. Selling at the Market shall begin promptly at 9:00 a.m., and no selling may take place before this time.
3. 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 hands before putting on gloves and between glove change-outs. Ideally vendors will supply employees with a hand washing station to limit trips to use the market washing 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 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 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 product. 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 are 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.

AG	food	state	#	Wakefield Farmers Market Vendor List as of April 30, 2020	NOTES
1		MA	1	Aaronap Cellars	
1		VT	1	Ackermann Maple Farms	
	1	MA	1	The Bread Shop	
	1	MA	1	Coutts Specialty Foods	A number of food vendors are biweekly and some are occasional
	1	MA	1	Deano's Pasta	
	1	MA	1	Drive By Pies	
	1	MA	1	Emmetts (pet treats)	
1		MA	1	Farmer Dave's	23 per market day average
1		MA	1	Flats Mentor Farm	
	1	MA	1	Fork On a Road	
	1	MA	1	Goodies Homemade	
	1	MA	1	Habibi Gourmet Foods	
	1	MA	1	Halvah Heaven	
1		MA	1	Kelly's Farm	
1		MA	1	Kettlebrook Farm	
1		MA	1	Lilac Hedge Farm	
	1	MA	1	Mamadou's Bread	
1		MA	1	Pony Shack Cider	
	1	MA	1	Roasted Granola	
	1	MA	1	Roberto's Seafood	
	1	MA	1	Single Barrel Cellar	
	1	MA	1	Tower Root Beer	
1		VT	1	West River Ceamery	
9	14		23	TOTAL Food Vendors (9 AG)	
artisan		MA	1	All About Corks	artisans are occassional with an average of 2-3 per week
artisan		MA	1	B-Organics (produce bags)	
artisan		MA	1	Be U By Rumi	
artisan		MA	1	E-Glassey Lady	
artisan		MA	1	Hiller's Silver Studio	
artisan		MA	1	Jennifer's Soap	
artisan		MA	1	Kittredge Candles	
artisan		MA	1	Sarah's Originals	
artisan		MA	1	Sasquatch Woodworks	
artisan		MA	1	Sheepshed	
artisan		MA	1	Trow's Treasures (locally sourced herbal products)	
artisan		MA	1	Zohref Firouzan	
			12	TOTAL NON FOOD	
			35	TOTAL VENDORS	

NOTE: Not showing all alternating vendors

2020 SEASON DRAFT LAYOUT

Lake Quannapowitt



NOTE: NOT to Scale! :)

NORTH AVENUE

Worker's Compensation Insurance Certificate

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



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

FARMER-WINERY LICENSE

M.G.L. c. 138, § 19B

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

Aaronap Cellars LLC

28 Carlisle Rd.
Westford, MA 01886

Approved by the Alcoholic Beverages Control Commission on October 29, 2019

Jean M. Lorizio
Jean Lorizio, Chairman

Crystal Matthews
Crystal Matthews, Commissioner

Kathleen McNally
Kathleen McNally, Commissioner

License Number: **FW-LIC-000084**
Record Number: **2019-000028-FW-REN**
Capacity: **5K Gallons or Less**

THIS LICENSE WILL EXPIRE DECEMBER 31, 2020 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

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



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

TRANSPORTATION & DELIVERY PERMIT

M.G.L. c. 138, § 22

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

Vehicle Plate Number

2HN800

Related License:

Aaronap Cellars LLC

ABCC License Number: FW-LIC-000084

License Type: Farmer Winery

Approved by the Alcoholic Beverages Control Commission on October 29, 2019

Jean M. Lorizio
Jean Lorizio, Chairman

Crystal Matthews
Crystal Matthews, Commissioner

Kathleen McNally
Kathleen McNally, Commissioner

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

Record Number: **2019-000028-FW-REN**

THIS PERMIT WILL EXPIRE DECEMBER 31, 2020 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS PERMIT SHALL BE CARRIED IN THE VEHICLE AT ALL TIMES



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: _____ Email: _____

Address: _____

Daytime phone: _____ Evening phone: _____

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

Board or commission in which you are interested: _____

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

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

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

If yes, please specify: _____

Ian McKinnon

May 15, 2020

Signature

Date





Ian McKinnon, P.E., PTOE, RSP

Associate, Institutional and Private Markets Technical Leader
imckinnon@hshassoc.com

Ian is a transportation engineer and planner with eight years of experience in civil engineering, transit planning, complete streets, traffic modeling and forecasting, bike facility design, and traffic signal design. He has worked with a range of municipalities and agencies in Massachusetts, including MassDOT, and the DCR and BCEC.

Ian's educational experience includes school circulation studies, transportation studies, master planning and improvements design. Ian has helped the communities of Framingham, Peabody, and Brookline with their existing and new schools.

Specialties

Civil Engineering
Traffic Engineering
Transportation Planning
Master Planning
Construction Management
Cost Estimating
Geographic Information Systems

Licenses/Registrations

Professional Engineer, MA, 52942,
6/30/2022

Professional Traffic Operations
Engineer, 4241

Road Safety Professional, 12/21/2021

Education

University of Massachusetts Amherst,
Master of Science, Civil Engineering,
2013

University of Maine, Bachelor of
Science, Civil Engineering, 2011

Professional Affiliations

Committee Member, Transportation
Research Board - Traffic Control
Devices Committee AHB50

President, Institute of Transportation
Engineers (New England)

Member, Urban Land Institute

Past Finance Chair, Young
Professionals in Transportation –
Boston

Experience

Howard Stein Hudson (Engineering Consultant)

Boston, MA

Associate, August 2018 - Current

Project Manager on complex mixed-use developments and offsite transportation improvements.

- Transportation Permitting and design coordination
- Transportation and Site Mater Planning
- Example Projects:
 - Brookline High School Expansion, Transportation Study, Brookline, MA (2019-Current)
 - Northeastern University, NU Institutional Master Plan, Boston, MA (2018-Current)
 - Worcester State University, WSU Institutional Master Plan, Worcester, MA (2018-2019)
 - WS Development, Seaport Square, Boston, MA (2018-Current)
 - MassDOT, I-495/90 Interchange, Hopkinton, MA (2019-Current)

Tetra Tech Inc. (Engineering Consultant)

Marlborough/Framingham, MA

Project Transportation Engineer, June 2014 – August 2018

Highway and Traffic Signal Design Project engineer

- Traffic analysis and design of traffic plans, and temporary traffic management, construction specifications, cost estimating and bid support
- Transportation permitting and reports for local and state filings.
- Developed Conceptual through permit set construction documents for offsite improvements.
- Conducted construction phase communications, reviews, submittals, and resident engineering services.
- Example Projects:
 - MassDOT, Main Street Safety Improvements, Haverhill, MA (2015 – 2016)
 - MassDOT, On-Call Traffic Engineering Services, State Highway guide signs, (2014 – 2018)

Awards

NEITE Emerging Professionals Award,
2013
UMass ITE Student Service Award, 2013
MassDOT Francis B. Francois
Scholarship, 2012
Thomas E. Desjardins Memorial
Scholarship, 2012
University of Maine Presidential
Achievement Award, 2010
University of Maine Class of 2010 Senior
Skull Honor Society

- MassDOT, Route 13 Roadway Design, Leominster, MA (2014-2018)
- Boston Transportation Department, Rutherford Avenue/Sullivan Square Reconstruction, Boston, MA (2016-2018)
- MassDOT, Interstate 90 Allston Interchange, Boston, MA (2014-2017)
- DivcoWest LLC, One Kendall Square TIS, Cambridge, MA (2015):
- The Hanover Company, Arsenal Street Roadway Improvements, Watertown, MA (2014-2017)

Beta Group Inc. (Civil/Site/Traffic Engineering Consultant)

Norwood, MA

Transportation Engineer, May 2013 – June 2014

- Highway Design and Transportation Planning
- Traffic Signal/Sign/Pavement Marking Design
- Complete Streets (Bike and Pedestrian Improvements)
- Shop Drawing Review and As-built Drawings
- Project Estimation and Project Specifications
- School Circulation Studies

Innovative Data LLC (Traffic Data Collection)

Belchertown, MA

Traffic Data Collector, Sept 2011 – May 2013

- Collected turning movement, pedestrian, and automatic traffic recorder counts
- Managed personnel for counts and processed data

UMassSafe (Traffic Safety Research)

Amherst, MA

Graduate Research Assistant, Aug 2011 – May 2013

- Commercial Vehicle Seat Belt Study – collection, data analysis
- Old Driver Transit and Policy Research
- Arbella Insurance Crash Linkage Study

Gorrill-Palmer Consulting Engineers

Gray, ME

Intern, May 2012 – September 2012

- Traffic Impact Analysis
- Traffic Signal Design
- Highway Design

Portland Area Comprehensive Transportation System Municipal

Municipal Planning Organization - Portland, ME

Transportation Intern, May 2011 – Aug 2011

- Pedestrian access to transit study: South Portland Transit Hub



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Jeffrey D. Cohen Email: jcbos7@comcast.net

Address: 26 Chestnut Street #7 Wakefield, MA01880

Daytime phone: 617-759-3319 Evening phone: 617-759-3319

How long have you lived in Wakefield: 7 Years Current occupation: Staff Accountant

Board or commission in which you are interested: School Building Committee

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

I strongly feel that I can make a valuable contribution to the School Building Committee. As a Wakefield resident for the past 7 years, I have experienced the many benefits of living in Wakefield such as walking around Lake Quapanowitt, witnessing Wakefield Memorial High School Athletic teams competing, and, most importantly, the inter-personal actions of the various town governing committees which result in improved living, recreation and education for all Wakefield residents, and I would very much like to reciprocate.

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?

Volunteer Big Brother with the Jewish Big Brother/ Big Sister Association of Boston(1986-1993)
Member of Financial Planning Committee of the Jewish Big Brother/ Big Sister Association of Boston(1992)
Member of the Swampscott High School Class of 1978 Reunion Planning Committee(2013)
Volunteer Coach West Roxbury, MA Boys Basketball League (2012)
I have successfully displayed the capability to work with others to design, implement and complete projects.

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

If yes, please specify: _____

Signature

Date



Jeffrey D. Cohen

26 Chestnut Street #7, Wakefield, MA 01880

617-759-3319 Jcbos7@comcast.net

CAREER SUMMARY:

Over 25 years of experience in accounting and finance functions including financial statement preparation, General Ledger accounting, account reconciliation & variance analysis, audit support, cash management, planning, and costing.

- Managed month-end closings including sub-ledger reconciliations to GL
- Coordinated financial statement preparation including income statement review and balance sheet review.
- Prepared and implemented journal entries for various accounts (payroll, prepaid, depreciation)
- Generated supporting documentation, schedules and memos in completing Company's Yearly and Quarterly audits.
- Improved interdepartmental communication by training the Payroll Department on Business Management and Accounting departmental policies and procedures.
- Created customized reporting systems to enable management to fully analyze revenue and expense information to make effective business decisions regarding multiple company divisions.

PLATFORMS:

Microsoft Office Suite including Excel (advanced proficiency including V-Lookups and Pivot Tables), Word, PowerPoint and Outlook.

SOFTWARE:

Databases: Oracle

Application Software: Famous ERP 6.0, Microsoft Dynamics SL Software (Solomon)

EXPERIENCE:

Staff Accountant I

2018-Present

The Middlesex Corporation, Inc. Littleton, MA

- Reconciled and Distributed weekly Job Cost reports for all construction projects.
- Prepared and Filed monthly Sales & Use Tax Returns for multiple companies in multiple states.
- Enhanced and Developed daily bank cash deposit, cash receipt/disbursement analysis and daily cash reporting.
- Implemented improvements in Accounts Payable and Accounts Receivable transactions in addition to revamping the processing of intercompany transactions.
- Devise ad-hoc error reporting of erroneous Purchase Orders to train field operations in developing self-correcting procedures.

Senior Staff Accountant

2005-2018

West Coast Distributing, Inc. Boston, MA

- Revamped Monthly Collateral Revaluation process by streamlining AR and AP reports to produce results into a combined analysis report.
- Developed and enhanced weekly product cost reporting to provide efficient and accurate line item reporting and eliminate duplicate reporting.
- Organized Credit Analysis to structure review and enable faster decision production.
- Decreased outstanding AR through direct collection efforts, which led to 85% increase in cash flow and customer relations.
- Initiated and completed legal filings which resulted in 55% reduction in over 90 day past due receivables.

- Interacted with government authority and auditors regarding corporate use and sales tax, successfully recovered \$10,000 in GST tax assessment.
- Created and enhanced monthly summary report that emphasizes outstanding payroll and payroll tax variances to General Ledger, thus decreasing Controller's audit time.
- Researched and provided analysis of Employee Loan Receivable which reduced remittance errors and provided fulfilled requirements for audit.
- Furnished uniform methodology for interdepartmental cash receipting eliminating miscoding errors and improve cost department reporting efficiency.
- Conducted month-end closing via preparing and implementing prepaid, fixed asset depreciation, amortization and all other need journal entries.
- Trained staff accountant in Accounts Payables process being mindful of best practices and includes regular theory discussion with both learner and instructor feedback.

Accounting Consulting for Temporary Staffing Assignments

2002-2005

Completed assignments for such companies as West Coast Distributing, Inc., Family Medical Practice, Massport, John Snow, Boston Medical Center, and Council on International Education Exchange.

- Performed Bank Reconciliations, GL Reconciliations, and audit papers
- Helped increase collections by streamlining AR Aging Process
- Integrated with Banking Systems to manage cash flow and Accounts Payable
- Recommend solutions to complex accounting functions
- Prepare and monitor budget, as well as provide analysis compared to department expense report.
- Processed check-run and daily bank deposits

Payroll Accountant

Gerber Electronics, Norwood, MA

2000-2002

- Implemented payroll analysis and streamlined review by organizing different reporting systems and generating comprehensive reports.
- Improved Bank Statement reconciliation by enhancing reporting controls and by instituting streamlined variance analysis.
- Calculated sales commission and collected payroll data

General Accountant

Whittier Street Health Center, Roxbury, MA

1998-2000

- Devised and developed Yearly Government Income and Expense Reporting by utilizing GAO reporting system and coordinating Cost Center operating results.
- Facilitated a seamless transition by working alongside the Group and Area Manager during an accounting implementation pertaining to upgrade of application software.

EDUCATION:

Masters of Science in Accountancy, May 2000

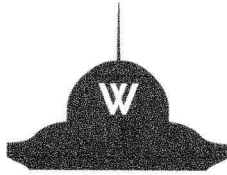
Major Concentration in Accounting

Bentley University Graduate School of Business, Waltham, MA

Bachelor of Arts

Major: Economics

Clark University, Worcester, MA



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Elizabeth Martin Email: emartin@brooksschool.org

Address: 26 Sherman Rd

Daytime phone: 781-844-5694 Evening phone: 781-844-5694

How long have you lived in Wakefield: 17 Current occupation: Dir. of Facilities + Planning

Board or commission in which you are interested: School Building Committee

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

I have a comprehensive working knowledge of master planning + construction in the K-12 + higher education markets. I would like to pay it forward + help my community plan + build the best possible high school that suits students, families, teachers + staff for decades to come.

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?

In addition to applicable work experience I am a good listener + communicator capable of breaking down complex problems into manageable issues + offering solutions

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

If yes, please specify: _____

Elizabeth Martin
Signature

5/15/20
Date



Elizabeth Martin

26 Sherman Rd
Wakefield MA 01880
781-844-5694
emartin@brooksschool.org

I am the Director of Facilities and Planning for Brooks School, a private boarding school for grades 9-12 with 20 years of construction management experience seeking a position on the Town of Wakefield School Building Committee.

WORK EXPERIENCE

2019-present

DIRECTOR OF FACILITIES AND PLANNING/ BROOKS SCHOOL

- Lead development of strategies related to physical facilities operations and maintenance, including the landscape, buildings, utility infrastructure and the central utility plant, as well as creating and overseeing sustainability and environmental health and safety initiatives.
- Design and lead a sustained planning function in the department and for the campus, establish design guidelines, produce and update long-range plans, including the financial plans to support them – and regularly monitor those plans to insure successful completion.
- Oversee the analysis, development, implementation, and monitoring of all facilities budgets, including operations, maintenance, and capital projects budgets, ensuring that the department is delivering services in the most cost-effective way.
- Plan and manage all new construction and renovation across campus.
- Develop, build support for, and execute a plan to address deferred maintenance and implement a comprehensive planned and preventive maintenance program.

2007-2018

PROJECT MANAGER/SENIOR PROJECT MANAGER, ERLAND CONSTRUCTION, INC.

- Lead project management teams from preconstruction through warranty phase.
- Chair of Quality Committee
- Create and update master schedule and facilitate 3-week look ahead for project meetings
- Create and maintain all cost accounting including requisitions, anticipated final cost reports and cash flow and change order management
- Manage all purchasing and subcontractor management.
- Communicate with owner's representatives, clients, design team, subcontractors and Authorities Having Jurisdiction on work flow and overall job progress.
- Manage project closeout phase.

2000-2007

PROJECT COORDINATOR/ASSISTANT PROJECT MANAGER, ERLAND CONSTRUCTION, INC.

- Lead submittal and change order management and manage the warranty phase.
- Assist multiple project managers on all project-specific tasks.
- Assist on quality control management with field supervisors

RELEVANT ACADEMIC PROJECT EXPERIENCE

DEDHAM COUNTRY DAY SCHOOL / Dedham, Massachusetts

Lower School Renovation and Expansion / 16,715sf; construction of new 2-story, 8,382sf classroom building for Kindergarten and grade 5 and renovation of existing 2-story, 8,333sf classroom building for grades 1-4

Elizabeth Martin

26 Sherman Rd
Wakefield MA 01880
781-844-5694
emartin@brooksschool.org

REVELANT ACADEMIC PROJECT EXPERIENCE continued

FENN SCHOOL / Concord, Massachusetts

Meeting and Performance Hall / 16,000sf; new 458-seat performance theater surrounded by performance arts teaching classrooms and support services

Library and Science Center / 13,850sf; demolition of existing Robb Hall; new construction of 2-story structure library and science classroom building in its footprint; acts as a connector for the two existing buildings; adjacent buildings remained occupied and operational throughout construction

NEWTON COUNTRY DAY SCHOOL / Newton, Massachusetts

Athletic and Wellness Center / 46,816sf; new 4-story athletic center on an active secondary school campus; facilities feature basketball/volleyball courts, dance studio, squash courts, classrooms and locker rooms; built into a sloped hillside

PHILLIPS ACADEMY ANDOVER / Andover, Massachusetts

Snyder Center / 100,000sf; net zero energy, 2-story athletic facility houses a 200-meter track, 12 court squash center, 4 multi-use tennis and basketball courts along with a range of spaces dedicated to athletic training, wellness and other locker and support services

SPRINGFIELD COLLEGE / Springfield, Massachusetts

Wellness and Recreation Complex / 160,560sf; new 93,820sf field house courts, 47,840sf addition to Wellness Center; 18,900sf addition to Athletic Training Center;

ST. MARK'S SCHOOL / multiple projects/ Southborough, Massachusetts

Center for the Arts / 60,000sf; multi-purpose arts center with 450-seat theatre

Squash Courts / 5,110sf; renovation of facility to conform with international squash community standards

Benson Theater / 19,670sf; renovations to existing classroom building and addition of new studio theater

Admission Corridor / 4,000sf; renovation to historic Admissions area, done over the summer months

SKILLS / PROFICIENCIES

- Construction management: ProCore, Prolog, MS Project and Timberline Accounting
- Design: BlueBeam
- Academic: Dude Solutions



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Ray Thompson Email: rhthomps125@gmail.com

Address: 23 Humphrey Street

Daytime phone: 9783820700 Evening phone: 9783820700

How long have you lived in Wakefield: Sep 1989 Current occupation: Recently retired

Board or commission in which you are interested: School Building Committee

Please state why you are interested in serving on this board or commission:
I am recently retired from 35 years in the building construction/efficiency/retrofit market, and feel my background in construction management, building systems design and integration, and energy retrofit projects would be a helpful addition to the project.

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 dealt directly on up front project design with most of the major architects, design engineers and general contractors in greater Boston reviewing and writing specifications, testing protocols, and mechanical and security systems design. I have extensive technical knowledge of building systems including HVAC, electrical, security, and enterprise level systems integration to provide the necessary information and notifications to ensure continuous and sustained results in efficiency, operation and maintenance going forward. Extensive experience in the education building market including all of the recent major projects at Boston College, Boston University an UMass Boston as well as dozens of elementary and secondary school districts. I am LEED certified as well.

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

If yes, please specify: _____

Ray Thompson
Signature

May 15, 2020
Date



Raymond Thompson
23 Humphrey Street
Wakefield, MA 01880
978-382-0700
rthomps125@gmail.com

Qualifications: Successful Sales Professional for 20 years in the Building Automation industry with focus on: executive relationships; market strategy and business planning; key account management; contract negotiations; new customers; technical solutions; energy efficiency.

Experience:

January 2007 – March 2018

Senior Sales Engineer - Schneider Electric

- Large project integrated automation systems sales and Key Account Management in the New England market
- Consistently exceed annual sales goals and top performer
- Deliver consistently accurate annual business plans and month by month sales forecasting
- Regional leader in new account acquisition last 5 years
- Key Account Manager at major university last 9 years
 - Delivered continuous growth in capital projects and services sales
 - Secured 80% of competitive opportunities for 9 years
 - Maintain executive level relationships
 - Oversee development and management of full time site services delivery team
- Extensive network of executive level contacts in the New England market.
- Sales team mentor
- President's Award for Sales Excellence
- Rising Star Award National Sales Conference Jan 2008

March 2005 – December 2006

Northeast Region Manager - JCI Training

Institute

- Marketed, sold, developed, scheduled and delivered customer training classes for building automation systems. Provided support to branch organizations for technical sales presentations, custom training program development, and training needs assessments.

January 1995 – March 2005

Systems Account Executive - Johnson

Controls, Inc.

- Consistently top performing Account Executive selling JCI Systems and Services offerings in New England.
- Managed major Federal and Local Government accounts.
- President's "Masters of Sales Excellence" award winner 2002 & 2004

June 1986 - January 1995

Project Manager - Johnson Controls, Inc.

- Responsible for the delivery of major construction, retrofit and energy efficiency projects in the Boston market.

- Managed a team of 12 design, software and field engineers.

February 1984 - June 1986 Field Service Engineer – Johnson Controls, Inc.

- Delivered front line service and installation for the complete line of JCI building automation systems.

November 1979 - November 1983 United States Air Force

- Digital Communications and Cryptographic Systems Specialist, Strategic Air Command Communications Center, Blytheville AFB, Arkansas
- Top Secret clearance.
- October 1980 - Honor Graduate Air Force Technical School, Sheppard Air Force Base, TX
- Associate in Applied Science – Electronics, Community College of the Air Force 1982

North Cambridge Catholic HS, Cambridge, MA

- National Merit Scholar Finalist



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Eric Lambiaso Email: elambiaso@sasaki.com

Address: 28 Eustis Ave, Wakefield, MA 01880

Daytime phone: 617.548.4841 Evening phone: 617.548.4841

How long have you lived in Wakefield: 20+ years Current occupation: Architect

Board or commission in which you are interested: School Building Committee

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

As a parent of two teenage children who have gone through the Galvin Middle School, I have seen first hand the importance of state-of-the-art facilities to support the dedicated teaching and administrative staff in Wakefield. Although my own children likely will not be able to take advantage of a new Wakefield High School, many children in town will for generations to come. I would like to be part of helping to shape a new facility, utilizing my skills and experience, and giving back to my community.

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?

Experience managing large Architectural projects
Construction Administration experience
Sustainability (LEED ap BD+C)

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

If yes, please specify: _____

Signature

May 18, 2020

Date



ERIC LAMBIASO

LEED AP BD+C

Wakefield, MA 01880 ♦ (617)548-4841 ♦ elambiaso@sasaki.com

PROFESSIONAL SUMMARY

Architect with 25+ years experience, specializing in building out interior space that is functional, sustainable and representative of an organization's culture. I enjoy working with clients to understand their unique sets of goals and challenges to develop a workplace strategy that creatively maximizes the potential of their space. Working with both quantitative and qualitative data, it is important to me to create flexible design solutions that foster collaboration and knowledge-sharing.

SKILLS

Project Management

Technical skills

Relationship Management

Construction Administration

Strong organizational skills

Sustainability

WORK HISTORY

Senior Associate /Senior Project Manager, 4/1998 to Current

Sasaki Associates Inc. – Watertown, MA

Expertise in all phases of design, from programming through construction administration. Have lead several large commercial design teams.

Project Manager, 6/1997 to 5/1998

Einhorn Yaffee Prescott Architecture & Engineering – Boston, MA

Project Manager/Architect, 7/1992 to 6/1997

ADD Inc – Cambridge, MA

EDUCATION

B Arch: Architecture

Rensselaer Polytechnic Institute - Troy, NY

Bachelor of Science: Building Science

Rensselaer Polytechnic Institute - Troy, NY

AFFILIATIONS

USGBC-MA member

CoreNet

NAOIP member

SELECTED PROJECT EXPERIENCE

Akamai Technologies; Cambridge, Massachusetts; 470,000 SF Headquarters Project

Allen & Gerritsen Headquarters; Boston, Massachusetts

Bracebridge Capital LLC; Boston, Massachusetts

Cabot Corporation; Boston, Massachusetts

Cambridge Consultants; Boston, Massachusetts

Fidelity Investments Retail Branches; various locations

Harvard Business School Publishing; Watertown, Massachusetts

Havas/Arnold Worldwide Boston Headquarters; Boston, Massachusetts

Massachusetts Institute of Technology; Cambridge, Massachusetts

The MathWorks Headquarters; Natick, Massachusetts

Microsoft Northern Virginia Headquarters; Reston, VA; 420,000 Office Project

National Grid; Syracuse, New York; 300,000 Renovation Project

National Grid; Waltham, Massachusetts; 320,000 New England Headquarters Project

Osram Americas Headquarters; Wilmington, Massachusetts

PepsiCo Canadian Headquarters; Ontario, Canada

Rensselaer Polytechnic Institute East Campus Athletic Village; Troy, New York;

Football Stadium, Basketball Arena, Locker Rooms, Administration Offices

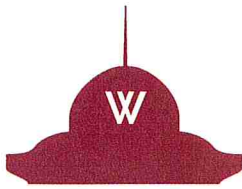
Richmond Consolidated Schools; Richmond, Massachusetts

Seyfarth Shaw; Boston, Massachusetts

Shark Ninja Headquarters; Needham, Massachusetts

State Street Corporate Center; Boston, Massachusetts

Wolverine Worldwide; Waltham, Massachusetts



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Thomas Stapleton Email: tfsjr1943@gmail.com

Address: 22 Summer St.

Daytime phone: 617 240 2180 Evening phone: same

How long have you lived in Wakefield: 50 Years Current occupation: E/D WCAT Retired

Board or commission in which you are interested: School Building Committee

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

As a fifty year resident of Wakefield and putting 5 children through the school system I would like to use my experiance and knowledge to help the town with this High School build out.

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?

After helping with the successful technial installation at the Galvin Middle School I would like to offer my experiance and knowledge to help build the High School to it's full potencial.

With new technology, the meetings and events WCAT will need to cover, and my network of contacts I feel I am qualified to be the go to person for all installations and quality programing for the Town of Wakefield.

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

If yes, please specify: The organizations I am Involved with are, Rotary, FOLQ, WAAV, and Wake-up

Thomas Stapleton
Signature

5-20-2020
Date



Thomas F. Stapleton, Jr.

Executive Director ~ Facilities Manager ~ Business Owner

22 SUMMER ST
Wakefield , MA 01880
617 240 2180
tfsjr1943@gmail.com

WORK EXPERIENCE

Wakefield Community Access Television, Executive Director

2004 to Retirement 12/04/2019

- Directed the day to day operations of a local community access television station
- Managed the operating and capital budgets
- Developed and maintained community partnerships with local businesses and local schools
- Procured funding and underwriters to support programming
- Hired, trained, and managed studio staff
- Oversaw programming production and broadcasting schedule
- Created and planned the yearly "Movies by the Lake" series
- Reported to Board of Directors
- Coordinated filming of all town events and governmental meetings
- Maintained tv production truck
- Maintained studio for safe operations
- Purchased TV equipment

Reading Housing Authority, Facilities Manager

1988 to 2004

- Oversaw and managed 300 housing units for elders
- Supervised a staff of 10 people
- Managed all operations, including electrical, plumbing, carpentry, and new construction
- Maintained equipment

Montvale Enterprises, President

1968 to 1988

- Owned and operated two car washes
- Built a coin operated self service car wash and a full service car wash with a gasoline tie in
- Developed Systems to improve on recycling water using a baffling technique and a lubricating system to increase longevity on all moving parts in very wet conditions
- Managed a Regional Car Wash Association Trade Center for the development of successful business practices

U.S. National Guards, Reservist

1965 to 1973

- Medical Specialist, Grade Six

COMMUNITY SERVICE

Rotary International, Member

2006 to Present

- Paul Harris Award Member

SKILLS & Commendations

Leadership of teams of professionals

Development of community partnerships

Direction of TV programs for broadcasting and current events.

Entrepreneurial skills developed through Montvale Enterprises

Commercial Driver's Licence

Business of the year recipient from Chamber of Commerce

Prestigious Telly Awards
COMMENDATIONS for outstanding performance in filming, editing, lightning audio, set design, and talent

Recipient of an Official Citation from the Massachusetts State Senate (Offered by Senator Jason M. Lewis)

Recipient of an Official Citation from the Massachusetts House of Representatives (Offered by Rep. Donald H. Wong)

- President 2011 Wakefield District 7930
- Member of the Board of Director
- Received Perfect Attendance Award (14 years)
- Attended annual convention in 2017 and 2011
- Fundraising for local charities and district events
- Interact Leader for the Wakefield Club 7930

Chamber of Commerce, Member

2008 to Present

The Savings Bank of Wakefield, Board Member (Corporator)

2012-2013

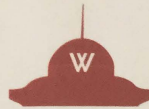
WAKE UP & WAVV Committees, Member

2013 to Present

- Local committees in Wakefield, MA

EDUCATION

- Boston University, School of Public Communication
Course Work Completed 1964
- Medford High School Graduated 1962



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: ROBERT ARCARI Email: barcari@verizon.net

Address: 54 OAK STREET WAKEFIELD MA 01880

Daytime phone: 781-375-5555 Evening phone: 781-246-7414

How long have you lived in Wakefield: 15 years Current occupation: CARPENTER LOCAL 33

Board or commission in which you are interested: SCHOOL BUILDING COMMITTEE

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

I AM INTERESTED IN SERVING ON THE SCHOOL BUILDING COMMITTEE FOR SEVERAL REASONS. I AM A RESIDENT AND TAXPAYER IN WAKEFIELD, PARENT OF A 5TH GRADER AT THE GALVIN. I HAVE A BACKGROUND IN LARGE COMMERCIAL CONSTRUCTION AND HEAVY CIVIL PROJECTS. I CARE ABOUT THE FUTURE OF WAKEFIELD AND FEEL A NEW HIGH SCHOOL WILL BE A LARGE PART OF IT. 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? AS A CONSTRUCTION PROFESSIONAL WHO SPECIALIZES IN CONCRETE I HAVE A BROAD UNDERSTANDING OF THE SCOPE OF THIS PROJECT. I AM KNOWLEDGEABLE AND EXPERIENCED WITH SITE LOGISTICS, SCHEDULING, TIMELINE, SAFETY AND BUDGETS.

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

If yes, please specify: _____

[Handwritten Signature]

Signature

05/19/20

Date

From: [Robert Arcari](#)
To: [Sherri Dalton](#)
Subject: School Building Committee
Date: Monday, May 18, 2020 7:04:37 PM
Attachments: [IMC_0043.PNG](#)

Hi Sherri,
My name is Robert Arcari and I have a daughter in the 5th grade at the Galvin Middle School. My wife and I have lived in Wakefield for the last 15 years. I am interested in serving on the School Building Committee for the new Wakefield High School. Attached is a copy of my resume.
Please consider me.
Thank you
Robert Arcari

6:46 PM Mon May 18

45%

Done

ROBERT ARCARI resume 2020.pdf



ROBERT A. ARCARI

54 Oak Street
Wakefield, Massachusetts 01880
781.246.7414 home
781.375.5555 cell

EDUCATION

- 1994 **Wentworth Institute of Technology** Boston, Massachusetts
Bachelor's Degree of Science in Building Construction Technology
Major Courses: Heavy Construction, Wood Framing, Advanced Steel, Masonry,
Advance Concrete, Surveying, Mechanical Strengths & Materials
- 1991 **Wentworth Institute of Technology** Boston, Massachusetts
Associate Degree of Applied Science in Building Construction
- 1987 **Winchester High School** Winchester, Massachusetts

EXPERIENCE

- 2020-present **Superintendent, Marguerite Concrete, Inc.,** Hopedale, Massachusetts
Responsible for Manpower, Equipment, Schedule
- 2019-2020 **Carpenter, S & F Construction Services,** Hudson, Massachusetts
Responsible for Layout, Setting Forms, Installation of Rebar
- 2014-2019 **Superintendent, Liberty Construction Services, LLC** Boston, Massachusetts
Supervised carpenters and laborers for concrete forming and placing. Scheduled
sub-contractors for rebar installation and flatwork placements.
- 1998-2014 **Foreman, Methuen Construction Company, Inc** Methuen, Massachusetts
Foreman
- 1994-1998 **Carpenter and Lead Carpenter**
Projects range from water, wastewater, and co-generation plants to dams and
canals; with construction costs ranging from one to forty three million dollars.
Responsible for: Supervising crews for forming and shoring, placing walls, flat
work, and trash racks and crest gates; Budgeting; and manpower allocation.
- 1988-1993 **Carpenter, O'Leary Brothers Contracting** Winchester, Massachusetts
Performed all aspects of residential building construction including layout,
framing, drywall and finish work. Draft job plans, and interacted with Sub-
Contractors.
- 1987-1988 **Cyn Oil Corporation** Stoughton, Massachusetts
Responsible for on site tank cleaning, removal and excavations. Trained in the
removal and transportation of hazardous waste. Worked on tanks varying in size
from 275 gallons to 1.2 million gallons. Member of a 24 hour spill response team.

LICENSES

- 1991-2019 **Massachusetts Construction Supervisor's License** - Unrestricted License
Number 055683
- 1992 **Commercial Driver's License** - Class II Vehicle including Hazardous Materials
and Trailers
- 2000 **Massachusetts Hydraulics License** - Hoisting Engineer HE080893
- 2014 **Construction Safety & Health OSHA Certification:** OSHA 30

Sent from my iPad

From: [Dylan Forester](#)
To: [Sherri Dalton](#)
Subject: Dylan Forester - Application for School Building Committee
Date: Thursday, May 21, 2020 3:45:17 PM
Attachments: [DForester_School-Building-Committee-Application.pdf](#)

Hi Sherri,

My name is Dylan Forester (Wakefield Memorial High School Class of 2007) and I'm excited to apply for a position on the School Building Committee! Since my wife and I moved back to Wakefield last year in July, I've enjoyed following updates on the Town's progress with the MSBA, and I'm eager to learn more as we continue on through the Eligibility Period.

My experience at three reputable architecture firms in both LA and Boston has allowed me to become a well-rounded architectural designer with strong communication and analytical skills, a collaborative spirit, and a deep understanding of the regulatory and application processes involved in developing a significant project such as this.

This is a unique and opportune time for the Town to plan for new learning facilities. We are now tasked, more than ever, to design spaces in a way that anticipates future challenges, whether they be environmental, programmatic, or health-related. The School Building Committee presents the perfect forum for our community to ask important and necessary questions throughout the planning process, and to reconsider how Wakefield's new high school will protect and improve the health of our students and faculty. I believe that I would make a strong addition to this committee, and I hope that you will consider me as a possible candidate.

Please see my application and resume, attached, for your review, and please don't hesitate to reach out if you'd like to know more about me or my background.

Thank you very much, and I look forward to hearing from you.

Best,
Dylan Forester

--

dylan forester
15 myrtle ave
wakefield, ma 01880
dforester5988@gmail.com
617 650 4763



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Dylan Forester Email: dforester5988@gmail.com

Address: 15 Myrtle Ave, Wakefield MA 01880

Daytime phone: 617-650-4763 Evening phone: 617-650-4763

How long have you lived in Wakefield: 25 Years Current occupation: Architectural Designer

Board or commission in which you are interested: School Building Committee

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

I am a WMHS Class of 2007 graduate and architectural designer who is incredibly proud of and motivated by the growth and development of the Wakefield community. My wife and I just recently fulfilled a dream of ours in buying our first home in Greenwood to raise our family. As we're pregnant with our first child and living in a neighborhood of young families, the future of Wakefield's public school system and educational experience is more meaningful than ever. I am eager to learn more and take part in this exciting new project.

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?

My experience with community engagement, complex zoning, regulatory agencies, and permitting have provided me with invaluable insight into small and large scale project goals. Through team meetings, presentations and careful coordination with key players and stakeholders on a wide range of projects, I believe that active listening and collaborative discussion can lead to civically responsible building designs that transcend their use and result in projects that meet the larger community's ever-changing needs.

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

If yes, please specify: _____

Signature

05/21/2020

Date



dylan forester

dforester5988@gmail.com | 617 650 4763
15 Myrtle Ave | Wakefield, MA 01880

professional work experience

Hacin + Associates **Boston, MA | 2019-Present** **Project Manager, Designer**

Designer for mixed-use and residential projects. Currently involved in a 100,000 SF mixed-use development in Winchester, MA undergoing local planning board review and public approvals | Aligned with the Town Center's guidelines and design standards for Planned Unit Development Overlay Districts, the project proposes housing diversity, retail, and meaningful public open space to enhance the downtown community and protect Winchester Center's historic resources and small town character | Project responsibilities include zoning bylaw analysis, site planning, building programming, massing and exterior envelope design

Converse Place Condominiums | conceptual design, ongoing

Touloukian Touloukian Inc. **Boston, MA | 2016-2019** **Project Manager, Designer**

Project Manager and Designer for multiple project types and scales with a focus in multi-family developments, commercial and institutional work, renovations and adaptive re-use | Project leadership and design experience included zoning and permitting processes, construction documents, managing client and consultant coordination, construction administration, and research of building material systems and resiliency planning

Lumen at Beacon Park | completed 2017
Coleridge Residences | design development, ongoing
32-34 Hancock Street Renovation | completed 2019
Terminal B Adaptive Re-Use | schematic design, ongoing
Ford Building Entry & Renovation | schematic design, ongoing
6 Industrial Way Office Park | conceptual design, ongoing

Frederick Fisher & Partners **Los Angeles, CA | 2012-2016** **Architectural Designer**

Contributed to the research, design, and management of a wide range of project types, from educational facilities and museum design, small-scale exhibitions, high-end residential design, to preservation and adaptive re-use | Produced construction documents, physical and digital (BIM) models, client presentations and competition submittals

Buckley School Auditorium | completed 2016
The Getty Center Food Services Study | concept design
Westgate Residence Carport and Renovation | completed 2016
Armenian American Museum | competition, 2015
Disney Grand Central Air Terminal Restoration | completed 2014
'Delight' Exhibitions | installed 2014

academic work experience

HEP 2.2 | Timothy Stenson **Syracuse University School of Architecture | Summer 2010** **Research Assistant**

Assisted in developing schemes for lower-cost, lower-energy housing | Constructed drawings, diagrams, and digital models for energy analysis | Coordinated with engineering and construction consultants

DNA of OMA | Richard Rosa **Syracuse University School of Architecture | Summer 2010** **Research Assistant**

Produced digital models of selected architectural precedents for a planned publication | Proposed analytical diagrams and drawings

SEED/iBox | Kevin Lair **Syracuse, NY | 2009-2010** **Student Collaborator**

Researched productive landscapes and collaborated between various disciplines and community partners | Led production of physical models, drawings, and renderings for local exhibitions

education

Syracuse University School of Architecture **B. Arch | Magna Cum Laude | 2012**

James Britton Memorial Award for Outstanding Thesis:
"Architecture of the Profane"
Advisors | Richard Rosa, Arthur McDonald

Syracuse University Abroad | Florence, Italy

skills

Revit, AutoCAD, Sketchup, Rhino, V-Ray, 3DS Max

Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Procore, Bluebeam, Microsoft Office

3D printing, lasercutting, carpentry

awards & recognition

James Britton Memorial Award for Outstanding Thesis
Syracuse University | 2012

Top Prize for the School of Architecture Slivers Prize Competition
Syracuse University | 2009

Invited to Chancellor's Scholars, Founders' Scholars and Gates
Scholars Receptions
Syracuse University | 2007-2008



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Email:

Address:

Daytime phone: Evening phone:

How long have you lived in Wakefield: Current occupation:

Board or commission in which you are interested:

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

I have always supported Wakefield's investment in education, and the required facilities upgrades that have been completed in the last 15 years. We need to continue to improve the infrastructure of our academic buildings to ensure our students remain competitive. As a parent with 2 children that have gone through the K-12 Wakefield Public School system, we've experienced both the benefits and opportunities that exist. And as a business leader, I know what the private sector is expecting for the preparedness of our students, whether they pursue higher education or vocational career paths.

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?

As a trained and experienced mechanical engineer I am able to assess situations, evaluate options/proposals, develop plans, and implement projects. As a manager of others, and business leader with an MBA, I have the financial and people skills to ensure teamwork, consensus, and accountability.

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

If yes, please specify: _____


Signature

5/21/2020
Date



Objectives Utilize my 30+ years of management experience, ability to lead organizations, and project management skills to assist Non-Profit and community organizations.

Education Bachelor of Mechanical Engineering : **Villanova University**, Villanova, Pennsylvania
Master of Business Administration : **Western New England University**, Springfield, MA

Employment

Procter & Gamble (formerly The Gillette Company) 1987 – Present - Held a variety of Engineering, Operations and Program Management positions in both the South Boston and Andover Procter & Gamble (Gillette) sites.

Global Blade & Razor Packaging Platform Manager (2017-present) – Led technology improvements for the 200+ Global Packaging manufacturing lines. Developed operational standards, and audited for compliance. Led the site teams to deliver new packaging projects required for regional Marketing/Commercial initiatives.

Blade & Razor Packaging Operations Manager (2013-2016) – Led the Packaging department for all Fusion™, ProGlide™, Mach3™, and Venus™ blades distributed in the US. Delivered YoY saving of 4-6%. Implemented automation projects to reduce staffing and/or deliver line speed-ups. Annual operational budget exceeded \$40MM.

New Business Development Manager (2008-2012) - Marketed the capabilities of the Andover site to other P&G business units that were searching for improved cost or more reliable/flexible supply chains. Presented the cost, quality and customer service benefits the site could deliver. This effort resulting in the doubling of site unit volume in 3 years

Operations Manager – Mix and Filling (2005-2007) - Developed and Implemented a new Operations organizational structure after selling the divested Anti-perspirant brands (Right Guard™, Soft&Dri™, and Dry Idea™) to the Dial Corporation. Downsized the organization from 200 to 100 technicians. Created the vision of Autonomous Teams within the organization and transitioned to a team/cell structure.

Manufacturing Engineering/New Technologies Manager (1998-2004) - Managed fifteen manufacturing engineers, consisting of Electrical, Mechanical, Industrial and Chemical disciplines. Responsible for establishing, planning and implementing the plants annual capital budget (\$10 - 20MM). The departments primary duties include justifying funding; and specifying, procuring, qualifying, and installing new manufacturing equipment (assembly, filling, packaging, and chemical processing) for the production of Shave Preparations, Anti-perspirant/Deodorants and Blade & Razor products.

Project Manager (Maintenance Management System) (1996-1997) - Specified, designed, implemented, and managed an integrated PC based client/server computerized maintenance management system. Realized a 30% reduction in spare part inventory, a 45% reduction in spare part obsolescence, and a decrease in unplanned equipment downtime.

Assistant Production Manager (1994-1995) - Managed the daily technical operations of the "Sensor™"blade and razor assembly department that worked 24/7. Operation included 76 cartridge assembly machines (\$57MM Capital), 310 employees (\$22MM labor budget), and an annual maintenance budget of \$3.5 MM.

Mechanical Engineer (1990-1993) - Improved manufacturing capabilities to produce personal care products (shampoos, conditioners, aerosols, shave creams, and anti-perspirant sticks) by investigating, specifying, and installing high speed production and packaging equipment. Initiated, prepared and maintained an annual \$10 million capital budget. Utilized Autocad in the design and layout of new equipment.

Facilities Specialist (1989) - Supervised 22 trades people (electricians, pipe fitters, HVAC, machinists, etc.) for a 600,000 sq. ft. site. Executed the site's preventative maintenance program, and the installation of all engineering projects for new personal care products.

Quality Engineer (1987-1988) - Implemented chemical, raw material, and packaging test methods and procedures to ensure integrity of personal care products. Conducted in-house and supplier quality audits for compliance with Gillette and FDA regulations.

The General Electric Company (Ordnance Systems Division, Pittsfield MA) 1984 – 1987

Mechanical Design Engineer & Quality Assurance Engineer (1984-1987)

Obtained secret clearance from the U.S. Department of Defense to perform mechanical design of components for a 500 horsepower transmission and turret drive system. Coordinated product testing for failure mode analysis. Audited suppliers

for compliance with military specifications and GE quality requirements in the manufacturing of components for the US Army's Bradley Fighting Vehicle (M2 Tank). Selected future suppliers, and recommended long range supplier strategies.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Thomas Galvin Email: tomgalvin.arch@comcast.net

Address: 28 Grafton Street

Daytime phone: 617-306-6566 Evening phone: Same

How long have you lived in Wakefield: 20 years Current occupation: Architect

Board or commission in which you are interested: WMHS design committee

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

This is great opportunity for me to use my experience as and architect to help shape the buildings program and aesthetics of the building.

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?

Excellent knowledge of the Building codes and construction costs of materials.

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

If yes, please specify: Permanent Building Committee not on any Boards

Th. F. Galvin
Signature

5/22/20
Date



Thomas F. Galvin

Education

Wentworth Institute of Technology - Associate in Engineering, 1989
Wentworth Institute of Technology - B. Architecture, 1992

Professional Affiliations

National Council of Architectural Registration Boards Member
Member of American Institute of Architects
Member of Boston Society of Architects

Registrations

Massachusetts Registered Architect (20285) 2005
New York State Registered Architect (038826) 2016

Certifications

School Project Designer and Owner Project Manager - MCPPO

Experience

Joseph D. LaGrasse & Associates

Project Manager – 1999-Present Managing the development of commercial project in the area multi-family residential, retail and office. Working directly with clients to develop commercial projects. Supervising the development of working drawings. Field supervision during construction of project and project close out.
Specific Project: Malden Place – 116 dwelling unit, multi-family condominium – 5 story, steel and concrete structure with 132,000 Square Feet. Cost: \$17 million

Belanger and Foley, Inc.

Project Manager – 1996-1999 Managing the development of municipal project, specifically libraries and housing authority properties. Working directly with clients to develop municipal projects. Supervising the development of construction documents. Field supervision during construction of project.
Specific Project: Tyngsborough Library and Town Hall – 6,000 square foot Library and 12,000 square foot Town Hall. Masonry and wood construction. Cost: \$2.5 million

Joseph D. LaGrasse & Associates

Job Captain – 1994-1996 Coordinating the development of commercial project in the area multi-family residential, retail and office. Working under the architects direction to develop commercial projects. Supervising the coordination of Construction Documents. Construction supervision on small projects.
Specific Project: Embassy Housing (Chisinau, Moldova) – Town house dwelling units for Embassy Employees.

STV Inc. Boston

Drafter – 1993-1994 Intern working with Architects and Structural Engineers working on Boston's Central Artery/Tunnel (CA/T) project – Section D011A. Specifically the South Station area including structural support over the expressway, egress stairs from subway platforms to head houses



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Sandra Clarey Email: sandra.clarey@gmail.com

Address: 22 Eastern Avenue, Wakefield

Daytime phone: 508-816-7647 Evening phone: 508-816-7647

How long have you lived in Wakefield: 13 years Current occupation: Project Manager/Transit Planner

Board or commission in which you are interested: School Building Committee

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

With entering fifth and first graders in the WPS system I have a personal interest in seeing our high school upgraded to a more modern, efficient and accessible facility that offers student a safe and secure place to advance their education. The community and my personal experience is that pedestrian safety, circulation, parking and bike facilities could be greatly improved at the school. I would like to offer my expertise in transportation and my background in planning to assist the community in advancing this important project.

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?

In my role as a project manager I have to approach projects holistically, meeting client needs, while balancing that with ethical and moral obligations that create improvements and benefits for the greater good. Understanding that trade offs need to be made, there isn't always one clearly definitive path forward, but rather being able to understand all the options, and collaboratively come to an agreement on a preferred alternative and advance the project forward. I bring this expertise and approach to this committee.

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

If yes, please specify: _____

Sandra Clarey 5/22/20
Signature Date



Sandra Clarey

Cell: 508 816-7647

sandra.clarey@gmail.com

22 Eastern Avenue, Wakefield, MA 01880

PROFILE STATEMENT :

Enthusiastic and green conscious urban and transportation planner, with 17 years of experience in multimodal transportation planning in the U.S., Ireland, and Australia. Currently specializing in transit planning and design, primarily for bus operations, but with a background in traffic and transportation planning, provides edge on projects where improvements for all modes are being considered and a holistic approach is required.

PROFESSIONAL EXPERIENCE

November 2010

Project Manager and Transit Specialist

– Present

McMahon Associates, Boston, Massachusetts

Responsibilities: Transit and multimodal planning and infrastructure design, preparation of plans, specifications and estimates, bid and contract documents, construction services, bus service analysis, traffic circulation and summaries, roadway safety, traffic and construction traffic management, parking studies, stakeholder and community engagement, survey preparation, state, municipal and other agency coordination, meeting facilitation and preparation of agendas, materials and notes, public meeting and conference presentations, transit fare structure analysis, project and budget management, staff management, and business development.

February 2007

Senior Transportation Planner/Analyst

– November 2010

Massachusetts Bay Transportation Authority, Boston, Massachusetts

Responsibilities: Updating and maintaining system wide ridership and service statistics, responding to public comment on transit route operations and requests for data, evaluating bus route performance, scheduling for bus and ferry, analyzing impacts of service changes, examining construction impacts on service, drafting public notices, preparing Invitation For Bid proposals and requisitions, conducting rider surveys, designing signage, maps and schedule card posters, presenting to elected officials/community, and supervising projects. Fulfilment of many of these duties involved working with the riding public, municipalities or other agencies, elected officials, contractors, consultants and other MBTA departments including Bus and Subway Operations, Operations and Information Technology, Operations Support, Capital Planning, Design and Construction, Safety, Marketing, Customer Service, Budget, Automated Fare Collection, and Purchasing.

April 2006

Senior Transportation Planner

– November 2006

ILTP Consulting, Dublin, Ireland

Responsibilities: Assisting in project management, drafting of fee proposals, attending project meetings, preparation of stand-alone and Environmental Impact Statement related transportation impact assessments, devising parking and traffic management strategies, conducting traffic and parking surveys, assessing existing and providing for future public transportation services and infrastructure, creation of maps and graphics for reports, drafting planning appeals, providing proof of evidence at public inquiries and assisting in public consultation.

May 2003

Transportation Planner

– March 2006

Masson Wilson Twiney Pty Limited (subsequently Halcrow), Sydney, Australia

Responsibilities: Preparation of transportation impact assessments, transport elements of master plans and traffic monitoring reports, traffic forecasting at local and strategic level for a district centre and the phased development of large tracts of land in the Greater Sydney Area, pedestrian planning, intersection modelling, parking lot design and access compliance checks, and parking demand analysis for shopping malls.

Sandra Clarey

Cell: 508 816-7647

sandra.clarey@gmail.com

22 Eastern Avenue, Wakefield, MA 01880

April 2001
- September 2002

Junior Transportation Planner

Howard/Stein-Hudson Associates, Inc., Boston, Massachusetts

Responsibilities: Preparing transportation studies, including reporting on existing and future traffic, site, pedestrian and public transportation conditions associated with the project, and deriving trip generation, trip distribution and mode split.

EDUCATION

2002 - 2004

University College Dublin

Richview, Clonskeagh, Dublin 16

Master of Regional and Urban Planning (2004)

Courses taken: Housing Policy, Planning for Diversity, History of Planning, Transportation, G.I.S., Design of the Urban and Rural Environment, Environmental Resource Management, Public Policy, Infrastructure Planning, Economics and Planning, Research Methods, Planning Practice, Planning Law, Rural Planning, Regional Planning, and Property Development.

Postgraduate Thesis: "Higher Residential Densities and Rail Usage. Is there a direct correlation?" (Awarded highest grade achievable).

1996 - 2000

Trinity College

University of Dublin, Trinity College, Dublin 2

Bachelor of Science (Geography) (2000)

Courses taken: City & Regional Planning, Urban Analysis, Geographical Perspectives on the Urban Environment, G.I.S., Transportation, Resource Management and Development, Environmental Impact Assessment, Urban and Environmental Economics, and North America.

Undergraduate Thesis: "School Choice and Travel Patterns, A Study of Dublin 15".

PROFESSIONAL AFFILIATIONS

Member, Association of Pedestrian and Bicycle Professionals (APBP)

Board of Directors, New England Passenger Transportation Association (NEPTA)

MBTA Partnering Committee, American Council of Engineering Companies (ACEC) MA

SKILLS AND INTERESTS

Advanced knowledge of MS Word, Excel, and PowerPoint, and Adobe Acrobat.

Working knowledge of the following graphics software: Adobe Illustrator, Adobe Indesign, CorelDRAW, Corel Paint Shop Photo, Freehand, Pagemaker, and Canvas.

Familiarity with Hastus scheduling software, AutoCAD, and ArcView and traffic modelling programs: VISSIM, Synchro, HCS, SIDRA.

Real estate, travelling, food, skiing, piano and biking.

REFERENCES

Ms. Maureen Chlebek
Regional Manager
McMahon Associates
120 Water Street
Boston, MA 02019
mchlebek@mcmahonassociates.com

Mr. David Farmer
Senior Project Manager
HDR
99 High Street
Boston, MA 02110
dfarmer@hdrinc.com

Mr. Erik Scheier
Senior Project Manager, Capital Delivery
Massachusetts Bay Transportation Authority
10 Park Plaza
Boston, MA 02116
escheier@mbta.com



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Eric Hubert Email: ehubert@spec-eng.com

Address: 11 Babson Street

Daytime phone: 617-874-0463 Evening phone: 781-587-2774

How long have you lived in Wakefield: 6 years Current occupation: Director of Project Management

Board or commission in which you are interested: School Building Committee

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

As a resident with 3 children who will be attending Wakefield Memorial High School over the next decade, I want to use my nearly 20 years of experience in the design, construction and real estate development fields to help Wakefield achieve the best possible project for current and future generations of students.

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?

During my time in the industry, I've gained widespread recognition for my work in building and leading effective project teams on major capital projects. On a project with so many stakeholders, I feel that these leadership skills, combined with my technical expertise and experience, will bring immense value for all of Wakefield's residents.

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

If yes, please specify: _____

Eric Hubert _____
Signature Date



ERIC C. HUBERT

11 Babson Street
Wakefield, MA 01880
Home- (781) 587-2774
Cell- (617) 874-0463
ehubert@spec-eng.com

OBJECTIVE

To leverage my professional skills and experience to help the town of Wakefield achieve the most possible value in designing and building a new high school.

WORK HISTORY

September 2020 – Present

Director of Project Management
SPEC Process Engineering and Construction- Burlington, MA

Manage the design and construction of projects with a focus in the biopharmaceutical, fine chemical, microelectronics and manufacturing industries. Duties include managing the design process while overseeing both internal and external architects, engineers and consultants as well as overseeing the construction management process. In addition, I am directly responsible for leading SPEC's project management team.

August 2011 – September 2019

Senior Project Manager (2018-2019)

Project Manager (2011-2017)

CSL Consulting, LLC- Burlington, MA

Manage the planning, permitting, design and construction processes for private academic, healthcare, life sciences, and corporate clients. Responsible for leading the project team (e.g., architects, engineers, and contractors) to achieve client's project goals, as well as managing all phases of the project life cycle including design, construction, permitting, occupancy, quality control, staffing, scheduling and budget, interaction with clients to establish project goals and requirements, development of project schedules and milestones, creation of all client presentation documents, management of the team selection process, monitoring and reporting of overall project progress relative to goals, requirements, schedules and budgets, contract negotiations, overall project motivation and leadership through effective communication, interaction with all associated project participants: User Groups, Executives, Designers, Contractors, Vendors, etc., and management of internal resources including staffing and assigned corporate responsibilities and initiatives.

July 2005 – August 2011

Project Manager (2007-2011)

Brandeis University Office of Capital Projects- Waltham, MA

Responsible for managing and coordinating major new construction and renovation projects for Brandeis University, from feasibility studies and early design through construction and closeout. Duties include creation and oversight of project budgets, selection of consultant teams, contract assembly and negotiation, permitting, design review, overall management of design and construction process, FF+E management, commissioning, project closeout and turnover, and interface with clients, the internal University community, and the greater Waltham community.

Assistant Project Manager (2005-2007)

Brandeis University Office of Capital Projects- Waltham, MA

Responsible for managing and coordinating major new construction and renovation projects for Brandeis University, from feasibility studies and early design through construction and closeout. Work consisted of both assisting Senior Project Managers on larger capital projects as well as acting as sole project manager on smaller projects.

December 2002 – July 2005

Junior Project Manager (2004-2005)

SPEC Process Engineering and Construction- Burlington, MA

Aided in the development and management of large-scale design and construction projects. Responsibilities included soliciting subcontractors, sending out requests for pricing, scope and schedule development, tracking and distribution of RFI's and submittals, and change order and financial review. In addition, I was responsible for helping drive a diverse team of design engineers, process engineers, architects, and controls staff to meet scheduling deadlines, as well as serving as the point of contact for construction supervisors, subcontractors and vendors.

Contract Manager (2003-2004)

SPEC Process Engineering and Construction- Burlington, MA

Main duties involved the handling of all project financial commitments, including purchase orders and contracts, from their initial drafting to their execution, as well as being responsible for accounts payable and accounts receivable duties. Work also involved estimating and construction management as far as negotiating contracts and change orders with clients and subcontractors and being responsible for the purchase of engineering equipment and the hiring of subcontractors for various engineering and construction jobs.

ERIC C. HUBERT

11 Babson Street
Wakefield, MA 01880
Home- (781) 587-2774
Cell- (617) 874-0463
ehubert@spec-eng.co

EDUCATION

1998-2002

Fordham University, Rose Hill Campus, Bronx, New York
Double Major: Political Science and History

2006-2011

Brandeis University, Waltham, MA
M.S. Management of Projects and Programs

PROFESIONAL ACTIVITIES AND DEVELOPMENT

Massachusetts Construction Supervisors License (Unrestricted)
OSHA 10 Hour Certification
AGC of Massachusetts – Young Contractors Professional Institute
Member, Society for College and University Planning (SCUP)
Member, NAIOP Commercial Real Estate Development Association

PERSONAL ACTIVITIES

Wakefield Youth Skating Association- Head Ice Hockey Coach, Mite age level; Assistant Coach, Pee wee age level
Wakefield Soccer Association- Coach for U5, U6, and U8 age levels

TECHNOLOGY EXPERIENCE

Fluent in AutoCAD, Bluebeam, Procore, Adobe Acrobat, Adobe Photoshop, Adobe In-Design, and all Microsoft Office Products

REPRESENTATIVE PROJECTS

See below

REFERENCES

Available upon request

ERIC C. HUBERT

11 Babson Street
 Wakefield, MA 01880
 Home- (781) 587-2774
 Cell- (617) 874-01463
 echubert@gmail.com

REPRESENTATIVE PROJECTS

Client	Project	Description	Completed	Budget	GSF	Architect	CM
Evolved by Nature	New Pilot Facility	Construction of a new manufacturing facility for Evolved by Nature, a growing green chemistry company making consumer products healthier and more sustainable through the power of Activated Silk™ technology.	November 2020	\$6M	29,000	SPEC	SPEC
Boston Metal	Office & Production Expansion	Tenant fitout to double the number of seats in Boston Metal's Woburn, MA headquarters as well as construction of new production space for the company's research into sustainable steel production.	June 2021 (projected)	\$8M	19,000	SPEC	SPEC
Worcester Polytechnic Institute	New Residence Hall	Ground up 385 bed residence hall, including academic and food service space. Project included significant interface with the City of Worcester and local neighborhood groups to ensure acceptance by both the on and off-campus communities.	8/2021 (Projected)	\$48M	115,000	Spagnolo Gisness	Shawmut
Worcester Polytechnic Institute	Kaven Hall Renovations	Major interior and exterior upgrades to historic Kaven Hall, which serves as WPI's home for the civil engineering and construction management programs.	8/2020 (Projected)	\$14M	42,000	Stantec	Consigli
Babson College	Centennial Park	Design and construction of a new park in the heart of Babson's campus to serve as a home for the historic Babson Globe as well as showcase Babson's commitment to a diverse, international student body.	5/2019	\$7M	40,000	Finegold Alexander	Lee Kennedy
Babson College	Babson Commons	Ground-up addition to existing Horn Library including a four-season garden, café, collaborative work areas, two state-of-the-art classrooms, and a new, more prominent home for the Cutler Center for Investments and Finance. The project also includes renovations to provide additional study space for students, a centralized academic support center, and new faculty offices.	5/2019	\$25M	16,000 new 15,000 reno	Finegold Alexander	Lee Kennedy
Bentley University	Multipurpose Arena	New ground-up, multi-use arena that will serve as the new home of the Bentley Division 1 ice hockey program, as well as becoming a major center for campus events and student activities. Major features include the new 2,000 seat rink, state-of-the-art locker rooms, and associated training, therapy, fitness and equipment space, as well as gathering and event space for use by the larger Bentley community.	2/2018	\$45M	75,000	Architectural Resources Cambridge	Suffolk
Cushing Academy	New Residence Hall	Development of two new, 45 bed dormitory buildings, including eight new, 3-bedroom faculty apartments and student common space.	8/2017	\$25M	56,000	Architectural Resources Cambridge	Windover
Cushing Academy	Watkins Field House	Construction of a new athletic center on the Cushing Academy Campus in Ashburnham, MA. Major features include a new, right sized gymnasium for basketball tournament play, a new Fitness & Wellness Center, new training, therapy, and equipment space and modern locker room facilities.	4/2016	\$12M	32,000	Bargman, Hendrie & Archetype	Windover
Wheelock College	Earl Center for Learning & Innovation	Construction of a 3-story classroom, office and conference space above an existing exterior patio with below-grade parking, with	5/2013	\$5M	7,000 New 2,594 Reno	William Rawn Associates	Lee Kennedy

		connections to the existing Activities Building. The project included 2,594 sf of renovation to the existing activities building.					
Simon Property Group	Container Store	Construction of a new Container Store at the North Shore Mall in Peabody, MA. Scope included lease negotiation, design and construction oversight, and interface with mall management and municipal authorities.	8/2012	\$7M	25,000	Good, Fulton & Farrell	Commodore
Oracle Corporation	4 Van de Graff Drive	Aggressive renovation of 80,000sf in order to accommodate relocation of multiple office sites to a recently purchased building in Burlington, MA.	5/2012	\$3M	80,000	HOK	Commodore
Brandeis University	Rose Art Museum Renovation	Fast-track renovation to original 1961 Rose Art Museum building, including complete replacement of HVAC system, code upgrades, and selected architectural renovations.	8/2011	\$2M	12,000	Bruner/Cott	Erland
Brandeis University	Charles River Apartments Renovation	“Summer Slammer” renovations to four dormitory buildings, including fire protection, new bathrooms and kitchens, new finishes, site work, and ADA upgrades.	8/2010	\$10M	135,000	Imai Keller Moore	Suffolk
Brandeis University	Science Complex Renewal Project	Includes new research and teaching building (Carl J. Shapiro Science Center), new multi-story connector between two existing buildings, new central utility plant, and renovations to create shared NMR suite, shop space, animal holding space, neuroscience laboratories and core imaging facility.	8/2010	\$104M	108,000 New 15,000 Reno	Payette Associates	John Moriarty & Associates



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Janine Fabiano Email: j9fabiano@yahoo.com
Address: 29 Lafayette Street
Daytime phone: 781-245-0631 Evening phone: 781-245-0631
How long have you lived in Wakefield: 31 years Current occupation: retired
Board or commission in which you are interested: Election worker

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

I am very interested in the local election and democratic process. I enjoy interacting with the public, and I have many skills that would be helpful in this position. As a recently retired individual, I now have the time available to share my professional experience as an election worker for the Town of 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 am highly organized, helpful and friendly when assisting individuals in a confused, frustrated or aggravated state.

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

If yes, please specify: Permanent Building Committee

Janine R Fabiano 4/11/20
Signature Date



Janine R. Fabiano

29 Lafayette St, Wakefield, MA 01880 • j9fabiano@yahoo.com • 781-245-0631

Professional Summary for Post Retirement Position

Reliable and meticulous administrator with excellent organizational, problem-solving and interpersonal skills to manage a busy and multifaceted office, organization or event that will allow me to contribute my diverse skills and experience in administration, financial, office and building management and preservation, project management and membership programs.

Professional Experience

Old South Meeting House, Administration and Facilities Director

2007 – 2018

National historic landmark built in 1729 operating as an independent non-profit museum on Boston's Freedom Trail serving over 75,000 visitors each year with an operating budget of \$800,000

Museum, Building and Office Administration and Management

- Support and guide the achievement of the mission and strategic goals of Old South Meeting House.
- Provide the administrative support for a 16 staff covering museum admissions and shop operations, education programs, grants submissions, marketing, and event rentals.
- Responsible for Accounts Receivable and Accounts Payable for all operations.
- Manage insurance policies for building, organization and employees.
- Administer employee benefits.
- Work with a broad range of building preservation, systems maintenance, and initiatives to fully preserve and maintain the historic site with systems and building renovation completed in 1998.
- Implement and streamline office procedures, including maintenance of office equipment & purchasing of office supplies.
- Schedule, oversee, and review all tests, inspections, repairs and maintenance for all building systems and projects.
- Negotiate with vendors for office equipment leases, purchases and service agreements.
- Take minutes and provide support for 21 member Board of Managers' meetings.

Financial Management

- Maintain online QuickBooks system for accounts payable, accounts receivable and financial reporting.
- Responsible for all bookkeeping of income and expenses for office, building, museum operations, grants, education programs, event rentals and building tenants.
- Process accounts payable and receivable ensuring all supporting documentation is provided.
- Assist Executive Director in resolving accounting and financial problems, and ensure the accuracy and timeliness of financial reports to Board of Managers.
- Assist Executive Director in preparing for and work directly with external auditor.

Supervisor

- Membership and Development Coordinator
 - Manage all aspects of a 500 person membership program.
 - Prepare and manage annual fund drive, coordinating with Board of Managers and Executive Director.

- Maintain 2000 person donor and membership Blackbaud Altru database, track and record all contributions and memberships.

- Building and Office Cleaner

Stoneham Theatre, Box Office Representative and House Manager, MA

2005 –2007

Professional not-for-profit regional theater

- Subscriptions, ticket sales and customer support for theater patrons
- End of day office accounting business functions
- Supervise usher and concession teams up to 12 people during shows and concerts

Unitarian Universalist Church of Wakefield, Church Administrator, MA

2000 – 2007

- Conducted the administrative business and operations of the church congregation.
- Responsible for initiating and creating newsletters, brochures, annual reports, publicity.
- Maintain church records, calendar and scheduling of building use.
- Built church membership database to track membership status and financial contributions.
- Managed the church for six months without a minister.
- Established church office and computer files.

Technical Skills

- Proficient in Microsoft Office Suite,
- Proficient in Quickbooks Online and Quicken accounting software
- Familiar with Blackbaud Altru System Software

Military

Air National Guard, Captain, Wellesley, MA

- Maintenance Officer for three sections of 7 to 10 communications technicians

U. S. Air Force, Captain, Hanscom Air Force Base, MA

- Project Manager for the acquisitions of multi-million dollar tactical communications equipment.

Education

Bentley University, Business Management, Waltham, MA

Community Affiliations

Horizons for Homeless Children, Playspace Activity Leader	2012
My Brother Table Soup Kitchen Lynn, MA, Volunteer	2015 – present
Permanent Building Committee, Town of Wakefield	2017 – present
Trees For Wakefield, Treasurer	2008 – 2012
Unitarian Universalist Church of Wakefield, Collector	2017 – 2019
Unitarian Universalist Church of Wakefield, Treasurer	2014 – 2017
Unitarian Universalist Church of Wakefield, Church President	2011 – 2014, 2019 - present
Unitarian Universalist Church of Wakefield, Annual Service Auction chair	2005 – present

Reference

Available upon request



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: John B. Murray Jr. Email: Bigj830@aol.com

Address: 497 Lowell Street

Daytime phone: 781-245-1578 Evening phone: 781-245-1578

How long have you lived in Wakefield: 70 years Current occupation: Retired

Board or commission in which you are interested: Poll worker

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

Have been a poll work for several past elections. I enjoy helping my town.
Keeps me busy during retirement.

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?

35 plus years in Sales, Marketing and customer service.
Love working with other people and bring management skills.
Always believed in teamwork to make total positive results.
In past was co chair on Commission on Disability Issues
In past served on Cable Advisory Board

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

If yes, please specify: See above

John B. Murray Jr. Signature 4-10-20 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. Resumes are optional for Youth Council applicants.

Name: Judith Fanjoy Email: evansjaf@aol.com

Address: 11 Evans Place

Daytime phone: _____ Evening phone: _____

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

Board or commission in which you are interested: Election Worker

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

Interested in being re-appointed as an election worker. Has been an election worker for many years.

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

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

If yes, please specify: _____

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. Resumes are optional for Youth Council applicants.

Name: Kathleen E. Marino Email: kem6571@gmail.com

Address: 5 Marla Lane, Wakefield, MA01880

Daytime phone: (617)605-7448 cellphone Evening phone: (781)245-8813

How long have you lived in Wakefield: 34 years Current occupation: retired

Board or commission in which you are interested: Election Worker

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

I believe, that it is a privilege to work in any capacity for the town of Wakefield. I also believe, that we...in this country are privileged to be able to elect an individual(s) who we feel will govern not only our country but, our towns in a democratic way.

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

I am currently retired and have been for the last 4 years, prior to that I was the Practice Manager for Spaulding Rehabilitation Hospital. I was responsible for the day to day operations for a multidisciplinary Outpatient Clinic. As Practice Manager, it was imperative that I was able to work in a fast paced environment, with the ability to identify and prioritize the tasks at hand...resolving patient and staff issues in a positive manner. I feel that these skills are important working the polls as you are representing the town.

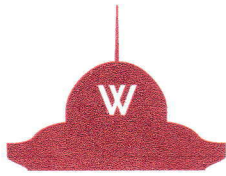
Are you currently serving on any other Town boards? Yes No

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.

Name: James N Marino Email: jmarino364@gmail.com

Address: 5 Marla Lane Wakefield Ma 01880

Daytime phone: 617-957-7758 Evening phone: 617-957-7758

How long have you lived in Wakefield: 34 years Current occupation: retired

Board or commission in which you are interested: Poll Worker

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

I have been a poll worker for 20 years, serving as a teller and clerk in PCT 7, I have also worked as a tell at the Town Meetings as a check in person.

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 knowledge of how the system works in the PCT level and have an interest in town government. I know the importance of being accurate with the count and the end of day

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

If yes, please specify: _____

Signature James N Marino

Date 12/12/19





TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Arthur Beebe Email: ajbeebe@yahoo.com

Address: 15 Kathy Lane

Daytime phone: 781-258-8359 Evening phone: same

How long have you lived in Wakefield: 49 Years Current occupation: Retired School Dept.

Board or commission in which you are interested: Working election polling place

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

As a retiree I am interested an available to serve the community in a capacity that fits my schedule. Also I feel that the polling places being at the Galvin and my familiarity with the school district may be useful to both enterprises.

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 my interpersonal skills and familiarity with a vast majority of the town population is a plus, along with the abundance of patience for them that I possess.

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

If yes, please specify: Signature : Arthur J. Beebe III Date: 04/14/2020

Signature

Date



ARTHUR J. BEEBE III
15 KATHY LANE
WAKEFIELD, MA 01880
(781) 258-8359

ADMINISTRATIVE EXPERIENCE:
Wakefield Public School System

2004- Retired 2019 *Wakefield Memorial High School*
Guidance Director

Responsibilities include the implementation, maintenance and design of guidance curriculum and educational programs for students, which are realistic and designed to create opportunities for post-secondary plans, namely career and higher education. Director guides a team on educational, personal, social, career, and crisis issues. In addition, respond daily to parental concerns, write recommendations, outreach to the community; provide information regarding scholarships and financial aid, conflict mediation and resolution, and support referrals. Participates as a member of Special Education team evaluation process, responsible for implementing state mandated, individualized education plans and DAP and 504 coordination. Supports Special Education Department in facilitating special needs students' adjustment to school and program transitions. Also provide guidance support via classroom visitations, presentations, 8th grade education, freshman orientation, and assemblies. Student documentation and records are kept, presented, and maintained with available technology. Advocate for students/staff via collaboration and consultation. Maintain professional profile by attending, and/or facilitating, workshops, in-service, and college seminars. Director's additional responsibilities include acting as registrar, completion of the School Profile, managing guidance website, and the Program of Studies. Director also responsible for building the master schedule with Ipass software, and managing Naviance career software. Director oversees the management, ordering, proctoring, and programming of the SAT I & II, PSAT, ACT, AP, MCAS exams, and the DOE MCAS prep grant. Director also responsible for AP Audit and NCAA Clearinghouse updates. Director also evaluated 14 staff members. Responsible for a 1000 student school with 4 counselors and 1 clerical support.

1999-2001 *Wakefield Memorial High School*
Co-Chair of Accreditation Steering Committee

Selected by administration and faculty to co-chair the self-assessment procedures for Wakefield High School's ten-year evaluation. Responsible for a process that drew and substantiates conclusions about how our school is built around the seven standards for accreditation. The results of this effort have provided guidance regarding ways to strengthen and support the school's ongoing efforts to improve its practices as they relate to teaching and learning. The formation of the steering committee is based on the recommendations of the New England Association of Schools and Colleges to have an individual who "has the ability to work well with others and has excellent leadership ability with the talent to coordinate the work of many people." The purpose of the steering committee is to design the self assessment process; ensure preparation of the self assessment report which includes the School and Community Profile, seven Standards for Accreditation Reports, and the Statement of Critical Strengths and Needs; Involve the complete school in the self-assessment process; Ensure that requirements and timelines are met; Ensure all evidence and documentation are available for the visiting team; Complete the arrangements for the visiting team; Oversee a \$14,000 budget.

1997-1998 *Wakefield Memorial High School Alternative Program*
Director and School Adjustment Counselor

Responsibilities included supervision of personnel, implementing school mission and vision, enforcing collective bargaining agreements, oversight of special education mandates and legal requirements, providing staff development and training workshops, and reviewing current research in teaching, learning, and special education. Interviewed new staff and made recommendations to the principal on such matters. Was also responsible for financial and budgetary management, and fundraising. Attended all special education team meetings to present program, evaluate special education recommendations and assess if criteria were met for self-contained program. Wrote individualized education plans, oversaw service delivery and provided direct service as the program's school adjustment counselor. Additional responsibilities included integrating community resources to enhance the curriculum and provide experiential learning for students and monitored the implementation of a co-teaching pilot that encouraged interdisciplinary teaching. Created a new vocational program developed with financial assistance provided through a grant, written by the director and awarded to the program, which provided tools and technology.

1996-2003 ***Lucius Beebe Memorial Library***
Board of Trustees

Lucius Beebe Memorial Library Trustee, Appointed February 1996, Elected April 1996, Re-elected April 1997, Appointed Secretary to the Board, 1997-1999. Appointed Vice-Chairman of the Board 1999-2003. Responsibilities entailed overseeing a fiscal year budget of over one million dollars, evaluation of library director and staff, maintenance of physical plant management and design, negotiating contracts with staff. In addition to these responsibilities during my tenure the library board was responsible for proposing before the town, and being granted, a \$5 million renovation to the facility. The board served as the building committee. The board organized a private fund raising effort, which raised Two Hundred Thousand Dollars. This project was brought in on time and on budget. The Beebe Library is now the jewel of the community and perhaps the best library in the state for a community of its size.

1985 - 1995 ***Wakefield High School***
Peer Leadership Program Director

Coordination and organization of 30-40 High School Sophomores, Juniors and Seniors as peer leaders for the Wakefield School System. Coordinators' responsibilities included consulting administrators and guidance directors, arranging training programs, organizing students' schedules and transportation needs to produce an end product that places student teams in elementary classrooms. Coordinator duties also included developing training's with consultants, identifying specific areas of concern, processing the experience with teams, and supporting the D.A.R.E. program.

TEACHING AND COUNSELING EXPERIENCE:

1998-2004 ***Wakefield Memorial High School***
Guidance Counselor

Responsibilities include the implementation, maintenance and design of guidance curriculum and educational programs for students, which are realistic and designed to create opportunities for post-secondary plans, namely vocational and higher education. Counselors guide students on educational, personal, social, career, and crisis issues. In addition, respond daily to parental concerns, write senior recommendations, outreach to the community; provide information regarding scholarships and financial aid, conflict mediation and resolution, and support referrals. Participate as member of Special Education team evaluation process, responsible for implementing state mandated, individualized education plans and 504 plans. Support Special Education Department in facilitating special needs students' adjustment to school and program transitions. Also provide guidance support via classroom visitations, presentations, 8th grade education, freshman orientation, and assemblies. Student documentation is kept, presented, and maintained with available technology. Advocate for students/staff via collaboration and consultation. Maintain professional profile by attending, and/or facilitating, workshops, in-service, and college seminars. Counselors also assist in proctoring and site management of the SAT I & II, PSAT, ACT, MCAS, and in the past the Massachusetts State Teachers examinations.

1986-1998 ***Wakefield Memorial High School Alternative Program***
School Adjustment Counselor

Responsibilities included daily individual and group therapeutic interaction with at-risk, special education 502.4 population, assisted in averting delinquency, academic failure, and/or emotional trauma within a community of students possessing emotional, social and academic disabilities. Activities ranged from individual to group counseling, crisis intervention and conflict mediation, parent meetings and conferences, assisting and supporting staff, modifying curriculum and individualizing instruction, liaison to community resources and outside health, legal, and human service agencies. Activities also included referrals to such agencies that can support the school community in meeting the severe needs of children and families beyond the school parameters. Issues included academic testing and assessments, career planning and development, domestic violence education, potential suicide intervention, harassment, abuse and neglect, teen pregnancy, diversity issues, substance abuse, family and parenting dynamics, pharmacological therapy management and eating disorders.

1986 - 1998 ***Wakefield Elementary Schools***
School Adjustment Counselor

Responsibilities included individual therapeutic interaction with the Pre-School through fourth grade population assisting in acclimating students to the school environment and socialization issues. Activities ranged from completing developmental assessments, reporting abuse and neglect via child protection team, individual and group counseling, family and staff support, prevention presentations, crisis intervention, collaborative lesson planning, monitoring behavior. Also served as a resource to building for materials, assistance and referral. Since 1986 the responsibilities of this assignment have brought me to five of the districts nine elementary schools. The most recent assignment includes one K-1 elementary school and the entire pre-school population referral process. The population serviced ranges from mild learning disabled to severe special needs.

1993 - 1998 ***Wakefield Pre-School***
School Adjustment Counselor

Responsibilities included making initial systemic contact with all families whose children have been referred for pre-school services through the Special Education Department. Duties included setting up meetings to gather developmental history, introducing the process of special education protocol, discussing parent's rights, and advocating for the child. Also acted as an ongoing resource to the family and at times provided direct counseling services.

Summer ***Wakefield High School Summer School***
1994 ***Physical Education Teacher***

Developed appropriate lesson plans for predominantly at-risk student population to become successful and fit in a summer physical education class. Lesson used required students to not only utilize physical skills and develop them, but also academic skills through reading and doing research on the various sports that were introduced. Students were introduced to unique sports and their origins such as croquet and bocce. 25 to 30 students were enrolled in this self-sustaining summer program and all students completed the five days over three weeks for two hours a day successfully, including writing term papers.

1986-1989 ***Wakefield High School***
Tutor

Tutored High School students at home who were unable to attend school on a regular basis. Followed work programs previously established by classroom teachers, which called for bi-weekly evaluations, bi-weekly grading and if necessary, term grading of tutored pupils.

1985-1986 ***Galvin Junior High School***
Project Save, Department of Special Education
Project Save Teaching Assistant

Working with alternative curricula, provided guidance to students who were failing subjects, suffered irregular attendance or who were disruptive in a classroom setting. Responsibilities included establishing contact between the students and appropriate teachers to create an atmosphere where academic and behavior potentials were attainable. By teaching personally relevant academic material, students were given guidance that enabled them to better fulfill responsibilities and establish more cooperative attitudes.

CERTIFICATION:

- 1999 Massachusetts Department of Education Certification, Guidance Counselor –2023
- 1987 Massachusetts Department of Youth Services, Board of Certification, School Adjustment Counselor- 2023
- 2003 Massachusetts Department of Education Certification, Director/Supervisor Guidance – 2023
- 2015 Massachusetts Department of Education SEI-Admin Endorsement
- 2006 RBT Observing and Analyzing Teaching I

PROFESSIONAL MEMBERSHIPS:

- Massachusetts Teachers Association 00350, Wakefield Education Association 055
- National Education Association
- Massachusetts School Counselors Association
- Massachusetts Association of School Adjustment Counselors
- Lucius Beebe Memorial Library Board of Trustees, Appointed 1996, elected 1996, re-elected 1997, appointed Secretary 1997-1999, Vice-Chairman of the Board 1999-2003.
- Wakefield Education Foundation Staff Excellence Recipient 2001
- Wakefield Education Foundation Skulley Award Educator of the Year 2010
- Who's Who Among American Teachers 2002

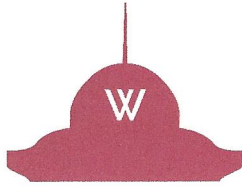
- Northeast High School Alliance Co-Representative at W.H.S. responsible for collaborative staff development, in-service training, and inter-school sharing of services and ideas, 2003-2004 Executive Board Co-Chairman.
- Notary Public, Commonwealth of Massachusetts, Commissioned 1989 – 2010
- Benevolent and Protective Order of Elks 2003
- Friends of the Citizens Scholarship Foundation 2003
- Corporator of The Savings Bank
- FEMA Certifications 100 & 700
- Wakefield Memorial High School Hall of Fame Education Inductee 2014
- Wakefield Education Association Dr. Kim Smith Excellence in Education Award 2018

ACTIVITIES:

Co-Chair Steering Committee W.H.S. Accreditation	1999-2001
Wakefield High Class Advisor,	1989-1992
Girls Outdoor Track Coach	1988, 1989
Assistant Varsity Boys Soccer Coach	1990
Member of Hall of Fame Steering Committee	1991, 1992
Member of W.H.S. Crisis Team / Safety Committee	1987-2019
Co-Chair Health Committee State Accreditation W.H.S.	1992-1993
3rd Vice President, Exec. Negotiation Team Member, W.T.A.	1991, 1992
Wakefield Education Association Building Representative	1987-2004
Wakefield Education Association Treasurer	1995-1997
Wakefield Education Association Unit B President	2017-2019
Wakefield Education Association Grievance Chair W.H.S.	2003-2004
Supervising Teacher of Salem State Guidance Intern	2001-2002
Wakefield High School Interdisciplinary Committee	1994-1996
Wakefield High School Study Skills Development Team	1993-1994
Wakefield High School Conflict Mediation Assistant	1996-1998
Wakefield High School Evacuation Team for Seabrook, NH. (MEMA)	1999-2019
NEMLEC STARS – CRT Team Member	2014-2019
Presenter at Parent University	2016-2018
Co-Sponsor NAMI Mental Health Stability in College Panel Discussion	2016

EDUCATION:

1989 - 1999	University of Massachusetts @ Lowell, MA. Doctoral Degree Candidate, Leadership, A.B.D.
1985	University of Bridgeport, Bridgeport, CT Master of Science - Clinical Psychology
1983	Merrimack College, North Andover, MA. Bachelor of Arts - Psychology, Cum Laude



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Cindy Schatz Email: schatzca@msn.com

Address: 8 Cordis St

Daytime phone: 781-258-2902 Evening phone: 781-258-2902

How long have you lived in Wakefield: 30 years Current occupation: community worker

Board or commission in which you are interested: Elections worker

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

I've been a regular at Town Meeting since moving to Wakefield in 1990, and have participated in just about every election as a voter. I've had the pleasure of serving as a poll worker for several years now, and appreciate the hard work that is involved in making possible the democratic process of voting. Yes, election days are very long days (6 am - 9 pm), but very worth while. I've served on volunteer, appointed and elected boards in Wakefield for many years, and enjoy the behind-the-scenes work as well as that which is in the public eye - both are vital in making Wakefield a better place to live.

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?

Poll worker isn't a physically taxing job, although I am fit and can help as needed (DPW sets up and takes down). It primarily involves welcoming voters, being able to understand them (some have very thick accents), checking them in/out. There is some problem solving, keeping eyes open for issues arising in the voting area and alerting supervisors. I've worked through a major problem with a new voting machine and have been a great team worker with the others (ask Betsy!). I'm friendly, patient and detail-oriented. I've yet to come up against a problem at the polls I couldn't resolve on my own or with the assistance of others.

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

If yes, please specify: Board of Library Trustees (current term expires in Spring 2021)

Cindy A Schatz
Signature

4/14/20
Date



Cindy A. Schatz

8 Cordis Street, Wakefield, MA 01880
781-258-2902 schatzca@msn.com

WAKEFIELD RELATED ACTIVITIES (listed chronologically by start date)

Wakefield Poll Worker, 2016-present

Attended informational meetings and worked in both decentralized precinct and centralized voting locations, for Town regular and special, state primary and federal presidential elections.

By-Law Review Committee, Town of Wakefield. November 2016-April 25, 2019

With Committee, thoroughly reviewed all existing General Bylaws for relevance and purpose, consistency with the Wakefield Home Rule Charter, other Bylaws, Massachusetts General Laws. Updated language of bylaws and improved their clarity. Committee met with concerned citizens and town officials; proposed articles for Town Meeting to revise, delete or add new sections.

Wakefield Center Neighborhood Association. Board of Directors, 2014-present.

Initiated overhaul of the association's website. Led project replacing town's chain link fence on Church St. with a new fence financed by WCNA. Seek funds for organization's town improvement projects, and update profile on charity analysis websites. Recruit and jury artisans applying for participation in annual Festival. Work as team member in support of several annual events.

Board of Directors, Center for Performing Arts. 2011-2017

Planned first two annual *a cappella* concerts as a fundraiser for the organization. Responsible for venue, recruiting performers, writing and distributing promotional materials, editing program. Worked with performers, school faculty, students, facility staff, volunteers. Attended and participated in quarterly board and annual meetings; initiated review of its website. Board disbanded September 2017, turning responsibility of the Center over to the High School.

Wakefield Service Unit Registrar, Girl Scouts of Eastern Mass. 2009-Aug 2016

Registrar for 700 girls and adults; formed new troops; assisted leaders with registration, training issues and other inquiries. Worked with leaders of ~50 troops, oversee semiannual member and leader recruitment. Available to leaders and parents for guidance and problem solving. Served as liaison between local leaders and regional council office. Responsible for managing records, income and CORIs. Served as troop leader or assistant troop leader for 7 years.

Business Appeals chair, Wakefield Independence Day Committee. 2007-2014.

Raised funds for the Fourth of July Parade Committee from businesses, organizations, and foundations. Wrote grants, press releases and articles for local newspapers. Hired new website manager and provided all content.

Library Trustee, Lucius Beebe Memorial Library. 1996-present.

Committees: Gift Funds, Legislative Advocacy, Friends. Have served as Board Chair. Attend monthly meetings and those of FinComm and Town Council when budget is under review. Advocate with legislators. Organized and ran first two silent auctions for Blossoms fundraiser event.

Library Building Committee, Wakefield, MA. Dec. 1995-Spring 1997.

In addition to participating in the committee's work of planning for and overseeing the renovation and expansion of the Library, I wrote and sent newsletters to the town's residents regarding the project's progress.

Founder, The Babysitting Cooperative (Wakefield area). 1995-2005.

Assumed primary responsibility for the writing of its bylaws and their revision for ten years, and setting up its record-keeping system.

President, Parents of Tots (Wakefield area).

Organization which provides educational opportunities and social support to parents with very young children. Wrote articles for and oversaw production of monthly newsletter. Led monthly meetings, board meetings, and coordinated other department chairs. Saw membership of organization double during my terms as president. Also served as membership chair.

WORK OUTSIDE WAKEFIELD:

Secretary, Church Council and Executive Committee Member, Faith Lutheran Church, Andover MA. 2018-present

Record, edit and distribute minutes of Council and Executive Committee. Fully participate on Exec Comm as a voting policy maker. Perform annual reviews of church's paid staff members.

Calumet Camp and Conference Center, Freedom, NH, 2009-present

Program Manager, Family Camp Plus week. 2015-present

Work directly with the Family Camp Director to prepare, disseminate and execute the programs for this special, end-of-summer week.

Assistant Program Director, 2009-2014 (worked up to 10 weeks every summer).

Collected information for, wrote, designed, produced and distributed weekly 12-pg newsletter (Word/Publisher). Planned and led a wide variety of programs for adults, teens and children.

Director; Curriculum Coordinator; Kitchen Coordinator - LOGOS program, Faith Lutheran Church, Andover MA. Sept 2000-May 2007.

Oversaw all aspects of a weekly evening program for families (2 yrs), including the recruitment of participants, teachers, assistants, activity leaders, and other staff. Curriculum coordinator (1 yr), teacher (2 yrs), kitchen director (2 yrs).

Online Search Specialist and Coordinator, Education Programs, Knowledge and Consultation Services Dept., Francis A. Countway Library of Medicine, Harvard Medical School, Boston, MA. 1986-1994.

Wrote and edited educational materials for seminars I taught for staff, faculty and students of the Harvard Schools of Medicine, Public Health, Dental Medicine and Harvard associated hospitals.

Library Director, Burnham City Hospital, Urbana, IL. 1984-1986.

Prepared and administered annual budget; oversaw paid and volunteer personnel. Planned and oversaw expansion of facility.

Reference Librarian and Bibliographic Instruction Coordinator, Northwestern University Medical Library, Feinberg School of Medicine, Chicago, IL. 1982-1984.

In addition to reference duties and online searching, created materials for and taught instructional series on research methods for graduate students, staff and faculty of the Schools of Medicine, Dentistry and NU-associated hospitals.

PROFESSIONAL ASSOCIATIONS

Massachusetts Library Trustees Association. Board of Directors, 2001-2014;

President, 2006-2010; Past President, 2010-2014. Contributed to newsletter.

American Library Association. Member since 1982.

ACRL-Bibliographic Instruction Section: Continuing Education Comm., 1983-88.

Liaison to Education for BI, 1986-88; Policy Committee, 1988-90.

Library Instruction Round Table. Research Comm., 1988-92 (Chair 1991-92).

RASD, Science & Technology Section: 1984 Conference Program Planning Comm.

JMRT: Grassroots Grant Coordinator for Massachusetts, 1986-89.

Health Science Librarians of Illinois.

Membership Chair, 1983-86. Conference Coordinator, Local Arrangements Planning Committee, 1986.

EDUCATION

M.S. Library and Information Science, University of Illinois, Champaign-Urbana, 1982

B.S. Communication Studies, Northwestern University, Evanston, IL, 1979

PUBLICATIONS

"Librarian for hire": contracting a librarian's services to external departments.

Schatz CA, Whitehead SE. Bull Med Libr Assoc. 1995 Oct;83(4):469-72

Enhancing the Metathesaurus with clinically relevant concepts: anatomic representations. Sato L, McClure RC, Rouse RL, Schatz CA, Greenes RA. Proc Annu Symp Comput Appl Med Care. 1992:388-91

AWARDS AND HONORS

2015 Volunteer Extraordinaire, Girl Scouts of Eastern Massachusetts.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Jeanne Stinson Email: STINSONJA@VERIZON.NET

Address: 4 Norway Street

Daytime phone: 781-246-0536 Evening phone: 781-246-0536

How long have you lived in Wakefield: 71 years Current occupation: Retired

Board or commission in which you are interested: Election/Poll Worker

Please state why you are interested in serving on this board or commission:
Currently, I serve as a warden on election days and at Town Meeting. My term ends on June 30th of this year. I would like to be considered for reappointment to a position as warden/election worker. It has been a pleasure to assist the Town in facilitating the election process and I would consider it a privilege to continue that work.

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 I can contribute my experience and knowledge to assist new election workers as well as the electorate. I am dedicated to doing an excellent job for the Town of Wakefield.

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

If yes, please specify: Recreation Commission

Jeanne C. Stinson
Signature

April 20, 2020
Date



Jeanne C. Stinson

4 Norway, Street, Wakefield, MA 01880

Home 781-246-0536 Mobile 617-543-9395 stinsonjc@verizon.net

Profile

Conscientious, detail oriented, professional whose experience includes management, administration, customer relations, education/training, community outreach, computer literacy, oral and written communication skills.

Professional Experience

Department of Revenue/Child Support Enforcement Division

Director, Child Support Enforcement Division's Customer Service Bureau 2008-2014

- Manage all day-to-day operations of the Customer Service Bureau comprised of 104 staff in 5 different units.
- Serve as a member of Senior Staff Management policy team.
- Interview, hire and train all staff who enter the Customer Service Bureau and plan and facilitate monthly training for 104 staff.
- Work with Policy & Procedure Unit, CSE Training, Problem Resolution Office, Safety Concerns Team, Regional Directors, Deputy Regional Directors and Senior Staff to ensure that the Customer Service staff is following all procedures, guidelines and policy in assisting the customers of the Department of Revenue.
- Served as a member of the Selection Committee for a \$100 million technological project for Child Support Enforcement program for DOR.

Acting Call Center Bureau Chief/ Director of Training 2003-2008

- Manage the Customer Service Bureau's call center handling more than 2500 calls and emails each day.
- Administer the operations of 60 call center representatives, 6 supervisors, staff and 3 team leaders.
- Schedule and manage 4 different telephone and email queues to ensure consistent assistance for customers.
- Interview, hire and train all staff who enter the Customer Service Bureau.
- Write, edit, publish and distribute the *CSB Bulletin* newsletter and the Monthly Issuance Test for all staff.
- Plan and facilitate monthly training for 104 Customer Service staff.
- Active member of the CSB/Regional Workgroup meetings and participate at all Training Registrars meetings.
- Customer Service Bureau's representative on the Request for Response PMT for the State Disbursement Unit, National Medical Support and After Business Hours Calling programs.

Cambridge Chamber of Commerce – Cambridge, MA

Director of Operations and Events 2002-2003

- Planned, organized and coordinated all professional events and meetings for members of the Chamber of Commerce.
- Served as Director of Operations with full responsibility of human resources services for Chamber staff.
- Wrote and edited all correspondence to Chamber members and interested business associations.
- Responsible for all Chamber of Commerce accounting records including payroll, accounts receivable and payable.
- Facilitated informational requests by members, non-members and the general public.
- Collaborated with Chamber of Commerce members and city officials to foster a cooperative business environment.

Department of Revenue / Child Support Enforcement Division

Child Support Enforcement Specialist A/B

1999-2002

- Worked as a member of the Customer Service Bureau's training unit in preparing and organizing training materials for new and experienced staff.
- Developed reporting tools and maintained all statistical data regarding training hours for staff.
- Catalogued and maintained all training materials used by Customer Service.
- Served as adjunct trainer for Employee Training and Development to facilitate the mandatory Diversity Workshop for the Northern Regional Office and the Customer Service Bureau.
- Coordinated and scheduled all trainings for Customer Service Bureau staff including preparing materials and equipment.
- Served on the original National Medical Support Workgroup as the representative for the Customer Service Bureau.
- Supervised new call center staff during probationary period.
- Conferred with DOR customers and their legal representatives regarding DOR/CSE policy.
- Assisted in answering customers' calls through the Supervisor Telephone Queue.

New England Restaurant Company (NERCO)

Corporate Accounts Manager

1998-1999

- Managed and facilitated the corporate charge account program for 91 restaurants.
- Designed, updated and maintained all database information for over 885 accounts.
- Received and expedited all donation requests made by the community and non-profit organizations.
- Assisted with customer service in the customer relations department.

Bartlett School

Director/Head of School

1993-1997

- Managed the daily operations for a private preparatory school (pre-kindergarten-eighth grade) of 90+ children.
- Effectively managed an operating budget of over \$775,000.
- Supervised, coordinated and scheduled 18+ employees.
- Administered all scheduling and direction of external staff including janitorial and maintenance staffs.
- Recruited, interviewed, hired, trained and evaluated all personnel.
- Developed and implemented the school's first database system for record keeping purposes for all students.
- Developed and implemented curriculum for all grade levels.
- Wrote and designed materials for marketing purposes.

Bartlett School

Classroom Instructor

1973-1993

- Formulated, implemented and taught advanced fourth grade curriculum for over 400 students.
- Created and utilized innovative testing analysis tools for advanced curriculum.
- Wrote school's student handbook, curriculum guide and media guide for the full school community.
- Directed after school sports program for grades 3-8.

Education

Salem State College: M. Ed. Masters in Educational Administration

Salem State College: B.S. Bachelor of Science in Elementary Education

Community Involvement/Other Achievements

Recreation Commission Member – Town of Wakefield	2003 - present
Warden/Poll Worker Town of Wakefield	2013 - present
Community Representative for Greenwood School Council, Wakefield, MA	2006 - 2010
Greenwood Elementary School, Wakefield, MA - Principal Search Committee	2004
Perfect Attendance Certificate / Department of Revenue	2001
Completed Customer Service Training Program / Massachusetts HRD	2001
Volunteer of the Year / Town of Wakefield	1993
Community Representative for Ambrose School Council, Winchester, MA	1993 - 1994
Board of Directors, Wakefield Little League	1987 - 1992

April 22, 2020

Deborah M. Surabian
20 Whittier Road
Wakefield, MA 01880

Wakefield Board of Selectmen
William J. Lee Memorial Town Hall
1 Lafayette Street
Wakefield, MA 01880

Dear Board of Selectman:

Enclosed please find my application for appointment to work at the election polls.

I have been a resident of Wakefield since February 18, 1983. I have been registered to vote my entire adult life. In November 2012 I retired from a 35 year career in public service (Massachusetts Department of Children and Families). I have also taught in the past at the community college level. At this time I am on furlough, due to the coronavirus, from a part time job at Marshalls/Home Goods.

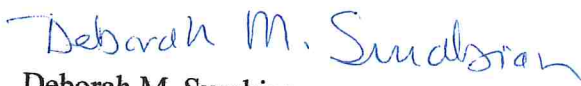
A copy of my resume is enclosed.

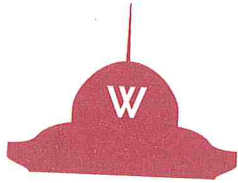
I am mature, very responsible and reliable, have good attention to detail and am used to dealing with all kinds of people, personalities and situations.

Should you need any additional information please feel free to contact me at 781-245-1916.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,


Deborah M. Surabian



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Deborah Surabian Email: dsurabian@verizon.net

Address: 20 Whittier Road Wakefield, MA 01880

Daytime phone: 781.245.1916 Evening phone: cell 781.249.4761

How long have you lived in Wakefield: 37 years Current occupation: Retired Social Worker

Board or commission in which you are interested: Assist in town and state elections

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

I have been a resident of Wakefield since February 18, 1983. I have been registered to vote my entire adult life and consider voting in elections to be one of the greatest privileges. In November 2012 I retired from a 35 year career in public service (Massachusetts Department of Children and Families). I have also taught in the past at the State Community College level. I am currently on furlough from a part time job at Marshalls/Home Goods due to the Coronavirus Pandemic.

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

I am mature, very responsible and reliable, have good attention to detail and I am used to dealing with all kinds of people and situations.

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

If yes, please specify: _____

Deborah M. Surabian
Signature _____ Date 4/24/20



Deborah M. Surabian

20 Whittier Road, Wakefield, MA 01880
H 781-245-1916 C 781-249-4761
dsurabian@verizon.net

Area Program Manager 4/2002 – 11/2012 Department of Children and Families
Senior management team member. Under the direction of Area Director, provide clinical and administrative supervision and coaching to 4 supervisors and their units of 5-6 staff each (intake/investigation of child abuse/neglect reports, assessment, ongoing case management). Oversee all clinical and case management activities of assigned staff including screening/investigation, child removal decisions, service planning, permanency planning. Partner with community agencies to promote strength based intervention and ensure appropriate service delivery to families. Interview, make hiring recommendations, evaluate staff performance. (Acting in position 4/02 -2/03)

Foster Care Review Supervisor 1990 - 2002 Department of Social Services
Oversee management of approximately 200 foster care reviews monthly. Manage 5 staff and 1 consultant responsible for conducting case reviews for families with children in foster care, residential treatment and other out of home care to assess appropriateness of placement, facilitate permanency planning, promote quality assurance. Negotiate conflicts with area office staff. Collaborate with management team to develop and implement policy. Central office Clinical Review Team panel member. Interview, make hiring recommendations, and evaluate staff performance.

Intake Supervisor 1990 Department of Social Services
Provide clinical and administrative supervision to 6 social workers and 1 technician responsible for screening and investigation of child abuse / neglect reports. Coordinate voluntary service requests, court referrals, and supervise family assessments.

Supervisor I 1985 - 1990 Department of Social Services
Supervise 5/6 social workers with assessment, protective, adolescent, voluntary, and placement cases. Train staff relative to professional role and responsibilities, agency goals, regulations, and policies. Evaluate staff performance. Provide training and consultation to community based agencies. Maintain statistical reports of unit activity for reporting to management.

Social Worker II 1981 - 1985 Department of Social Services
Assistant to Program Development Specialist. Perform liaison functions with community based agencies and service providers, including training, consultation and technical assistance. Participate in proposal review/selection, contract negotiations and contract monitoring. Coordinate day care services, conduct site visits to day care programs for monitoring and evaluation. Develop comprehensive Resource Directory for area services.

Social Worker II 1980 - 1981 Department of Social Services
Provide direct social services, including risk assessment, crisis intervention, case management, service coordination, advocacy, for families with reported issues of child abuse/neglect. Develop and implement treatment plans to promote family preservation and permanency planning. Arrange for and supervise foster care and residential treatment facility placements.

Social Worker 1977 - 1980 Department of Public Welfare, Office of Social Services
Manage protective caseload, conduct family assessments, provide counseling, referrals, advocacy, crisis intervention, initiate court action on behalf of children, when necessary, to ensure safety.

Adjunct Faculty Instructor 1989 - 1994 Middlesex Community College, Bedford, MA
Roxbury Community College, Roxbury, MA
Develop and teach course, "Psychology of Women", emphasizing research and psychological theories of female development, gender role socialization, and social/psychological issues for women.

Education

Master of Education in Counseling Psychology, University of Massachusetts, Boston, MA
Bachelor of Arts in Education, Urban Education Program, University of Massachusetts, Amherst, MA
Associate of Arts, Liberal Arts, Massachusetts Bay Community College, Watertown, MA

License

Licensed Certified Social Worker #208046



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Alyce E. Curtis Email: alycecurtis@gmail.com

Address: 100 Nahant Street, Unit 110, Wakefield, MA 01880

Daytime phone: 617-967-3747 Evening phone: 617-967-3747

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

Board or commission in which you are interested: Elections

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

I have always been interested in the election process and actively involved in politics at the local, state, and national level. In March of this year, I worked the polls for the town of Reading and successfully completed a two hour training program and a CORI check. Additionally, I am looking for opportunities to connect with the Wakefield community in a more structured way.

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?

Have many years of successful experience working with the public sector, both in paid and volunteer positions. I am sensitive to the needs of others, patient, and have a well-developed sense of humor.

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

If yes, please specify: _____

Signature

Date



ALYCE E. CURTIS
100 Nahant St., Unit 110
Wakefield, Massachusetts 01880
Cell: (617) 967-3747 E-mail: alyceecurtis@gmail.com

Possess extensive experience in designing, managing, coordinating, and delivering educational services to a diverse population of students. Have broad experience designing and developing federal and state funded grants. I am energetic, dependable, and goal-oriented contributor with excellent interpersonal, problem solving, and organizational skills.

PROFESSIONAL EXPERIENCE:

Dean of Academic Services

9/99-7/13

Mount Ida College, Newton, MA

- Developed and managed the academic support services programs including the Academic Success Center (tutoring services), Writing Center, Learning Opportunities (disabilities services), and The Learning Circle Programs (TRIO grant), Campus-wide Advising System
- Supervised, trained, and evaluated staff and administered departmental budgets
- Assessed the effectiveness of the academic services/programs, served on the Academic Progression Committee and addressed student progression issues
- Established a campus-wide Electronic Alert program for students experiencing academic difficulty
- Designed and directed the intake system for testing and advising new students
- Developed and managed a campus-wide academic advising program, established an Advising Handbook and Website, and created/facilitated faculty advising workshops and training programs
- Directed the ACCUPLACER Test for initial course placement in English and math for incoming students
- Designed and taught seminar for conditionally accepted students

Associate Dean, Student Support and Retention Services

7/96 - 8/99

Bunker Hill Community College, Boston, MA

- Administered and managed a comprehensive network of support services and programs offered through Advising/Counseling Services, Career Services, Disabled Student Services, Health Services, International Student Services and the Success Program (TRIO Grant)
- Recruited, trained, supervised and evaluated professional and support staff, interns and peer advisors
- Formulated and administered budgets for department and grants
- Directed the intake advising system for new students
- Prepared promotional materials and coordinated activities to introduce department services to college community, outside agencies and prospective students
- Established the College Achievement Program designed to ensure student success in college
- Managed, staffed and taught the College Experience Course
- Planned and coordinated the Diploma Plus Program, a collaborative grant with four Boston high schools, designed to enroll seniors in college courses
- Designed and directed Project Start, a summer transition program for 50 at risk students
- Developed and oversaw grant programs worth \$800,000 (TRIO, Boston Foundation, Perkins, state)

Director, Student Support and Retention Services

9/89 - 7/96

Bunker Hill Community College, Boston, MA

- Managed Cooperative Education, Disabled Student Services, Health Services, International Student Services, Career and Transfer Center and the Success Program (TRIO)
- Delivered workshops on learning strategies, assertion training, stress management, career and college information, learning styles and how to deal with difficult people

Director, Academic Advising Center

10/85 -9/89

Bunker Hill Community College, Boston, MA

- Provided direction and supervision of staff and activity in the Academic Advising Center
- Developed and directed the intake advising system for matriculated students
- Established a peer advising program to support the intake advising process
- Submitted/ managed Perkins grant designed to increase retention of at risk students
- Specific responsibilities included: faculty workshops on advising, advising handbook, supplemental instruction program for high risk courses, advising sessions for ESL students

Associate Professor of Counseling

1/79 -11/84

Monroe County Community College, Monroe, MI

- Taught career development classes and conducted workshops on academic survival skills
- Coordinated recruitment team activities and organized county-wide program for high school leaders
- Coordinator of Student Activities and Advisor to Student Council
- Provided academic, career and personal counseling services and delivered yearly Honors Program
- Established an organization to support adult learners (OWLS)

Director of Residence Life

6/76 -8/78

Columbia College, Columbia, MO

- Responsible for the operation of eight residence halls: staffing, budgets, food service, and campus disciplinary system
- Selected, trained, supervised and evaluated professional and paraprofessional staff
- Advisor to Cooperative Living Council, student governing board for the campus
- Organized and implemented a three credit leadership development course for resident assistants
- Initiated a cooperative resident assistant training program with three area colleges

AWARDS:

- Massachusetts Citation for Outstanding Performance
- The National Academic Advising Association Publication Award for Advising Handbook
- Nominee for Outstanding Freshman Advocate Award, Annual Conference for First-Year Experience

PROFESSIONAL ACTIVITIES:

- “Improving Retention with Guided Studies.” Presentation at the Annual Conference on The First-Year Experience, Phoenix
- “The Required First-Year Course: A Re-Design to a Seminar Model.” Presentation at the Annual Learning Assistance Association Conference, Rivier University
- Advisory Board member for the Church-Based Higher Education Center Boston
- Consultant to Roxbury Community College. Evaluated the College’s Academic Advising System for the Balfour Foundation
- “Project Start: A Summer Transition Program for At-Risk Students.” Presentation at International Conference on The First-Year Experience, Toronto
- “From Soup to Nuts: A Comprehensive View of an Integrated Advising Center at a Community College.” Presentation at National Conference on The First-Year Experience, University of South Carolina
- “Women In Transition: Surviving Life’s Changes.” Presentation at the Annual Conference for the Michigan College Personnel Association, Michigan State University

EDUCATION:

M.Ed. University of Missouri, Counseling and Student Services

B.S. The Ohio State University, Family and Child Development

References Available Upon Request



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Judith A. Wallace Email: jawgr3@gmail.com

Address: 18 Edwards Ave. Wakefield

Daytime phone: 781-245-2419 Evening phone: same

How long have you lived in Wakefield: all my life Current occupation: retired Wakefield teacher

Board or commission in which you are interested: clerk during elections

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

I have always been interested in the election process. I worked as a worden in precinct 1 for many years while I was raising my family. I left working during the elections when I resumed teaching. When I retired I became the worden of precinct 6 until elections were centralized and I then became a clerk. I feel that working at the polls is my contribution to the voting 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?

I believe that I can bring the skills I used as a teacher to those needed during elections

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. Resumes are optional for Youth Council applicants.

Name: Elizabeth Freeman Email: Lindentree85@comcast.net

Address: 8 Dexter Lane, Wakefield, MA 01880

Daytime phone: 781 246 2836 Evening phone: 781 246 2836

How long have you lived in Wakefield: 1947 Current occupation: retired teacher

Board or commission in which you are interested: elections

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

I know from being appointed as a poll worker in the past, with primary and national offices to be voted on, there will be expected many folks voting so extra experienced help would be needed.

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?

Peace Corps Teacher 1968-1970 Philippines
Elementary, bilingual, and special educator 1970 to 2012 in Pennsylvania and Massachusetts
Freeman Cleaners manager --customer service and payroll 1982-1985
Election Poll Worker 2016-2020

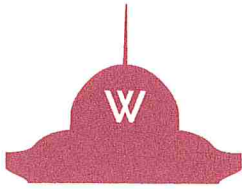
Are you currently serving on any other Town boards? Yes No

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. Resumes are optional for Youth Council applicants.

Name: Kelli Strouski Email: kelliski@gmail.com

Address: 86 Pleasant St. Wakefield

Daytime phone: 617-678-5759 Evening phone: same

How long have you lived in Wakefield: 19 yrs. Current occupation: Special Education Teacher

Board or commission in which you are interested: elections

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

To support free and fair elections.

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?

- organization
- people skills
- former manager Wakefield Farmers Market.

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

If yes, please specify: _____

Signature

Date 5-4-20



Kelli M. Stromski M.Ed.

86 Pleasant St. Wakefield MA 01880

Phone (617) 678-5759 · email: kelliski@gmail.com

Collaborative, motivated, and certified Special Educator with a solid understanding of elementary and middle school academics with a strong background in reading and behavior management. Reading is a passion!

Education and Certification

Professional Certification, Moderate Special Needs K-8	2016
Orton Gillingham Certification	2015-present
Masters of Science in Education Moderate Special Needs K-8 Baypath College, Burlington MA	2012
Bachelor of Arts Degree English Literature University of Massachusetts, Lowell MA	1995

Work Experience

Marshall Simonds Middle School, Burlington MA **2017-present**
Special Education Reading Teacher

- Teach students with reading deficits using a multi-sensory, scaffolded, phonics -based program.

Francis Wyman Elementary School, Burlington MA **2013-present**
Special Education Teacher

Liaison

- Teacher and liaison for elementary students who present a wide range of intellectual, emotional, and behavioral disabilities.
- Design and implement daily, multi-modal, English Language Arts lesson plans using the Orton Gillingham Reading program to reach students at multiple skill and grade levels.
- Orton Gillingham Associate Coursework completed. Currently completing the practicum and on track to obtain Associate Certification.
- Adapt Math, Science, and Social Studies curriculum using a wide variety of multi-modal strategies.
- Design and implement social and behavioral programs to help our students help themselves during times of challenge.
- Work with students individually and in groups to promote full academic and social functioning
- Integrate interactive technology into our curriculum using a variety of applications to promote student understanding and engagement.
- Supervise assistants who work with our students to ensure proper delivery of curriculum and behavioral programs and approaches.
- Collaborate with and educate general education teachers to ensure that our students are being appropriately accommodated in the general classroom.

Francis Wyman Elementary School, Burlington MA
Instructional Assistant, K-4

2011-2013

Collaborator

- Collaborate with all general education teachers, special education team, reading specialists, occupational therapists, physical therapists, and behavior therapists, parents, etc. to deliver direct support to students with special needs in order to achieve their social and academic goals

Educator

- Teach a daily math class for two to four students with language-based learning disabilities that includes the use of the Saxon Math program, Touch Math for addition and subtraction, Touch-It Board activities, and STMath for reinforcement of basic skills
- Teach two daily reading groups: one in the general education classroom with both typical and learning disabled students, and one in the learning center that focuses primarily on comprehension strategies for two students with reading comprehension goals
- Implement coping strategies and behavior modification plans in cooperation with teaching and therapist staff

Advocate

- Resource for general education and specialist staff on the specifics of our students' disabilities and the effect of those disabilities on their school day
- Support school staff to implement the most effective way to achieve our students' academic and social IEP benchmarks within the classroom

McCall Middle School, Winchester MA
Special Education Teacher

2002-2006

Collaborator

- Educated the general education staff and administration about students' disabilities and how to implement our behavior plans within their particular setting across grades 6-8
- Consulted with all teachers across grades 6-8 to provide multi-modal/differentiated classroom instruction
- Collaborated with parents through frequent communication and requests for assistance in their child's daily routine

Educator

- Achieved Professional Status after first three years
- **Co-taught in all subjects across all three grades**
- Developed and implemented coping strategies and behavior modification plans
Taught a communications class using unique/creative curriculum
- Designed and prepared study guides and conducted review sessions for tests that often included general education students, much to the benefit of our students
- Chairperson for annual and triennial IEP meetings
- Implemented IEP goals and delivered specialized instruction in learning center
- Administrated, scored, and interpreted academic achievement testing to aid in eligibility determinations and inform IEP development

Advocate

- Liaised for sixth, seventh, and eighth grade students diagnosed with social/emotional and behavioral disabilities in a partial inclusion program
- Supported our students in the least intrusive way possible in order to minimize the impact of their disability while maximizing their opportunities to make positive social connections
- Created a safe, unbiased, and supportive learning center for students to read, problem-solve, build, talk, question and learn how to build positive relationships with others

Brodeur Worldwide, Boston MA
Software Education Specialist

2000-2001

Trainer

- Created the Software Education position at Brodeur to meet the needs of a rapidly growing company
- Managed all aspects of software training for Brodeur Worldwide's nine US offices (Brodeur is a high-tech public relations agency)
- Designed all course curriculum and support materials
- Delivered all software support nationwide

MIS Operations Coordinator

1999-2000

Organizer

- Trained all employees on company-specific software
- Supported MIS team and provided software support for company
- Coordinated agency's Y2K efforts throughout 1999

Librarian/Research Specialist

1998-1999

Designer

- Designed, developed, managed and maintained Brodeur's high-tech public relations resource library and database as well as researched and produced market/media information for client reports

Other Experience

Wakefield Farmers Market Founder and Manager

2008-2011

Wakefield, MA

Community Organizer

- Synthesized, managed and designed all aspects of a highly successful farmers market which included fund-raising, vendor relations, town liaison, finance/budgeting, and event planning and execution
- Rallied support for the market through a public relations and education campaign including advertising and weekly newspaper articles
- Creation and maintenance of the market website
- Collaborated with town administrators, state and town departments, many different civic, social, and charitable groups, businesses and residents to establish a farmers market in Wakefield
- Transitioned from manager to consultant and volunteer



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Elizabeth Freeman Email: Lindentree85@comcast.net

Address: 8 Dexter Lane, Wakefield, MA 01880

Daytime phone: 781 246 2836 Evening phone: 781 246 2836

How long have you lived in Wakefield: 1947 Current occupation: retired teacher

Board or commission in which you are interested: elections

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

I know from being appointed as a poll worker in the past, with primary and national offices to be voted on, there will be expected many folks voting so extra experienced help would be needed.

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?

Peace Corps Teacher 1968-1970 Philippines
Elementary, bilingual, and special educator 1970 to 2012 in Pennsylvania and Massachusetts
Freeman Cleaners manager --customer service and payroll 1982-1985
Election Poll Worker 2016-2020

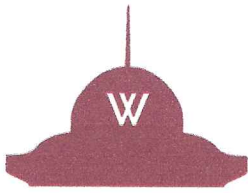
Are you currently serving on any other Town boards? Yes No

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. Resumes are optional for Youth Council applicants.

Name: Email:

Address:

Daytime phone: Evening phone:

How long have you lived in Wakefield: Current occupation:

Board or commission in which you are interested:

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

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

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

If yes, please specify:

Signature

Date



Maura Racamato

10 Thistledale Rd.
Wakefield, MA 01880

(857) 205-8765 Cell
Racamato@rcn.com

EDUCATION:

North Shore Community College
Danvers, MA 01923
Associate in Science, **Occupational Therapy Assistant**
GPA 3.9

EMPLOYMENT:

Rehabilitation Therapy Associates, Amesbury, MA

October 2013 - present

COTA/L-school based

- Develop and plan occupational therapy goals and objectives based on individual needs in accordance with IDEA.
- Provide services for students with a variety of conditions including ASD, developmental delay, Cerebral Palsy, emotional regulation.
- Collaborate regularly with interdisciplinary team and supervisor.
- Provide therapeutic interventions focusing on fine/visual motor, visual perceptual, gross motor/bilateral coordination and strengthening, handwriting and behavior modification.
- Document daily notes, report outcomes in progress notes and annual IEP reviews
- Participate in IEP team and progress monitoring meetings
- Implement programs such as Zones of Regulation, Handwriting without Tears.

Spaulding North Shore, Salem, Ma

January 2013 – March 2014

COTA/L, Per diem

- Provide patients with evidence based therapeutic interventions based on client factors and therapeutic goals. Primarily work in TCU with complex medical conditions including CHF, COPD, DM, TKR, THR, and CABG.
- Educate and assist clients in transitional care unit with ADL's, IADL's, pacing techniques, safety and work simplification to achieve maximum independence.
- Document daily progress.
- Regular collaboration with interdisciplinary staff.

CERTIFICATIONS, LICENSURE, TRAINING:

NBCOT certified #305133

Ma License #3617

American Heart Association Healthcare Provider Basic Life Support

PASS- Partnership for Advancement of School Service Providers

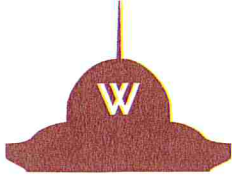
Nov 2016

PROFESSIONAL MEMBERSHIPS:

Member AOTA, MAOT

ADDITIONAL SKILLS AND INTERESTS

Team member who initiated and co-managed the Wakefield Farmers Market and all events associated with it, Member Appalachian Mountain Club, Trustees of the Reservation, gardening, bowling, hiking.



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.

Name: SANDRA GASS Email: IZZYGSS @ GMAIL.COM

Address: 45 FORRESTER RD

Daytime phone: 781.534.8382 Evening phone: _____

How long have you lived in Wakefield: 1954 Current occupation: RETIRED !!!

Board or commission in which you are interested: WORK THE POLLS

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

TO CONTRIBUTE TO THE 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?

WORLD WAR II MEMORIAL COMMITTEE
EXECUTIVE DIRECTOR - WAKEFIELD HOUSING AUTHORITY

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

If yes, please specify: _____

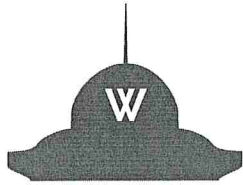
[Handwritten Signature]

Signature

1-7-20

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.

Name: Robin Tyler Email: robintraceytyler@aol.com

Address: 109 Hopkins St Apt 311

Daytime phone: (781) 942-2749 Evening phone: _____

How long have you lived in Wakefield: _____ Current occupation: adj. professor

Board or commission in which you are interested: Elections

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

I want to be an Elections inspector.

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

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

If yes, please specify: _____

Robin Tyler
Signature

2/2/2020
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. Resumes are optional for Youth Council applicants.

Name: Madeline Fournier Email: maggiefour07@gmail.com

Address: 8 Wiley Place, Wakefield Ma, 01880

Daytime phone: 7819758736 Evening phone: 7819758736

How long have you lived in Wakefield: 13 years Current occupation: Student

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

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

I want to join the Youth Council because, I feel that I have some ideas that could help Wakefield and I would like for people who can help make my ideas a reality, able to hear my ideas. I also feel that I live in this town too and I want to live in a town that I can enjoy. I also would like to join because I don't get a say normally in what goes on in the town, and there are many things that I don't like that are happening and I would like to get a say so I can change them. I also just enjoy speaking my opinion.

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

I am not shy on my opinion. If a majority says something opposite of my belief, I will not change my opinion because of that majority. I also talk a lot about problems with the town with my friends, so if I were to be on the council I would have the ideas of other people I could bring up, making it so other people besides the council's ideas are contributed.

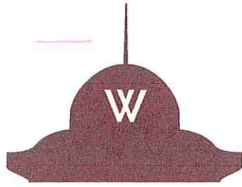
Are you currently serving on any other Town boards? Yes No

If yes, please specify: _____

Madeline Fournier
Signature

5/15/20
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. Resumes are optional for Youth Council applicants.

Name: Jenna Farber Email: jennamfarber@gmail.com

Address: 12 Quail Run Wakefield MA 01880

My cell Daytime phone: 781-539-7012 home phone Evening phone: 781-587-1690

How long have you lived in Wakefield: 12 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 join the youth council to make young voices heard in the community.

It is important to me to not only give new ideas to Wakefield, but to improve the many amazing things already. 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 will bring leadership roles, confidence, organization, will be team player, a role model, and I speak up for what I believe.

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

If yes, please specify: _____

Jenna Farber

Signature

5/12/20
Date

~~*~~ I will turn 13 March 21





TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: William Mezikofsky Email: Williammez@icloud.com

Address: 10 Orsini Drive

Daytime phone: 7814627880 Evening phone: 7814627880

How long have you lived in Wakefield: 5 years Current occupation: Student At Galvin Middle School

Board or commission in which you are interested: Youth Council

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

I have lived in Wakefield for the past 5 years and before here I lived in a bigger city in MA that had a mayor. After learning that Wakefield does not have a mayor but a town council I eventually became interested on how a town council works. This opportunity would fulfill my interests that I have on government operations and would bring the perspective of my age group to the 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 would be able to apply my knowledge and insights as a Galvin 8th grader. I have been a carrier for the Wakefield Item for 2 years that has taught me responsibility and compassion for my Wakefield customers.

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. Resumes are optional for Youth Council applicants.

Name: _____ Email: _____

Address: _____

Daytime phone: _____ Evening phone: _____

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

Board or commission in which you are interested: _____

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

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

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

If yes, please specify: _____

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. Resumes are optional for Youth Council applicants.

Name: Ali Zain Al-Abideen H. Atoui Email: alizainatoui@gmail.com

Address: 58 Emerson Street, Wakefield, MA 01880

Daytime phone: (781) 600-4356 Evening phone: (781) 600-4356

How long have you lived in Wakefield: 12 Years Current occupation: N/A

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 am interested in serving on the town's Youth Council because I want to have a voice in government, not only for myself, but for my fellow young Wakefield residents. I feel that our youth deserves and needs a voice in our town. Children and teenagers have amazing ideas and perspectives that adults may not have, yet, at times, they go unheard. This council gives me and the youth community of Wakefield a well deserved voice.

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?

The specific skills and expertise that I am confident I can bring to this council consist of having the ability to work diligently and responsibly, having the ability to speak confidently in public, having the ability to follow clear directions, and being able to encourage my peers to have a positive outlook and participate in conversations to ensure we continue to grow in our Wakefield community.

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

If yes, please specify: _____

Ali Zain Al-Abideen Atoui
Signature

May 22, 2020
Date



Ali Zain Al-Abideen H. Atoui

58 Emerson Street
Wakefield, MA 01880
(781) 600-4356
alizainatoui@gmail.com

EXPERIENCE

Upper House Student Council, Galvin Middle School 525 Main Street, Wakefield, MA

September 2019 - PRESENT

I am currently a part of the Upper House Student Council. The council is involved in selling tickets for school dances and participates in other fundraising activities. Unfortunately, due to the COVID-19 pandemic, the student council has come to a halt and we were unable to accomplish some great ideas that the council had for the school.

Lower House Student Council, Galvin Middle School 525 Main Street, Wakefield, MA

September 2018 - June 2019

I joined the Lower House Student Council for the first time while in sixth grade. During my time in this council, a small group of students and I successfully banned plastic straws from the Galvin Middle School. We boycotted the straws and started a petition to remove them, which got over 200 signatures.

EDUCATION

Galvin Middle School 525 Main Street, Wakefield, MA

September 2017 - PRESENT

I am currently in the seventh grade. I enjoy all my classes and the curriculum. Math 7 Extended is my favorite class.

Mary E. Walton Elementary School, 18 Davidson Road, Wakefield, MA

September 2012 - June 2017

Where I received my K-4 elementary education.

LANGUAGES

Fluent in American English, Proficient in Arabic, and Beginner in Spanish

SKILLS

Work diligently and responsibly and do not waste time.

Tasks are completed no matter how hard it may be or how long it may take.

Confident in public speaking.

Able to control spotlights and follow clear directions.

Encourage peers to have a positive outlook and participate in conversations.

AWARDS

WMGLD Essay Contest Winner- Awarded for having one of the best essays about a new and renewable energy source.

2019 Galvin Middle School Geography Bee Champion- Awarded for winning the Galvin Middle School's Geography Bee.

Al-Huda Society Spelling Bee Honor Student- Awarded for being honorable at the annual Arabic language spelling bee at the Al-Huda Society.

High Honors- Awarded for receiving all As on my report card.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Thomas Berinato Email: thomasberinato@gmail.com

Address: 71 Paon Blvd

Daytime phone: 781-462-8548 Evening phone: _____

How long have you lived in Wakefield: 13 years Current occupation: student

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

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

I am interested in learning about government and think that this could be a good window to do so. I also think this could be a good experience for 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?

I have good communication and will try my best if my application is accepted.

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

If yes, please specify: _____

Signature

Date



WARRANT

ANNUAL TOWN ELECTION, JUNE 23, 2020

MIDDLESEX COUNTY, SS

TO ANY OF THE CONSTABLES OF THE TOWN OF WAKEFIELD IN THE COUNTY OF MIDDLESEX,

Greetings.

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wakefield qualified to vote in elections and in Town affairs to meet at the **Galvin Middle School, 525 Main Street** in said Wakefield on **Tuesday, the 23rd day of June, 2020 when the polls will be open between the hours of 10:00 AM and 2:00 PM**, then and there to act on the following:

To give their votes to the election of officers on one ballot for the following Town Officers: two Town Council members for three years; one Town Clerk for three years; one Moderator for three years; one Municipal Gas & Light Commissioner for three years; two School Committee members for three years; three Library Trustees for three years; one Planning Board member for five years; one Board of Health member for three years; one Board of Assessor member for three years; one Housing Authority member for five years; one Housing Authority member for two years; one Housing Authority member for one year.

And you are directed to serve this warrant by causing the same to be published in two issues of the Wakefield Daily Item, and by posting attested copies thereof at the official polling place and at the Police and Fire Stations in said Town, two consecutive Sabbaths, at least, the first time being not less than seven days at least before the time of holding said meeting.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as aforesaid. Given under our hands this 28th day of May, two thousand and twenty.

Ann McGonigle Santos, Chair
Julie Smith-Galvin, Vice-Chair

Mehreen N. Butt
Jonathan P. Chines
Paul R. DiNocco
Edward F. Dombroski, Jr.
Peter J. May

WAKEFIELD TOWN COUNCIL

A true copy attest:

Kevin Lopes
Constable





TOWN OF WAKEFIELD

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

TO: Steve Maio, Town Administrator

CC: Sherri Dalton, Executive Assistant

Ann Waitt, Business Manager

Mr. Maio,

On behalf of the Wakefield Public Works Department, please accept this letter to officially request setting the FY2021 Water and Sewer Rate hearing for the Town Council Meeting dated June 22, 2020.

Respectfully Submitted,

Joseph Conway

Wakefield Public Works Director

