

# TOWN COUNCIL AGENDA

NOTICE OF MEETING  
March 09, 2020 | 7:30 p.m.  
WCAT Studios, 24 Hemlock Road, Wakefield

## ITEM 1 | Call to Order

## ITEM 2 | Pledge of Allegiance

## ITEM 3 | Volunteer Recognition

Volunteers appointed by the Town Council to various committees, boards, and commissions and non-compensated elected officials to be recognized for their service to the Town.

## ITEM 4 | Attendance

## ITEM 5 | Approval of Minutes

A. Approval of February 24, 2020 Executive Session Town Council Meeting Minutes. Vote anticipated.

B. Approval of February 24, 2020 Regular Town Council Meeting Minutes. Vote anticipated.

## ITEM 6 | Public Engagement

Any member of the public who wishes to address the Town Council is asked to arrive by **7:25 p.m.** and sign in with the Clerk. Each person who is signed in will be allotted three (3) minutes to address the Council. The Chair reserves the right to extend that time. Members of the Town Council may ask any clarifying questions or make statements related to the matters presented. In the event further deliberation or action is warranted, any issues raised may be included as an item on a future Town Council Agenda.

## ITEM 7 | The Scholarship Foundation of Wakefield

Representatives of TSF of Wakefield will speak on the 40<sup>th</sup> Annual Phonathon which will take place Saturday, March 21, 2020.

## ITEM 8 | Banner Request

A. Applicant seeks approval to hang "The Scholarship Foundation of Wakefield, Inc." banner on Main Street from June 15, 2020 to June 21, 2020. Vote anticipated.

B. Applicant seeks approval to hang the annual Meghan Burnett Foundation "Fly High" banner on Main Street from June 29, 2020 to July 13, 2020. Vote anticipated.

1 Lafayette Street Wakefield, MA 01880 . [www.wakefield.ma.us](http://www.wakefield.ma.us) . 781.246.6390

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

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



# TOWN COUNCIL AGENDA

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

### A. Sweetser Lecture Series

Members of Sweetser Lecture Series to provide updates to Councilor's regarding projects and undertakings, as part of an ongoing initiative for improved communication between Town Council and Committees, Boards, and Commissions.

### B. Albion Cultural Exchange Committee

Member(s) of Albion Cultural Exchange Committee to provide updates to Councilor's regarding projects and undertakings, as part of an ongoing initiative for improved communication between Town Council and Committees, Boards, and Commissions.

## ITEM 10 | Community Health Prevention Update

Emergency Management Director and Health Director to provide update on the Coronavirus, including steps taken within Town and recommendations.

## ITEM 11 | Presentation of Fiscal Year 2021 Budgets

Finance Committee Town Hall Subcommittee to present the Finance Committee's recommendation for the proposed Fiscal Year 2021 Budgets along with the Town Accountant as outlined below. Vote anticipated.

### A. Budget #39– General Insurance

### B. Budget #43 – Worker's Comp

### C. Budget #29 – Department of Public Works

## ITEM 12 | Public Safety Building

Chairman Dombroski to provide overview of process since formation of Public Safety Building Reassessment Committee and launch of community information initiatives.

Police Chief Steven Skory to provide update on the Public Safety Building needs, function, and proposed re-design.

## ITEM 13 | Town Meeting Warrant Article

May 4, 2020 Annual Town Meeting

Petition to enact special legislation to amend 2004 Mass. Acts Chapter 458.



# TOWN COUNCIL AGENDA

## ITEM 14 | Public Hearings

### A. All Alcohol Liquor License

Ben 123, Inc. d/b/a Bamboo House has requested a Public Hearing for an All Alcohol Liquor license. Proposed Public Hearing date April 13, 2020 at 7:05 p.m.

### B. Wakefield Municipal Gas & Light Department

Continuation of Public Hearing from January 27, 2020 Petition for Pole Locations at 4 Delcarmine Street to March 23, 2020 at 7:05 p.m. Vote anticipated.

### C. Wakefield Municipal Gas & Light Department

Set Public Hearing date of March 23, 2020 at 7:15 p.m. for Petition for Pole Locations at 1 Murray Street. Vote anticipated.

## ITEM 15 | Liaison Updates

Councilor's to provide updates in their various appointed liaison capacities.

## ITEM 16 | Donation

Library seeks approval to accept and expend a gift or gifts to the Library in the amount of \$1,100.00 from various donors with thanks. Vote anticipated.

## ITEM 17 | Constituent Issues

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

## ITEM 18 | Chairman's Comments

Chairman Dombroski to offer brief comments on:

- A. Information regarding potential development at the head of the Lake (Quannapowitt Pkwy)
- B. 2020 US Census Challenge

## ITEM 19 | Warrants

Councilors to be updated on Warrant #31 dated January 28, 2020 through Warrant #35 dated February 25, 2020.

## ITEM 20 | Matters Not Anticipated for Agenda

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



# TOWN COUNCIL AGENDA

## ITEM 21 | Announcements & Acknowledgements

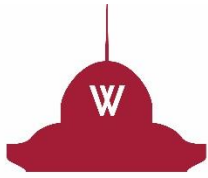
Town Councilors, Town Administrator, Town Counsel, and Clerk may offer recognitions and notices to the public.

## ITEM 22 | Adjournment

Vote anticipated.

Next Regular Town Council Meeting: March 23, 2020 @ 7:00 p.m., Greenwood Elementary School, 1030 Main Street, Wakefield





**TOWN OF  
WAKEFIELD**

**WAKEFIELD TOWN COUNCIL**

**Monday, February 24, 2020  
6:45 P.M.**

**WCAT Studios, 24 Hemlock Road, Wakefield, MA. 01880**

**COUNCIL MEMBERS PRESENT:**  
Councilor Edward F. Dombroski, Jr., Chair  
Councilor Ann McGonigle Santos, Vice-Chair  
Councilor Mehreen N. Butt  
Councilor Jonathan P. Chines  
Councilor Peter J. May  
Councilor Julie Smith-Galvin

**ADMINISTRATION PRESENT:**  
Town Council Clerk Sherri A. Dalton  
Town Administrator Stephen P. Maio  
Town Counsel Thomas A. Mullen

**COUNCIL MEMBERS ABSENT:**  
Councilor Paul R. DiNocco

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

**Call to Order** Councilor Dombroski called the meeting to order at 6:49 p.m. and stated there is a need for Executive Session to discuss contract negotiations because an open meeting may have detrimental effects on the bargaining position of the Town, with the intent of returning to open session. Councilor Santos so motioned. Councilor Smith-Galvin seconded. Motion passed on a roll call vote with all six councilors voting in the affirmative.

The Council returned to open session at 7:05 p.m.

**Pledge of Allegiance** Leading the body in the Pledge of Allegiance were club members of the Boys and Girls Club of Wakefield. The Boys and Girls Club has an annual dodgeball tournament called "Dodging for Dollars" that takes place on Saturday May 2, 2020 beginning at 11:00 a.m., where various groups from Wakefield compete against various groups within Stoneham. The event last year raised over \$65,000.

**Attendance** Councilor Dombroski noted that all six (6) of the Councilors were present as well as Madam Clerk Dalton, Town Administrator Maio and Town Counsel Mullen. Councilor DiNocco was absent.

**Approval of Minutes – February 10, 2020** Councilor Santos motioned to approve the February 10, 2020 Regular Town Council Meeting Minutes as presented. Councilor Chines seconded. Motion passed 6-0-0.

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

**White Ribbon Campaign**

The White Ribbon Campaign is an annual Wakefield event for members of the community to gain a better awareness and understanding of domestic violence and gender-based violence. Co-President of Wakefield Alliance Against Violence Bob Eldridge state the White Ribbon Campaign is a worldwide program and Wakefield has been involved since 2016 with trying to promote better communication and better relationships between men and women. Catherine Dhingra stated that people will be taking the pledge on Wednesday March 4, 2020 at the Savings Bank Theater from 7:00 p.m. to 8:00 p.m. Male members of the community that attended the Town Council meeting took the pledge to end gender-based violence, led by the male members of the Town Council, Town Administrator Maio, and Town Counsel Mullen.

**PSA & Poster Project  
"RESPECTfully"**

Poster submissions for the "RESPECTfully" Poster Project were displayed at the Town Council meeting. The 2019-2020 PSA & Poster Project "RESPECTfully" is supported by the Massachusetts Partnerships for Youth in connection with the Governor's Office, the Executive Office of Health and Human Services, and the Massachusetts State Legislature. This project is an opportunity to promote healthy relationships and healthy lifestyles between children and adults. Wakefield Alliance Against Violence administered the project to all elementary, middle school, and high school students. Massachusetts Partnerships for Youth member districts include individuals and groups of students as well as student organizations, classes, clubs, and athletic teams. The panel that reviewed the entries consisted of students, educators, law enforcement, and Massachusetts Partnerships for Youth staff. Merry Eldridge, Co-President of Wakefield Alliance Against Violence stated that one winner for each of the four grades that participated will be receiving tonight a \$50.00 Amazon gift card and the other participants will receive a \$10.00 McDonald's gift card. Councilor Dombroski announced the winners as second grade first place winner – Cassie Boettcher; fifth grade first place winner – Gianna Randlett; sixth grade first place winner – Melina Portelle; eighth grade first place winner – Audrey Smith. The recipients to receive the \$10.00 McDonald's gift cards are fifth grader Shawna Ettaberry; sixth grader Abby Beaver; sixth grader Anabella Zullo; eighth grader Mackenzie Grace; eighth grader Alexandra Strongosky. On behalf of the Town Council, Councilor Dombroski thanked the Wakefield Alliance Against Violence for their great work and they are looking forward to next year's poster campaign. The second component to the campaign is the Public Service Announcement (PSA) contest which is an opportunity for the older students to participate by submitting a video by a date in April. More information is on the Wakefield Alliance Against Violence website and Facebook page and the Town's website.

**Presentation of Fiscal Year 2021 Budgets**

Budget #20 Inspectional Services: Town Accountant Kevin Gill stated the total Fiscal Year 2021 request is \$364,218.00. Town Administrator Maio recommended ceasing the regionalization with Lynnfield and advertise for a new building commissioner. The current regionalization no longer currently makes sense for Wakefield, either economically or customer service-wise, and the current system is not the best fit for Wakefield. Town Administrator Maio also read a statement

from Jan DiGiambattista, Chairwoman of the Finance Committee Town Hall Subcommittee stating that she is comfortable with the 2021 budget. Councilor Santos motioned to approve Budget 20 Inspectional Services in the amount of \$364,218.00 as presented. Councilor Chines seconded. Motion passed 6-0-0.

Budget #3 I.T. Department: Town Accountant Kevin Gill stated the total Fiscal Year 2021 request is \$371,892.00. Brian Cusack, Chairman of the Finance Committee I.T. Department Subcommittee spoke regarding I.T. security and having that added to the budget. He said that he will be meeting with Todd this week to review the 2021 Budget. Councilor Santos motioned to approve Budget 3 I.T. Department in the amount of \$371,892.00 as presented. Councilor Chines seconded. Motion passed 6-0-0.

Budget #45 Retirement: Town Accountant Kevin Gill stated the Retirement budget is based on a funding schedule based on a January 2018 valuation which runs through 2036 as voted by the Wakefield Retirement Board. The total request for Fiscal Year 2021 is \$6,678,498.00. Mr. Gill stated that Dan Sherman, Chairman of the Finance Committee has approved this budget as did the Wakefield Retirement Board. Councilor Santos motioned to approve Budget 45 Retirement in the amount of \$6,678,498.00 as presented. Councilor Smith-Galvin seconded. Motion passed 6-0-0.

Budget #34 Library: Town Accountant Kevin Gill stated the total Fiscal Year 2021 request is \$1,779,056.00. Joseph Bertrand, Chairman of the Finance Committee Library Subcommittee met with Library Director Catherine McDonald and is comfortable with the recommended proposed budget. Councilor Santos motioned to approve Budget 34 Library in the amount of \$1,779,056.00 as presented. Councilor Chines seconded. Motion passed 6-0-0.

Budget #1 Town Council: Town Accountant Kevin Gill stated the total Fiscal Year 2021 request is \$562,729.00. Town Accountant Gill stated the former Miscellaneous Town Council budget and Sealer budget is now included in the Town Council budget. Town Administrator Maio read a statement from Jan DiGiambattista, Chairwoman of the Finance Committee Town Hall Subcommittee stating the explanation of budget merges into the Town Council budget are justified and she is comfortable with the 2021 budget. Councilor Santos motioned to approve Budget 1 Town Council in the amount of \$562,729.00 as presented. Councilor Smith-Galvin seconded. Motion passed 6-0-0.

Budget #2 Accounting: Town Accountant Kevin Gill stated the total Fiscal year 2021 request is \$426,612.00. Town Administrator Maio read a statement from Jan DiGiambattista, Chairwoman of the Finance Committee Town Hall Subcommittee stating she is comfortable with the 2021 budget. Councilor Santos motioned to approve Budget 2 Accounting in the amount of \$426,612.00 as presented. Councilor Smith-Galvin seconded. Motion passed 6-0-0.

**Strategic Road  
Repair &  
Maintenance  
Plan**

There has been much talk regarding the condition of the roads and way in which the Town could try to improve the road system and the quality and condition of roads. Through the updated and more impressive software the goal is to systematically improve the 88-mile road network to an acceptable standard. Chairman Dombroski spoke about approaching DPW last year, with the goal of moving forward a strategic plan for road repairs and maintenance. They have had a series of meetings since that time. Public Works Director Joseph Conway and Town Engineer William Renault presented a PowerPoint presentation regarding the roads analysis. Funding would be requested to allow for consistent investments so the roadway network does not deteriorate to point that would result in exponentially more costly repairs. The coordination of roadway projects with planned utility work by WMGLD, DPW Water & Sewer, National Grid/Eversource, etc. There would be a Roads Program Development for "Treatment Bands" and other remedies. There are essentially five (5) categories of work, depending on the road condition, each at a different cost: doing nothing; routine maintenance; preventative maintenance; minor rehabilitation; or major rehabilitation. There are different funding scenarios relative to a Town Meeting Article. One scenario the Council was receptive to was for the advancement of a Town Meeting Article in the amount of \$2,500,000.00. If so advanced, the Fiscal Year 2021-Fiscal Year 2023 Preliminary Plan would be to have 4.27 miles of road rehabilitated in Fiscal Year 2021; 5.55 miles of road rehabilitated in Fiscal Year 2022 and 4.26 miles of road rehabilitated in Fiscal Year 2023. Councilor Smith-Galvin would like to have a map of the Town added to the website and also available in the DPW office so that people can see the anticipated roads that will be worked on. Councilor Santos motioned to authorize the Town Administrator to draft an Article that can be voted on at a Town Council meeting in March 2020 to be included on the Annual Town Meeting Warrant of May 4, 2020. Councilor Smith-Galvin seconded. Motion passed 6-0-0.

**Solar-Powered  
Initiative**

Peter Dion, Manager of the WMGLD presented information regarding the water department building maintenance garage solar project located at 108 Broadway Street. The proposed project would include 60 panels rated at 395 watts each for a system size of 23.7 KWdc. The benefits of the project would include a 1-year return on investment; annual electric consumption 19,811 KWH/year; solar array will generate 24,680 KWH/year; excess electricity generated will be sold back to WMGLD; 25-year electric savings projected to be \$132,000.00. BlueSel Home Solar will be the installer of the project with the installation scheduled for the 2<sup>nd</sup> quarter of 2020. The application is currently being processed and the total projected cost of the program is \$78,440.00 less a State Grant of \$50,000.00 and less WMGLD/DOER Incentive of \$28,440.00 for a final cost to the Town of \$0.00.

**WCNA  
Playground  
Entrance  
Proposal**

Peter Scott, a member of the Wakefield Center Neighborhood Association, presented information regarding the proposed gateway to the Spaulding Street playground. The existing entrance is a 55-inch opening between chain link fence. WCNA worked with VHB, the project engineers for Envision Wakefield Downtown Revitalization, and presented a concept plan that includes revising location of



existing curb and sidewalk on Lake Avenue to allow parallel parking; approach walk to park would differ from current location; providing new walk at re-aligned curb; realignment of Spaulding Street. The existing weathervane that was on top of the large pavilion in the original playground will be restored and installed on top of the new gateway. The proposed budget, completely funded by the WCNA, would be \$4,160.00. Councilor Butt raised the issue of the Policy regarding Structures placed adjacent to Lake Quannapowitt. Councilor Santos motioned to advance the proposal to the public comment period as presented. Councilor Chines seconded. Motion passed 6-0-0.

**Wakefield  
Youth Council  
Proposal**

There has been some discussion in recent months about how to integrate in the viewpoints and perspectives of youth within the community. Chairman Dombroski shared that this was a priority he had been working on with Mr. Maio. In recent months they connected with Anne Fortier of the School Committee and parent and resident Elizabeth Parsons who were similarly looking for ways to better involve Wakefield Youth. After a series of meeting between Chairman Dombroski, Mr. Maio, School Committee Member Fortier, Ms. Parsons, Wakefield High School student Eric Keefe, and Catherine Dhingra, the group developed a detailed proposal for a Wakefield Youth Council. After remarks from Chairman Dombroski, Eric Keefe, School Committee member Anne Fortier, and Catherine Dhingra presented the group's proposal. (Elizabeth Parsons was unable to attend). The Wakefield Youth Council would create an important opportunity to engage the voices and perspectives of younger residents, enabling better participation in local decision making. The Wakefield Youth Council is a platform for Wakefield residents ages 13-18 to serve as youth leaders empowered to share policy ideas and youth comment in the community. The membership would be comprised of one (1) adult advisor to be appointed by the Town Council; an eleven (11) member Youth Council to be appointed by the Town Council consisting of three (3) middle school age students (7<sup>th</sup> and 8<sup>th</sup> graders) and eight (8) high school age students; School Superintendent and Town Administrator to be ex-officio members. The youth terms shall be one (1) year with the usual application process as other town committees, commissions, and boards with the exception that an application, rather than a resume is required. As a fully-appointed committee of the Town, Youth Council members will meet at least monthly in duly posted meetings; maintain meeting minutes; elect a Chair and Vice Chair; create agendas including public participation so any non-member youth or adult can present issues for the Council's consideration; assign liaisons to other Town Committees or Departments (Town Administrator to ensure that the liaisons are allowed to actively participate at meetings); report at least annually to the Town Council on activities; and invite town leaders to their meetings to engage in conversation regarding Town government issues and process. There was a proposed \$1,000.00 budget for training and supplies. Councilor Santos motioned for the approval of the creation of the Youth Council as presented. Councilor Smith-Galvin seconded. Motion passed 6-0-0. Councilor Dombroski thanked Eric, Catherine, and Anne for all their hard work working with Mr. Maio and him and thanked Elizabeth as well as she could not attend.

**Hazard  
Mitigation  
Plan Update  
and Municipal  
Vulnerability  
Program**

Storm Water Manager Claire Moss along with Kim Lundgren presented the Hazard Mitigation Plan update. The HMP essentially takes a look backwards at different climate hazards and its effect on critical infrastructure. Throughout the process different themes and different storms were identified and one absence from this project is looking forward. The Municipal Vulnerability Program project is a state-run program that allows the town to take a look at projections up to 2050 about climate hazards. The town was able to update the HMP to include some of those updates that are primarily within the MVP Mitigation Action section. The Town of Wakefield over the last year has been participating in the Massachusetts Municipal Vulnerability Preparedness Program which consists of two phases. Wakefield is wrapping up what is called the planning phase which consists of certain criteria that the town has to go through identifying climate specific hazards then working with community stakeholders for two four-hour workshops hosting a listening session. The Town of Wakefield then went ahead and did more and developed a broader community engagement strategy. By doing all of this the State awarded a grant to the Town of Wakefield. Councilor Chines motioned for the approval of the revised updated Hazard Mitigation Plan as presented. Councilor Santos seconded. Motion passed 6-0-0. Councilor Santos motioned to adopt the Municipal Vulnerability Program as presented. Councilor Chines seconded. Motion passed 6-0-0.

**Community  
Garden  
Proposal**

Mr. Maio provided a presentation to the Council following two public meetings he held with Dan McGrath of the Recreation Department to talk about the proposal of a community garden that will help provide opportunities for residents to grow healthy food, de-stress, exercise, and share knowledge. The Town of Wakefield was awarded a \$50,000.00 earmark from the Commonwealth of Massachusetts which must be used by June 30, 2020. Construction and setup will be performed by Wakefield DPW and private contractors while ongoing management will be performed by the Wakefield Recreation Department. The proposed layout includes 49 4'x8' individual garden plots; 2-foot high raised beds; shed; rain barrels; trash receptacles, and compost bins. The location requirements will include available parking; accessible by public transportation; centrally located; already equipped with electricity and water supplies; visible. Areas for the proposed garden included Hall Park; Spaulding Street; Crystal Lake area; Stedman Street; Little Red School House Museum; Lincoln Street; Mapleway Playground; Strong's Meadow and Hartshorne House vicinity. For a lot of various reason most of the proposed locations would not work but one recommended location that would work is JJ Round Playground. The plan for this location does include components to promote accessibility that will include a shed with a ramp; compliant aisle spacing and ADA-compliant ground covering. Proposed Rules and Regulations include plot permits assigned via lottery at a cost of \$50.00 per year (hardships will be taken into account); permits are valid from April 20<sup>th</sup> to October 30<sup>th</sup> with abandoned and overgrown plots being reassigned; garden would be open from 8:00 a.m. to dusk, 7 days a week; no herbicides or pesticides could be used; only annuals could be planted; no cannabis could be grown; trespassing on other plots is prohibited; selling of produce on site is prohibited; permit holders

are responsible for supervising children brought on site, leashing and controlling dogs brought on site, removing litter and debris after each use, clearing plot of all stakes and non-vegetative matter at end of season. Suggestions from the community sessions were no individual fencing; no furniture (chairs, etc.) left at plots; no smoking or vaping. Councilor Butt commented that there were great ideas at the community sessions and thanked everyone. She also mentioned that the Library is having a Raised Bed Gardening Seminar on Thursday March 26, 2020 at 7:00 p.m. for ages 10 and up and the Greenwood School, Galvin Middle School and Walton School all have community gardens and they donate the food to the food pantry. Councilor Santos motioned to advance the proposal to the public comment period as presented. Councilor Smith-Galvin seconded. Motion passed 6-0-0.

**Constituent Issues**

There were no constituent issues.

**Town Owned Land**

At the Special Town Meeting held on June 20, 1977, Article 2 passed conveying fifty-four (54) square feet of land for property located at 1 Hillside Avenue. Councilor Santos motioned for the Town Council to execute a Deed conveying 54 square feet of land abandoned by the Town of Wakefield for property located at 1 Hillside Avenue. Councilor Smith-Galvin seconded. Motion passed 6-0-0.

**License**

Councilor Santos motioned to approve the request of Amy Jellison for a One-Day Liquor License for a fundraising event at the Americal Civic Center on March 28, 2020 from 6:00 p.m. until 12:00 a.m. Councilor May seconded. Motion passed 6-0-0.

**Banner Request**

Councilor Santos motioned to approve the request for The Angel Fund banner to be displayed from September 1, 2020 through September 12, 2020. Councilor Chines seconded. Motion passed 6-0-0.

**Chairman's Comments**

The latest update from Envision Wakefield Downtown Revitalization recently held public forum is that Albion Street project is going forward as part of the Complete Streets program funds that were received of approximately \$378,000. The funds will be directly applied to this project, helping to advance along project elements of this corridor faster. The timeline going forward anticipates the construction for Albion Street will happen over the summer of 2020; design continues to be ongoing with VHB. By late August of 2020 we expect be in a position to have a 25 percent community design meeting and then advance that forward to submit a 25% concept design to MassDOT and get their feedback. This is expected to be received by the end of this year/early next year. All information is located on the town's website on the main page.

The Public Safety Building Reassessment Committee is convening tomorrow evening. A Communications Subcommittee that had been formed months prior has been working on ways in which to communicate information to the

community relative to the project. There will be a series of videos that will be released as well as a video tour. A community forum is to be expected to be scheduled between now and Town Meeting.

**Matters Not Anticipated for Agenda**

There were no unanticipated matters.

**Announcements & Acknowledgements**

Councilor Chines reminded the community that next Tuesday is Presidential Primary Election as well as the Special Election for the State Representative seat for precincts four, five, and six; early voting is also available at Town Hall; Town Elections are also coming up in April and the last day to pull nomination papers is March 6<sup>th</sup>. If anyone has any interest anyone on the Town Council would be happy to talk to you; Senator Lewis is having a public forum on Chapter 70 funding on March 16, 2020 at The Savings Bank Theatre at the High School.

Councilor Butt noted that there are volunteers who serve on our committees and boards and they may not be recognized when in the audience, such as the Library Trustees here tonight and she thanked them all for volunteering and attending the meeting and mentioned that open positions are available and on our website; the Library is showing a documentary on March 3, 2020 Left on Pearl regarding the women's movement for Women's Month and also on March 10, 2020 the Human Rights Commission is having their 4<sup>th</sup> Annual International Women's panel at The Savings Bank Theatre.

Councilor Dombroski reminded everyone that March 9<sup>th</sup> is the next Town Council meeting and it is also the volunteer appreciation event that starts at 6:00 p.m. and invites have already gone out to everyone that the Town Council appoints and also non-compensated elected positions; the State Delegation has been invited to upcoming meeting.

**Adjournment**

At 10:14 p.m. Councilor Santos motioned to adjourn. Councilor Smith-Galvin seconded. Motion passed 6-0-0.

**Next Council Meeting**

The next regular Town Council meeting is March 09, 2020 at 7:30 p.m. at WCAT Studios, 24 Hemlock Road, Wakefield.

Respectfully submitted,



Sherri A. Dalton  
Town Council Clerk



# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

## Banner Application

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

Today's date: March 4, 2020 Requested display dates: 3rd wk of June (~ 6/15-6/21)

Organization name: The Scholarship Foundation of Wakefield, Inc.

Applicant name: Roberta DiNitto, Exec. Admin. Email: tsfofwakefield@earthlink.net

Address: 467 Main Street / PO Box 321, Wakefield, MA 01880 Phone: 781-245-4890

Message / name featured on banner and purpose of display:

The Scholarship Foundation of Wakefield (logo)  
Congratulations Class of 2020  
\$700,000 Scholarships Awarded This Year

  
Signature of applicant

3/4/2020  
Date

### For Internal Use Only:

Town Council:  Approved  Denied

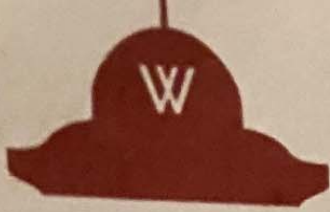
Date: \_\_\_\_\_ By: \_\_\_\_\_

Municipal Gas and Light Dept:  Approved  Denied

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

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





# TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

## Banner Application

Avail  
June 29-  
July 13

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

Today's date: 2/16/20 Requested display dates: \_\_\_\_\_

Organization name: Meghan Burnett Foundation

Applicant name: Alissa Story Email: alissa.story@gmail.com

Address: 50 Stark Ave, Wakefield Phone: 339 203 8146

Message / name featured on banner and purpose of display:

The Annual Meghan Burnett Foundation "Fly High" Memorial Softball tournament held July 10, 11, 12th in Wakefield. Fundraiser to support the foundation

Alissa Story  
Signature of applicant

2/16/20  
Date

### For Internal Use Only:

Town Council:  Approved  Denied

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

Municipal Gas and Light Dept:  Approved  Denied

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

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



# Update on COVID19



**Public Health**  
Prevent. Promote. Protect.

# Is Wakefield Prepared?

YES!

- The Health Director & EMD work together
- Meeting was held last Tuesday
- COOP plan



# Things to Know

Beware of Misinformation!!!

[www.cdc.gov](http://www.cdc.gov)

[www.mass.gov](http://www.mass.gov) – search coronavirus

Be mindful of stigma

Be Prepared

# How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Use cough and sneeze etiquette

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contain at least 60% alcohol if soap and water are not available.

- Have 14 – 27 days of supplies at home

Food and pet food

Prescription medicine

Cleaning supplies

Thermometer, pain relief, cough relief

# Wakefield Health Department

781-246-6375

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



# Hartshorne & Curley Insurance

Professionals Since 1870

January 28, 2020

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

RE: General Insurance Budget – FY 2021

Dear Steve:

The fiscal year 2021 general insurance budget request is \$437,225. This represents a 5.5% increase over the fiscal year 2020 actual expenditures.

Some of the factors necessitating the increase are as follows:

- Increase in the number of vehicles in the fleet
- Increase in the building/contents coverage (i.e. Walton School)
- Anticipation of purchasing data compromise/cyber liability coverage

If you should have any questions please feel free to contact me to discuss.

Sincerely,

John Spinello



FY 2021

TOWN OF WAKEFIELD

<b>PROPERTY COVERAGE</b>	(see statement of values)	<b>LIMIT OF LIABILITY</b>
Total Building & Contents	\$100,000 deductible	\$295,316,738
Fire Equipment (trucks) coverage	\$1,000 deductible	\$2,480,000
Fire Equipment (heat imagers)		\$20,000
Employee Dishonesty		\$100,000
<b>PUBLIC ENTITY ERRORS &amp; OMISSIONS</b>		\$1,000,000
<b>EMPLOYMENT PRACTICE LIABILITY</b>		\$1,000,000
	\$25,000 deductible	
Argonaut Insurance Company		
<b>EDUCATORS LEGAL LIABILITY (E&amp;O)</b>		\$1,000,000
<b>Employment Practice Liability</b>		\$1,000,000
	\$25,000 deductible	
<b>LAW ENFORCEMENT LIABILITY</b>		\$1,000,000
	\$25,000 deductible	
<b>COMMERCIAL GENERAL LIABILITY</b>		
	Each Occurrence:	\$1,000,000
	Aggregate:	\$3,000,000
	Zero (0) deductible except	
	water/sewer back up \$2,500	
<b>COMMERCIAL AUTO COVERAGE</b>		
Bodily Injury Limit (CSL)		\$1,000,000
Uninsured/Underinsured		\$100,000/\$300,000
Collision & Comprehensive		specified vehicles
176 Units, trailers, vehicles & special equipment		

## TOWN OF WAKEFIELD - FINANCE COMMITTEE

### GENERAL INSURANCE

	1	2	3	4	5	6
APPROPRIATION OR ACCOUNT TITLE	ACTUAL EXPENDITURES FISCAL YEAR 2018	ACTUAL EXPENDITURES FISCAL YEAR 2019	APPROPRIATION FISCAL YEAR 2019	APPROPRIATION FISCAL YEAR 2020	ACTUAL 2020 EXPENDITURES TO DATE	REQUESTED FOR FISCAL 2021
Property & Liability	\$ 267,306	\$ 269,504	\$ 273,000	\$ 278,400	\$ 284,100	\$ 294,000
Motor Vehicle	\$ 85,171	\$ 88,126	\$ 85,350	\$ 87,000	\$ 94,000	\$ 98,000
Bonds	\$ 1,925	\$ 1,925	\$ 2,025	\$ 1,925	\$ 2,025	\$ 2,025
<b>Total Appropriation</b>	<b>\$ 354,402</b>	<b>\$ 359,555</b>	<b>\$ 360,375</b>	<b>\$ 367,325</b>	<b>\$ 380,125</b>	<b>\$ 394,025</b>
<b>Total Tax Levy</b>	<b>\$ 354,402</b>	<b>\$ 359,555</b>	<b>\$ 360,375</b>	<b>\$ 367,325</b>	<b>\$ 380,125</b>	<b>\$ 394,025</b>
<b>Transfers</b>						
Water	\$ 20,150	\$ 20,350	\$ 20,350	\$ 20,760	\$ 21,800	\$ 22,700
Sewer	\$ 12,000	\$ 12,120	\$ 12,120	\$ 12,373	\$ 12,500	\$ 13,000
<b>Subtotal</b>	<b>\$ 32,150</b>	<b>\$ 32,470</b>	<b>\$ 32,470</b>	<b>\$ 33,133</b>	<b>\$ 34,300</b>	<b>\$ 35,700</b>
<b>Purchase 7/1/20</b>						
<b>Data Compromise/Cyber Liability</b>						\$ 7,500
<b>Total</b>	<b>\$ 386,552</b>	<b>\$ 392,025</b>	<b>\$ 392,845</b>	<b>\$ 400,458</b>	<b>\$ 414,425</b>	<b>\$ 437,225</b>



# COMMERCIAL PROPERTY DECLARATIONS

Policy No. PE-4633476-11

DESCRIPTION OF PREMISES		
Prem. No.	Bldg. No.	Location, Construction & Occupancy
All	All	As per the Statement of Values on file with us

**COVERAGE PROVIDED** - Insurance at the Described Premises applies only for coverages for which a limit of insurance is shown.

PREM./BLDG. NO.	COVERAGE	CO-INSURANCE	LIMIT OF INSURANCE	DEDUCTIBLE (If other than \$250)	COVERED CAUSE OF LOSS (Form and Edition Date)
All	Blanket Building and Personal Property	100%	\$295,316,738	\$100,000	CP 10 30 09 17
All	Business Income and Extra Expense		\$500,000		CP 10 30 09 17

**COVERAGE OPTIONS** - The following coverage options are provided when designated by an [x] and an entry under the Premises listed below.

COVERAGE:	Prem.	Bldg.	Prem.	Bldg.	Prem.	Bldg.
<b>BUILDING</b>						
Replacement Cost (x)		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Inflation Guard		%		%		%
<input checked="" type="checkbox"/> Agreed Value (expiration date)		07-01-2020				
<b>PERSONAL PROPERTY</b>						
Replacement Cost (x)		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Replacement Cost (incl. stock)		%		%		%
<input type="checkbox"/> Inflation Guard						
<input checked="" type="checkbox"/> Agreed Value (expiration date)		07-01-2020				
<b>BUSINESS INCOME</b>						
<input type="checkbox"/> Monthly Limit of Indemnity (fraction)						
Maximum Period of Indemnity		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Agreed Value (expiration date)						
<input type="checkbox"/> Business Income Period Of Restoration 72-Hour Time Period Is Replaced By _ Hours						
<input type="checkbox"/> Business Income Civil Authority 72-Hour Time Period Is Replaced By __ Hours						
<input type="checkbox"/> Other (describe)						

MORTGAGE HOLDER(S)		
Prem. No.	Bldg. No.	Mortgage Holder Name and Mailing Address

FORMS AND ENDORSEMENTS		
Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:		
Applicable to All Coverages	Applicable to Specific Premises/Coverages	Form(s)
Prem./Bldg. No.	Coverages	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY  
**COMMERCIAL PROPERTY COVERAGE PART**  
**SUPPLEMENTAL DECLARATIONS**

Policy Number: PE-4633476-11

PREM #	Occupancy	Address	Const.
1	Public Safety Building- Police & Fire	1 Union Street	Frame
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$13,397,585	\$2,557,721	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
2	Greenwood School	1030 Main St.	JM
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$10,048,190	\$1,461,556	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
3	Water Treatment Plant	108 Broadway	FR
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$795,675	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
4 BLDG # 1	Office Building- LRO	11 Lafayette St.	Frame
	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
	\$304,491	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
5 BLDG # 1	Walton School	18 Davidson Rd.	JM
	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
	\$11,200,000	\$1,120,000	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
6 BLDG # 1	Business Office DPW	27 North Ave.	JM
	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
	\$795,675	\$304,491	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
7 BLDG # 1	Warren Senior Center	30 Converse St.	JM
	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
	\$5,785,322	\$548,084	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
8	Woodville School	30 Farm Street	JM
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$18,037,726	\$2,679,516	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
9	Beebe Library	331 Main St.	JM
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$8,525,736	\$4,262,868	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
10	Dolbeare School	340 Lowell St.	JM
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$21,619,853	\$2,435,926	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
11	DPW Garage	35 North Ave.	Frame
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$2,443,232	\$304,491	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
12	West Ward School (Little Red School House Museum)	39 Prospect Street	Frame
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$594,128	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
13	Hartshome House- Historic House occ. by caretaker	41 Church St.	Frame
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$730,778	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
14	State Armory- LRO	467 Main St.	JM
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$6,089,812	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
15	Office Building- LRO	5 Common St.	Frame
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$791,677	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
16	Galvin Middle School	525 Main Street	JM
BLDG # 1	<b>Building Limit of Insurance</b>		<b>Personal Property Limit of Coverage</b>
	\$69,218,792		\$8,306,255
	<b>Cause of Loss</b>		
	Special	<b>Co Insurance Percentage</b>	
		Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
<b>Agreed Value Expiration Date</b>		<b>Inflation Guard %</b>	
07/01/2020			

PREM #	Occupancy	Address	Const.
17	Greenwood Fire Station	5A Oak St.	JM
BLDG # 1	<b>Building Limit of Insurance</b>		<b>Personal Property Limit of Coverage</b>
	\$1,217,962		\$121,795
	<b>Cause of Loss</b>		
	Special	<b>Co Insurance Percentage</b>	
		Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
<b>Agreed Value Expiration Date</b>		<b>Inflation Guard %</b>	
07/01/2020			

PREM #	Occupancy	Address	Const.
18	Memorial High School	60 Farm St.	JM
BLDG # 1	<b>Building Limit of Insurance</b>		<b>Personal Property Limit of Coverage</b>
	\$72,424,200		\$9,743,699
	<b>Cause of Loss</b>		
	Special	<b>Co Insurance Percentage</b>	
		Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
<b>Agreed Value Expiration Date</b>		<b>Inflation Guard %</b>	
07/01/2020			

PREM #	Occupancy	Address	Const.
19	Pumping Station- Water Dept. Building	72 Broadway	FR
BLDG # 1	<b>Building Limit of Insurance</b>		<b>Personal Property Limit of Coverage</b>
	\$426,288		\$0
	<b>Cause of Loss</b>		
	Special	<b>Co Insurance Percentage</b>	
		Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
<b>Agreed Value Expiration Date</b>		<b>Inflation Guard %</b>	
07/01/2020			

PREM #	Occupancy	Address	Const.
20	Robert Yuell School - LRO	Crystal St.	JM
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$4,628,256	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
21	Doyle School	Doyle Ave.	JM
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$4,628,256	\$462,826	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
22	Town Office Building	Lafayette Street	JM
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$5,846,220	\$852,574	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
23	Park & Forestry Bldg. Forest Glade Cemetery	Lowell Street	Frame
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$158,335	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
23	Park & Forestry Forest Glade Cemetery	Lowell Street	Frame
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
2	\$158,335	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		

PREM #	Occupancy	Address	Const.
24	Football Facility Service Building	Off Hemlock Road	JM
BLDG #	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$288,412	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2020		



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## POLICY CHANGES

Policy Change  
Number 01

POLICY NUMBER PE-4633476-11	POLICY CHANGES EFFECTIVE 07/01/2019	COMPANY Argonaut Insurance Company	
NAMED INSURED Town of Wakefield		AUTHORIZED REPRESENTATIVE	
COVERAGE PARTS AFFECTED Commercial Property			
CHANGES			
<p>In consideration of \$201 additional premium, it is hereby understood and agreed that the following change has been made to the policy.</p> <p>On form CPDEC-0216 "Commercial Property Declarations", the Building &amp; Contents Blanket Limit of insurance is increased by \$400,000 due to the following change:</p> <p>Form CP-SD (07/00) "Commercial Property Coverage Part Supplemental Coverages", is amended to add the following location:</p>			
<b>PREM #</b>	<b>Occupancy</b>	<b>Address</b>	<b>Const.</b>
25	Art Studio	9 Albion Street	Joisted Masonry
<b>BLDG #</b>	<b>Building Limit of Insurance</b>	<b>Personal Property Limit of Coverage</b>	
1	\$400,000	\$0	
	<b>Cause of Loss</b>	<b>Co Insurance Percentage</b>	
	Special	Agreed Amount	
	<b>Value Option</b>	<b>Deductible</b>	<b>Mortgage</b>
	RC	\$100,000	No
	<b>Agreed Value Expiration Date</b>	<b>Inflation Guard %</b>	
	07/01/2019		
All other terms and conditions remain unchanged.			

\_\_\_\_\_  
Authorized Representative Signature



# Hartshorne & Curley Insurance

Professionals Since 1870

February 10, 2020

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

RE: Workers Compensation Insurance Budget – FY 2021

Dear Steve:

The fiscal year 2021 workers compensation budget request is \$537,619. The total tax levy is \$477,873, with \$59,746 representing revenue producing departments and a decrease of \$2,914/\$8,455 respectfully.

Some of the factors worth noting for this budget request are as follows:

- Improved loss history has decreased the experience modification (small losses under \$5,000) from 1.20 to 1.11.
- The All Risk Adjustment Premium (ARAP losses above \$5,000) has decreased from 1.13 to 1.07.
- Current year losses are continuing in this downward trend.
- This request is increasing the payrolls by 8% over the 18-19 final audit. Our recent yearly estimated payrolls have fallen behind actual payrolls.
- This would increase the estimated payroll to \$52,850,000 which is in line with our recent audited percentages.

If you should have any questions please feel free to contact me to discuss.

Sincerely,

John Spinello

**Hartshorne & Curley Insurance, Inc.**

P.O. Box 490, 35 Albion Street, Wakefield, MA 01880

t: (781)245-0033 / (781)245-4300 f: (781)246-1490

[handcinsurance.com](http://handcinsurance.com)



## TOWN OF WAKEFIELD - FINANCE COMMITTEE

### WORKERS COMPENSATION FY 2021

	1	2	3	4	5	6
APPROPRIATION OR ACCOUNT TITLE	ACTUAL EXPENDITURES FISCAL YEAR 2018	ACTUAL EXPENDITURES FISCAL YEAR 2019	APPROPRIATION FISCAL YEAR 2019	APPROPRIATION FISCAL YEAR 2020	ACTUAL 2020 EXPENDITURES TO DATE	REQUESTED FOR FISCAL 2021
Tax Levy	\$ 412,235	\$ 434,160	\$ 421,605	\$ 480,787	\$ 480,359	\$ 477,873
Assessment						
Total Tax Levy	\$ 412,235	\$ 434,160	\$ 421,605	\$ 480,787	\$ 480,359	\$ 477,873
Water Dept	\$ 13,335	\$ 11,701	\$ 13,652	\$ 13,230	\$ 13,230	\$ 13,780
Sewer Dept	\$ 8,584	\$ 8,145	\$ 8,787	\$ 8,991	\$ 8,991	\$ 7,936
Light Dept	\$ 55,101	\$ 41,531	\$ 56,410	\$ 45,980	\$ 45,980	\$ 38,030
Total	\$ 77,020	\$ 61,377	\$ 78,849	\$ 68,201	\$ 68,201	\$ 59,746
Audit Credit 16-17	\$ (25,524)					
Audit Debit 17-18		\$ 7,276				
Audit Debit 18-19					\$ 27,757	
Increase Part B for WGLD National Grid					\$ 8,997	
Total	\$463,731	\$502,813	\$ 500,454	\$ 548,988	\$ 585,314	\$ 537,619



**THE WORKERS' COMPENSATION  
RATING AND INSPECTION BUREAU  
EXPERIENCE RATING**

COMBO GROUP ID:	000014020	WAKEFIELD TOWN OF	RATING DATE: 07/01/2020 to 07/01/2021
COVERAGE GROUP ID:	0014020	WAKEFIELD TOWN OF	
CARRIER:	34274	MA EDUCATION & GOV ASSOC WC SIG INC	POLICY: WCX3400300019
POLICY CITY:	WAKEFIELD		POLICY PLAN TYPE: SIG

Policy Effective Date	Policy Number	Actual Incurred Losses	Actual Primary Losses	Expected Losses	Expected Primary Losses	Eligibility Premium
-----						
Coverage Group ID	0014020	WAKEFIELD TOWN OF				
07/01/2016	WCX3400300016	<u>274,249</u>	<u>60,385</u>	<u>204,075</u>	<u>34,087</u>	458,633
07/01/2017	WCX3400300017	<u>227,795</u>	<u>54,950</u>	<u>217,228</u>	<u>36,263</u>	488,024
07/01/2018	WCX3400300018	<u>277,756</u>	<u>55,317</u>	<u>231,069</u>	<u>38,572</u>	465,737
EXPERIENCE TOTALS:		A = <u>779,800</u>	B = <u>170,652</u>	C = <u>652,372</u>	D = <u>108,922</u>	1,412,394

Actual Excess Losses	E = ( A - B ) =	609,148
Expected Excess Losses	F = ( C - D ) =	543,450
Weighting Value	G =	.25
Ballast Value	H =	90,000

Experience Mod Formula

$$B + H + ( E \times G ) + ( ( 1 - G ) \times F )$$


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$$D + H + ( F \times G ) + ( ( 1 - G ) \times F )$$

Actual Calculation

$$260,652 + 152,287 + 407,588$$


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$$198,922 + 135,863 + 407,588$$

Experience Modification 1.11

Expected Losses (thousands)	I =	40
Weighted Test Ratio	J =	1.2

ARAP Surcharge Formula

$$1 + \frac{(0.08) \times I \times ( J - 1 )^{1.25}}{( I + 3 )^{0.5}}$$

Actual Calculation

$$1 + \frac{3.200 \times .1434}{6.557}$$

All Risk Adjustment Program (ARAP) Surcharge 1.07

Preliminary rating due to pending rate revision.

Experience Modifications should not be used alone as a test for workplace safety. Experience modifications may not reflect the possibility of future recoveries for accidents which are ultimately determined to be the liability of another entity, and third party recoveries, when received, may retroactively reduce both experience modification and employer premiums. In addition, while Massachusetts 'balances' its experience ratings at 1.00, some other jurisdictions do this 'balancing' at a number below 1.00. Similar risks' modifications in jurisdictions that balance at a number less than 1.00 will look lower but produce the same policy premiums due to counterbalancing offsets in basic classification rates in those jurisdictions.



THE WORKERS' COMPENSATION RATING AND INSPECTION BUREAU EXPERIENCE RATING

COMBO GROUP ID: 000014020 WAKEFIELD TOWN OF
COVERAGE GROUP ID: 0014020 WAKEFIELD TOWN OF
CARRIER: 34274 MA EDUCATION & GOV ASSOC WC SIG INC

RATING DATE: 07/01/2020 to 07/01/2021
POLICY: WCX3400300019

Policy Period 07/01/2016 to 07/01/2017 Carrier 34274 Policy WCX3400300016

Table with columns: Claim Number or #claims, Class Code, Inj Type, Open = 0, Close = 1, Actual Incurred Losses, Primary Actual Losses, Class Code, Payroll, Exp. Loss Rate, Expected Losses, D Ratio, Primary Expected Losses. Includes handwritten annotations '21' and '8'.

Policy Period 07/01/2017 to 07/01/2018 Carrier 34274 Policy WCX3400300017

Table with columns: Claim Number or #claims, Class Code, Inj Type, Open = 0, Close = 1, Actual Incurred Losses, Primary Actual Losses, Class Code, Payroll, Exp. Loss Rate, Expected Losses, D Ratio, Primary Expected Losses.



THE WORKERS' COMPENSATION  
 RATING AND INSPECTION BUREAU  
 EXPERIENCE RATING

\$5000 and over					9220	155,782	1.34	2,087	.16	334	
F587659	8868	05	C	7,355	5,000	9410	1,285,716	1.31	16,843	.17	2,863
F310726	5509	05	C	8,413	5,000						
F543618	8868	05	C	10,564	5,000						
F577273	5509	05	C	10,845	5,000						
F451728	7580	05	C	16,049	5,000						
F608504	9410	05	C	20,210	5,000						
F536490	5509	05	C	21,421	5,000						
F508176	8868	05	C	30,235	5,000						
F570484	9101	05	C	32,747	5,000						
F492185	5509	05	C	65,006	5,000						
POLICY TOTALS:				<u>227,795</u>	<u>54,950</u>		<u>45,897,268</u>		<u>217,228</u>		<u>36,263</u>

Policy Period 07/01/2018 to 07/01/2019 Carrier 34274 Policy WCX3400300018

Claim Number or #claims	Class Code	Inj Type	Open = 0 Close = 1	Actual Incurred Losses	Primary Actual Losses	Class Code	Exp. Loss Payroll	Expected Losses	D Ratio	Primary Expected Losses	
<b>Under \$5000</b>											
F956538	9101	06	C	56	56	5192	119,493	1.32	1,577	.16	252
F815154	8868	06	C	111	111	5509	1,101,897	1.59	17,520	.16	2,803
F758333	7539	06	C	157	157	7380	31,782	2.96	941	.16	151
F775172	9102	06	C	169	169	7382	118,950	1.69	2,010	.16	322
F731844	7520	06	C	173	173	7502	1,084,596	.93	10,087	.16	1,614
F916362	8810	06	C	217	217	7520	438,971	1.39	6,102	.16	976
F867039	8868	06	C	231	231	7539	1,267,131	.49	6,209	.16	993
F782962	8868	06	C	251	251	7580	231,756	1.39	3,221	.16	515
F933311	8868	06	C	272	272	8810	5,828,861	.03	1,749	.16	280
F730466	5509	06	C	302	302	8832	67,468	.13	88	.16	14
F884672	9101	06	C	369	369	8868	33,680,855	.35	117,883	.17	20,040
F867059	9101	05	C	378	378	9015	735,898	1.45	10,671	.16	1,707
F962469	9101	06	C	414	414	9063	104,023	.33	343	.17	58
F722465	9410	06	C	667	667	9101	1,559,557	1.49	23,237	.17	3,950
F928904	7580	06	C	1,209	1,209	9102	696,309	1.25	8,704	.16	1,393
F731888	7580	06	C	1,323	1,323	9220	141,395	1.34	1,895	.16	303
F956308	8868	05	C	1,884	1,884	9410	1,437,545	1.31	18,832	.17	3,201
F803157	9101	06	C	1,904	1,904						
F836872	8868	06	O	2,673	2,673						
F968448	9101	05	C	3,322	3,322						
F775216	5509	05	C	4,235	4,235						
<b>\$5000 and over</b>											
F702781	7520	05	C	16,896	5,000						
F773326	7520	05	O	17,140	5,000						
F794677	7502	05	O	19,252	5,000						
F805323	7520	05	C	19,616	5,000						
F868770	8868	05	O	23,185	5,000						
J048289	8810	05	O	68,695	5,000						
F800851	5509	05	O	92,655	5,000						
POLICY TOTALS:				<u>277,756</u>	<u>55,317</u>		<u>48,646,487</u>		<u>231,069</u>		<u>38,572</u>

**EXPERIENCE RATINGS - Town of Wakefield**

<b>EFFECTTIVE DATE</b>	<b>EXPIRATION DATE</b>	<b>EXPERIENCE MOD</b>	<b>ARAP</b>
7/1/2020	7/1/2021	1.11	1.07
7/1/2019	7/1/2020	1.2	1.13
7/1/2018	7/1/2019	1.14	1.1
7/1/2017	7/1/2018	1.08	1.05
7/1/2016	7/1/2017	1.17	1.11
7/1/2015	7/1/2016	1.21	1.11

# TOWN OF WAKEFIELD DEPARTMENT OF PUBLIC WORKS

Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021

## MASTER BUDGET SUMMARY (Budgets 29, 30, 31, 32)

	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	Director's Needs Based Request FY2021	Town Admin./Dir. Request For FY2021	Increase/ (Decrease) +/-
<b>DPW - #29</b>	5,466,024	5,770,262	5,824,688	6,110,202	6,349,868	6,349,868	239,666 3.9224%
<b>Snow &amp; Ice - #30</b>	1,074,264	799,998	800,000	850,000	1,344,222	850,000	
<b>DPW Tax Supported</b>	6,540,288	6,570,260	6,624,688	6,960,202	7,694,090	7,199,868	
<b>DPW SEWER - #31</b>	7,862,133	8,078,367	8,256,110	8,633,493	8,956,011	8,956,011	322,518 3.7357% <i>with MWRA</i>
							115,215 1.3345% <i>without MWRA</i>
<b>DPW WATER - #32</b>	4,658,977	4,761,690	5,030,134	5,607,245	6,061,942	6,061,942	454,697 8.1091% <i>with MWRA</i>
							163,313 2.913% <i>without MWRA</i>



DEPARTMENT OF PUBLIC WORKS  
DPW - #29  
Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Directors Request For FY2021	Town Admin. Request For FY2021	
<b>1 Personal Services</b>								
40 Administration	215,934	170,100	153,746	184,906	151,382	158,767	158,767	
41 Engineering	281,464	304,380	248,051	295,820	264,437	321,634	321,634	
42 Fleet Maintenance	314,605	342,392	323,601	332,839	210,149	349,123	349,123	
43 Buildings	705,152	710,562	710,637	728,841	380,284	753,200	753,200	
44 Forestry & Parks	715,591	811,955	854,660	865,266	398,249	913,478	913,478	
45 Cemetery	215,785	222,269	279,758	290,733	104,259	307,346	307,346	
46 Highway	1,035,968	1,096,705	1,088,906	1,132,761	577,430	1,186,747	1,186,747	
Account Total	3,484,499	3,658,363	3,659,359.00	3,831,167	2,086,191	3,990,295.00	3,990,295.00	159,128
<b>2 Purchase of Services</b>								
40 Administration	22,202	26,428	21,300.00	24,100.00	4,863.35	24,100.00	24,100	
41 Engineering	12,189	112,414	112,225.00	133,150.00	48,871.15	162,000.00	162,000.00	
42 Fleet Maintenance	79,486	86,561	82,500.00	85,200.00	23,321.88	96,700.00	96,700.00	
43 Buildings	809,082	734,762	767,463.00	790,735.00	403,613.92	816,298.00	816,298.00	
44 Forestry & Parks	107,738	192,207	167,250.00	188,250.00	101,259.21	193,250.00	193,250.00	
45 Cemetery	12,614	20,418	17,200.00	17,700.00	140.00	17,700.00	17,700.00	
46 Highway	296,669	324,973	334,050.00	335,050.00	149,689.18	333,550.00	333,550.00	
Account Total	1,339,979	1,497,763	1,501,988.00	1,574,185.00	731,759	1,643,598.00	1,643,598.00	69,413
<b>4 Materials &amp; Supplies</b>								
40 Administration	5,835	11,270	8,100	8,600	2,919	8,600	8,600	
41 Engineering	1,917	5,667	5,300	8,800	1,044	8,800	8,800	
42 Fleet Maintenance	260,961	202,379	232,916	249,474	119,740	260,800	260,800	
43 Buildings	92,878	110,174	125,100	126,100	58,377	126,100	126,100	
44 Forestry & Parks	96,365	105,685	115,475	131,850	72,529	131,850	131,850	
45 Cemetery	19,703	13,755	19,475	24,500	3,232	24,500	24,500	
46 Highway	161,368	162,407	154,150	151,200	64,083	151,200	151,200	
Account Total	639,027	611,338	660,516.00	700,524.00	321,925	711,850.00	711,850.00	11,326
<b>7 Other Charges - Dues &amp; Memberships</b>								
40 Administration	896	620	900	1,000	463	1,000	1,000	
41 Engineering	707	391	600	2,000	1,224	1,800	1,800	
42 Fleet Maintenance	275	356	325	325	243	325	325	
43 Buildings	200	481	250	250	243	250	250	
44 Forestry & Parks	195	468	300	300	115	300	300	
45 Cemetery	145	145	200	200	215	200	200	
46 Highway	100	336	250	250	150	250	250	
Account Total	2,518	2,797	2,825.00	4,325.00	2,652	4,125	4,125.00	-200
<b>TOTAL</b>	5,466,024	5,770,262	5,824,688	6,110,201	3,142,526	6,349,868	6,349,868	239,667

DEPARTMENT OF PUBLIC WORKS  
DPW - #29  
Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Purchase of Services**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Directors Request For FY2021	Town Admin. Request For FY2021	
<b>40 ADMINISTRATION</b>								
24400 Equip. Maint. Office / Software Licenses	9,305	10,126	9,300	10,000	2,743.35	10,000	10,000	
27500 Training	2,884	3,000	3,000	3,500	500.00	3,500	3,500	
30100 Advertising	5,390	2,725	2,500	4,000	844.00	4,000	4,000	
30600 Printing & Binding	1,134	5,257	1,200	1,200	0.00	1,200	1,200	
31500 Professional Medical - D & A Program	2,573	4,411	4,000	4,000	776.00	4,000	4,000	
34000 Postage	182	29	200	200	0.00	200	200	
35100 Travel in Commonwealth	102	43	100	200	0.00	200	200	
39900 Not Classified	632	838	1,000	1,000	0.00	1,000	1,000	
Account Total	22,202	26,428	21,300	24,100	4,863.35	24,100	24,100	
<b>41 ENGINEERING</b>								
24800 Equip. Maint. & Software	5,531	7,049	5,000	20,000	3,809	25,000	25,000	5,000
27500 Training	190	1,305	1,400	2,500	2,000	2,250	2,250	
27700 Reimb. Clothing / Safety and Weather	2,400	3,000	1,675	4,000	3,600	3,100	3,100	
31600 Professional Serv.	3,768	2,828	3,500	3,500	7,490	3,500	3,500	
32500 Recording Fees	0	0	250	250	537	250	250	
39900 Not Classified	300	236	400	2,900	7,740	2,900	2,900	
31001 Prof. Serv. NPDES - Stormwater Program	WA	97,995	100,000	100,000	23,695	125,000	125,000	25,000
Account Total	12,189	112,414	112,225	133,150	48,871	162,000	162,000	
<b>42 FLEET MAINTENANCE</b>								
21900 Hazardous Waste Disposal	2,401	4,184	8,000	8,000	644	8,000	8,000	
24300 Equip. Maint. Motor	(4,803)	(219)	5,000	5,000	370	5,000	5,000	
24600 Equip. Maint. Radio	4,563	2,889	2,500	2,500	806	2,500	2,500	
24700 Equip. Maint. - Computer & Software Licenses	337	3,100	1,500	1,500	0	3,000	3,000	1,500
24800 Equip. Maint. Equip.	63,972	49,201	45,000	50,000	17,291	60,000	60,000	10,000
27500 Training	1,800	11,537	2,500	3,500	130	3,500	3,500	
27700 Clothing - Safety & Weather	6,836	5,996	8,400	3,600	1,481	3,600	3,600	
31600 Prof. Services Other	10	4,476	4,500	3,500	0	3,500	3,500	
39900 Not Classified	0	1,182	900	900	329	900	900	
48600 Vehicle Inspections	4,370	4,216	4,200	4,200	2,271	4,200	4,200	
54600 Tool Allowance				2,500	0	2,500	2,500	
Account Total	79,486	86,561	82,500	85,200	23,322	96,700	96,700	

DEPARTMENT OF PUBLIC WORKS  
 DPW - #29  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Purchase of Services**

Dept/Appropriation		Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Directors Request For FY2021	Town Admin. Request For FY2021	
<b>43 BUILDINGS</b>									
21000	Electric Maintenance Improvement	11,676	14,913	15,000	15,000	4,710.00	15,000	15,000	
21100	Electricity/Natural Gas	357,290	339,695	368,213	376,885	204,647.62	399,448	399,448	22,563
24000	HVAC (Civic Center / General)	160,850	107,601	160,850	160,850	59,895.32	160,850	160,850	
24100	Bldg Maint & Improv (includes \$35,000 TW paint)	56,827	120,810	98,500	108,000	45,760.06	108,000	108,000	
25100	Boiler Maint.	2,810	4,335	3,500	3,500	3,761.78	3,500	3,500	
25200	Air Cond. Maint.	391	871	4,000	4,000	0.00	4,000	4,000	
27000	Elevator Maint	14,886	17,634	21,000	21,000	8,727.00	21,000	21,000	
27100	Equip. Rental	3,673	11,940	16,000	16,000	12,664.38	16,000	16,000	
27300	Vehicle Allowance	4,000	4,000	4,000	4,000	3,000.00	4,000	4,000	
27500	Training	1,719	3,843	3,200	4,500	4,050.00	4,500	4,500	
31003	Roof Repairs - Town Wide	100,000	61,938	100,000	100,000	19,189.56	100,000	100,000	
34100	Telephone	43,519	45,335	45,000	45,000	34,237.58	55,000	55,000	10,000
39900	Not Classified & Software Licenses	1,441	1,848	1,200	5,000	2,970.62	5,000	5,000	
40461	Security - Town Wide	50,000	0	35,000	35,000	0.00	35,000	35,000	
53500	General Hardware Minor Tools								
	Civic Center (revolving) / Commn St. Rental			-108,000	-108,000	0.00	-115,000	-115,000	
	Account Total	809,082	734,762	767,463	790,735	403,613.92	816,298	816,298	
<b>44 FORESTRY &amp; PARKS</b>									
24800	Equip. Maint. Equip.	7,170	7,627	7,000	7,000	1,624	7,000	7,000	
25300	Fence Repair	6,476	14,692	9,000	9,000	0	9,000	9,000	
25301	Tree Spraying	360	20,000	20,000	20,000	195	20,000	20,000	
25303	Tree Removal Equipment Rental	0	0	0	20,000	26,748	25,000	25,000	5,000
27100	Equipment Rental	180	1,654	3,000	3,000	3,070	3,000	3,000	
27500	Training	2,524	4,567	4,000	5,000	1,749	5,000	5,000	
30900	Goose Mgt	18,060	23,220	27,500	27,500	12,900	27,500	27,500	
31600	Prof. Services Other	70,883	115,508	88,500	88,500	54,429	88,500	88,500	
33200	Painting Flag Poles	0	0	3,500	3,500	0	3,500	3,500	
35100	Travel in Commonwealth	92	0	150	150	0	150	150	
39900	Not Classified	1,994	4,938	4,600	4,600	545	4,600	4,600	
	Account Total	107,738	192,207	167,250	188,250	101,259	193,250	193,250	

DEPARTMENT OF PUBLIC WORKS  
 DPW - #29  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Purchase of Services**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Directors Request For FY2021	Town Admin. Request For FY2021	
<b>45 CEMETERY</b>								
27100 Equipment Rental	100	0	500	500	0.00	500	500	
27500 Training	500	1,000	1,000	1,500	0.00	1,500	1,500	
31600 Professional Services	10,930	18,889	14,500	14,500	0.00	14,500	14,500	
32500 Recording Fees	269	269	200	200	0.00	200	200	
39900 Not Classified	815	260	1,000	1,000	140.00	1,000	1,000	
Account Total	12,614	20,418	17,200	17,700	140.00	17,700	17,700	
<b>46 HIGHWAY</b>								
24800 Equip. Maint. Equip.	1,370	762	1,000	1,000	303	1,000	1,000	
25300 Fence Repair	3,793	1,780	4,500	4,500	0	4,500	4,500	
25600 Traffic Lines	76,196	61,852	42,000	42,000	31,807	42,000	42,000	
25700 Bit. Conc. (in place)	30,000	29,733	30,000	30,000	0	30,000	30,000	
25800 Surface Treatment	27,500	27,500	27,500	27,500	15,000	27,500	27,500	
27100 Equip. Rental	0	2,100	3,500	2,500	0	2,500	2,500	
27500 Training	2,512	3,200	3,200	5,000	1,415	3,500	3,500	
32600 Veh. Towing	212	0	150	150	0	150	150	
35100 Travel in Commonwealth	45	3	100	100	0	100	100	
39300 Weather Reports	1,395	1,695	1,600	1,800	1,695	1,800	1,800	
39400 Sidewalk Repair	53,544	54,562	55,000	55,000	2,170	55,000	55,000	
39900 Not Classified	5,018	2,808	1,500	1,500	2,382	1,500	1,500	
52700 Drainage Repair & Maintenance	WA	51,879	75,000	75,000	50,530	75,000	75,000	
25400 Street Sweeping	61,215	57,904	45,000	45,000	33,124	45,000	45,000	
25500 C.B. Cleaning	33,869	29,195	44,000	44,000	11,263	44,000	44,000	
Account Total	296,669	324,973	334,050	335,050	149,689	333,550	333,550	

DEPARTMENT OF PUBLIC WORKS  
 DPW - #29  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Materials & Supplies**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Directors Request For FY2021	Town Admin. Request For FY2021	
<b>40 ADMINISTRATION</b>								
42200 Office Supplies	5,483	5,422	7,000	7,000	2,919.00	7,000	7,000	
42300 Reproducing & Computer Supplies	0	0	1,000	1,000	0.00	1,000	1,000	
54000 Other Materials & Supplies	352	5,848	100	100	0.00	100	100	
88110 Safety Equipment				500	0.00	500	500	
Account Total	5,835	11,270	8,100	8,600	2,919.00	8,600	8,600	
<b>41 ENGINEERING</b>								
42500 Paper Stock	132	1,100	1,500	1,500	345	1,500	1,500	
46000 Engineering Supplies	1,785	4,043	3,500	5,000	625	5,000	5,000	
54000 Other Materials & Supplies	0	524	300	1,300	55	1,300	1,300	
88110 Safety Equipment	0			1,000	19	1,000	1,000	
Account Total	1,917	5,667	5,300	8,800	1,044	8,800	8,800	
<b>42 FLEET MAINTENANCE</b>								
41200 Fuel Motor - Vehicles	97,361	66,970	84,816	90,374	42,345	101,700	101,700	11,326
48200 Oil & Additives	6,949	13,086	10,000	10,000	1,384	10,000	10,000	
48300 Tires - Automotive	12,819	13,841	12,000	12,000	14,995	12,000	12,000	
48400 Engine Repair	33,644	22,466	33,000	33,000	15,263	33,000	33,000	
48500 Power Train Repair	42,137	27,713	38,500	38,500	26,211	38,500	38,500	
53500 G. Hdwr. & Software (Minor Tools)	14,086	13,854	11,000	16,000	4,731	16,000	16,000	
53800 Automotive Supplies	50,204	41,433	40,000	45,000	12,226	45,000	45,000	
54000 Other Materials & Supplies	2,006	1,715	2,100	2,100	72	2,100	2,100	
88100 Safety Equipment	1,755	1,302	1,500	2,500	2,514	2,500	2,500	
Account Total	260,961	202,379	232,916	249,474	119,740	260,800	260,800	

DEPARTMENT OF PUBLIC WORKS  
 DPW - #29  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Materials & Supplies**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Directors Request For FY2021	Town Admin. Request For FY2021	
<b>43 BUILDINGS</b>								
41100 Fuel - Heating	(14,458)	80	2,000	2,000	0	2,000	2,000	
42700 Plumb., Heating., Ventl.	12,430	14,380	14,000	14,000	11,233	14,000	14,000	
42800 Lumber	9,383	10,324	10,000	10,000	2,945	10,000	10,000	
45200 Janitorial Supplies	24,155	29,932	29,500	32,500	15,137	32,500	32,500	
50000 Electrical Supplies	15,281	22,927	25,000	25,000	16,605	25,000	25,000	
50300 Painting Supplies	3,488	9,157	6,000	6,000	2,614	6,000	6,000	
53500 Gen. Hrdwr. & Tools	6,623	4,277	7,000	7,000	1,695	7,000	7,000	
54000 Other Materials & Supplies	16,557	2,858	13,000	13,000	1,939	13,000	13,000	
54600 Tools	752	1,077	3,000	3,000	2,346	3,000	3,000	
59300 Clothing - Safety & Weather	7,350	7,200	7,600	3,600	600	3,600	3,600	
88100 Safety Equipment & Services	11,318	7,961	8,000	10,000	3,262	10,000	10,000	
Account Total	92,878	110,174	125,100	126,100	58,377	126,100	126,100	
<b>44 FORESTRY &amp; PARKS</b>								
46100 Agricultural Supplies	36,388	46,178	50,000	50,000	28,019	50,000	50,000	
46300 Rubber Artificial Fields	0	0	0	20,000	19,750	20,000	20,000	
50300 Painting Supplies	5,233	4,139	6,000	6,000	6,890	6,000	6,000	
51500 Gravel & Loam	10,446	5,544	11,500	11,500	2,969	11,500	11,500	
51601 Trees	15,234	15,400	15,000	15,000	1,187	15,000	15,000	
53200 Chemicals	0	90	750	750	220	750	750	
53500 Gen. Hdwr. & Supplies	8,365	10,916	10,000	10,000	6,583	10,000	10,000	
54000 Other Materials & Supplies	11,856	12,374	12,000	12,000	5,697	12,000	12,000	
59300 Clothing - Safety & Weather	7,700	7,800	8,725	3,600	600	3,600	3,600	
88100 Safety Equipment	1,143	3,244	1,500	3,000	614	3,000	3,000	
Account Total	96,365	105,685	115,475	131,850	72,529	131,850	131,850	

DEPARTMENT OF PUBLIC WORKS  
 DPW - #29  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Materials & Supplies**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Directors Request For FY2021	Town Admin. Request For FY2021	
<b>45 CEMETERY</b>								
46100 Agricultural Supplies	6,340	1,004	3,500	3,500	554	3,500	3,500	
51500 Gravel & Loam	3,430	3,836	5,000	5,000	0	5,000	5,000	
52800 Foundations / Vaults	1,355	1,236	1,500	7,500	1,207	7,500	7,500	
53500 Gen. Hdwr. & Supplies	4,304	4,326	4,000	4,000	1,443	4,000	4,000	
54000 Other Materials & Supplies	1,874	868	2,000	2,000	29	2,000	2,000	
59300 Clothing - Safety & Weather	2,400	2,400	2,725	1,000	0	1,000	1,000	
88100 Safety Equipment	0	85	750	1,500	0	1,500	1,500	
Account Total	19,703	13,755	19,475	24,500	3,232	24,500	24,500	0
<b>46 HIGHWAY</b>								
51400 Patching	72,925	92,894	75,000	75,000	40,529	75,000	75,000	
52600 Sidewalk Repair	12,558	4,930	15,000	15,000	4,236	15,000	15,000	
52700 Drainage	12,499	13,367	12,000	12,000	4,096	12,000	12,000	
53500 Gen. Hdwr. & Tools	5,199	2,354	4,000	4,000	555	4,000	4,000	
53700 Misc. Equip	80	687	600	600	0	600	600	
54000 Other Materials & Supplies	3,909	6,470	5,000	5,000	2,807	5,000	5,000	
54100 Street & Traffic Signs	42,772	32,879	30,000	30,000	10,880	30,000	30,000	
59300 Clothing - Safety & Weather	9,500	7,800	10,050	5,600	600	5,600	5,600	
88100 Safety Equipment	1,925	1,028	2,500	4,000	1,279	4,000	4,000	
Account Total	161,368	162,407	154,150	151,200	64,983	151,200	151,200	0

Department of Public Works  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Sewer Division**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021	
1 Personal Services	711,692	727,416	782,137	813,922	224,231	914,015	914,015	
2 Purchase of Services	295,064	263,730	313,358	317,115	123,917	325,533	325,533	
4 Materials & Supplies	76,917	62,696	84,412	82,238	18,623	85,100	85,100	
6 Intergovernmental - MWRA	6,075,836	6,290,285	6,340,929	6,644,649	3,292,864	6,851,952	6,851,952	
7 Other Charges - Dues & Memberships	471	206	1,200	1,200	0	1,200	1,200	
7 Admin. Expense (P.S.)	51,702	54,217	54,217	63,900	63,900	67,030	67,030	
7 Prof. Medical Serv.	750	1,000	1,000	1,250	2,342	1,250	1,250	
7 Worker's Comp Insurance	8,787	8,787	8,787	8,991	8,991	7,936	7,936	(1,055)
7 Group Insurance	234,675	249,440	249,440	261,689	261,689	269,540	269,540	
7 General Insurance	12,000	12,120	12,120	12,373	12,373	13,000	13,000	
7 Ret / Pension Fund	113,394	134,525	134,525	152,581	152,581	155,175	155,175	
7 Medicare	10,441	10,844	10,884	11,714	11,714	13,285	13,285	
7 Maturing Debt	270,404	263,101	263,101	261,871	102,057	250,995	250,995	(10,876)
<b>TOTAL</b>	<b>7,862,133</b>	<b>8,078,367</b>	<b>8,256,109.62</b>	<b>8,633,492.62</b>	<b>4,275,281.51</b>	<b>8,956,011.00</b>	<b>8,956,011.00</b>	



Department of Public Works  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Sewer Division**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021	
<b>1 Personal Services</b>								
11100 Salaries / Wages Permanent	339,809	319,070	351,196	351,196	186,303.70	370,357	370,357	
11200 Salaries/Wages Part Time		131	0		0			
11500 Town Special Detail	0	0	5,000	3,000	348.00	3,000	3,000	
12100 Salaries / Wages Temp	13,083	23,585	26,520	18,200	12,892.00	29,120	29,120	
13200 Overtime	32,351	41,838	50,188	52,336	20,196.33	56,764	56,764	
14400 Additional Assigned Duties	10,586	8,099	14,540	14,540	4,490.74	14,540	14,540	
<i>Transfer from DPW</i>	315,863	334,693	334,693	374,650		440,234	440,234	
Account Total	711,692	727,416	782,137	813,922	224,230.77	914,015	914,015	
<b>2 Purchase of Services</b>								
21100 Electricity & Natural Gas	71,973	75,720	76,233	76,740	29,669.35	85,158	85,158	
21900 Hazardous Waste Disposal	13,770	13,101	12,000	12,000	12,282.50	12,000	12,000	
24800 Eq. Maint. Equip. & Software	25,004	35,986	25,000	27,000	12,650.76	27,000	27,000	
27100 Equip. Rental	0	0	2,000	2,000	0	2,000	2,000	
27500 Training	3,108	3,750	3,750	5,000	0	5,000	5,000	
31200 Prof. Services	19,959	30,968	33,000	33,000	6,359.78	33,000	33,000	
31500 D & A Program	585	585	900	900	171.00	900	900	
32800 Emerg. Fund	25,598	6,100	27,000	27,000	0	27,000	27,000	
32900 Sewer Use Fee	133,729	96,110	131,475	131,475	62,587.28	131,475	131,475	
Postage	0	0	0	0	0	0	0	
39900 Not Classified	681	1,341	1,500	1,500	196.79	1,500	1,500	
48600 Vehicle Inspections	657	70	500	500	0	500	500	
Account Total	295,064	263,730	313,358	317,115	123,917.46	325,533	325,533	

Department of Public Works  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Sewer Division**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021	
<b>4 <u>Materials &amp; Supplies</u></b>								
41200 Fuel Motor - Vehicles	21,516	21,736	15,912	17,138	6,723.17	20,000	20,000	
48100 M.V. Parts & Accessories	15,303	8,069	15,000	15,000	2,825.97	15,000	15,000	
48200 Oil & Additives	3,345	1,415	3,000	3,000	927.67	3,000	3,000	
50300 Painting Supplies	730	304	1,000	1,000	71.54	1,000	1,000	
51400 Patching	3,257	1,815	4,000	4,000	56.07	4,000	4,000	
51500 Gravel & Loam	3,408	5,231	5,000	5,000	0	5,000	5,000	
51600 Masonry Supplies	984	86	2,000	2,000	483.75	2,000	2,000	
51700 Iron Castings	6,468	2,520	4,000	4,000	1,625	4,000	4,000	
51800 Pipe & Fittings	3,313	2,396	4,500	4,500	1,450	4,500	4,500	
53200 Chemicals	1,530	903	12,500	10,000	0	10,000	10,000	
53400 Gen. Equip & Parts	3,494	5,749	5,000	5,000	17.23	5,000	5,000	
53500 Gen. Hardware & Tools	3,300	3,551	2,500	2,500	549.86	2,500	2,500	
54000 Safety Eq./Supplies	4,779	5,364	5,000	6,500	3,893.17	6,500	6,500	
59300 Clothing - Safety & Weather	5,490	3,556	5,000	2,600	0	2,600	2,600	
Account Total	76,917	62,696	84,412	82,238	18,623.03	85,100	85,100	
<b>6 <u>Intergovernmental</u></b>								
69300 MWRA Assessment	6,075,836.00	6,290,285	6,340,929	6,644,649	3,292,863.50	6,851,952	6,851,952	
Account Total	6,075,836.00	6,290,285	6,340,929	6,644,649	3,292,863.50	6,851,952	6,851,952	
<b>7 <u>Other Charges</u></b>								
73100 Dues & Memberships	471	206	1,200	1,200	0	1,200	1,200	
Account Total	471.00	206	1,200	1,200	0	1,200	1,200	

Department of Public Works  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Water Division**

Dept/Appropriation	Expend. FY2018	Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021	
1 Personal Services	854,804	950,331	1,134,887	1,179,867	255,880	1,318,148	1,318,148	
2 Purchase of Services	376,870	359,519	422,622	415,981	143,328	416,423	416,423	
4 Materials & Supplies	219,255	253,550	254,638	245,864	62,987	247,500	247,500	
6 Intergovernmental	2,175,834	2,139,746	2,159,037	2,591,683	1,296,335	2,883,067	2,883,067	
7 Other Charges - Dues & Memberships	528	1,117	1,430	1,430	0	1,430	1,430	
7 Admin. Expense (P.S.)	51,702	54,217.00	54,217	63,900	63,900	67,030	67,030	
7 Prof. Medical Serv.	750	1,000.00	1,000	1,250	1,250	1,250	1,250	
7 Worker's Comp Insurance	13,652	13,652.00	13,652	13,230	13,230	13,780	13,780	
7 Group Insurance	339,847	355,707.00	355,707	372,525	372,525	383,701	383,701	
7 General Insurance	20,150	20,350.00	20,350	20,760	20,760	22,700	22,700	
7 Ret / Pension Fund	174,452	183,071.00	183,071	192,139	192,139	196,010	196,010	
7 Medicare	15,438	16,140.00	16,140	16,858	16,858	19,145	19,145	
7 Maturing Debt	415,695	413,289.94	413,383	491,758	464,371	491,758	491,758	
<b>TOTAL</b>	4,658,977.34	4,761,689.58	5,030,134	5,607,245	2,903,562	6,061,942	6,061,942	

Department of Public Works  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Water Division**

Dept/Appropriation	Expend. FY2018	Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021	
<b>1 <u>Personal Services</u></b>								
11100 Salaries / Wages Permanent	724,887	826,331	631,952	641,472	209,702	698,962	698,962	
11500 Town Special Detail	50,672	38,741	45,000	45,000	6,612	45,000	45,000	
12100 Salaries / Wages Temp	10,608	23,815	26,520	18,200	8,133	29,120	29,120	
13200 Overtime	59,434	51,090	79,732	83,155	25,728	87,842	87,842	
13700 Meal Allowance	917	980	0	0	288			
14400 Additional Assigned Duties	8,286	9,373	16,990	16,990	5,417	16,990	16,990	
<i>Transfer to DPW</i>	0		334,693	375,050		440,234	440,234	
Account Total	854,804	950,331	1,134,887	1,179,867	255,880	1,318,148	1,318,148	
<b>2 <u>Purchase of Services</u></b>								
21100 Electricity/Natural Gas	66,824	65,842	82,427	79,786	20,176	80,228	80,228	
21900 Hazardous Waste Disposal	0	0	1,500	1,500	0	1,500	1,500	
23100 Water Use Charge	109,112	85,880	117,520	117,520	50,910	117,520	117,520	
24100 Bldg. Maint. / Impr.	4,929	450	10,000	8,000	154	8,000	8,000	
24300 Eq. Maint. Motor	3,362	0	6,500	5,000	0	5,000	5,000	
24400 Eq. Maint. Office & Software	4,572	1,030	2,500	4,500	0	4,500	4,500	
24600 Eq. Maint. Radio	1,000	165	1,000	1,000	2,048	1,000	1,000	
24800 Eq. Maint. Equip.	14,189	26,705	13,000	13,000	12,923	13,000	13,000	
27100 Equip. Rental	2,942	2,549	2,500	2,500	440	2,500	2,500	
27500 Training	3,815	6,728	5,500	5,500	190	5,500	5,500	
30100 Advertising	1,582	1,422	1,500	1,500	144	1,500	1,500	
30600 Printing & Binding	0	1,164	5,000	2,500	543	2,500	2,500	
31200 Prof. Services	57,955	75,111	60,000	60,000	22,064	60,000	60,000	
31500 Professional Service - D & A Program	1,285	718	1,500	1,500	155	1,500	1,500	
32700 Leak Survey	12,095	2,205	12,500	12,500	10,835	12,500	12,500	
32800 Emergency Fund	39,628	38,319	30,000	30,000	0	30,000	30,000	
34000 Postage	18,305	17,956	32,675	32,675	4,220	32,675	32,675	
34100 Telephone	29,034	27,799	30,000	30,000	17,735	30,000	30,000	
39900 Not Classified	3,701	4,892	5,500	5,500	240	5,500	5,500	
48600 Vehicle Inspections	2,540	585	1,500	1,500	552	1,500	1,500	
Account Total	376,870	359,519	422,622	415,981	143,328	416,423	416,423	

Department of Public Works  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Water Division**

Dept/Appropriation	Expend. FY2018	Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021	
<b>4 <u>Materials &amp; Supplies</u></b>								
41200 Fuel Motor - Vehicles	23,986	17,885	18,200	18,364	4,842	20,000	20,000	
42200 Office Supplies	8,285	3,419	7,000	7,000	1,106	7,000	7,000	
48100 M.V. Parts & Accessories	18,514	22,927	16,500	16,500	5,219	16,500	16,500	
48200 Oil & Additives	1,781	1,941	3,000	3,000	379	3,000	3,000	
48300 Tires - Automotive	2,784	5,404	5,000	5,000	4,198	5,000	5,000	
50300 Painting Supplies	1,376	1,371	2,500	2,500	409	2,500	2,500	
51400 Patching	23,270	15,867	30,000	30,000	6,057	30,000	30,000	
51500 Gravel & Loam	13,270	41,779	16,000	16,000	3,432	16,000	16,000	
51800 Pipe & Fittings	45,302	66,769	55,000	55,000	8,328	55,000	55,000	
53100 Bldg. / Const. Mat.	2,900	1,413	4,000	4,000	1,096	4,000	4,000	
53200 Chemicals / Analysis Supplies	38,729	25,917	35,000	35,000	7,391	35,000	35,000	
53500 Gen. Hardware & Tools	4,352	1,629	5,000	5,000	2,226	5,000	5,000	
53900 Other Equipment	8,560	8,258	7,000	7,000	3,993	7,000	7,000	
54000 Other Materials/Supplies	6,470	6,615	6,500	6,500	1,852	6,500	6,500	
58700 Meter Parts	7,814	20,098	30,000	25,000	9,709	25,000	25,000	
59300 Clothing - Safety & Weather	6,541	6,646	7,938	4,000	1,334	4,000	4,000	
88100 Safety Equipment	5,320	5,613	6,000	6,000	1,417	6,000	6,000	
Account Total	219,255	253,550	254,638	245,864	62,987	247,500	247,500	
<b>6 <u>Intergovernmental</u></b>								
5692 MWRA Assessment	2,175,834	2,139,746	2,149,037	2,581,683	1,296,335	2,883,067	2,883,067	
Water Use Charge			10,000	10,000		10,000	10,000	
Account Total	2,175,834	2,139,746	2,159,037	2,591,683	1,296,335	2,893,067	2,893,067	
<b>7 <u>Other Charges</u></b>								
5731 Dues & Memberships	528	1,117	1,430	1,430	0	1,430	1,430	
Account Total	528	1,117	1,430	1,430	0	1,430	1,430	

DEPARTMENT OF PUBLIC WORKS  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Snow and Ice - #30**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021
1 Personal Services	292,358	278,875	260,000	290,000	74,620	459,950	290,000
2 Purchase of Services	515,572	332,739	300,000	320,000	96,444	623,522	320,000
4 Materials & Supplies	266,333	188,383	240,000	240,000	41,967	260,750	240,000
<b>TOTAL</b>	1,074,263	799,998	800,000	850,000	213,031	1,344,222	850,000

DEPARTMENT OF PUBLIC WORKS  
 Summary Of Expenditures Of Prior Period With Estimates For The Fiscal Period Of 2021  
**Snow and Ice - #30**

Dept/Appropriation	Actual Expend. FY2018	Actual Expend. FY2019	Approp. FY2019	Approp. FY2020	FY2020 Exp. Thru 12/31/19	Director's Request For FY2021	Town Admin. Request For FY2021
<b>1 <u>Personal Services</u></b>							
13200 Overtime	277,592	266,993	260,000	290,000	71,992	426,711	290,000
13200 Overtime - Buildings						33,239	
13700 Meal Allowances	14,766	11,882			2,628		
Account Total	292,358	278,875	260,000	290,000	74,620	459,950	290,000
<b>2 <u>Purchase of Services</u></b>							
25900 Snow Removal		0	10,000	10,000	0	183,522	10,000
27100 Equip. Rental	515,572	258,310	270,000	290,000	90,522	420,000	290,000
39900 Not Classified		74,429	20,000	20,000	5,922	20,000	20,000
Account Total	515,572	332,739	300,000	320,000	96,444	623,522	320,000
<b>4 <u>Materials &amp; Supplies</u></b>							
M.V. Parts & Accessories							
54200 Winter Sand		3,747	10,000	10,000	0	20,000	10,000
54300 Deicing Salt	266,333	138,006	215,000	215,000	31,579	215,750	215,000
54500 Blades & Misc.		46,630	15,000	15,000	10,388	25,000	15,000
Account Total	266,333	188,383	240,000	240,000	41,967	260,750	240,000

# Public Safety Building

## Reassessment Committee and Process





# Reassessment Committee

In Fall 2018, Town Council established a project team that included residents, community organizations, and varied Town interests

- Two residents-at-large
- Wakefield Alliance Against Violence (WAAV)
- Wakefield Unified Prevention Coalition (Wake-Up)
- Permanent Building Committee
- Finance Committee
- Town Council
- Board of Health
- Chief and Deputy Chief of Police
- Chief of the Fire Department
- Emergency Management Director
- Public Works Director
- Town Administrator



# Police Department

## 1950

34 officers

4,000 calls



## 2019

47 officers plus civilian clinicians

18,900 calls



# Reassessment Committee

- Engaged HKT Architects, Inc. to assist in re-evaluating the original 2017 proposal
  - Based in Cambridge, HKT are experts in the design of public safety buildings
- Formed subcommittees to analyze all components of the project, based on community input:
  1. Potential sites for new building
  2. Potential funding sources
  3. Priorities and functionality
  4. Communication



# Committee Deliverables

## 1. Alternative site evaluations

- Build new in alternative location: **\$25 to \$34 Million**, *plus the cost of land*
- Raze and rebuild on current site: **\$12 Million** (not inc. temporary relocation costs)
- Expand current building (current proposal): **\$9.6 Million** (includes contingencies)

## 2. Alternative funding sources

- Grant opportunities investigated; the committee found no available options



# Committee Deliverables

## 3. Priorities, Scope, and Design

- Reviewed the building deficiencies and prioritized based on critical need
- Analyzed building design with consideration for future growth

## 4. Communication

- Created materials so residents could make an informed decision
  - Info hub at [wakefield.ma.us/public-safety](https://wakefield.ma.us/public-safety)
    - FAQs
    - Videos: Building tour; process and procedure; interview with police leadership
  - In-person learning opportunities at public forum and upcoming events



# Results

After extensive analysis of the structure and reviewing the operations of the Police Department, the committee is presenting a design that remedies today's challenges and incorporates best practices to support and grow services decades into the future.

- **40% increase in usable space**
- **Accommodate staff of 60 or more, to allow for potential future growth in decades to come**



# Next Steps

## Public Information Session:

Tuesday, April 7, 2020 at 7pm

Public Safety Building 1<sup>st</sup> Floor Meeting Room

## Town Meeting begins May 4, 2020 at 7pm

Galvin Middle School





# **WAKEFIELD PUBLIC SAFETY BUILDING**

Town Council Meeting

March 9, 2020



# Public Safety Building Re-Assessment Committee: 16 Members

Edward Dombroski – Committee Chairman and  
Town Council Liaison

Stephen Maio – Town Administrator

Steven Skory – Police Chief

Craig Calabrese – Deputy Police Chief

Michael Sullivan – Fire Chief

Joseph Bertrand – Permanent Bldg. Committee

Jason Cohen – Permanent Bldg. Committee

Joie Gerrish – WAAV

Donna MacDonald – Wake-Up

Joanne Reilly – Finance Committee

James Sullivan – Finance Committee

Robert Mitchell – Public At-Large

Marc Moccio – Public At-Large

Laurel Gourville – Board of Health

Joseph Conway – DPW Director

Tom Walsh – Emergency Management



# 1950

34 Officers  
1 Civilian

# 2020

47 Officers  
1 Support Staff  
1 Mental Health Clinician  
1 Recovery Coach  
1 RESPOND Advocate



# 2003 Public Safety Building Renovation



Existing structure used for police-side renovation.

It is a **70 year-old** building



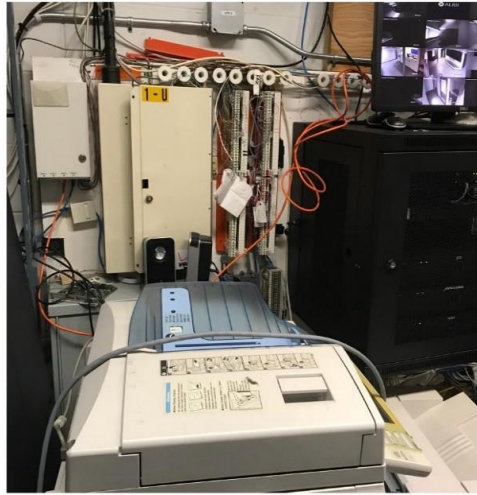
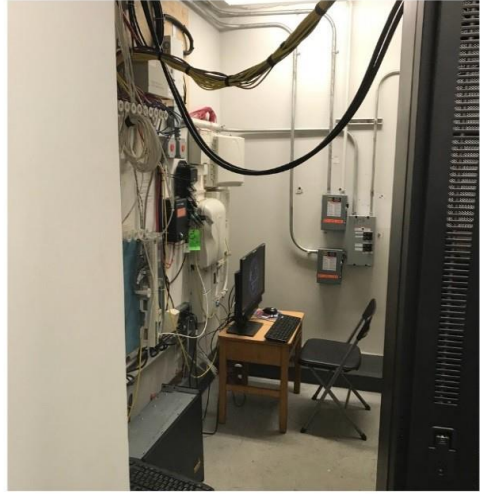
Fire side is a 17 year-old building. It now extends out to sidewalk

# 2003 Police Building "Addition"



The renovation did not result in the addition of critical space for police functions

# 2003 Police Building "Addition"



This space was used for the 911 room, electrical room, boiler room, generator room, radio system room and IT room.

Water leaks from the roof in several areas, including IT equipment room.

# Independent Study: Public Safety Building

- Police Department building is undersized
- Front lobby area – accessibility and safety issues
- Water leaks create critical risk to 911 system and IT equipment
- Environmental issues
- Evidence storage room not located in proper area and is too small
- Overall layout not conducive to best practices

*Analysis determined that the most efficient and cost effective means to add usable space would be through structurally independent horizontal additions adjacent to the existing building.*

# Existing Lobby



- The lobby is not user friendly. Guiding signs have been added for the public
- Police Records Officers constantly directing walk-ins to the Fire Dept.
- The lobby is only manned during regular business hours during the week

# Existing Lobby

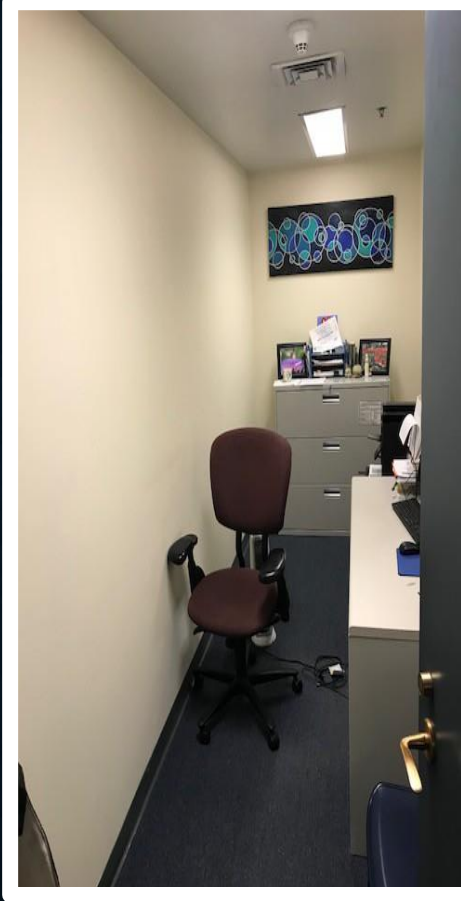


Citizens needing immediate help when Records Office is closed must rely on a telephone.

Critical response time is lost.



# Existing Police First Level



CLINICIAN



FAMILY SERVICES

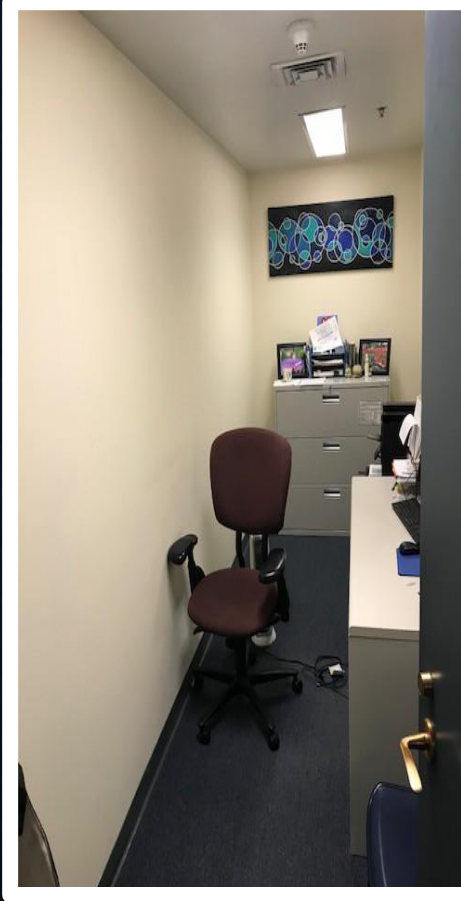


K-9

Locker rooms have unusable lockers due to columns. Both male and female locker rooms are nearly at capacity.

Two small storage rooms (5' wide) in basement originally used for armory work room and arms storage now occupied by personnel

# Existing Police: First Level



CLINICIAN



FAMILY SERVICES

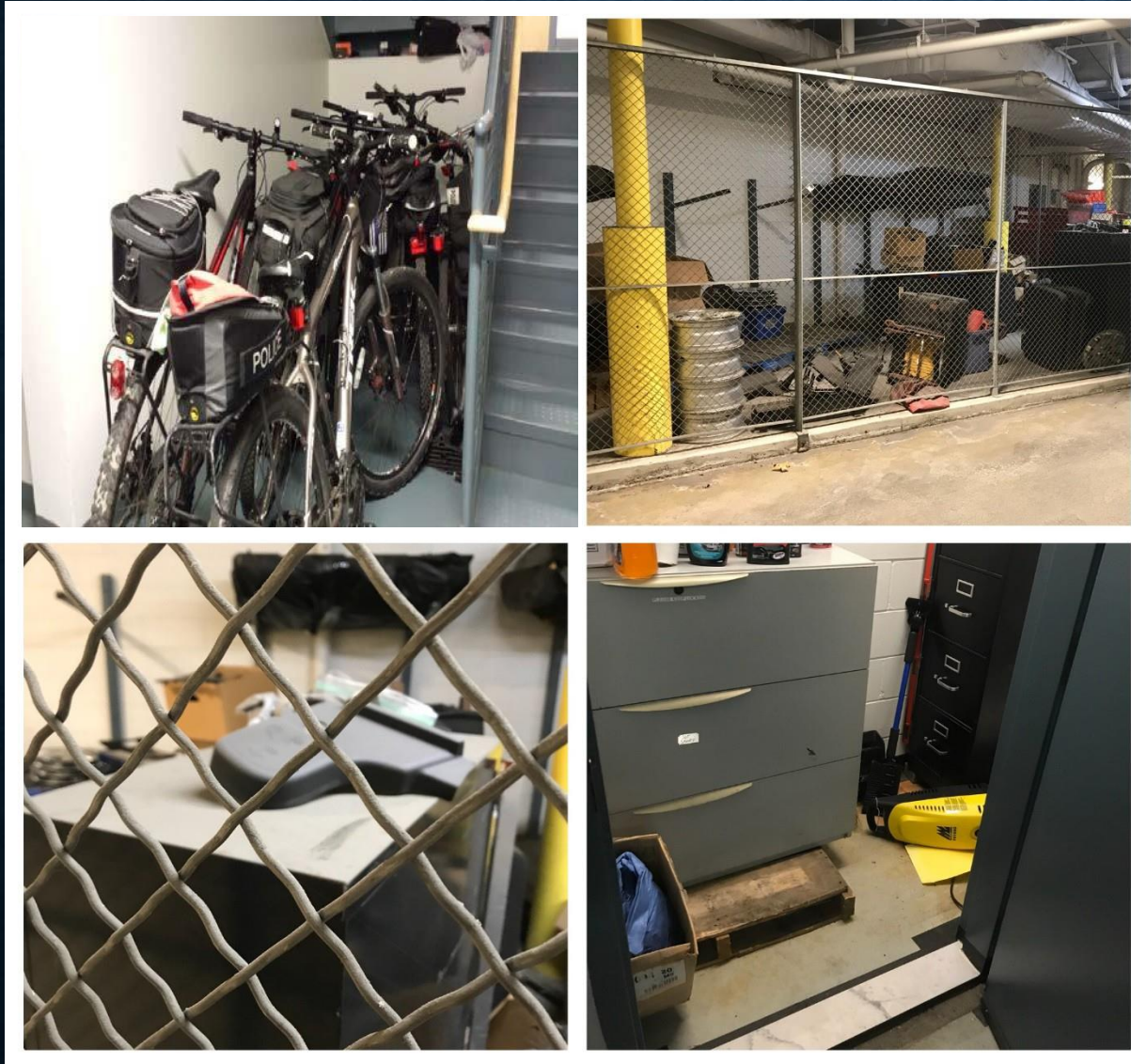


K-9

K9 equipment/gear stored in water-services room in garage

Roll-call room is far too small for daily briefings and training

# Storage



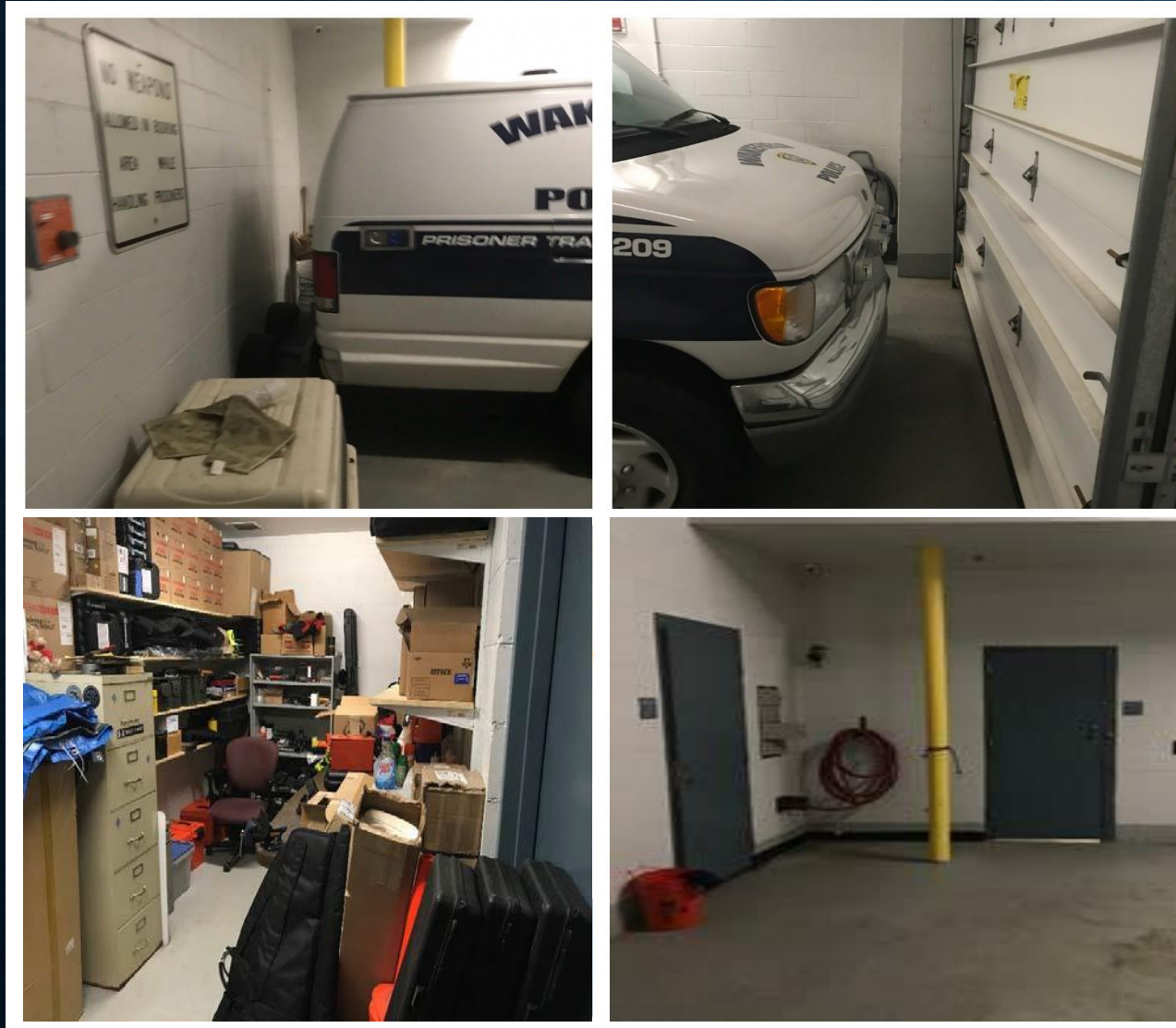
Bicycles and other equipment are stored in hallways.

Recovered-property room is unusable; items become filthy.

Some items stored on blocks due to water damage.

Equipment stored off-site is difficult to access.

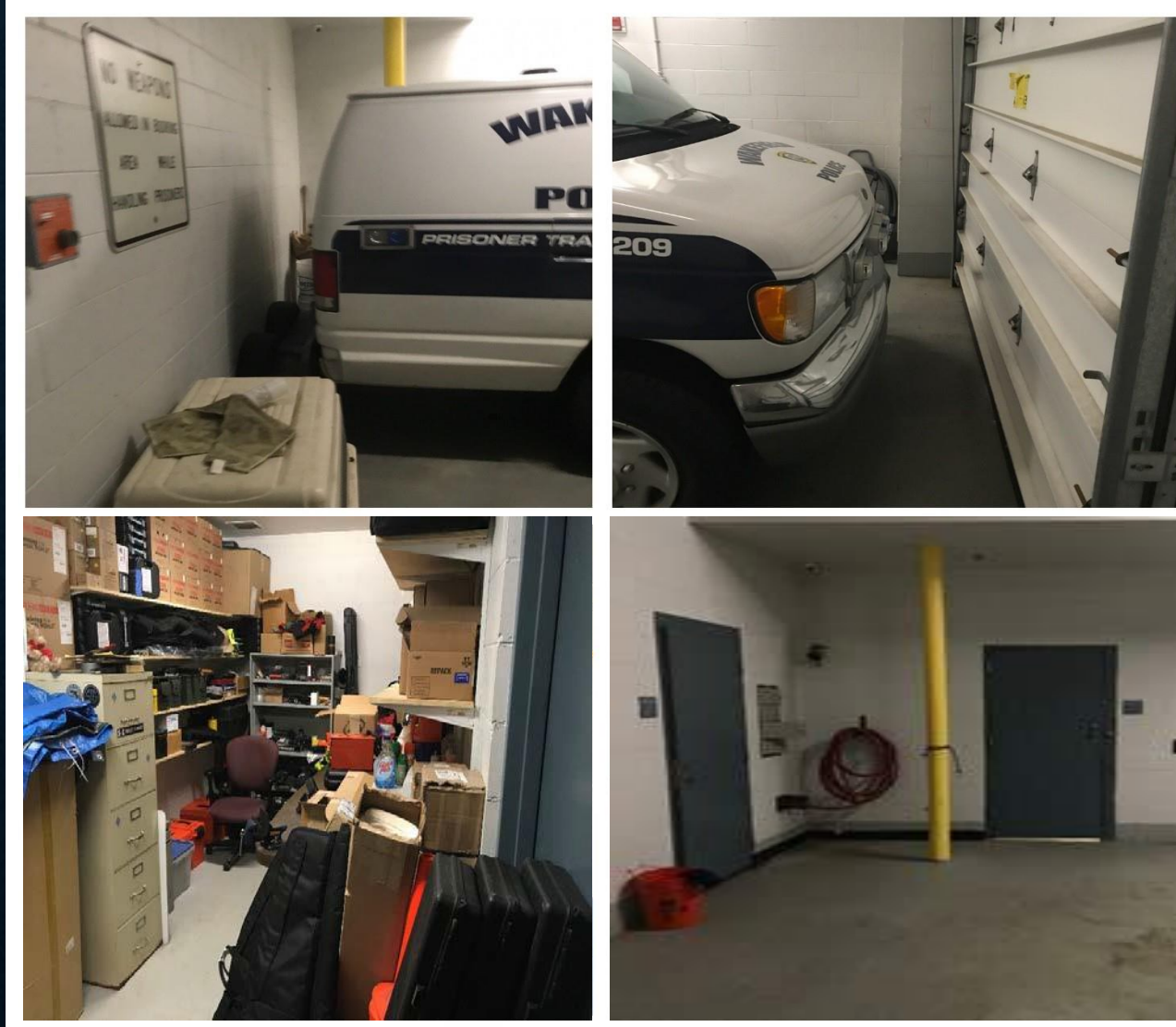
# Prisoner Bay



Prisoner bay too small and creates a safety issue.

Security door must remain open in order to allow enough clearance to remove prisoner from rear compartment.

# Prisoner Bay



Support columns were used as opposed to beams.

Bicycle room had to be converted into Armory due to lack of space; it is not up to code.

# Proposed Addition

## UNION STREET (FRONT)



## CRESCENT STREET (REAR)



## HIGHLIGHTS

Front of Police-side will be bumped out to match Fire side.

New entry will provide intuitive flow of foot traffic for citizens to access Police and Fire representatives.

# Proposed Addition

**UNION STREET (FRONT)**



**CRESCENT STREET (REAR)**



## HIGHLIGHTS

New dispatch-center location in the lobby allows 24-hour access for citizens.

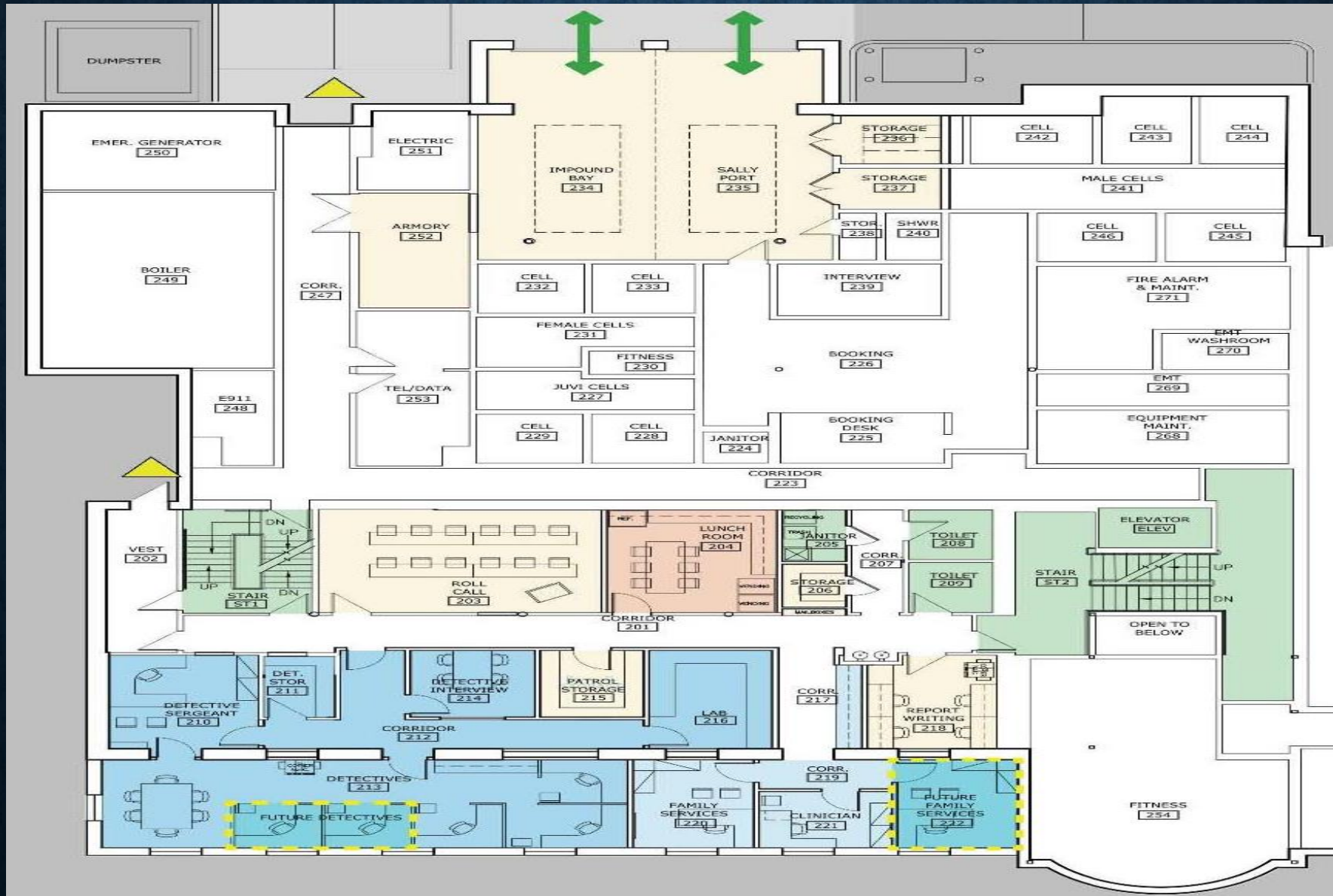
Addition will create a facility that accommodates both present and future departments.

# First Floor Plans





# Second Floor Plans



# Third Floor Plans



# Project Benefits

- Dispatch would move to the lobby, along with the Records Division, to make the Public Safety Building more user friendly for our customers
  - There would be immediate access to an officer in an emergency
- Privacy concerns for sensitive cases would be alleviated
- The layout of the building would be reconfigured to better serve the officers and utilize best practices
- Prisoner security in the sally port would be upgraded
- System upgrades would protect our critical infrastructure

# Allowing for Growth in the Future

The current total area of the Police-side of Public Safety Building, including the garage, lobby, community room and support rooms, is 20,529 square feet

- The lobby and community room total 1,797 square feet
- The garage totals 8,730 square feet
- The support rooms, which include the generator, boiler, 911, electric, radio, IT, elevator, and janitorial, serve both sides of the building and take up 2,090 square feet

# Allowing for Growth in the Future

- 7,912 square feet of usable space is left for the Police Department, one quarter of which is dedicated to the detention area
- This proposed project would increase the amount of usable space by 40%
- Increase in usable space meets our current needs and will allow future growth.
  - Will allow our Police force to grow with the community and create space for additional support personnel

# 1949 Wakefield Annual Town Report

## NEW POLICE HEADQUARTERS

This year the citizens of the town voted to appropriate \$180,000.00 to provide the police department with a new up to date police station.

Of this \$180,000.00 a refund of \$5,000.00 must be paid to the government as they advanced that money for the preliminary drawing of plans and it was understood that this money would be paid back if the police station was actually built. That left \$175,000.00 for building of the station including all architect fees and working plans.

The Police Building Committee engaged Edward M. Bridge of Wakefield and Boston as the architect and during the course of the year they have held many meetings with him and Chief John G. Gates to lay out a building that would be up to date and workable for the police department. The committee also had the thought in mind that this building should be large enough to house the department for the next twenty or twenty-five years. They also had the thought in mind of keeping entirely within the appropriation.

This committee comprising: Cyrus M. Dolbeare, Chairman; Patrick T. Tenney, George B. Fay, Charles M. Miller and Arthur H. McTague, were forced to make some minor changes in the original plans to keep within

“...this building should be large enough to house the department for the next twenty or twenty-five years.”

Thank you for your time.  
We hope to have everyone's support  
at May's Town Meeting.

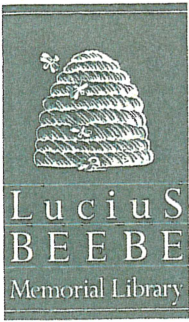


## **ARTICLE ?**

To see if the Town will vote to authorize the Town Council to petition the Legislature to enact special legislation to amend 2004 Mass. Acts Chapter 458 by deleting § 1 thereof and replacing it with the following: "SECTION 1. The Town Administrator of the Town of Wakefield may appoint, as he deems necessary, retired Wakefield police officers as special police officers for the purpose of performing police details or any police duties arising therefrom or during the course of police detail work, whether or not related to the detail work. The retired police officers shall have been regular Wakefield police officers and retired based on superannuation. Special police officers shall not be subject to the same maximum age restrictions as applied to regular Wakefield police officers under chapter 32 of the General Laws, but shall not be eligible to serve as special police officers if they have reached the age of 68. A special police officer shall pass a medical examination by a physician or other certified professional chosen by the town to determine that he/she is capable of performing the essential duties of a special police officer, the costs of which shall be borne by the special police officer, prior to performing police details.

To see if the Town will vote to authorize the Town Council to petition the Legislature to enact special legislation to amend 2004 Mass. Acts Chapter 458 by deleting § 7 thereof and replacing it with the following: "SECTION 7. Special police officers appointed under this act shall not be subject to sections 100 and 111F of chapter 41 of the General Laws. Special police officers appointed under this act shall not be subject to section 85H of chapter 32 of the General Laws, nor eligible for any benefits pursuant thereto." Such legislation to be effective immediately; provided that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition; or to see what the Town will do about it.





345 Main Street  
Wakefield  
Massachusetts  
01880-5093

voice (781) 246-6335  
fax (781) 246-6385  
e-mail email@wakefieldlibrary.org

Date: 3/2/20

Town Council  
Lee Memorial Town Hall  
Lafayette Street  
Wakefield, MA 01880

Dear Councilors:

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

Thank you for your consideration.

Very truly yours,

Catherine McDonald  
Library Director

cc: Accounting

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

3/2/2020				
SOURCE	DONOR INTENT	DETAIL	AMOUNT	ACCOUNT TOTAL
<b>VARIOUS GIFTS - ORG 20610290, OBJECT 483000</b>				<b>1,100.00</b>
Various Patrons	Public Printer Donations	Public printer supplies, paper, toner	900.00	
Carolyn Turner-Guay	Donation	In memory of John Konevich	200.00	
<b>MAGAZINE GIFTS - ORG 20610295, OBJECT 483000</b>				<b>0.00</b>
<b>FRIENDS OF BEEBE LIBRARY GIFTS - ORG 20610291, OBJECT 483000</b>				<b>0.00</b>
<b>GIFT BOOKS - ORG 20610296, OBJECT 483000</b>				<b>0.00</b>
<b>AMERICAN CREED GRANT - ORG 20610902, OBJECT 483000</b>				<b>0.00</b>
<b>TOTAL DONATIONS</b>			<b>1,100.00</b>	<b>1,100.00</b>

Town of Wakefield							
		Warrant#	28-Jan-20	04-Feb-20	11-Feb-20	18-Feb-20	25-Feb-20
Dept #	Department		31	32	33	34	35
	Payroll W/H		324,103.63	1,109.60	35,775.11	966.00	302,981.94
122	Town Council		316.00	88.00		41,406.35	
129	Town Council - Misc			2,216.68		946.98	
131	Finance					62.88	
135	Accounting		34.86		583.00	4,102.67	
141	Assessors					125.00	
145	Treasurer		870,840.50	112.22	638,902.78		653,603.99
146	Tax Collector			2,283.99		2,599.04	
151	Legal		27,575.53				
155	Data Processing			6,439.02			15,254.27
161	Town Clerk			29.94			
162	Polls					336.00	
164	Election/Registrar			1,113.23			
171	Conservation		47.57				
175	Planing Board			235.00			
176	Board of Appeals					846.00	
193	General Insurance						
198	Professional Med			7.50	87.50		
210	Police		28,744.19	7,170.78	2,143.17	52,944.63	
220	Fire		4,531.49	3,696.45	481.17	8,321.03	3,573.70
293	Fire Alarm			3,879.06			
240	Building Insp			807.19		410.56	
244	Sealer						
	Taillings						
291	Emergency Mgmt				300.00	819.96	
292	Animal Inspector					91.48	
297	Parking Clerk					55.00	
298	Traffic Supervisors						
300	School		126,757.85	91,004.48	319,469.29	420,320.35	162,072.39
422	Public Works		190,701.22	133,987.13	194,848.27	311,400.73	1,758.50
424	Street Lighting						
460	Light Dept		97,685.73	1,186,966.61	1,392,769.81	387,237.62	134,711.72
510	Board of Health		246.84	6,150.83	210.07	1,792.18	263.92
541	Council on Aging		1,970.00		166.49		1,874.47
543	Veterans		609.48	585.90	8,319.24	959.60	210.45
610	Library			18,215.26	16,733.70	17,519.85	3,180.45
630	Recreation		1,048.57		2,375.41		1,670.00
XXX	Misc Depts		2,692.95	5,310.12	1,100.00	4,725.00	8,591.48
910/911	Retirement						
912	Workers Comp					1,000.00	
913	Unemployment						
914	Group Insurance		41,802.36	46,444.59	26,615.35	1,162,786.49	30,825.48
	Adjustments						
	<b>Total</b>		<b>1,719,708.77</b>	<b>1,517,853.58</b>	<b>2,640,880.36</b>	<b>2,421,775.40</b>	<b>1,320,572.76</b>
1			1,277,835.89	225,090.11	1,171,686.80	1,706,190.72	1,109,782.73
12			15,557.25	11,767.99	8,732.30	20,744.76	18,484.33
13							
20			112,870.61	38,843.27	34,505.47	41,705.24	4,493.86
21			19,501.35	39,012.10	17,058.24	161,031.32	53,100.12
30							
35			188,821.88				
50							
60					2,293.20	67,017.52	
61			7,013.06	1,258.12	13,834.54	30,969.22	
62			97,685.73	1,186,966.61	1,392,769.81	387,237.62	134,711.72
82							
84			423.00				
85				2,408.59		2,141.50	
89				12,506.79		4,737.50	
			<b>1,719,708.77</b>	<b>1,517,853.58</b>	<b>2,640,880.36</b>	<b>2,421,775.40</b>	<b>1,320,572.76</b>