

TOWN COUNCIL AGENDA

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



NOTICE OF MEETING

April 13, 2020 | 7:00 p.m.

Via Zoom: <https://zoom.us/j/566910978>

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://zoom.us/j/566910978>. The meeting ID is 566 910 978. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-646-558-8656 Meeting ID 566 910 978. Please only use dial in or computer and not both as feedback will distort the meeting.

ITEM 1 | Call to Order

ITEM 2 | Pledge of Allegiance

ITEM 3 | Attendance

ITEM 4 | Approval of Minutes

A. Approval of March 23, 2020 Regular Town Council Meeting Minutes. Vote anticipated.

B. Approval of April 06, 2020 Regular Town Council Meeting Minutes. Vote anticipated.

ITEM 5 | Public Engagement

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

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

ITEM 6 | COVID-19 Updates

Chairman Dombroski and Town Administrator Maio to provide latest novel coronavirus response updates.

ITEM 7 | Temporary Taxation Changes, Per Legislation

Review of recent legislative actions in light of COVID-19, granting municipal authority to address tax-related issues of payment due dates, penalties, interest, abatements, and exemptions. Vote(s) anticipated.

1 Lafayette Street Wakefield, MA 01880 . www.wakefield.ma.us . 781.246.6390

TOWN COUNCIL AGENDA

ITEM 8 | Annual Town Meeting

A. Re-scheduling the Annual Town Meeting from May 4, 2020 to a later date, in light of the current COVID-19 Pandemic and State of Emergency. Vote anticipated.

B. Approval of the Annual Town Meeting Warrant. Vote anticipated.

ITEM 9 | Committee, Board, & Commission Updates

A. Advisory Board of Public Works

Member(s) of the Advisory Board of Public Works 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. Environmental Sustainability Committee

Member(s) of the Environmental Sustainability 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 | Upcoming Town Events

Town Councilors to discuss cancelling of anticipated upcoming events in light of the current COVID-19 Pandemic and State of Emergency. Vote anticipated.

ITEM 11 | Public Hearings

Bhavya Two LLC

Town Council to set date of April 27, 2020 at 7:05 p.m. as the Public Hearing date/time for Bhavya Two LLC – Application for License and/or a modification of an existing License to store flammables at 950 Main Street. Vote anticipated.

ITEM 12 | Committees/Boards/Commissions Appointments

Town Councilors to review and discuss applicants and identify nominees for appointments to various Town Committees, Boards, and Commissions.

A. Advisory Board of Public Works – One (1) Opening. Vote anticipated.

B. Board of Appeals – Two (2) Openings. Vote anticipated.

C. Capital Planning Committee – Two (2) Openings. Vote anticipated.

D. Disability Commission – Three (3) Openings. Vote anticipated.

E. Conservation Commission – Two (2) Openings. Vote anticipated.



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F. Council on Aging – Three (3) Openings. Vote anticipated.

G. Cultural Council – One (1) Opening. Vote anticipated.

H. Fence View Committee – One (1) Opening. Vote anticipated.

I. Historical Commission – Seven (7) Openings (As all terms expire at the same time, discussion may include staggering terms going forward). Vote(s) anticipated.

J. Human Rights Commission – Two (2) Town Council Appointments (One through 2023 and one to fill an unexpired term through 2022). Vote anticipated.

K. Permanent Building Committee – Two (2) Voting Members and Associate Member(s) Openings. Vote(s) anticipated.

L. Recreation Commission – Three (3) Openings. Vote anticipated.

M. Veteran Advisory Board – Unlimited. Vote anticipated.

ITEM 13 | 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 14 | Chairman's Comments

Chairman Dombroski to offer brief comments on:

- A. Progress on Senior Tax Relief;
- B. Financial Forecasting Update; and
- C. 2020 United States Census.

ITEM 15 | Matters Not Anticipated for Agenda

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

ITEM 16 | Announcements & Acknowledgements

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

ITEM 17 | Adjournment

Vote anticipated.

Next Regular Town Council Meeting: April 27, 2020 @ 7:00 p.m., via Zoom virtual meeting.





**TOWN OF
WAKEFIELD**

WAKEFIELD TOWN COUNCIL

Monday, March 23, 2020

7:00 P.M. (Via call-in conference call)

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 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
Councilor Peter J. May

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

Call to Order Councilor Dombroski stated that this meeting is certainly a bit of a different meeting understandably give the unprecedented times that we are currently experiencing and called the meeting to order at 7:01 p.m.

Pledge of Allegiance Councilor Dombroski asked everyone to rise for the Pledge of Allegiance.

Attendance Councilor Dombroski noted that Town Administrator Maio was present and five (5) of the Councilors were to be present and participating via telephone conference as well as Madam Clerk Dalton and Town Counsel Mullen. All committees, commissions and boards will be following this format for the foreseeable future. Councilors May and DiNocco were absent.

Approval of Minutes Councilor Chines motioned to approve the March 09, 2020 Regular Town Council Meeting Minutes as presented. Councilor Smith-Galvin seconded. Motion passed 4-0-0 by a roll call vote.

Councilor Santos joined via telephone conference at 7:05 p.m.

Councilor Chines motioned to approve the March 18, 2020 Emergency Meeting of the Town Council Minutes as presented. Councilor Santos seconded. Motion passed 5-0-0 by a roll call vote.

Public Engagement Any members of the public wishing to engage the Town Council was asked to submit any comments or concerns to <https://www.wakefield.ma.us/public-participation> or in writing at the secure drop off boxes at Town Hall at least two hours prior to the start of the meeting. Remote public participation will be the

format for the foreseeable future, due to the COVID-19 pandemic. Mr. Edward Cutting of 5 Myrtle Avenue, Wakefield submitted an electronic request asking that the Board of Health and select board waive the bag ban. Elizabeth Lowry of 86 Green Street asked that temporary signed be installed around the lake directing walkers to walk clockwise or counter-clockwise in order to minimize the number of people whose paths they may cross.

Matters Not Anticipated for Agenda

Toward the end of February, beginning of March the Town officials started meeting to discuss COVID-19 and the continuity of operations; having protocols in place for first responders; and how a chain of command would be set up. On March 12, 2020 the Town closed the Library, Senior Center, and Civic Center and all organized events on town property were cancelled. On March 18, 2020 the Town Council declared a State of Emergency retroactive to March 16, 2020. On March 17, 2020 Town Hall was closed to the public. Protocols were put into place with some departments working split shifts; making sure staff was keeping social distancing. On March 18, 2020 the Board of Health closed all personal services businesses in Wakefield and all playgrounds and courts were closed and wrapped because people were not following social distancing. Boards, Committees, and Commissions either cancelled their meetings or held them remotely. The Nahant Street Yard Waste Facility "the Pit" has been opened early for all residents, permits not currently required, with requirements in place to adhere to social distancing protocols. The Public Safety Building is open for emergencies only. Non-emergency items, such as applications, can be filled out online and will be processed when possible. Inspections will be done via Face-Time when possible but needless construction has been stopped. There will be legislation coming to move the Town Election and Town Meeting; help people on taxation and waive penalties. Information has been pushed out and is continuing to be pushed out on the town's website and Facebook page. Chairman Dombroski stated that if anyone calls 9-1-1 and it is not an emergency call the operator may ask additional questions that you may not be accustomed to receiving. This is done to allow our operators to better assess the situation as to not put our first responder at risk when they arrive and their new safety protocols include asking you to step outside in many instances.

Constituent Issues

Councilor Smith-Galvin thanked the Town Administrator for his amazing work. She received questions as to what an individual does if they suspect they have the virus but it is not confirmed. Town Administrator Maio stated that they should call their physician or they could call the Board of Health or the Governor's hotline at 2-1-1. Department of Public Health notifies the local Board of Health offices if someone tests positive. She also asked about committee meetings that could proceed. Town Administrator Maio indicated that all immediate hearings have been postponed.

Councilor Santos asked that something be done about the walkers that walk around the lake in tight clusters. Councilor Dombroski noted that the one-mile

loop from Albion down Main Street to the Junction and then back up North Avenue is another route for walkers.

Councilor Chines thanked Town Administrator Maio, the team and every employee for their level of commitment and dedication. Questioned the Stay at Home Order and asked if it will impact town employees in terms of who we expect to work. Town Administrator Maio stated that it is an Advisory and not an Order and went on to say that the majority of non-essential workers are working from home and the essential workers are working split shifts. Councilor Chines also questioned the election and Town Meeting and legislative action and would like this added to the next Town Council agenda.

Superintendent of Schools Doug Lyons stated the schools are practicing "Learn Anywhere," which was a snow day program that has been expanded and adapted to provide lessons while students are out of school. At this point the Governor has closed schools until April 6, 2020 and more information from the Governor is anticipated this week. The last day of school is scheduled for June 17, 2020 and at this point in time the school year will not have to be extended. The Food Service Department has been continuing to feed families that need lunch support.

Emergency Fund

The Emergency Fund is completely set up with contributed or donated funds and it is an opportunity for the Town to provide some limited assistance to someone who may have run into a difficult time or difficult situation. We are incredibly thankful for a \$15,000.00 contribution. Councilor Dombroski stated that anyone interested in contributing to the Emergency Fund is encouraged to send a check to Town Hall made payable to the Town of Wakefield and in the memo indicate "Emergency Fund."

Chairman's Comments

Information is continuing to be pushed out in any number of forms. "Code Red" is the free service available to all residents that have signed up on the Town's website. The news feed on the Town's homepage of the website is up to date with the useful important information and there is also a dedicated box in the lower left corner titled COVID-19 Updates.

Nahant Street Yard Waste Facility

Councilor Dombroski reported that the Nahant Street Yard Waste Facility (the "Pit") is now open temporarily Monday through Friday from 7:00 a.m. until 3:00 p.m. and permits are not needed at this time. Beginning April 4, 2020, the facility will be open on the weekend schedule. Updates will be given when permits are required. Councilor Chines questioned staffing of the facility. At this point in time passes are not needed to enter the facility so there will be no staff checking vehicles.

Fiscal Year 2021 Budgets

Budget #33 School Department – Superintendent Doug Lyons and Business Manager Christine Bufagna presented an overview of the Fiscal Year 2021 proposed School Department budget. The budget supports a staff of 567 employees in 7 bargaining units. The budget is financially responsive to the needs

of the community and to be sustainable year over year. There are five (5) new positions in the budget that are being proposed. Two (2) science specialists at the elementary level in Fiscal Year 2021 and two (2) in Fiscal Year 2022; three (3) special education positions. The total Fiscal Year 2021 recommended School Department budget is \$43,976,659.00. The School Committee will be voting on this proposed budget tomorrow night. Chairman of Finance Committee Daniel Sherman stated that the Finance Committee is having a meeting Thursday night and the Finance Committee School Department Subcommittee will be addressing this budget. Councilor Chines, the School Department liaison, questioned the new positions and what kind of impact the Superintendent expects with those new positions. Mr. Lyons stated that he is anticipating these positions to be a big boost for upper elementary to give them some additional science with a science specialist. As for the Special Education positions, there are some students that need social pragmatic coaching and language-based coaching and this will help them engage in their learning more effectively and they will be able to participate independently at a higher level with some individualized support. Councilor Chines thanked Superintendent Lyons for the presentation and stated that he will support the School Department budget at Town Meeting. Councilor Dombroski questioned the Superintendent with an emphasis on looking at a sustainable budget going forward. He stated that while understanding that he cannot go into the details of the pending contract, he asked Mr. Lyons for a sense of how the end results landed in relation to his objective of a sustainable budget, not for just Fiscal Year 2021, specifically, where there will be a 4.8 percent increase, but projecting out to Fiscal Year 2022, 2023, 2024 etc. Mr. Lyons stated the need to be adaptive and to meet the needs of the town and school system as well. The goal for creating the budget was to really look at personnel cost and to do some forecasting year over year and to grow the growth of the personnel budget and he reported he believed the budget meets the sustainability objective.

Budget #35 Vocational Schools – Town Accountant Kevin Gill stated the total Fiscal Year 2021 request is \$1,574,273.00. The increase for this budget is due to seven additional students at the Northeast Regional next year. Councilor Santos motioned to approve Budget #35 Vocational Schools in the amount of \$1,574,273.00 as presented. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Budget #46 Group Health Insurance – Town Accountant Kevin Gill stated the total Fiscal Year 2021 request is \$13,745,967.00. The increase for this budget is due to the contractual and negotiated increases. Finance Committee Subcommittee Chairman Daniel Sherman stated that he and Finance Committee Subcommittee member Donald Ravanelle met with the Town Account, Town Administrator and Human Resource Director to discuss that some plans were increasing modestly around 3% and other plans went up as much as 7%. Finance Committee Subcommittee is recommending approval of the budget as stated. Councilor Santos motioned to approve Budget #46 Group Health Insurance in the amount

of \$13,745,967.00 as presented. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Budget #47 Cable TV Public Access Enterprise – Town Accountant Kevin Gill stated this is a new budget to be voted on, as required by the Massachusetts Department of Revenue. This budget is funded from receipts by the three (3) cable providers – Verizon, Comcast and RCN. The total Fiscal Year 2021 request is \$577,120.00. Paul Norman, Treasurer of WCAT state that WCAT is a 501(c)(3) non-profit corporation. It is audited annually and is filed annually with the IRS Form 990. Councilor Santos motioned to approve Budget #47 Cable TV Public Access Enterprise in the amount of \$577,120.00 as presented. Councilor Chines seconded. Motion passed 4-0-1 by a roll call vote with Councilor Smith-Galvin abstaining.

**Capital
Planning**

The Fiscal Year 2021 Capital Planning proposed request is \$2,018,119.00, as presented by Capital Planning Committee Chairman Frank Leone. The Fiscal Year 2021 Capital Planning Sewer Department request is \$112,500.00. The Fiscal Year 2021 Capital Planning Water Department request is \$82,500.00. Mr. Leone outlined a number of the requests including leases that are due as well as new vehicles for the DPW Department and Police Department; new equipment for the DPW Department; new upgrades in town buildings; new boiler for the Fire Station in Greenwood; replacing carpet in the Library; Woodville School is getting a new playground. The Finance Committee Capital Planning Subcommittee Chairman Joe Bertrand stated that the Subcommittee approves the proposed Capital Planning request. Councilor Chines questioned the playground replacements and asked if there is any opportunity for public engagement or communication with the PTO or other parts of the community. Town Administrator Maio noted that the school department is involved and with the Greenwood playground his understanding is that one of Capital Planning Committee member's is a Greenwood parent and had some discussions with the Greenwood people. Councilor Santos asked for an explanation with the cost of some of the Galvin replacements. Mr. Bertrand answered that when the Galvin was built there were certain energy efficient systems that allowed the town to gain more points and therefore get more percentages back from the State. As it turned out some of the equipment turned out to be not very well made and not a very good investment. Councilor Santos motioned to approve the Capital Planning Committee request of \$2,018,119.00 as presented. Councilor Smith-Galvin seconded. Motion passed 5-0-0 by a roll call vote. Councilor Chines motioned to approve the Capital Planning Committee Sewer Department request of \$112,500.00 as presented. Councilor Santos seconded. Motion passed 5-0-0 by a roll call vote. Councilor Santos motioned to approve the Capital Planning Committee Water Department request of \$82,500.00 as presented. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

**Road Repair
and**

The Road Repaid and Improvement Project was previously presented to the Town Council at their February 24, 2020 meeting. At that meeting there had been some

Improvement Project

questions relative to bonding for this project. The Town's Bond Counsel has put together a package that is sustainable and will work with what the Town is trying to accomplish. The Debt Service Plan & Fund was put in place years ago after a failed override attempt to build 3 elementary schools. Some of the projects that have been funded in this matter, all within proposition 2 ½ were the Dolbear School \$9,000,000.00, Woodville School \$14,000,000.00, Public Safety Building \$10,000,000.00, High School Rec. Improvements \$5,000,000.00, Fire Trucks \$3,000,000.00, Walton School \$6,000,000.00 and the Senior Center \$2,500,000.00. By maintaining a consistent level of funding over the years the Town has been able to add new projects such as the Walton School, Greenwood roof, and potential Public Safety Building renovation and, now, hopefully a comprehensive roads plan. For Fiscal Year 2020 the tax levy debt service fund not including the Galvin School was \$2,201,039.00. At Town Meeting \$750,000.00 was added for road and \$125,000.00 was added for sidewalk for a total of \$3,076,039.00. By putting this amount in to the Fiscal Year 2021 debt service the town will be able to bond that first road bond of \$2,500,000.00. With a goal of \$10,000,000 at Town Meeting, and by taking \$2,500,000.00 every year, this bonding project aims to eliminate the backlog of road repairs and improvements and hopefully gets the town to a point where this can be in the DPW maintenance budget at some point in the future. Looking forward and spacing out the bonding that has been done, working with Bond Counsel to see where other things fall on the schedule, we can make a difference in what happens going forward. In Fiscal Year 2022 the town could ostensibly drop the funding on the debt service to \$2,648,219.00 because some of the items fall off. If the Town keeps to the schedule, Fiscal Year 2021 the debt service balance should be \$823,000.00; for Fiscal Year 2022 \$991,000.00.00; Fiscal Year 2023 \$1,148,009.00; Fiscal Year 2030 \$2,699,736.00. This is based on a few months ago in the bond market and unfortunately the bond market is not as good as it was a few months ago. Going forward new projects can hopefully be added like the DPW Barn or maybe even reduce the appropriation. Councilor Dombroski emphasized that this is a prudent step, as there is a cost to not acting to address this roads issue, given that the costs of repairing further deteriorated roads are exponentially higher. This, ultimately, causes the Town to spend more tax dollars yet making less improvements. Councilor Chines appreciated the effort that has been made to make sure we are talking about spending a significant amount of money wisely and that the town is spending it in areas where we will get the most. He is supportive of the bonding approach because the town has a backlog of road repairs that do really need to be addressed and bonding is the right way to do it. He raised the issue of a fiscal policy on the right amount to be spent on roads and sidewalks every year, after the backlog is addressed. Councilor Santos commented that it is a great plan but the town did not have the money to do this several years ago and it was not out of neglect.

Roadway Improvements Program as presented by DPW Director and Town Engineer is geared to systematically improve the 88-mile road network to an acceptable standard. Funding is to allow for consistent investments so roadway

network does not deteriorate to a point where it would result in more costly repairs. There is currently \$19,600,000.00 of backlog. Assuming the town does not do any work for the next five (5) years the backlog would be \$29,613,564.00. The preliminary plan for Fiscal Year 2021 is for 4.27 miles of road rehabilitation assuming \$2,500,000.00 as an annual investment. For Fiscal Year 2022 5.55 miles of road rehabilitation and Fiscal Year 2023 4.26 miles of road rehabilitation. The Town Engineer also showed the Town wide Map which shows the repair method status for every street in Wakefield.

Annual Town Meeting Warrant Articles

Eminent Domain \$1.00. Councilor Santos motioned to approve the Eminent Domain Annual Town Meeting Warrant Article in the amount of \$1.00 as presented. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Refuse/Recycling/Yard Waste \$2,274,241.00. Councilor Santos motioned to approve the Refuse/Recycling/Yard Waste Annual Town Meeting Warrant Article in the amount of \$2,274,241.00 as presented. Councilor Smith-Galvin seconded. Councilor Smith-Galvin questioned whether the Council should discuss bringing in a lower number at the next Town Council meeting. Town Administrator Maio stated that the Council should still vote this amount because we may be getting more fees to offset this. She further asked if this is a contract that is negotiated annually. DPW Director Conway answered that Refuse is one that was just entered into with JRM when the program switched and it is a five (5) year contract. Recycling contact is also with JRM and that is subject to end in 2021. Refuse Disposal, the third component, is also a five (5) year contract that would be beginning in Fiscal Year 2021 and up for re-negotiation five (5) years into that. Motion passed 5-0-0 by a roll call vote.

Roadway Improvements \$10,000,000.00. Councilor Santos motioned to approve the Roadway Improvements Annual Town Meeting Warrant Article in the amount of \$10,000,000.00 as presented. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Revolving Amounts – Roadways. Councilor Santos motioned to authorize DPW to use up to \$50,000.00 for this Annual Town Meeting Warrant Article as presented. Councilor Chines seconded. Councilor Chines motioned to amend the Warrant Article to allow for a maximum expenditure of \$75,000.00. Councilor Santos seconded. Motion passed as amended 5-0-0 by a roll call vote.

New Salem Street Drainage Repairs \$800,000.00. Councilor Santos motioned to approve the New Salem Street Drainage Repairs Annual Town Meeting Warrant Article in the amount of \$800,000.00 as presented. Councilor Smith-Galvin seconded. Motion passed 5-0-0 by a roll call vote.

Walton Lane Betterment \$91,000.00. Councilor Santos motioned to approve the Walter Lane Betterment Annual Town Meeting Warrant Article in the amount of \$91,000.00 as presented. Councilor Chines seconded. Motioned passed 5-0-0 by a roll call vote.

Greenwood Elementary School Roof and Repairs \$1,640,163.00. Councilor Santos motioned to approve the Greenwood Elementary School Roof and Repairs Annual Town Meeting Warrant Article in the amount of \$1,640,163.00 as presented. Councilor Smith-Galvin seconded. Motion passed 5-0-0 by a roll call vote.

Cable TV Public Access WCAT Enterprise. Councilor Santos motioned to approve the Cable TV Public Access WCAT Enterprise Warrant Article as presented. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Daniel Sherman gave an overview on where the town is with the Fiscal Year 2021 budget in total. At this point the town is estimated to be approximately \$875,000.00 short between revenue and spend. This amount will have to be taken out of Free Cash. That is okay for one year but going forward it does not improve where the town is taking about a million dollars out every single year based on where the town is today. Revenues for Fiscal Year 2021 are going to be substantially less than what the town has normally received or might expect. He advised the town to be cautious on where money is being spent and suspects that the town will be forced to make some changes into the future. Councilor Chines questioned the \$875,000.00 gap and asked if it is inclusive of the lowered projections for the Local Option Taxes or the likelihood that the Local Option Taxes will be lower than historically. Mr. Sherman explained that it is not. For Fiscal Year 2019 the town received \$8,250,000.00 in local receipts. For Fiscal Year 2020 that amount was set at level funded. Fiscal Year 2021 it has been lowered to \$7,500,000.00 and went on to say that this amount may be too optimistic.

**Review of
Comment
Period
Submission,
Town/Commu
nity Projects**

Playground Entrance – The Wakefield Center Neighborhood Association generously donated a new proposed entryway to the Spaulding Street playground. Pursuant to the Town Council policy there is an open public comment period, Chairman Dombroski asked Madam Clerk Dalton if any comments have been received. Clerk Dalton replied that she did not receive any comments. Councilor Santos motioned to accept the entryway gift from WCNA with thanks as previously presented. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Community Garden – Town Council received one (1) public comment during the open public comment period for the proposed Community Garden. Mr. Michael Ryan raised a number of different considerations and is respectively requesting the town address expanding the parking area at JJ Round to include paving and designated spaces; designating two (2) hour parking on Main Street along the length of the park; designating Charles Street resident permit parking only Monday-Friday 8:00 a.m. to 6:00 p.m.; providing additional trash receptacles throughout the park area; increasing maintenance of the field and park area. Town Administrator Maio stated that the two (2) hour parking on Main Street and the Charles Street permit parking have been referred to the Traffic Advisory Committee. He went on to say he feels that expanding the parking area is not

going to happen nor does he think that is necessary as there is plenty of parking. The town will certainly provide additional trash receptacles in the garden area as that was already shown on the plan and the town will look to do that in the park as well. Councilor Santos motioned to approve the Community Garden as previously presented. Councilor Smith-Galvin seconded. Motion passed 5-0-0 by a roll call vote.

Licenses

Councilor Santos motioned to approve the Common Victualler license request for Carol's Café of Wakefield located at 39 Tuttle Street. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Councilor Santos motioned to approve the Common Victualler license request for Hobbs Brooks Cafes with locations at 101, 201, 401, 500 and 701 Edgewater Place. Councilor Butt seconded. Motion passed 5-0-0 by a roll call vote.

Councilor Santos motioned to approve the Entertainment license request for Carol's Café of Wakefield located at 39 Tuttle Street. Councilor Butt seconded. Motion passed 5-0-0 by a roll call vote.

Announcements & Acknowledgment

Town Administrator Maio thanked the Town Council, WCAT, Sherri Dalton, and Todd Bowden as this was a time that the Town really need to see that the Town Council is still working and moving forward and under not the most ideal situations.

Councilor Dombroski added that this temporary meeting setup is still rather primitive and we do not have through WCAT video capability just yet for these sorts of meetings, so he appreciates all those who participated via telephone. First and foremost, it is important to make sure we get out to residents the information we have about our local response to COVID-19. He stressed that health and safety of our residents is the top priority of the Town Council and the Town. He went on to thank Mr. Maio for his incredible work thus far in dealing with this crisis and noted that it is truly a team effort and that we have assembled a fantastic team. He also thanked Sherri Dalton who has been incredibly helpful in all of this; Jenn McDonald from our communications standpoint; Emergency Management Director Walsh; and Health Director Clay.

Adjournment

At 10:21 p.m. Councilor Santos motioned to adjourn. Councilor Chines seconded. Motion passed 5-0-0 by a roll call vote.

Next Council Meeting

The next regular Town Council meeting is April 13, 2020 at 7:00 p.m. at WCAT Studios, 24 Hemlock Road, Wakefield.

Respectfully submitted,



Sherri A. Dalton
Town Council Clerk



WAKEFIELD TOWN COUNCIL

Monday, April 06, 2020
6:00 P.M. (Via Zoom virtual meeting)

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

Call to Order	Councilor Dombroski called the meeting to order at 6:01 p.m.
Pledge of Allegiance	Councilor Dombroski asked everyone to rise for the Pledge of Allegiance.
Attendance	Councilor Dombroski noted that all seven (7) Councilors were present and participating via Zoom. He said they were making history tonight, as this was the first virtual meeting for the Town Council.
Public Engagement	Madam Clerk Dalton stated that Cathy Juliano submitted a Public Committee Meeting Participation Form via email. Councilor Dombroski noted that Ms. Juliano resides at 14 Richards Road, Reading, MA. He read aloud her written submission asking whether the Town of Wakefield has considered closing or restricting parking and gatherings around the lake. She noted that beaches and parking areas are closed across New England and that the Governor has stated many times that we must all do our part to minimize the spread of COVID-19.
Annual Town Election	The Town Election is currently scheduled to take place on Tuesday, April 28, 2020. In light of the COVID-19 pandemic it is quite apparent that the election will need to be postponed. Town Administrator Maio stated that on March 23, 2020 the Governor of Massachusetts signed legislation, Chapter 45 of the Acts of 2020 due to COVID-19, which allows the Town Council the authority to move municipal elections with some caveats. The election could be moved between the scheduled date and a new date through June 30, 2020. In consultation with the Town Clerk and Town Counsel he said the date to move the election is recommended to be Tuesday, June 23, 2020. Town Clerk Sheeran stated that once the Town Council approves this date she will then make all arrangements to proceed accordingly. There will be early voting as well as absentee ballots available. Councilor Butt

thanked Steve, Tom and Betsy for working on moving the date and stated that she will be abstaining from the vote as she is on the ballot. Town Clerk Sheeran said that everyone that currently holds an elected position will still hold that position through the re-scheduled election date of June 23, 2020 but the Ballot will be dated April 28, 2020. Chairman Dombroski noted that the legislation provides for people to be able to vote early by mail not just absentee because of health circumstances. Town Clerk Sheeran stated that upon the vote of the Town Council to proceed with the re-scheduled date of the election she will proceed with getting information out to the public as soon as possible. Councilor Chines asked Town Clerk Sheeran to remind everyone of some of the other deadlines in terms of when people will need to be registered. She answered the last day to register to vote is usually 20 days before the election but in this instance, it will be 10 days before the election which will be Friday, June 12, 2020 and that people will be able to come to Town Hall until 8:00 p.m. that night. She again stated that she will get all of this information out to residents. Councilor Chines asked to what extent changing the election date has on the Town Council's reorganization. Town Administrator Maio answered that legislation states that everyone remains in office and whatever individual Boards want to do on their own regarding reorganization is up to that Board. Town Counsel Mullen stated that reorganization is entirely a function of a board's wishes and traditions and boards can reorganize at every meeting, if they so choose. Councilor DiNocco moved that pursuant to Section 1 of Chapter 45 of the Acts of 2020 and because of the Governor's Declaration of a State of Emergency to Respond to COVID-19, the Town election scheduled for April 28, 2020 be postponed to Tuesday, June 23, 2020. Councilor Santos seconded. Motion passed 5-0-2 by a roll call vote with Councilor Butt and Councilor Dombroski abstaining, as both indicated they were on this election's ballot.

COVID-19 Update

Councilor Dombroski reported that as of April 06, 2020, there are 60 positive cases of COVID-19 in Wakefield, which is significant in a community of 25,000. One of the best means of mitigation, and it cannot be stressed enough, is social distancing. The Town has pushed out a lot of information about social distancing, in addition to the news media. Councilor Dombroski thanked Health Director Clay, Emergency Management Director Walsh, Chiefs Skory and Sullivan, and Town Administrator Maio for their leadership during this challenging time. He said he is in regular contact with Mr. Maio, often several times a day, and is very appreciative of the work being done. There are a number of instances where people are still not heeding that advise and one of the most problematic of them continues to be walking the Lake. Sidewalks at best are approximately five feet wide and some are closer to four feet wide where you have telephone poles. It is not possible to social distance 6 feet when you have that kind of narrow passageway, regardless of whether you are walking in even one direction. Councilor Dombroski noted that the Food Pantry remains open and you can continue to make contributions to the Food Pantry. For every one dollar contribution that nets out five dollars' worth of food. The Food Pantry has curbside pickup where someone will come out and assist you. The Wakefield

Emergency Fund is another opportunity for those in need and donations are also currently being accepted by mail to the Town Administrator's office or at the drop box located outside Town Hall. "Emergency Fund" should be listed on the memo line of the check made payable to Town of Wakefield. The business community is also being impacted by this pandemic. The Wakefield Lynnfield Chamber of Commerce has been helping out local businesses, including through the Small Business Administration. There is a portal on the bottom left corner of our Town's website homepage, a resources center titled COVID-19, where you can access a lot of different information as well as a separate business resource section that links to the state's page for small businesses referencing various different loans, including payroll protection. The Boys and Girls Club of Stoneham and Wakefield has revenues down about 25% and they are accepting donations as well on their website. The Cards for Our Community Program set-up through the Chamber of Commerce for supporting business is a program that allows you to donate either through a GoFundMe page through the two drive-up tellers that are available at The Savings Bank locations at Lakeside Office and Greenwood. The Chamber will then purchase gift cards to other grocery stores or local business establishments and give them to those most in need.

Town Administrator Maio began his update by thanking the employees and residents for doing their part and noted that almost every employee is working remotely from home. Town Administrator Maio stated that with a vote of support of the Council he would like to temporarily close down all public areas surrounding the Lake effective immediately, including parking lots and restricting parking on side streets to resident parking only. He stated he will contact the private owners of businesses as well. The Councilors supported the Town Administrator's recommendation. Councilor Santos so motioned. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

Town Administrator Maio stated that at the next Town Council meeting of April 13, 2020 he is seeking support for a recommendation to cancel the 4th of July Parade and festivities for this year. He has been in contact with the Wakefield Independence Day Committee and the West Side Social Club and they understand this issue and agree. Councilor Chines suggested to have some sort of an online presence and some contests 'Your 4th of July Moments'. Blossoms at the Beebe has also been cancelled.

Councilor Chines asked for information at the next meeting pertaining to the status of our town employees in terms of who is able to work remotely and the number of employees in each department and who has to come in to physically be working and are there employees who are not coming to work because they are not essential and not able to work from home.

**Matters Not
Anticipated for
Agenda**

Councilor Smith-Galvin asked for an update on National Grid and if they are still working. Town Administrator Maio answered that as soon as they finish the

Salem Street section they will suspend work and the Town is not letting them do anything new at this time.

Councilor Butt thanked Steve Maio and his team for everything they are doing including the Board of Health. Melrose Wakefield Health Care had scheduled a briefing for Town officials at the same time as this meeting that they will be rescheduling as well as recording it. Thanked everyone for donating to the Emergency Fund and thought that maybe the Town could work with the Chamber about doing something for the businesses in town.

Councilor Santos talked about the community boards and the public shaming and she is hoping that people will be a little kinder as we move forward.

Councilor DiNocco stated that he has been working with the businesses and trying to get them information about programs that are out there and what particular applications they can fill out. Patronicity had reached out to him with an email of a possible funding opportunity that would work to benefit all businesses in Wakefield.

Adjournment At 6:57 p.m. Councilor Santos motioned to adjourn. Councilor DiNocco seconded. Motion passed 7-0-0 by a roll call vote.

Next Council Meeting The next regular Town Council meeting is April 13, 2020 at 7:00 p.m. via Zoom virtual meeting.

Respectfully submitted,



Sherri A. Dalton
Town Council Clerk

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-First General Court

AN ACT TO ADDRESS CHALLENGES FACED BY MUNICIPALITIES AND STATE AUTHORITIES RESULTING FROM COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purposes, which are to make certain changes in law in response to a public health emergency, each of which is immediately necessary to carry out to accomplish important public purposes, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 9 of chapter 39 of the General Laws, as appearing in the 2018 Official Edition, is hereby amended by striking out, in lines 13 to 14, the word "thirtieth" and inserting in place thereof the following words:- 30 except in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency.

SECTION 2. Subsection (a) of section 10A of said chapter 39, as so appearing, is hereby amended by striking out the first sentence and inserting in place thereof the following 2 sentences:- Notwithstanding any general or special law, charter provision or by-law to the contrary, during and for a period of 5 days after the termination of any weather-related, public safety or public health emergency, the town moderator or person designated to perform the duties of town moderator may, in consultation with local public safety or public health officials and the board of selectmen, recess and continue a town meeting previously called pursuant to a warrant issued pursuant to section 10 to a time, date and place certain; provided, however, that any such recess and continuance period shall not exceed 30 days. The moderator or person designated to perform the duties of town moderator may renew the declaration of recess and continuance period for up to 30 days at a time but not more than 30 days following the date of rescission of a state of emergency declared by the governor. If a town does not have a moderator, the board of selectmen may recess and continue town meeting in accordance with this paragraph.

SECTION 3. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (c).

SECTION 4. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) Within 10 days after the initial declaration of recess and continuance of a town meeting pursuant to this section, a local public safety or public health official designated by the board of selectmen shall submit a report to the attorney general providing the justification for the declaration.

SECTION 5. The first paragraph of section 31 of chapter 44 of the General Laws, as so appearing, is hereby amended by inserting after the second sentence the following 2 sentences:- If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

SECTION 6. Notwithstanding any general or special law to the contrary, if the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town's or district's undesignated fund balance or "free cash" certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town's or district's fiscal year 2021 expenditures, including, but not limited to, any such undesignated fund balance in an enterprise fund or special revenue account. The director of accounts may promulgate and revise rules or regulations regarding the implementation of this section.

SECTION 7. Notwithstanding section 31 of chapter 44 of the General Laws, section 23 of chapter 59 of the General Laws or any other general or special law to the contrary, a city, town or district may amortize over fiscal years 2021 to 2023, inclusive, in equal installments or more rapidly, the amount of its fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus, also known as COVID-19, as described in the governor's March 10, 2020 declaration of a state of emergency, including, but not limited to, any

such deficit in an enterprise fund or special revenue account. The local appropriating authority as defined in section 21C of said chapter 59 and, in the case of a district, the prudential committee or commissioners, or as otherwise defined in the General Laws, shall adopt a deficit amortization schedule in accordance with the preceding sentence before setting the city's, town's or district's fiscal year 2021 tax rate. The commissioner of revenue may issue guidelines or instructions for reporting the amortization of deficits authorized by this section.

SECTION 8. Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2021, a city or town may expend from each revolving fund, established under section 53E1/2 of chapter 44 of the General Laws an amount not to exceed the amount authorized to be expended in fiscal year 2020 until the city or town adopts an annual budget for fiscal year 2021 at which time, the legislative body of the city or town shall also vote on the total amount that may be expended from each revolving fund in fiscal year 2021.

SECTION 9. Notwithstanding section 8 of chapter 61 of the General Laws, section 14 of chapter 61A of the General Laws, section 9 of chapter 61B of the General Laws or any other general or special law, charter provision, ordinance or by-law to the contrary, during and for a period of 90 days after the termination of the governor's March 10, 2020 declaration of a state of emergency, all time periods within which any municipality is required to act, respond, effectuate or exercise an option to purchase shall be suspended.

SECTION 10. (a) Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2020, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or a district may extend:

(i) for the purposes of the first paragraph of section 57 of chapter 59 of the General Laws, the date May 1 to a date not later than June 1, 2020;

(ii) for the purposes of the seventh and eighth paragraphs and the tenth and eleventh paragraphs of section 57C of said chapter 59, the date May 1 to a date not later than June 1, 2020;

(iii) for the purposes of the seventh paragraph of said section 57C of said chapter 59, the date April 1 to a date not later than June 1, 2020; and

(iv) for the purposes of the third paragraph of said section 59 of said chapter 59, the date April 1 to a date not later than June 1, 2020.

(b) Notwithstanding said sections 57, 57C and 59 of said chapter 59 or any other general or special law to the contrary, if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of

emergency on the date that a tax payment, abatement or exemption application is due, the due dates shall not be extended except pursuant to this section.

SECTION 11. Notwithstanding section 57, 57A and 57C of chapter 59 of the General Laws, section 2 of chapter 60A of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of emergency, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or the prudential committee or commissioners of a district may waive the payment of interest and other penalty in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020. Notwithstanding the forgoing, a city or town shall not terminate an essential service of a resident, including, but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with a due date on or after March 10, 2020, made after its respective due date but before June 30, 2020, if the nonpayment resulted from a demonstrated inability to pay due to circumstances related to the outbreak of COVID-19 or the governor's March 10, 2020 declaration of a state of emergency; provided that the inability to pay shall include a demonstrated financial hardship of a resident, which may include, but not be limited to, loss of employment, serious illness of someone within the home or death of someone within the home.

SECTION 12. Notwithstanding chapter 62C of the General Laws, all returns and payments for the 2019 calendar year otherwise due on April 15, 2020, under section 6 of said chapter 62C, shall be due on July 15, 2020.

SECTION 13. Notwithstanding any general or special law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency, an establishment licensed to sell alcoholic beverages or only wines and malt beverages on-premises may sell wine or malt beverages only for off-premises consumption subject to the following conditions: (i) the wine or malt beverage shall not be sold to a person under 21 years of age; provided, however, that any delivery of wine or malt beverages for off-premises consumption shall not be made without verification that the person receiving the order has attained 21 years of age; (ii) the wine shall be sold in its original, sealed container and the malt beverage shall be sold in a sealed container; (iii) the wine or malt beverage shall be sold as part of the same transaction as the purchase of food; provided, however, that any order that includes wine or malt beverages shall be placed not later than the hour of which the establishment is licensed to sell alcohol or 12:00 midnight, whichever time is earlier; and (iv) a customer shall be limited to 192 ounces of malt beverage and 1.5 liters of wine per transaction.

SECTION 14. (a) Notwithstanding any general or special law to the contrary, subsections (b) and (c) of section 91 of chapter 32 of the General Laws shall not apply in calendar year 2020 to the following 2 categories of persons for hours worked and earnings received during the governor's March 10, 2020 state of emergency:

(i) any person who has been retired and who is receiving a pension or retirement allowance, pursuant to said chapter 32 or any other general or special law, from the commonwealth or a county, city, town, district or authority; or

(ii) any person whose employment in the service of the commonwealth or a county, city, town, district or authority has been terminated, pursuant to said chapter 32 or any other general or special law, by reason of having attained an age specified in said general or special law or by the rules and regulations of any department or agency of the commonwealth or a county, city, town, district or authority without being entitled to any pension or retirement allowance.

These 2 categories of persons may, during the state of emergency and subject to all other laws, rules and regulations governing the employment of persons in the commonwealth or a county, city, town, district or authority, be employed in the service of the commonwealth or a county, city, town, district or authority, including as a consultant or independent contractor or as a person whose regular duties require that such person's time be devoted to the service of the commonwealth, county, city, town, district or authority during regular business hours.

(b) This section shall not apply to individuals retired under a general or special law on disability.

SECTION 15. Notwithstanding section 7.08 of chapter 156D of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19 and the declaration of a state of emergency issued on March 10, 2020, for the duration of said state of emergency and 60 days thereafter, a public corporation, as referenced in said section 7.08 of said chapter 156D and otherwise consistent with the other provisions of said section, may conduct an annual or special meeting of the shareholders solely by means of remote communication.

SECTION 16. Notwithstanding any general or special law or any bylaw of the corporation to the contrary, for the duration of the governor's March 10, 2020 state of emergency and 60 days thereafter and unless the articles of organization provide otherwise, the board of directors of a corporation defined in section 2 of chapter 180 of the General Laws may: (i) provide notice of a meeting of the board of directors: (A) only to those directors it is practicable to reach; and (B) in any practicable manner; (ii) cancel a meeting of the members, as defined in section 2 of said chapter 180, with notice of cancellation given in any practicable manner; (iii) allow a director

or officer to continue to serve during the governor's March 10, 2020 state of emergency and until the director's or officer's successor is elected, appointed or designated; provided that directors and officers whose term is extended pursuant to this section shall continue to serve until the director's or officer's successor takes office, despite the expiration of a director's or officer's term; (iv) allow a director to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating are able to simultaneously communicate with each other during the meeting; (v) allow members at a meeting of the members to vote in person or by proxy; provided that any member voting by proxy shall be considered present at the meeting for purposes of any quorum requirement; (vi) appoint successors to any of the officers, directors, employees or agents; (vii) relocate the principal office or designate alternative offices; and (viii) allow members to participate in any meeting of members by remote participation, even if not physically present at the meeting. Participation by remote communication at any meeting of the members shall constitute presence at such meeting only if: (i) reasonable measures are implemented to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a member or proxyholder; (ii) reasonable measures are implemented to provide such members and proxyholders a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear to the proceedings of the meeting substantially concurrently with such proceedings, pose questions and make comments, regardless of whether the members can simultaneously communicate with each other during the meeting; and (iii) if any member or proxyholder votes or takes other action at the meeting by means of remote communication, a record of such vote or other action shall be maintained by the corporation.

Directors who participate in a meeting of the board of directors pursuant to this section shall constitute a quorum. In a corporation with members, the corporation shall notify the members, as soon as reasonably practicable, of any action taken by the board of directors pursuant to this section.

SECTION 17. (a) As used in this section, the following words shall have the following meanings unless the context clearly requires otherwise:

"Permit", a permit, variance, special permit, license, amendment, extension, or other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or discretionary.

"Permit granting authority", a local, district, county or regional official or a local, district, county or regional multi-member body that is authorized to issue a permit.

(b) Notwithstanding any general or special law, rule, regulation, charter, ordinance or by-law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency:

(i) an application for a permit shall be deemed duly filed and accepted as of the date of the filing by the applicant if filed with and certified as received by the city or town clerk if a municipality, or with the secretary or other official established by law to receive such applications if a county or regional entity. Notwithstanding the foregoing, a permit granting authority may contest the completeness of an application at the time of filing if the application is ultimately denied by the permitting board on other grounds or if the permit is ultimately appealed by the applicant. An application for a permit may be filed electronically, through an electronic submission website established by the permit granting authority or through attachment of the requisite forms and supplemental materials to electronic mail sent to the clerk, secretary or official. Certification of receipt for purposes of this paragraph may be provided electronically to the applicant and shall be provided electronically if the permit application is submitted electronically and electronic certification of receipt is requested by the applicant;

(ii) a requirement of a statute, ordinance, bylaw, rule or regulation that a hearing commence within a specific period of time after the filing of an application or request for approval of a permit shall be suspended as of March 10, 2020; provided, however, that the applicable period shall resume 45 days after the termination of the state of emergency, or by a date otherwise prescribed by law, whichever is later;

(iii) a permit in effect or existence as of March 10, 2020, including any deadlines or conditions of the permit, shall not lapse or otherwise expire and the expiration date of the permit, or time period for meeting a deadline or for performance of a condition of the permit, shall toll during the state of emergency;

(iv) no permit shall be considered granted, approved or denied, constructively or otherwise, due to a failure of the permit granting authority to act within the time required by a statute, ordinance, bylaw, rule or regulation; provided, however, that the permit granting authority acts within 45 days of the termination of the state of emergency or by a date otherwise prescribed by law, whichever is later; provided further, that the applicant and permit granting authority may agree to alternative timing in writing;

(v) notwithstanding the time periods by which a permit is to be heard or acted upon, a permit granting authority may, by a declaration of its chair, schedule or reschedule on 1 or more occasions the hearing or decision deadlines on a permit application; provided, however, that the chair may make such declaration whether or not a quorum is present to vote on such matter; provided further, that no such date or deadline is rescheduled for more than 45 days after the termination of the state of emergency or after a date

otherwise prescribed by law, whichever is later. The chair shall provide written notice of any applicable rescheduled dates or deadlines to the applicant at the applicant's address and to the general public by posting electronically on the website of the city or town clerk or the website of the county or regional entity;

(vi) if a permit is required to be recorded with the registry of deeds or filed with registry district of the land court, as applicable, for the county or district in which the property subject to the permit is located, within a certain period of time after its issuance in order to remain in force and effect or as a condition to exercising the permit: (A) the period of time for recording the permit shall be suspended during such time that the relevant registry of deeds or registry district of the land court is closed or subject to rules and procedures restricting public in-person access; and (B) the failure to record the permit shall not preclude the permit holder from applying for, obtaining and commencing construction activities pursuant to other required permits and approvals, including, but not limited to, a building permit; provided, however, that such a building permit may be issued and, if issued, shall be considered duly issued pursuant to section 6 of chapter 40A of the General Laws; and

(vii) a hearing on a pending application for a permit opened by a permit granting authority before March 10, 2020, which has not been concluded as of March 10, 2020 or has been continued by the permit granting authority as of March 10, 2020, shall be automatically tolled and continued to the first hearing date of the permit granting authority following the termination of the state of emergency or to a date otherwise prescribed by law, whichever is later; provided, however, that the date is not later than 45 days from of the termination of the state of emergency or the date otherwise prescribed by law, whichever is later.

(c) Nothing in this section shall affect the ability of a permit granting authority, subject to applicable notice and hearing requirements, to revoke or modify a permit if that permit or the law or regulation under which the permit was issued authorizes the modification or revocation thereof; provided, however, that the permit granting authority shall not revoke or modify the permit where the permit holder fails as a result of the state of emergency to exercise or otherwise commence work pursuant to the permit or where such work commenced on or before March 10, 2020 but has stopped as a result of the state of emergency or actions taken by an agency or political subdivision of the commonwealth in reliance thereon. The limitations set forth in this subsection shall apply as long as the state of emergency is in effect and for a period of 60 days following the termination of the state of emergency; provided, however, that a permit holder shall be entitled to a further extension of reasonable length to exercise or otherwise commence work pursuant to the permit at the discretion of the permit granting authority for

good cause shown; provided further, that the chair of any permit granting authority may grant such further extension whether or not a quorum is present to vote on the matter.

(d) Notwithstanding section 20 of chapter 30A of the General Laws, a permit granting authority, during the state of emergency, may conduct meetings and public hearings remotely, consistent with the governor's March 12, 2020 order entitled, "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20", as the order may be amended, supplemented or replaced.

(e) Nothing in this section shall preclude or prohibit a permit granting authority from issuing decisions on permit applications for which duly held public hearings or meetings have been held or preclude or prohibit any building commissioner, inspector of buildings or other permit granting official, as applicable, from issuing permits, including, but not limited to, demolition or building permits.

(f) Notwithstanding any general or special law to the contrary and without limiting the foregoing, this section shall apply to the conduct of public meetings, public hearings or other actions taken in a quasi-judicial capacity by all local boards and commissions.

SECTION 18. Nothing in this act shall be construed or implemented in such a way as to modify a requirement of law necessary to retain federal delegation to, or assumption by, the commonwealth of the authority to implement a federal law or program.

SECTION 19. Sections 2 to 4, inclusive, shall take effect as of March 10, 2020.

House of Representatives, April 2, 2020.

Preamble adopted,

Paul J. Donato, Speaker.

In Senate, April 2, 2020.

Preamble adopted,

William T. Timothy, President.

House of Representatives, April 2, 2020.

Bill passed to be enacted,

Paul J. Donato, Speaker.

In Senate, April 2, 2020.

Bill passed to be enacted,

William T. Timothy, President.

April 3, 2020.

Approved, at 12 o'clock and 23 minutes, P. M.

Charles D. Baker
Governor.

Memorandum

To: Stephen P. Maio, Town Administrator
From: Thomas A. Mullen, Town Counsel
Re: Action Items for Town Council Under Chapter 53, Acts of 2020
Date: April 8, 2020

In our telephone discussion of this morning with the Town Moderator, you asked me to summarize in writing the steps needed to be taken by the Town Council in order to take advantage of the options made available by Chapter 53 of the Acts of 2020, enacted on April 3, 2020, entitled “An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19” (the “Act”).

I. Postponing Town Meeting

Even before the passage of the Act, the Town Council had the power under G.L. c. 39, § 9, to postpone the Annual Town Meeting notwithstanding any contrary provisions of our Charter and Bylaws. However, whereas previously that statute required that the Annual Town Meeting complete its business by June 30, the Act now makes it possible to continue the meeting past that date if “an emergency that poses an immediate threat to the health or safety of persons or property ... prevents the completion” of the meeting and if “the governor has declared a state of emergency with respect to such emergency.” Act, § 1.

I understand that you will recommend to the Town Council, after consultation with the Moderator and with his assent, that the Annual Town Meeting scheduled for May 4, 2020 be rescheduled for June 8, 2020. I recommend that the motion to accomplish that purpose read as follows:

I move that pursuant to G.L. c. 39, § 9, and in light of the Governor’s Declaration of a State of Emergency to Respond to

COVID-19, the Annual Town Meeting scheduled for May 4, 2020 be postponed to June 8, 2020.

What happens if the virus continues to make it impossible to hold the meeting as we approach June 8? If there is a need for further postponement after issuance of the warrant for the Annual Town Meeting by the Town Council, the Moderator may, following consultation with the Town Council and “local public safety or public health officials,” issue a declaration to recess and continue the Annual Town Meeting up to 30 days. Act, § 2-3. He may do so more than once, even if as a result the meeting does not start until after June 30. Id. Should the emergency prevent the Town from adopting an annual budget for FY 2021 by June 30, 2020, the Town Council will have the option to request permission from the Commonwealth to proceed on the basis of monthly budgets, each one being not less than 1/12 of the total budget for FY 2020, until a new budget can be approved. Id., § 5.

II. Extending Tax Deadlines

This year only, the Town Council may extend the due dates of property tax bills to June 1, 2020, even if the due date for payment of previously mailed tax bills was April 1 or May 1, 2020. Act, § 10(a)(ii-iii). I recommend that the motion to accomplish that purpose read as follows:

I move that pursuant to § 10(a) of Chapter 53 of the Acts of 2020, and in light of the Governor’s Declaration of a State of Emergency to Respond to COVID-19:

the date May 1, as appearing in G.L. c. 59, § 57C, ¶¶ 7, 8, 10 & 11, be extended for the year 2020 to June 1; and

the date April 1, as appearing in G.L. c. 59, § 57C, ¶ 7, be extended for the year 2020 to June 1;

the purpose being to extend the due date for property tax bills to June 1, 2020.

III. Extending Deadline for Abatement Applications

This year only, the Town Council may extend the deadline for applications for property tax exemptions from April 1, 2020 to June 1, 2020. Act, § 10(a)(iv). I recommend that the motion to accomplish that purpose read as follows:

I move that pursuant to § 10(a) of Chapter 53 of the Acts of 2020, and in light of the Governor's Declaration of a State of Emergency to Respond to COVID-19:

the date April 1, as appearing in G.L. c. 59, § 59, ¶ 3, be extended for the year 2020 to June 1;

the purpose being to extend the due date for property tax exemption applications to June 1, 2020.

IV. Waiving Interest and Penalties

This year only, the Town Council may waive interest and penalties on late payment of taxes for payments due on or after March 10, 2020 (the date of the Governor's declaration of a state of emergency), provided that payment is made by June 30, 2020. Act, § 11. I recommend that the motion to accomplish that purpose read as follows:

I move that pursuant to § 11 of Chapter 53 of the Acts of 2020, and in light of the Governor's Declaration of a State of Emergency to Respond to COVID-19:

the Town waive the payment of interest and other penalties in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water

rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020, made after its respective due date but before June 30, 2020;

the purpose being to avoid penalizing taxpayers for payments made late during the said emergency but within Fiscal Year 2020.

c:\Wakefield\Memo-Chapter53

WARRANT

ANNUAL TOWN MEETING, _____, 2020

MIDDLESEX COUNTY, SS

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

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Wakefield qualified to vote in elections and in Town affairs to meet at the **Galvin Middle School Auditorium, 525 Main Street** in said Wakefield on **Monday, the _____ day of _____, 2020 at seven o'clock in the afternoon**, then and there to act on the following articles:

Subsequent Evenings. If there is business remaining, the Moderator will consider a motion to adjourn to a subsequent session.

ARTICLE 1. To see if the Town will vote to accept the provisions of G.L. c. 44, § 53F1/2 establishing a Cable Television Public Access Enterprise Fund for Fiscal Year 2021, which begins on July 1, 2020, or to see what the Town will do about it.

Town Council

ARTICLE 2. To determine how much money the Town will raise and appropriate for General Government, Protection of Persons and Property, Human Services, Public Works, Public Service Enterprises, Education, Unclassified, Benefits & Administration and Light Department specifying what appropriation shall be taken from the receipts of a department, or to see what the Town will do about it.

Town Council

ARTICLE 3. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for Capital Outlay as follows, or to see what the Town will do about it.

Capital Outlay Committee

ARTICLE 4. To see if the Town will vote to authorize the Board of Assessors to use such sum of the balance of the operating fund of the Municipal Gas and Light Department as of June 30, 2020 as the Board of Light Commissioners may vote in computing the tax rate for the fiscal period July 1, 2020 to June 30, 2021, or to see what the Town will do about it.

Municipal Light Commissioners

ARTICLE 5. To see if the Town will vote to appropriate a sum of money for remodeling, reconstructing or making extraordinary repairs to, and for constructing additions to, the Public Safety Building, 1 Union Street, including the costs of originally equipping, furnishing, landscaping, paving and performing other site improvements incidental or directly related to such remodeling, reconstruction, repair, additions and new construction, and including architectural, surveying and engineering fees and other costs incidental or related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to see what the Town will do about it.

Town Council

ARTICLE 6. To see if the Town will appropriate \$10,000,000 to pay costs of roadway improvements, and for the payment of all other costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to see what the Town will do about it.

Town Council

ARTICLE 7. To see if the Town will vote to establish, with respect to the following revolving funds, the following limits on the total amount that may be expended from each such fund in Fiscal Year 2021: Revolving Fund – Road Repair; Maximum Expenditure - \$75,000.00, or to see what the Town will do about it.

Town Council

ARTICLE 8. To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to expend under the direction of the Permanent Building Committee for the purpose of repair and/or renovation including but not limited to potential roof replacement to the Greenwood School building at 1030 Main Street, for which repair and/or renovation including but not limited to potential roof replacement to the Greenwood School building the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the repairs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or to see what the Town will do about it.

Permanent Building Committee

ARTICLE 9. To see if the Town will vote to make repairs to the Town's drainage system located on or near New Salem Street including the design, renovation, upgrading and reconstruction of the culvert located there, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to see what the Town will do about it.

Town Council

ARTICLE 10. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Capital Projects/Debt Service Fund, also known as the Debt Service Fund, or to see what the Town will do about it.

Town Council

ARTICLE 11. To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Massachusetts Coalition of Police, Wakefield Division for the period of July 1, 2020 to June 30, 2023 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it.

Town Council

ARTICLE 12. To see if the town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Police Superior Officers Association for the period of July 1, 2020 to June 30, 2023 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it.

Town Council

ARTICLE 13. To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Firefighter's Union Local 1478 International Association of Firefighters, AFL-CIO for the period of July 1, 2020 to June 30, 2023 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

Town Council

ARTICLE 14. To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Municipal Administrative, Supervisory and Professional Employees' Association for the period of July 1, 2020 to June 30, 2023 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

Town Council

ARTICLE 15. To see if the Town will raise and appropriate or transfer from available funds including the excess and deficiency account a sum of money to supplement the appropriations of all budgets for the period of July 1, 2019 to June 30, 2020, or to see what the town will do about it.

Town Council

ARTICLE 16. To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sum of money to indemnify certain police officers and/or firefighters of the Town for medical, surgical and hospitalization expenses as a result of injuries received by the officers/firefighters in the performance of their duties, as provided for under Section 100, Chapter 41 of Massachusetts General Laws in such amount and to such extent as may be recommended by the Town Council, or to see what the Town will do about it.

Town Council

ARTICLE 17. To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sufficient sum of money to pay for the services of School Department employees and/or independent contractors to obtain Medicaid reimbursement for certain special education costs and expenses incurred by the Town, or to see what the Town will do about it.

Town Council

ARTICLE 18. To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sufficient sum of money for the collection, disposal, recycling and composting of refuse, or to see what the Town will do about it.

Town Council

ARTICLE 19. To see if the Town will vote to appropriate a sufficient sum of money to make repairs to a portion of Walton Lane, a private way in the Town, in accordance with the provisions G.L. c. 80, of Chapter 175-10 of the Code of the Town, or otherwise, and to determine whether to fund the appropriation by borrowing or otherwise and over what period of time to assess betterments, or to see what the Town will do about it.

Town Council

ARTICLE 20. To see if the Town will vote to authorize the Town Council to accept, or take by eminent domain proceedings, conveyances or easement from time to time, giving the Town the right to construct and maintain drains, sewers, water lines, retaining walls and streets and to raise and appropriate a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

Town Council

ARTICLE 21. 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; and to also 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.

Town Council

ARTICLE 22. To see if the Town will vote to amend the Zoning Bylaw, Town of Wakefield by amending the Wakefield Zoning Map dated May 2, 2016 by changing the zoning district designation of so much of the properties on North Avenue shown on the Wakefield Assessors Maps as Parcel 47B on Map 2A, Parcel 2+ on Map 2A, and Parcel 47L on Map 2A as is currently within the Single Residence District to the General Residence District, as shown on a map on file with the Town Clerk, or to see what the Town will do about it.

Citizen Petition

ARTICLE 23. To see if the Town will vote to amend the Zoning Bylaw, Town of Wakefield by amending the Wakefield Zoning Map dated May 2, 2016 by changing the zoning district designation of so much of the property on New Salem Street shown on the Wakefield Assessors Maps as Parcel 012 on Map 29 as is currently within the Industrial District or Single Residence District to the General Residence District, as shown on a map on file with the Town Clerk, or to see what the Town will do about it.

Citizen Petition

ARTICLE 24. To see if the Town will vote to amend the Zoning Bylaw, Town of Wakefield by amending the Wakefield Zoning Map dated May 2, 2016 by changing the zoning district designation of so much of the properties on Main Street, Avon Street and Chestnut Street shown on the Wakefield Assessors Maps as Parcel 87D on Map 12, Parcel 087 on Map 12, Parcel 076 on Map 12, Parcel 62+ on Map 12 and portions of Avon Street and Chestnut Street as is currently within the General Residence District to the Business District, as shown on a map on file with the Town Clerk, or to see what the Town will do about it.

Citizen Petition

ARTICLE 25. To see if the Town will vote to amend the Zoning Bylaw, Town of Wakefield as follows: Amend §190-31. General Regulations of the Zoning Bylaw, Town of Wakefield by adding the following at the end thereof as L.: L. The Board of Appeals may allow reductions and/or increases to the requirements of Table 2 (Table of Dimensional Regulations) of the Zoning Bylaw, Town of Wakefield, for professional and/or business offices and/or financial institutions by special permit. Any such reductions and/or increases shall be supported by evidence of lack of suitable land or design considerations or other similar factors. The Board of Appeals must also find that the granting of said special permit will not adversely affect the health, safety, convenience, character or welfare of the neighborhood or the Town. Amend §190-31. General Regulations of the Zoning Bylaw, Town of Wakefield by adding the following at the end thereof as M.: M. The Board of Appeals may allow reductions and/or alterations to the requirements of §190-31G of the Zoning Bylaw, Town of Wakefield, for professional and/or business offices and/or financial institutions by special permit. Any such reductions and/or alterations shall be supported by evidence of lack of suitable land or design considerations or other similar factors. The Board of Appeals must also find that the granting of said special permit will not adversely affect the health, safety, convenience, character or welfare of the neighborhood or the Town, or to see what the Town will do about it.

Citizen Petition

ARTICLE 26. To see if the Town will vote to amend § 154-10 of the Code of the Town, a general bylaw entitled "Plastic Bag reduction," by adding the underlined text below and deleting the text marked with ~~strike throughs~~, all such changes to be effective as of January 1, 2021: § 154-10. Plastic bag and drinking straw reduction. **A.** Purpose and intent. The purpose of this bylaw is to limit the amount of greenhouse gas emissions, preserve the oceans, protect wildlife, and reduce the amount of trash that ends up on the streets and in landfills by using recyclable, reusable, or compostable bags instead of ~~thin film single use~~ plastic checkout bags, restaurant take-out bags and drinking straws. **B.** Definitions. **CHECKOUT BAG** - A carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store. **GROCERY STORE** - A retail establishment where more than 50% of the gross floor area is devoted to the sale of food products for home preparations and consumption, which typically also offers home care and personal care products. **RESTAURANT TAKE-OUT BAG** - A carryout bag provided by a common victualler to a customer for the purpose of transporting take-out or left-over food. **RETAIL STORE** - An establishment that offers the sale and display of merchandise within a building. **REUSABLE CHECKOUT BAG** - A bag, with handles, that is specifically designed for multiple use and is made of ~~thick plastic~~, cloth, fabric or other durable materials. **THIN-FILM SINGLE-USE PLASTIC BAGS** - Typically with plastic handles, these are bags with a thickness of less than 2.25 mils and are intended for single-use transport of purchased products. **C.** Use regulations. **(1)** ~~Thin film single use~~ Plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail or grocery store within the Town of Wakefield, nor used as restaurant take-out bags by common victuallers within the Town. Retail stores, grocery stores and common victuallers may, when requested by a customer, sell plastic bags of 2.25 mils or more, regardless of size. **(2)** Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail or grocery stores are strongly encouraged to make reusable, non-plastic checkout bags available for sale to customers at a reasonable price. **(3)** ~~Thin film~~ Plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise, typically without handles, are ~~still~~ permissible. **(4)** Common victuallers within the Town shall not offer single-use plastic drinking straws to customers but may furnish them if specifically requested by a customer. **D.** Enforcement process. Enforcement of this bylaw shall be the responsibility of the Town Administrator or his/her designee. The Town Administrator shall determine the inspection process to be followed, incorporating the process into other Town duties as appropriate. Any ~~retail or grocery store distributing plastic grocery bags~~ in violation of this bylaw shall be subject to a noncriminal disposition fine, in accordance with § 1-7 of these bylaws. Any fines shall be paid to the Town of Wakefield. **E.** ~~Effective date. This bylaw shall take effect on July 1, 2018 (retail stores occupying a finished space of 2,500 square feet or less: September 1, 2018). Extensions (of up to three months) may be granted by the Town Administrator upon written request.~~ and to amend § 1-7 of the Code of the Town, a general bylaw entitled "Noncriminal disposition," by adding the underlined text below in subsection E thereof: **E.** Any alleged violation of the Plastic Bag and Drinking Straw Reduction Bylaw, § 154.10 of these Bylaws, shall be made the subject of noncriminal disposition proceedings by the Town Administrator or his or her designee under G.L. c. 40, § 21D. The penalty for such violation shall be a written warning for the first offense, a fine of \$100 for a second offense and a fine of \$200 for the third, and a fine of \$300 for a fourth and any subsequent offense, or to see what the Town will do about it.

Citizen Petition

ARTICLE 27. To see if the Town will vote to amend the General Bylaws by adding the following as Chapter 192 of the Code of the Town: **Chapter 192. Sustainable Food Containers and Packaging 192-1. Declaration of findings and purpose:** The Town of Wakefield hereby finds that the prohibition on the use of foam polystyrene food containers and packaging by food service establishments and the sale or use of those products by any business in the Town of Wakefield is a public purpose that protects

the public health, welfare and environment, advances solid waste reduction, protects waterways and aids the Town in its fight against climate change. **192-2. Definitions** The following words shall, unless the context clearly requires otherwise, have the following meanings in this bylaw: **a.** "Biodegradable" means entirely made of organic materials such as wood, paper, bagasse or cellulose, or of bioplastics that meet the American Society for Testing and Materials (ASTM) D7081 standard for Biodegradable Plastics in the Marine Environment, or of materials satisfying any other standard that may be developed specifically for an aquatic environment. Any biodegradable products must be clearly labeled with the applicable standard. **b.** "Compostable" means made of bioplastic materials certified to meet the American Society for Testing and Materials International Standards D6400 or D6868, as those standards may be amended. ASTM D6400 is the specification for plastics designed for compostability in municipal or industrial aerobic composting facilities. D6868 is the specification for aerobic compostability of plastics used as coatings on a compostable substrate. Compostable materials shall also include products that conform to ASTM or other third-party standards (such as Vincotte) for home composting. Any compostable products must be clearly labeled with the applicable standard. **c.** "Disposable food container" means all food and beverage containers, bowls, plates, trays, cartons and cups, designed for one-time or non-durable uses, on or in which any food vendor directly places or packages prepared foods on the food provider's premises or which are used to consume foods. This includes, but is not limited to, food service ware for takeout foods and leftover food from partially consumed meals prepared at food establishments. **d.** "Foam polystyrene" means a non-biodegradable petrochemical thermoplastic made from aerated forms of polystyrene and includes several methods of manufacture. Expanded polystyrene (EPS) or extruded polystyrene (XPS) are forms of polystyrene. "Styrofoam" is a Dow Chemical Co. trademarked form of extruded polystyrene and is commonly used to refer to foam polystyrene. These are generally used to make insulated cups, bowls, trays, clamshell containers, meat trays, foam packing materials and egg cartons. The products are sometimes recognized by a #6 resin code on the bottom. **e.** "Food establishment" means a business or governmental establishment that stores, prepares, packages, serves, sells, or otherwise provides food for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the state food code. **f.** "Packing material" means polystyrene foam used to hold, cushion, or protect items packed in a container for shipping, transport, or storage. This includes, without limitation, packing "peanuts", and shipping boxes, coolers, ice chests, or similar containers made, in whole or in part, from polystyrene foam that is not wholly encapsulated or encased within a more durable material. **g.** "Prepared food" means any food or beverage packaged or prepared for consumption on the food provider's premises, using any cooking or food preparation technique or provided for further food preparation. **h.** "Recycle" refers to material that can be sorted, cleansed, and reconstituted using Wakefield's curbside municipal collection programs for the purpose of using the altered form in the manufacture of a new product. "Recycling" does not include burning, incinerating, converting, or otherwise thermally destroying solid waste. **i.** "Retail establishment" means a business establishment engaged in the retail sale of goods directly to consumers. **j.** "Reusable" refers to products that will be used more than once in their same form by a food establishment. Reusable food service ware includes tableware, flatware, food or beverage containers, packages or trays, such as, but not limited to, soft drink bottles and milk containers that are designed to be returned to the distributor. **k.** "Rigid polystyrene" means a non-biodegradable petrochemical thermoplastic made from a non-aerated form of polystyrene. Also known as "oriented polystyrene," the material is generally clear or solid in appearance and is used to make clear clamshell containers, cups, plates, straws, lids and utensils. The products are sometimes recognized by a #6 resin code on the bottom. **192-3. Prohibited use and distribution of food ware and packaging.** **a.** Food establishments are prohibited from dispensing food or beverages to any person in disposable food containers made from foam or rigid polystyrene. **b.** All food establishments are strongly encouraged to use reusable food service ware in place of using disposable food service ware for all food served on the premises. Food establishments using any disposable food service ware are strongly encouraged to use biodegradable, compostable, reusable or recyclable food service ware. **c.** Retail establishments are prohibited from selling or distributing disposable food containers made from foam or rigid polystyrene to customers. **d.** Retail establishments are prohibited from selling or distributing polystyrene foam or rigid packing material to customers. **192-4. Effective date.** This section shall take effect on January 1, 2021. **192-5. Enforcement** **a.** Any food or retail establishment which violates any provision of this section shall be liable for a fine as follows: First offense, warning; second offense, \$100.00; and subsequent offenses, \$100.00. Each day a violation continues shall constitute a separate offense. **b.** This section shall be enforced by the Director of the Health Department, or his or her designee. **c.** Any violation of this section may, in the sole discretion of the Director of the Health Department, or his or her designee, be made the subject of noncriminal disposition proceedings under G.L. c. 40, § 21D and § 1-7 of the Code of the Town. **192-6. Severability** Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable, or to see what the Town will do about it.

Citizen Petition

ARTICLE 28. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of settling a claim asserted by The Woods, LLC with respect to environmental contamination allegedly caused by the Town on certain real property abutting Butler Avenue and shown as Block 138, Lot 51CG and Block 143, Lot 51 on Map 30 and as Block 214, Lot 27 on Map 31; or to see what the Town will do about it.

Town Council

And to transact such other business as may properly come before this meeting,

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

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

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

<p>A true copy attest: Kevin Lopes Constable</p>

BRIAN D. McGRAIL
ATTORNEY AT LAW
LAKESIDE OFFICE PARK
599 NORTH AVENUE
SUITE SEVEN, SECOND FLOOR
WAKEFIELD, MASSACHUSETTS 01880

TELEPHONE
(781) 246-9999

FAX
(781) 246-1986

April 1, 2020

Edward F. Dombroski, Jr., Chair
Wakefield Town Council
Town Hall
1 Lafayette Street
Wakefield, MA 01880

RE: Application for License and/or a modification of an existing License to store
Flammables at 950 Main Street, Wakefield, Massachusetts

Dear Mr. Chair,

This office represents Bhavya Two LLC (hereinafter referred to as "Bhavya") the owner of property known as numbered as 950 Main Street, Wakefield, Massachusetts (hereinafter the "Property") regarding an application to be filed for a License and/or a modification of an existing License to Store Flammables at the Property relating to underground fuel storage tanks associated with the operation of an existing gasoline station at the Property.

Bhavya is in the process of renovating the Property and it is cooperatively working with Fire Chief Michael Sullivan, who is supporting the forthcoming application, to assure full compliance with MGL c. 148 s. 13, the applicable statute.

Since the application will require a public hearing with notice to abutters and publication in the newspaper, I am respectfully requesting the Town Council set a date for said public hearing so the filing of the application and notice requirements will be fully compliant with MGL c. 148 s. 13.

Thank you in advance for your anticipated cooperation.

Yours truly,



Brian D. McGrail, Esq.



2020 COMMITTEE APPLICANTS

Advisory Board of Public Works – One (1) Opening

1. Maria Palomino – Currently on the Board
2. Gray Lane
3. Michael Owen

Board of Appeals – Two (2) Openings

1. Amy Wall – Currently on the Board
2. David Hatfield – Currently on the Board
3. Daniel Benjamin

Capital Planning Committee – Two (2) Openings

1. Jeffrey Giunta
2. Tracey Cleversey – Currently on the Committee
3. Daniel Calore – Currently on the Committee

Disability Commission – Three (3) Openings

1. Lois Benjamin – Currently on the Commission

Conservation Commission – Two (2) Openings

1. Michael Owen
2. F. James Luciani – Currently on the Commission
3. Warren Laskey – Currently on the Commission
4. Kenneth Alepidis

Council on Aging – Three (3) Openings

1. Florence Calore – Currently on the Council
2. Elizabeth Ellis – Currently on the Council

Cultural Council – One (1) Opening

1. Kathleen Cain

Fence Viewer Committee – One (1) Opening

1. Dennis Cloherty – Currently on the Committee



Historical Commission – Seven (7) Openings (Members terms all expire all at the same time)

1. Gene Mouton – Currently on the Commission
2. Jennifer Osterhout
3. Nancy Bertrand – Currently on the Commission
4. Cathlina Driver
5. Daniel Benjamin – Currently on the Commission
6. Francene Harrington – Currently on the Commission
7. Therese Frazier

Human Rights Commission – Two (2) Town Council Appointments (One (1) through 2023 & One (1) to fill an unexpired term through 2022)

1. Benny Wheat – Currently on the Commission
2. Sherri Oken

Permanent Building Committee – Two (2) Voting Members and Associate Member(s) Openings

1. Philip Renzi
2. Charles Tarbell – Currently on the Committee
3. Wayne Hardacker
4. Timothy Demers – Currently on the Committee
5. Marc Moccio

Recreation Commission – Three (3) Openings

1. Erin MacDonough
2. Richard Stevens – Currently on the Commission
3. Susan Hickey – Currently on the Commission
4. Gerald Barrett – Currently on the Commission

Veteran Advisory Board – Unlimited

1. Rob Ettinger – Currently on the Board
2. Kristi Yentile



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Maria B. Palomino Email: maria.palomino@comcast.net

Address: 11 Newell Rd.

Daytime phone: 781-799-2603 (cell) Evening phone: _____

How long have you lived in Wakefield: 5 years Current occupation: Writer/Editor

Board or commission in which you are interested: Re-Appointment to Advisory Board of Public Works

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

I've enjoyed learning about the challenges of providing critical services to our Town, from a safe and continuous water supply, to clear and passable roadways to oversight of refuse and recycling programs, to name a few of the DPW's many responsibilities. It's impressive to see the commitment made by the DPW to provide these vital services to Wakefield via the most cost effective and efficient means possible. I would welcome the opportunity to continue serving alongside my fellow board members, if it pleases the Town.

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

I think my communication skills and curious nature are assets for this board. I ask a lot of questions aimed at understanding current processes and the rationale behind proposed changes to DPW protocols. If I don't understand a given scenario or need further clarification to understand a proposed new service, it's a good bet that many other Town residents will react similarly. As a result, the DPW Director can get a better idea of how proposed changes might be perceived by residents prior to taking any new actions.

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

If yes, please specify: _____

Maria B. Palomino

1.23.20

Signature

Date



M A R I A B . P A L O M I N O

11 NEWELL ROAD, WAKEFIELD, MASSACHUSETTS 01880
(781) 799-2603 | maria.palomino@comcast.net

SUMMARY: Communications professional with stellar writing, editing, and project management skills. Enjoys creating original content that promotes an organization's mission and vision. Strategic thinker skilled at leading complex projects and creative teams to deliver targeted solutions across print and digital channels.

PROFESSIONAL EXPERIENCE

FREELANCE WRITER, EDITOR, AND PROJECT MANAGER 7/2018 –Present

Contract writer focused on the higher education sector. Editorial project manager (since January 2019) for the Boston College School of Social Work, responsible for managing a team of freelance writers and assigning, monitoring, and editing news and promotional content, including faculty and student profiles, newsletters, news announcements, and event coverage. Recently authored the school's doctoral admission brochure.

MERRIMACK COLLEGE, Office of Development, North Andover, MA 11/2017–6/2018

Director of Marketing and Communications

Led editorial and marketing strategies to strengthen alumni relationships, cultivate and advance philanthropic giving, and increase awareness of Merrimack's value proposition. Advised senior leaders on best practices and channels for content creation and delivery. Selected accomplishments:

- Directed annual fund appeals, stewardship communications, and alumni events. Authored custom proposals for high-giving capacity donors.
- Identified and produced pre- and post-event content, including news stories, briefs, donor profiles, and social media posts for the Office of Development/Alumni Relations and Merrimack's central web/social media channels.
- Appointed managing editor for *Merrimack Magazine*, spring 2018 edition.

BOSTON COLLEGE, Office of University Communications, Chestnut Hill, MA 2010–2017

Senior Associate Director

Initiated and directed communication projects and events to promote the University's Division of Student Affairs, the Office of Undergraduate Admission, and the Woods College of Advancing Studies. Selected accomplishments:

- Conceived and produced the Boston College Undergraduate Bulletin (viewbook), the University's primary marketing publication. Lead writer for accepted student welcome materials.
- Established and served as managing editor of *Parent Update* a quarterly e-newsletter for undergraduate parents, which averaged a 47 percent open rate.
- Developed digital enrollment marketing campaigns for the Woods College of Advancing Studies.
- Collaborated with University partners to develop and produce digital slideshows and videos, including the first-year academic welcome video on behalf of University leadership—broadcast to approximately 2,300 freshmen in Conte Forum.

SUFFOLK UNIVERSITY, Office of Advancement, Boston, MA

2006–2007

Managing Editor

Co-founder of Suffolk University's alumni magazine, *SAM*, which circulated to 56,000 alumni. Selected accomplishments:

- Researched stories and assigned writers and photographers (in partnership with *SAM*'s editor), advised on art direction, and coordinated all facets of editorial review prior to print production.
- Lead author for advancement news section, donor profiles, and testimonial ad copy.

Development Writer

2003–2006

Created a full suite of donor communications, including quarterly appeals, high-level acknowledgements, letters of introduction to key donors on behalf of the president, and speeches. Selected accomplishments:

- Authored the president's centennial campaign keynote address for alumni, faculty, and key donors.
- Assisted with funding proposals that resulted in gifts totaling more than \$15 million.

CENTER FOR MANAGEMENT RESEARCH, Wellesley, MA

1998–2002

Editorial Production Manager

Managed editorial production for a direct mail enterprise, averaging in excess of five million pieces annually, as well as an annual print budget of \$1 million. Supervised production staff and managed vendor relations for all associated printing needs.

MUSEUM OF FINE ARTS, Boston, MA

1997

Assistant Director of Special Events

Planned and executed corporate events, from 250-person seated dinners to standing receptions for upwards of 1,500. Supervised associate director of special events.

SIMMONS UNIVERSITY, Office of the President, Boston, MA

1995–1997

Assistant Clerk of the Corporation and Coordinator of Special Events

Advanced policy initiatives on behalf of the board of trustees, including a new governance structure, responsible for recording and filing board meeting minutes. Scheduled all full board and executive committee meetings. Planned major campus events involving the president including convocation and commencement.

EDUCATION

Simmons University, Boston, MA, Master of Science in Communications Management, with honors

Suffolk University, Boston, MA, Bachelor of Science in Journalism

VOLUNTEER COMMITMENT

Vice-Chair, Advisory Board of Public Works, Town of Wakefield, MA



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Gray Lane Email: glane@pyramidhotelgroup.com

Address: 6 Green Street 01880

Daytime phone: 617-913-0461 Evening phone: 617-913-0461

How long have you lived in Wakefield: 11 years Current occupation: Director of Finance / Treasury

Board or commission in which you are interested: Advisory Board of Public Works

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

As a resident of Wakefield who is interested in meeting new folks in town while providing a service, I'd like to serve our community as a member of the above mentioned board. I'm interested in the town's infrastructure and the decision making process that goes into making policy and issuing guidelines regarding rubbish removal and recycling efforts. My over 20 years of hotel and corporate finance could prove helpful to the board as I have knowledge on electric supply and delivery costs, water and sewer rates, and natural gas.

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

I am an excellent cook / griller / baker and can juggle and ski well. Pretty much all that the board needs, right? HA! :)

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

If yes, please specify: _____

Signature

Date

2/6/2020



GRAY LANE

EXPERIENCED LEADER IN HOTEL AND CORPORATE FINANCE

6 Green Street, Wakefield, MA | 617.913.0461 | graylane@hotmail.com

PROFESSIONAL SUMMARY

I have over two decades of experience in hotel and corporate finance. My record is strong in ensuring accuracy of accounts and reporting efficiently for large organizations throughout the U.S. In particular, my experience runs deep in the following areas:

- Budget and forecasting models
- Preparing monthly profit and loss statements, reconciliation of bank statements/balance sheets, and union reporting
- Evaluating and approving A/P invoices, expense reports, labor, and revenue reports
- Ensuring institutional compliance according to GAAP, tax, escheat laws, etc.
- Determining and remitting accurate monthly sales and use tax returns and payments to state government

LEADERSHIP IN FINANCE

DIRECTOR OF TREASURY

Pyramid Hotel Group | Boston, MA | (2018 > Present)

Professional Summary: I have served one of the U.S.'s leading hotel management groups for six years, rising to more responsibility as the company has grown and evolved. Boston is a world class city for tourism and Pyramid Hotel Group is able to contribute to the city's profile because of its strong financial underpinning.

- Manage treasury department that oversees relationships with 29 banks and >600 bank accounts
- Work with banks to leverage ECR vs interest bearing accounts, reducing bank fees to zero for 100 hotels
- Consolidated all Marriott portfolio hotels under one MID to yield lower rate, streamlined reporting, user set ups, chargeback, and dispute management
- Consolidated all PHG hotels under one SE# with AMEX to yield lower rate on cards and unified reporting
- Train regional controllers on cash and credit card management best practices

DIRECTOR OF FINANCE

Pyramid Hotel Group | Boston, MA | (2017 - 2018)

- Managed five direct reports; duties include hiring, training, and performance management
- Created new entities as hotels enter the management group, including general ledger, chart of accounts, and intercompany relationships as primary administrator
- Oversaw monthly financial accounting close cycles
- Managed the weekly A/P for fifteen corporate entities

CONTROLLER

Pyramid Hotel Group | Boston, MA | (2013 - 2017)

- Controller for five to seven hotels, while leading onboarding and transitional due diligence projects
- Mentored hotel GMs and front office managers on reporting requirements for management and ownership groups
- Responsible for monthly P&L closes and balance sheet reconciliations
- Managed the A/P and A/R for assigned hotels

ASSISTANT CONTROLLER

Ophthalmic Consultants of Boston | (2008 - 2013)

Professional Summary: OCB is one of the largest and renowned eye care practices in the nation, comprised of approximately 40 ophthalmologists and 20 optometrists, and serving over 150,000 patients annually. As their Assistant Controller, my team and I handled the finances for nine clinics, four surgery centers, and one non-profit organization.

- Handled monthly financial accounting close cycles, reporting, and year end audits for five corporate entities
- Managed the weekly A/P for five corporate entities, averaging \$400k weekly
- Prepared and posts annual GAAP entries
- Well versed in fixed asset accounting including amortization and depreciation
- Sourced preferred partners for company's most used pharmaceuticals and set up automated payment procedure
- Designed and deployed new online ordering procedure for all locations, yielding savings of \$250k over four years
- Implemented general ledger upgrade package for seven companies with executive management

EXPERIENCE (cont.)

DIRECTOR OF FINANCE

Omni Richmond Hotel | Richmond, VA | (2006 – 2008)

- Led Accounting and Purchasing departments with nine direct reports; handled hiring, training, and performance management
- Built annual budget consisting of nine departments with revenues in excess of \$22,000,000
- Implemented overtime tracking report and approval process to reduce overtime expenditure by 25% vs. same accounting period in the previous year
- Managed an accounts receivable aging that averaged over \$700,000 on a monthly basis. Maintained a 3.08% average for receivables over 60 days
- Prepared current month forecast on a weekly basis, and rolling quarter forecast monthly

ASSISTANT DIRECTOR OF FINANCE

Omni Parker House Hotel | Boston, MA | (2002 – 2006)

- Managed six accounting staff members; handled hiring, training, and performance management
- Performed complex laundry cost benefit analysis, consisting of energy costs, labor expense, maintenance, and linen par levels to maximize the department's cost effectiveness
- Collaborated with local unions 3 and 26 to ensure that hours and wages were accurately reported and prevented the hotel from over contributing to the unions
- Scored second place for departmental satisfaction within the hotel, and ranked in the top 10% of all hotels in the Associate Opinion Survey

ASSISTANT DIRECTOR OF FINANCE

Omni Chicago Hotel | Chicago, IL | (2000 - 2002)

- Managed six accounting staff members, including hiring, training, and performance management
- Reorganized food and beverage purchasing process to reduce the number of weekly shipments by 50% to increase rebates and achieve substantial savings

ASSISTANT DIRECTOR OF FINANCE

Omni Richmond Hotel | Richmond, VA | (1999 – 2000)

- Interim department leader for three months while a permanent controller was hired
- Managed staff and daily/weekly/monthly reporting to hotel leadership and corporate office

INCOME AUDITOR AND GENERAL CASHIER

Omni Richmond Hotel | Richmond, VA | (1998 – 1999)

- Completed daily revenue balancing and audit of hotel revenue
- Verified the accuracy of daily reports by inspecting all backup for proper documentation
- Balanced and reconciled credit card transmissions to incoming deposits in cash concentration account
- Prepared monthly sales tax and tip allocation and investigated discrepancies
- Monitored foreign currency rates on receipts and verified loss or gain on foreign exchange

EDUCATION & SKILLS

Bachelor of Arts - Economics & Business

Virginia Military Institute - Lexington, VA - 1992-1996

Proficient in the following software:

Microsoft Office, Sage MAS500, Sage MAS90, Sage FAS, Micros, Kronos, Ultipro, Oracle, Epitome, ADP, Enterprise, M3, Solomon, FRX.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: _____ Email: _____

Address: _____

Daytime phone: _____ Evening phone: _____

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

Board or commission in which you are interested: _____

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

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

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

If yes, please specify: _____

Signature

Date



MICHAEL DAVID OWEN

27 Byron Street, Wakefield. MA 01880

Mikeowen384@yahoo.com - (857) 415 0464

Driver's License – MA S72269363

Dedicated to serving the community

OBJECTIVE

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

PROFILE

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

EXPERIENCE

Social Security Administration

Sept 2014 –

Present

Insurance Specialist (GS-11)

Cambridge, MA

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

Security Area Supervisor

May 2013 – Sept

2014

G4S Secure Solutions

Burlington, MA

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

Armed Force Protection Officer

March 2012 – March

2013

DynCorp International (12-month contract)

Camp Bondsteel, Serbia

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

Security Supervisor

Sept 2011 – March

2012

Palladion Security Services

Boston, MA

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

Police Officer

Feb 2011 - Sept

2011 Hanover Police Department

Hanover, MA

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

Infantry Team Leader

April 2005 - April

2013 US Army (MARNG)

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

EDUCATION/ TRAINING

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

CERTIFICATES/ AWARDS

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

Sherri A. Dalton
Executive Secretary
Town Administrator's Office
Town of Wakefield
One Lafayette Street
Wakefield, Mass 01880

March. 31, 2020

Dear Ms. Dalton,

I understand that Board Member Ami Wall is up for reappointment to the Zoning Board of Appeals this April. As a Board member I have worked with Ami for the last few years and found that she brings a different perspective to a project discussion, quite often from a differing viewpoint that generates real discussion at that awaking moment.

As the architect on the board I have teamed with her in the field to look at items of work and materials that the Zoning Board has control over. I feel this helps expose her to a different side but also differing views which becomes apparent in follow up or new project meetings. She provides a diversity within the Board of differing expertise that is very important in my opinion.

It is my wish and recommendation to the Town Council that Ami Wall have her tenure extended to continue her good work of bringing a different viewpoint and experience to the Zoning Board table.

Sincerely,



Jim McBain AIA
ZBA Board Member
Chairman of Design Review Board

Sherri A. Dalton
Executive Secretary
Town Administrator's Office
Town of Wakefield
One Lafayette Street
Wakefield, Mass 01880

March. 31, 2020

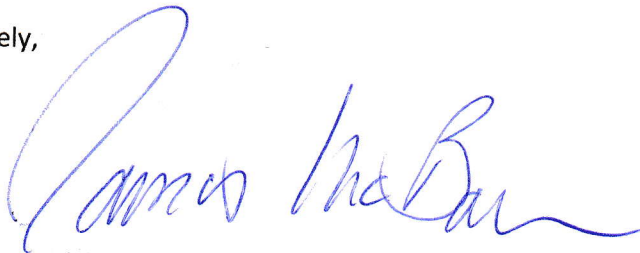
Dear Ms. Dalton,

I understand that Chairman Dave Hatfield is up for reappointment to the Zoning Board of Appeals this April. As a Board member I have worked with Dave for some years and have found him to be very hardworking and bring professionalism to his job as Chair on the Zoning Board. As Chair he has been fair with the public and keeps projects on the "Rails" as he would say. He has been a very calming influencer at these public gatherings.

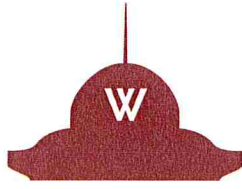
Over the last few years particularly, the Board has worked on some very complicated projects under his oversight and direction. Some of the more recent large projects will be coming back to us with issues as part of their construction and from my perspective when this happens it's good to have the original team in place to function affectively.

It is my wish and recommendation to the Town Council that Dave Hatfield have his tenure extended to continue his good work. It would be a sad day when his administrative efforts are lost to the Zoning Board of Appeals.

Sincerely,



Jim McBain AIA
ZBA Board Member
Chairman of Design Review Board



TOWN OF WAKEFIELD

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

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

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

Please email this form, along with a current resume, to Sherri Dalton sdalton@wakefield.ma.us

Name: Amy Wall

Address: 23 Elm St. Wakefield, MA 01880

Email: amiwall@gmail.com

Daytime Phone: 781-389-6137 Evening Phone: 781-389-6137

How long have you lived in Wakefield? 39 years

Current occupation: bank teller / acct. manager

Board or commission in which you are interested: ZBA

Why are you interested in serving on this board or commission? I have served on the

ZBA for the past 6 years and I feel I have made a positive impact on our town. I wish to continue that impact over the next three years. Being born and raised in Wakefield, I have a strong sense of community and deeply care what happens in town.

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

I have six years of experience being on the board which has taught me about our by-laws and process. I have a strong ability to work with others with many different backgrounds. This is beneficial when working on bigger projects. I also have a degree in Fashion Design + Textiles. Having a keen sense of design I feel helps shape the looks and feels of projects.

If you are currently serving on any other Town boards, please indicate which one(s): _____

Signature: Amy Wall

Date: 2-24-2020



Amy Wall

23 Elm Street, Wakefield, MA 01880
(781) 389-6137 ♦ amiwall@ymail.com

Enthusiastic, motivated sales and design professional with strong track record of achieving and exceeding operational and sales goals. Detail oriented and committed to superior customer service. Excellent communication and problem-solving skills. Strong creativity, design and event planning ability. Experience includes:

- ♦ Marketing
 - ♦ Advertising
 - ♦ Sales
 - ♦ Media coordination (radio, print, television, movies)
 - ♦ Microsoft Office Suite
 - ♦ Supervising and management
 - ♦ Budget development and tracking
 - ♦ Calendar management
 - ♦ Event planning and execution
 - ♦ Various retail/banking software
-

Professional Experience

THE T STOP, Wakefield, MA

November 2018 – Present

Account Manager

Assist in the day to day operations of the retail store. Gain new corporate customers through networking and marketing. Maintain current corporate customers.

THE SAVINGS BANK, Wakefield, MA

October 2017 – Present

Bank Teller

Operates the teller system to complete transactions for customers including deposits, withdrawals, transfers, loan payments, and money order/treasurers check purchases.

MACY'S, Peabody, MA

December 2014 – October 2017

My Stylist@Macy's and Corporate Sales Executive

Built and maintained customer book. Styled customer's wardrobe, and home. Executed displays featuring current fashions for office. Contacted businesses and obtain corporate sales for employees, associates, and customers. Met daily with executive team to discuss daily goals and store focuses. Consistently exceeded sales goals for fashion and corporate plans. Planned and executed fashion shows and other in-house events. Set up and managed off- site bridal shows to gain new clientele.

THE SAVINGS BANK, Wakefield, MA

March 2010 – November 2014

Personal Banker III (March 2012-Present)

Assist customers in all banking aspects, including opening/closing accounts, Certificate of Deposit (CD) renewals, title/address changes, etc. Consistently lead the bank in sales every month.

Online Banking Administrator (January 2011 – March 2012)

Verified, approved, and maintained all online banking applications for personal and small business accounts. Handled all overdraft accounts including closing out overdrawn accounts in accordance to bank procedures.

Bank Teller (March 2010 – January 2011)

Operated the teller system to complete transactions for customers including deposits, withdrawals, transfers, loan payments, and money order/treasurers check purchases.

NORDSTROM, Peabody, MA

March 2009 – March 2010

Handbag Sales

Assisted customers with purchases. Merchandised floor displays. Assisted with initial setup of department in new store. Suggestively up-sold while shopping the store with customers. Consistently ranked in the top 25 sales people. Held extensive knowledge of brands. Maintained a high percentage of repeat clients.

ANHEUSER BUSCH: AUGUST A. BUSCH & CO. OF MA, Medford, MA

May 2003 – March 2009

Contemporary Marketing Team Leader (Sept. 2007 – March 2009)

Oversaw Contemporary Marketing Team. Assisted with marketing department budgets and tracked team expenses. Maintained calendar, scheduled team for promotions, and coordinated off-premise samplings. Ensured that team members set up promotions appropriately. Worked with graphics department to arrange upcoming ads and promotions for local radio stations, television, and newspapers. Coordinated sneak previews for upcoming movies.

Contemporary Marketing Representative (March 2006 – Sept. 2007)

Managed 19 on-premise accounts in Faneuil Hall area. Set up grass root and national programs with bar/restaurant owners and managers. Executed high-impact promotions directed at contemporary adult market. Trained and mentored new members of Contemporary Marketing Team. Ensured highest quality of products sampled. Educated consumers on new products.

Graphic Arts Coordinator (June 2004 – March 2006)

Worked closely with sales and marketing teams to execute effective point-of-sale signs. Involved in all phases of sign production, including design, printing, cutting, laminating, and mounting. Created signage for a major motion picture (Fever Pitch).

Merchandising Intern (May 2003 – June 2004)

Constructed in-house displays to illustrate current point-of-sale. Created high-impact displays to increase visibility and impulse purchases at retail accounts. Covered merchandisers' routes in their absence.

LUBIE'S JEWELRY, Wakefield, MA

June 1998 – April 2014

Manager

Assisted customers with purchases of fine jewelry and watches. Repaired and designed jewelry. Merchandised window displays. Assisted in the purchasing of new merchandise and daily operations.

Education**LASELL COLLEGE**, Newton, MA

September 2000-May 2003

Bachelor of Science, May 2003

Major - Fashion Design and Production; Minor – Fashion Merchandising

Honors: Dean's List 2000 – 2003; Who's Who Among Students in Colleges and Universities

Activities & Organizations**FILM PRODUCTION****Verizon/New England Patriots commercial-Extra,**

July 2019

Casted by local production company. Was used in select scenes in the filming of an upcoming commercial.

Defending Jacob-Extra,

April 2019

Casted by local production company. Was used in select scenes in the filming of an upcoming TV series.

Spotlight-Extra, Picture Car Driver,

September 2014

Casted by local production company. Was used in select scenes in the filming of an upcoming movie.

ZONING BOARD OF APPEALS (ZBA)**Town of Wakefield-Alternate Member,**

July 2014-Present

Appointed to ZBA by the Wakefield Town Council. Research applications, listen to cases, and vote according to the Town By-Laws.

PEOPLE TO PEOPLE STUDENT AMBASSADORS**United States Student Ambassador,**

Summers 1995, 1996, 1998

Selected as one of 40 Massachusetts students in program to promote understanding of different cultures. Traveled to Italy, Austria, Hungary, England, Ireland, Scotland, Wales, Australia, and New Zealand.

Hobbies/Interests

- ◆ Fashion
- ◆ Designing
- ◆ Sewing
- ◆ Party/Event Planning
- ◆ Motorcycles
- ◆ Music



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: David W. Hatfield Email: davehatfield64@gmail.com

Address: 23 Butternut Road

Daytime phone: 781-820-5437 Evening phone: 781-246-9020

How long have you lived in Wakefield: 24 years Current occupation: Software Project Manager

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

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

I would like to continue my involvement in the Board of Appeals. I feel this is an important time in Wakefield's evolution and development, and I would like to continue my role on the Board to help serve the town.

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

I've been a resident of Wakefield for since 1996, & I've witnessed the growth & changes in the town over that time. I've also been a member of the Board of Appeals since 2007, the last 3 years as Chairman. Over that time, I've obtained a breadth of experience adjudicating commercial & residential projects/applications brought before the Board. I've also established working relationships with members of many of the other town Boards & Committees, which helps us collaborate effectively to serve best interests of the town.

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

If yes, please specify: Board of Appeals

Signature

Date



TECHNICAL SUMMARY Over 34 years of experience in various enterprise software development projects as a Business Operations Manager, Release Manager, Project Manager, Project/Team Lead, Technical Lead, and an individual test contributor. Possess a thorough knowledge of software development life cycle and agile/waterfall processes through hands-on product testing and project management.

EMPLOYMENT

07/19 - Present **HCL Technologies, Chelmsford, MA**
Release Manager

- Manage releases of HCL Connections and complimentary products.
- Administer Connections cloud organization.
- Contribute to formalization of software release processes.
- Contribute to ISO-20243 Certification effort (mitigating maliciously tainted and counterfeit products).

04/96 – 06/19 **International Business Machines (IBM), Cambridge/Westford/Littleton, MA**

06/17 – 06/19 **Business Operations Manager**

Manage the operations of the IBM Connections organization, working for the Director of Development.

- Track staffing and allocation of labor between development and support
- Help coordinate engineer recognition – awards, raises, promotions
- Help track expenditures
- Facilitate weekly project status and staff meetings

06/08 – 05/17 **Release Manager**

Manage the release of IBM Connections, IBM's social collaboration platform, responsible for delivering monthly releases of our Public Cloud offerings.

- Helped prioritize product requirements among stakeholders.
- Ensured clear communication of project and quality objectives among cross-functional teams.
- Tracked iterative development (sprint) progress using tools such as Rational Team Concert (RTC).
- Tracked and manage project risks.
- Ensured compliance with our established development processes and release criteria.
- Collected and reported project status with various project teams and stakeholders.
- Facilitated software defect triages with Support and management teams.

Managed the release of IBM Connections versions 4.5 and 6.0, traditional on-premises releases.

Managed several releases of IBM Connections Plug-ins, which extend Connections features into other software applications: MS Desktop, Office/Outlook, SharePoint, Lotus Notes, Lotus Sametime, WebSphere Portal.

01/06 – 05/08 **Test Project Manager**

As a Test Project Manager for IBM WebSphere Portal: Helped develop the product's Comprehensive Test Plan; Created/maintained MS Project file summarizing our test tasks, milestones, and resource assignments; Facilitated test scenario review/approval process; Monitored test progress and ensured compliance with our established test processes; Generated test status reports and participated in project status meetings; Worked closely with the test team and release management to adhere to established schedules and to develop mitigation strategies when milestones are at risk; Participated in software defect triages.

01/00 – 12/05 **Senior Applications Quality Engineer**

Member of the quality engineering team for IBM Lotus Workplace (a portal-based enterprise collaboration application suite and Lotus Domino.Doc (a client/server-based document management application). Responsible for delivering at least one major product release per year, plus interim derivative products.

- As a QE Team Lead: Helped develop a detailed test project plan and schedule; Monitored ongoing test efforts and maintain QE schedule; Worked with cross-functional team leads to coordinate project effort and task interdependencies, review and resolve project issues, and ensure product development adheres to established schedules; Worked with Product Management and Support staff to respond to customer product inquiries; Facilitated software defect triages with management team and monitor defect database activity; Worked with functional teams to improve project development processes; Performed product testing.
- As a QE Technical Lead: Participated in Development status meetings and in technical product investigations for test impacts; Led/coordinated team-wide complex feature tests and ad hoc test activities; Provided technical assistance and peer test documentation reviews for QE team.
- As an individual contributor: Helped scope planned work for software product release; Reviewed Functional and Technical Design Specifications and provide detailed test costs for assigned feature areas; Performed

detailed test planning; Perform phased manual test cases; Coordinated automated test cases with automation team; Generated and investigated software defects; Maintained test schedule and documented test results; Generated technical support documents for product issues to help Support respond to customer inquiries.

- Tested the application on five Domino R4/R5 platforms (Windows, Solaris, AIX, AS/400, System 390) from Notes R4/R5, web browser, and desktop ODMA clients.
- Developed test automation scripts in Rational Functional Tester to verify Workplace Administration.
- Developed test automation scripts in Visual Basic to verify Domino.Doc API functionality. Worked with another QE engineer to expand and enhance the existing API test bed.

4/96 - 12/99 **Senior Applications Quality Engineer**

Member of the quality engineering team for Lotus SmartSuite, a desktop business application suite. Responsible for delivering at least one major product release per year, plus interim derivative products.

- As a Project/QE Lead for Lotus Freelance Graphics, responsibilities included: Managed QE staff of 5-6 people (including remote test team in Beijing, China); Coordinated generation of project plan, as well as detailed QE project plan and test schedule; Worked with functional team leads (Development, UI/Design, User Assistance), as well as team leads from other SmartSuite product groups, to coordinate project effort and task interdependencies, review and resolve project issues, and ensure product development adheres to established schedules; Participated in team and functional group meetings; Worked with Product Management and Support staff to respond to customer product inquiries.
- Simultaneously served as Project/QE Lead for Lotus SmartCenter product for one project cycle/release.
- Verified Y2K update/patch to legacy Freelance product.
- Traveled to large customer site to investigate a product issue that could not be reproduced in-house. Isolated the issue and offered a temporary workaround until a permanent solution could be implemented.
- As an individual contributor, QE responsibilities included: Helped scope planned work for software product release; Provided detailed test costs for assigned feature areas; Performed detailed test planning (including generation/update of test outlines, files, and automation); Performed phased manual and automated test cases (alpha, beta, regression); Generated and investigated software problem reports; Maintained test schedule and documented test results.

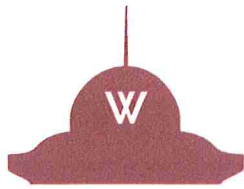
9/86 - 4/96 **Dynamics Research Corporation (DRC), Andover, MA**

Senior Software Engineer

TRIDENT Submarine Navigation Subsystem Independent Verification & Validation (IV&V) program: Verified interface requirements between five real-time Navy computer systems. Analyzed software requirements for correctness, completeness, and consistency. Traced software requirements to design specifications to ensure a thorough program design, and to test documentation to ensure test adequacy. Performed requirements certification at contractor's test facilities, reported and analyzed problems, and recommended appropriate solutions. Defined mission critical software metrics to assess life cycle milestones. Tracked contractor's development schedule, evaluated potential schedule slips, and recommended tradeoffs. Reviewed, assessed, and investigated software problem reports from the fleet, performed risk assessment, and recommended appropriate resolutions.

EDUCATION Bachelor of Science, Computer Science, June 1986, University of Lowell, Lowell, MA.
Certificate of Professional Achievement in UNIX Programming, 1996, Northeastern University, Boston, MA.
Certificate of Professional Achievement in Client/Server Technology, 1998, Northeastern University, Boston, MA.
IBM Leadership Excellence Program, March 2002.
Project Management Institute (PMI) Certification, June 2012.
Certified ScrumMaster, March 2017.

AFFILIATIONS Member/Chair, Wakefield Board of Appeals, Wakefield, MA
Member/Past President, West Side Social Club, Wakefield, MA



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Daniel L. Benjamin Jr. Email: America704@aol.com

Address: 10 Foster Street Unit # 205

Daytime phone: 781-589-6910 Evening phone: 781-589-6910

How long have you lived in Wakefield: Life time Current occupation: Retired

Board or commission in which you are interested: Zoning Board of Appeals

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

I would like to see "Smart Development" in Wakefield to make Wakefield a Vibrant community. I would not like to see overdevelopment that would affect the character of neighborhoods, overload traffic and infrastructure. As a life long resident I know Wakefield, and I think the board needs someone who is familiar with our History, Traffic, Parking issues, and has experience on all the boards and committees that I have been involved with. I want to see Sustainability, Flexibility, Compatibility, and thinking for the future!.

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

I think as a member of the many boards and committees I have been on over the years I bring a unique understanding of our town! The addition of many developments, Apartments, and Condo units in town over the years has added Traffic and Parking issues that must be solved with proper planning. We must make sure Variances, Zoning reliefs, Solar, E.V./Hybrid technology and special permits meet the needs of all involved. I will mentor and make sure all buildings and developments are A.D.A. & (H.P.) Compliant.

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

If yes, please specify: Traffic Advisory Board, Historical Commission, Branding & Wayfaring, Vets Adv. Brd.

Daniel L. Benjamin Jr.
Signature

3/6/2020
Date



*Office of Town Administrator
1 Lafayette Street
Wakefield, MA 01880*

*Daniel L. Benjamin Jr.
10 - Foster Street #205
Wakefield, MA 01880
America704@aol.com
781-589-6910*

Stephen P. Maio,

My name is **Daniel L. Benjamin Jr.**, I am interested to be **Appointed** to the **Wakefield Zoning Board of Appeals**. Listed Community service, Council appointments and brief resume.

- . **Wakefield Community Access Television** - Past Board of Directors.
- . **Wakefield Veterans Food Pantry** - Present Volunteer.
- . **Wakefield Traffic Advisory Committee** - Present.
- . **Wakefield Historical Commission** - Present.
- . **Wakefield Branding & Wayfaring Committee** - present.
- . **Wakefield Center Neighborhood Association** - Member.
- . **Vietnam Veterans of America Post #835** - Life Member and a Board Director.
- . **West Side Social Club** - over 30 year member.
- . **Food & Beverage Workers Union Local #513 N.E., Joint Board (Retired)**
- . **Wakefield Independence Day Parade Committee** - (Past Co-Chair for 12 straight yrs. 1998 -2010 , and as Parade Float Chair, Secretary, Presently consulting for New parade Committee.
- . **Veterans Advisory Board** - Present.
- . **Wakefield Lions Club** - Past Vice President, Secretary, and Visual Aids Director.
- . **Wakefield Boys & Girls Club** - Founding Committee 2012 -14 - Presently on Clubs fundraising Committee.
- . **Wakefield Council on Aging** - Past Chair and Vice Chair.
- . **Wakefield Commission on Disabilities Issues** - Past Chair, & Member.
- . **Wreaths Across America** - Volunteer P.R. Leader & organizer.
- . **Hartshorne House Assoc.** - Life Member

Historical (Wakefield Historical Commission) as a proud member over the last 3 years I have been involved with several projects in town including historical building markers, promoting our towns rich heritage and researching, including our **Historical Buildings Demolition Bylaw**, and preserving our history. As a member of **Branding and Wayfaring Committee** I have been involved with our vision planning for our downtown and bringing a vibrant downtown back to Wakefield. I believe I have the vision and knowledge to protect the **personality, compatibility** and **vitality** of our community and would be an asset to the Z.B.A. and bring my experiences to the board. As a member of the **Traffic Advisory Committee** for several years I have been involved with Wakefield Traffic and Parking issues. I have worked with **Wakefields Traffic Consultants V.H.B.** on that important advisory committee. As a former Chairman and member of our **Commission on Disability Issues** I will always address

A.D.A. compliance issues. I think with so much development projects in town we need to address the impact of so many projects on our infrastructure and neighborhoods, We must also weigh the improvements of the **“Envision Wakefield”** project on our main street arteries. We also must think about our **Hybrid /E.V. vehicles** charging and Wifi charging facilities placements and our ever growing **Solar infrastructures** in developments in Wakefield. We need **Smart Development** that benefits Wakefield neighborhoods character and also **preserves**. *“We must honor the past and also learn from the past for the future!”* I have always wanted to serve, preserve, and give back to the people of Wakefield, but at the same time we must always think of **Sustainability, Taxes, our Senior’s, and large project impacts on neighborhoods.** What we approve today is our legacy and future we leave for our children, let’s leave them a beautiful town we all can be proud of! *John Lennon said...” imagine if? Me:It can happen if we try!*



Thank You!

Daniel L. Benjamin Jr.

From: [Frank Leone](#)
To: [Sherri Dalton](#)
Cc: [Stephen Maio](#)
Subject: RE: Capital Planning Committee
Date: Friday, April 3, 2020 9:58:47 AM

Hi Sherri,

Please see below for our recommendations to the Council, Thank you:

The current active Capital Planning Committee members recommend to re-appoint both Tracey Cleversey and Daniel Calore to the committee for another term. As part of the current committee, Tracey and Dan compliment a group that touches many fields of occupation and cover a diverse age range. Having a continued knowledge base of what has been presented to this committee over the past couple years is a huge asset in addition to gathering new knowledge for the Town. Also, the current members request the Town Council to add an additional committee spot for new applicant Jeffrey Giunta. As important as we feel it is to keep the current core group together, we welcome a new voice and perspective that a new member would provide. Thank you for your consideration.

***Frank Leone
CPC Chairperson***

From: Sherri Dalton [mailto:sdalton@wakefield.ma.us]
Sent: Wednesday, March 25, 2020 8:19 AM
To: Frank Leone <frank@nardoneinc.com>
Subject: Capital Planning Committee

Morning Frank!

Great job Monday night!! Attached are the applications and resumes of applicants for the two appointments to the Capital Planning Committee. If you would like to send in recommendations from the Committee, please email me no later than Monday, April 6th. The Town Council will be appointing members at their April 13, 2020 meeting.

Have a great day!!

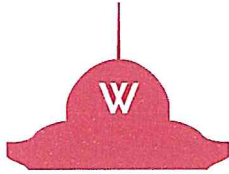


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Virus-free. www.avg.com



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Jeffrey Giunta Email: jeffrey.e.giunta@gmail.com
~~XXXXXXXXXXXX~~

Address: 17 Brewster Rd, Wakefield, MA 01880

Daytime phone: 508-944-5626 Evening phone: Same

How long have you lived in Wakefield: 7+ years Current occupation: Banking

Board or commission in which you are interested: Capital Planning Committee

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

I have wanted to get more involved in the community and as noted below, my background provides a skill set that I believe will work well with this committee.

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

My background is in banking, particularly in commercial finance. Through this experience over the past 17 years I have worked with many businesses to assist on the capital side of achieving their long term capital goals.

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

If yes, please specify: _____

Signature 

Date 2/17/2020



JEFFREY E. GIUNTA

17 BREWSTER ROAD, WAKEFIELD, MASSACHUSETTS 01880

(508) 944-5626 [C] jeffrey.e.giunta@gmail.com

QUALIFICATIONS SUMMARY

Finance professional with over 16 years of industry experience in underwriting, relationship management and workout of asset-based and cash flow facilities. Extensive experience in all aspects of commercial finance including client relations, collateral examination, underwriting, workout and bankruptcy. Demonstrated expertise in client relationship, cross-sell, financial statement analysis and workout in addition to strong verbal, written and interpersonal skills.

PROFESSIONAL EXPERIENCE

Peoples United Business Capital, Danvers, MA

June 2014 – Present

ABL Relationship Manager, Senior Vice President

- Manage a portfolio of assigned commercial finance accounts, compliance, loan workout, and credit extension on a daily basis.
- Work closely with business development team to assist in recruiting prospects.
- Analyze and evaluate transaction structures, cash flows, and other financial statements for existing and prospective customers.
- Managing the bank's exposure through various bankruptcy proceedings, turnarounds and workouts.

Wells Fargo Capital Finance, Boston, MA

June 2006 – June 2014

ABL Relationship Manager, Assistant Vice President

- Managed a portfolio of assigned commercial finance accounts, loan workout, and credit extension on a daily basis.
- Ensured that credit underwriting and compliance duties on current and prospective clients were up to date and correct.
- Demonstrated strong knowledge of asset-based finance, including analyzing and evaluating transaction structures, cash flow and other financial statements.
- Was responsible for sourcing five new credit facilities while fully underwriting four of the five transactions.
- Successfully managed the bank's exposure in various liquidations of defunct companies and bankruptcy proceedings.

Wells Fargo Business Credit, Boston, MA

May 2003 – June 2006

Collateral Asset Based Examiner

- Performed due diligence and collateral monitoring on credit facilities for middle-market businesses.
- Formulated credit and monitoring suggestions in written reports that were based off of exam fieldwork and findings.
- Ensured that financial records represent sound accounting procedures.
- Explained company policies and procedures and assisted in the implementation of collateral control procedures.

SKILLS

- Software: Proficient in Salesforce, Stucky, FIS, ABLE, Lucas, Precise, Outlook, Windows operating systems, and various Microsoft applications including Word, Excel, and PowerPoint

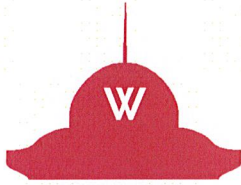
EDUCATION

Bentley College, Waltham, MA, 2002

- Bachelor of Science, Finance

OTHER

- SF Net Board Member (Formerly known as Commercial Finance Association), 2019 to present
- Member of the Turnaround Management Association Golf Committee
- Recipient of the 2007 CFA 40 Under 40 Award
- Recipient of the Wells Fargo Golden Spoke Award



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Tracey Cleversey Email: traceycleversey@comcast.net

Address: 9 Fell Street

Daytime phone: 617-780-9613 Evening phone: 617-780-9613

How long have you lived in Wakefield: 19 years Current occupation: Realtor

Board or commission in which you are interested: Capital Planning Committee

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

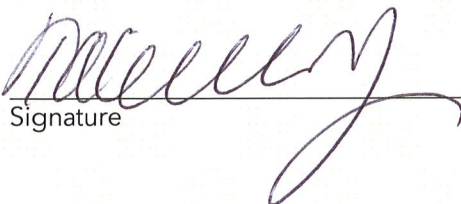
I have been on the committee since 2018. I feel it important take part in the Wakefield community, to lend a voice and offer my point of view.

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

I have worked on construction projects in my career as a Realtor and with my family in the roofing business as well.

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

If yes, please specify: _____


Signature

2/11/2020
Date



Tracey Cleversey

617.780.9613 traceycleversey@comcast.net Nine Fell Street, Wakefield, MA 01880

Profile

Sales, Marketing and Training expert dedicated to providing customers and clients with the highest level of service and integrity. Forward-thinking and results-oriented, while taking a proactive approach to sales by offering honesty, professionalism and the latest technology, innovative marketing tools and services needed to achieve maximum exposure and maximum results.

Experience

REALTOR, RE/MAX ANDREW REALTY SERVICES; STONEHAM, MA - 2005-PRESENT

RE/MAX Executive Club. Real Estate Sales and Leases for Buyers and Sellers of residential and commercial properties. List property by examining property; recommending improvements that will enhance salability; set a selling price based on market conditions; staging; closing a contract. Accompany Buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting. Study property listings, interview prospective clients, discuss conditions of sale, and draft real estate contracts. Meet sales goals; problem solving skills; negotiation skills. Legal Compliance.

RELOCATION CONSULTANT; AIM RESOURCES; WESTLAKE VILLAGE, CA - 2014-PRESENT

Customize area, rental, buying tours for domestic and international candidates, transferees, or new hire's specific to their needs and concerns both during recruitment and/or retainment. Design tours to familiarize them with a variety of communities that match their lifestyle, including: budget, schools, recreational opportunities, transportation options, and cultural events.

PROGRAM ADVISOR, CARE CREDIT (SYNCHRONY FINANCIAL BANK); COSTA MESA, CA - 2011-2017

Train existing and new merchants the protocol of Care Credit. Explain how their patients can receive special financing options, assist patients with applications, process a transaction, run a report, and elements of fraud with relation to state and federal credit regulations.

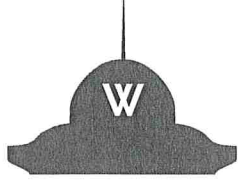
NATIONAL SALES MANAGER/NE REPRESENTATIVE/INVESTOR; FARMAESTHETICS; NEWPORT, RI -- 2001-2004

Develop effective strategy of Sales and Marketing for 12 national sales reps and skincare product. Create and implement sales goals. Ensure successful national performance review. Engage monthly with local and national accounts and prospects. Assist in development of spa product and spa treatments. Recruit and train sales representatives.

Education ~ Memberships ~ Volunteer Work

University of Southern Maine - 1988-1992

Member Massachusetts Association of Realtors; Member National Association of Realtors
Member Greater Boston Association of Realtors; Member Stoneham Chamber of Commerce
Greater Boston Association of Realtors: Forms Committee and Membership Committee
Arlington Catholic Alumni Association Class Agent
Accelerated Cure Project for MS Event Chair and Volunteer; National MS Society Peer Support Advisor
Wakefield Event Committee Volunteer; Blossoms at the Beebe Event Auction Close Volunteer
Galvin Middle School PTO Volunteer; Most Blessed Sacrament CCD Teacher
Wakefield Little League Sponsor and Volunteer
Woodville School, Wakefield Former PTO Secretary and Committee Volunteer
Wakefield Rocks, Director of Operations; Girls on the Go Volunteer



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Daniel C. Calore Email: dan.calore@verizon.net
 Address: 24 Wave Av. Wakefield
 Daytime phone: 781 438 2500 Evening phone: 781.245 3595
 How long have you lived in Wakefield: 7 1/2 yrs Current occupation: banking consultant
 Board or commission in which you are interested: Capital Planning

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

The committee considers expenditures by all town departments that have long-term effects on the town's financial and civic health.

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

I have been a member of the Capital Planning Committee for three years. I also served for 12 years on the Retirement Board.

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

If yes, please specify: Capital Planning

Signature Daniel Calore

Date March 5, 2020

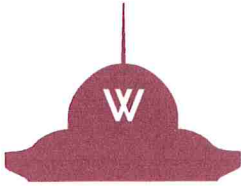


DANIEL C. CALORE

Mr. Calore is a Principal in the firm DCAssociates which serves community banks in Massachusetts for interest rate risk management and planning support. He is the developer of the asset/liability computer models used in that work. The firm's models have been used in the risk management programs of over forty New England banking institutions. He has presented model training and technical seminars to the examination staffs of the FDIC regional office and the Massachusetts Commissioner of Banks.

Mr. Calore served as Research Director of the Mutual Savings Central Fund, (now the Depositors Insurance Fund) the insurer of deposits in Massachusetts savings banks beyond FDIC limits. He has also held the position of Treasurer of the former Grove Bank. He has forty years of experience as a research economist and consultant to the banking, telecommunications, and insurance industries.

Mr. Calore holds a B.A. in economics from Northeastern University and a Ph.D. in economics from Tufts University, where his fields of concentration were microeconomics, and monetary theory.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Lois E. (Jarema) Benjamin Email: loieb3649@gmail.com

Address: 10 Foster Street unit # 205 , Wakefield, MA 01880

Daytime phone: 617-921-8102 Evening phone: 617-921-8102

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

Board or commission in which you are interested: Re-Appointment on Commission on Disabilities Issues

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

Looking to be Re-appointed on Commission, I have been a founding original member of the Commission on Disabilities for over 30 yrs.! I am presently Treasurer on the Commission and want to continue helping our disabled community. I believe I have much more to contribute to the commission and also being visually impaired an (Legally Blind) myself, I know the challenges of being disabled and want to work on accessibly for the disabled community and making sure ADA Issues continue to be addressed in town.

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

as a 30+ year Original founding member of the Commission we have still much to be accomplished here in Wakefield. ADA Accessibiliy and Transportantion always needs improvement. ADA is a civil right and our disabled citizens need compassion for all issues.

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

If yes, please specify: Traffic Advisory Committee

Signature Lois Jarema Benjamin Date 2/4/2020



2/4/2020

Lois Elizabeth (Jarema) Benjamin

10 Foster Street, Unit # 205

Wakefield, MA 01880

(H) 781-213-9419 - (C) 617-921-8102

loieb3649@gmail.com

United States Department of Agriculture – 1981 – 2006

- Dispatched motor vehicles as needed while maintaining and updating vehicle records, logs, and reports.
- Ensured that all action items and other assigned projects were consistently completed within prescribed data.
- Interfaced with contractors to repair equipment and correct other environmental problems.
- Performed all necessary duties of mail distribution as well as prepared outgoing mail for dispatch.
- Maintained, reordered, and distributed office supplies to regional office and eight field offices.
- Reviewed a wide variety of procurement documents while ensuring internal consistency of information and compliance with policies and regulations.
- Assembled complex contracts meeting local authority on documentation requirements.
- Performed other clerical duties such as:
 - * Photocopying.
 - * Faxes.
 - * Scheduling events and booking conference rooms.

Other Employment:

- . Instructor's Assistant in Wakefield Public School System.
- . Library Assistant Beebe Library.
- . Atlantic Food Mart, Inc. Reading, MA

Education:

- Various coursework in Early Childhood Education from Middlesex Community College.
- Various coursework with an emphasis in Psychology from Nasson College.
- Studied fundamental American Sign Language (A.S.L.)

Work on Wakefield Commission on Disability Issues:

- Only remaining founding Original member of C.D.I. (over 30 years!) Former Secretary and current Treasurer and board member
- Responsible for advocating, creating, and implementing policies and procedures for Wakefield's Disabled Community.

Other Positions:

- Wakefield Traffic Advisory Committee – C.D.I. Liaison.
- Wakefield Community Access Television Board of Directors.
- Wakefield Council on Aging.
- Wakefield Veterans Food Pantry.
- Wakefield Interfaith Food Pantry.
- Wakefield Lions Club. - Director
- American Red Cross Blood donor Volunteer.
- Helping our Troops (H.O.T.s) Stoneham, MA
- 'Wreaths Across America" Volunteer
- Founding member Wakefield Boys & Girls Club.
- Wakefield Independence Day Parade Committee.
- Hartshorne House Life Member.
- Red Hatters International member.
- Reiki instructor.
- Alumni of Nasson College.

I have been involved for over 30 years in Wakefield's Disabled community advocating for accessibility and compassion for our disabled citizens.

I have advocated for better accessibility in Wakefield's public buildings, Roadways, and Transportation Systems.

I have been visually impaired and have lived my whole life knowing what our disabled community deals with every day. Wakefield is a compassionate community and I would like to continue my work in helping the Commission on Disabilities and our citizen's deal with the challenges of having a disability.

***I have always wanted to serve and give back to the people of Wakefield ...
the town I Love!***

Thank You!

Lois Jarema Benjamin
Lois Jarema Benjamin

CONSERVATION COMMISSION
TOWN OF WAKEFIELD
MASSACHUSETTS

Town Hall
One Lafayette Street
Wakefield, MA 01880



Tel: (781) 224-5015
Fax: (781) 246-6266
concom@wakefield.ma.us

February 14, 2020

Mr. Edward Dombroski, Chairman
Wakefield Town Council
One Lafayette Street
Wakefield, MA 01880

Re: 2020 Conservation Commission appointments

Dear Chairman Dombroski:

As you are aware, the Conservation Commission ("Commission") is tasked with administering and enforcing the Massachusetts Wetlands Protection Act ("Act") (M.G.L c 131 § 40), with its corresponding regulations (310 CMR 10.00). In addition to their duties as administrators of the Act, the Commission is also responsible for the planning, acquiring, and managing of open space. The dedicated volunteers who make up the seven member Commission are not only required to be well acquainted with the Act, they are also responsible for educating themselves on the nuances of ever-changing wetland and open space issues. This knowledge is acquired through both ongoing training seminars and more critically, hands-on site review. As developable areas decrease, review of wetland area projects and open space planning becomes that much more complex and consequential.

The challenges ahead to both preserve and protect the Town's natural resources while at the same time balance the need for continued growth will require both targeted knowledge and dedicated commitment. With these factors in mind, the Commission voted unanimously at their February 13, 2020 meeting to request the re-appointment of Commissioners Jim Luciani and Mickey Laskey. The breadth and depth of knowledge that each brings to the Commission is invaluable. We would appreciate your consideration of these recommendations.

Sincerely,

Robert Romano, Vice Chairman
Conservation Commission



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Michael Owen Email: mikeowen384@yahoo.com

Address: 27 Byron Street, Wakefield. MA01880

Daytime phone: 857 415 0464 Evening phone: Same

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

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

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

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

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

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

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

If yes, please specify: _____

Signature

Date



MICHAEL DAVID OWEN

27 Byron Street, Wakefield. MA 01880

Mikeowen384@yahoo.com - (857) 415 0464

Driver's License – MA S72269363

Dedicated to serving the community

OBJECTIVE

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

PROFILE

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

EXPERIENCE

Social Security Administration

Sept 2014 -

Present

Insurance Specialist (GS-11)

Cambridge, MA

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

Security Area Supervisor
2014

May 2013 - Sept

G4S Secure Solutions
Burlington, MA

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

Armed Force Protection Officer
2013

March 2012 - March

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

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

Security Supervisor
2012

Sept 2011 - March

Palladion Security Services
Boston, MA

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

Police Officer
2011 Hanover Police Department
Hanover, MA

Feb 2011 - Sept

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

Infantry Team Leader

April 2005 - April

2013 US Army (MARNG)

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

EDUCATION/ TRAINING

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

CERTIFICATES/ AWARDS

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



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: F. James Luciani Email: jimmyluciani@verizon.net

Address: 22 Wicker Lane, Wakefield

Daytime phone: 617.257.4408 Evening phone: _____

How long have you lived in Wakefield: 50+ years Current occupation: Construction

Board or commission in which you are interested: Conservation Commission

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

I am honored to serve as the current Conservation Commission chairman. As an engineer by training and custom builder by trade, I feel I bring a balanced perspective between the need to encourage smart growth while at the same time protect and preserve for future generations the natural resources and open space that make Wakefield so special.

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

I have also served on the Lake Quannapowitt Committee and have been active with Friends of Lake Quannapowitt.

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

If yes, please specify: _____

Signature

Date



F. James Luciani

22 Wicker Lane
Wakefield, MA 01880

jimmyluciani@verizon.net

January 20, 2020

Mr. Edward Dombroski, Chairman
Wakefield Town Council
1 Lafayette Street
Wakefield, MA 01880

Dear Chairman Dombroski:

Please accept this letter and accompanying resume as my request for consideration for re-appointment to the Conservation Commission.

I am honored to serve as the current Conservation Commission chairman. As an engineer by training and custom builder by trade, I feel I bring a balanced perspective between the need to encourage smart growth while at the same time protect and preserve for future generations the natural resources and open space that make Wakefield so special. I am a lifelong Wakefield resident and have also served on the Lake Quannapowitt Committee and have been active with Friends of Lake Quannapowitt.

Over the course of my tenure I have gained an in-depth knowledge of the Wetlands Protection Act through both sponsored training courses and hands-on investigation and research. Just as important is the experience I have gained over the years from the diverse insights and viewpoints from both sides of the table. Wetland and resource management has become more important as the Town grows. It is an ever changing field due to both regulatory and climate changes, one where experience and knowledge together is crucial.

There has been an increased focus from the Conservation Commission over the last several years on the broader causes and effects of issues such as flooding and habitat loss. I have helped put forth an initiative to include dedicated, protected wildlife corridors as part of the permit review process in sensitive areas. Protection will include better access to wetlands and waterways for animal travel, protection of mature tree cover and the enhancement of native plantings to encourage a strong habitat and healthy biodiversity. The protection of wetland canopy and flooding concerns resultant from tree loss is also at the forefront of discussions.

I am committed to continuing to contribute towards the protection of the health and growth of the Town's natural resources. I appreciate your consideration. Please contact me with any questions.

Sincerely,

Jim Luciani

FRANK JAMES LUCIANI, JR.

22 Wicker Lane Wakefield, MA 01880

Mobile: (617) 257-4408 – jimmyluciani@verizon.net

CORE COMPETENCIES:

- Building Code Compliance
- Quality Control
- Value Engineering
- Field Construction Management
- Subcontractor Negotiations
- Project Budgeting
- Decision

PROFESSIONAL EXPERIENCE:

J.K.L. Realty Trust, Wakefield, MA 1984 – Present

Owner & Construction Foreman: Direct and organize custom residential and commercial construction projects. Analyze plans, hire subcontractors, and schedule project milestones. Provide cost evaluations, develop bids, negotiate contracts, purchase materials, and design project budgets. Inspect job site to ensure that workmanship meets specifications and contract requirements.

Barbara Bing – Winchester, MA: Constructed 2700 square foot addition and renovation

Ron Frashure – Addition/Renovation, Winchester, MA: Successfully completed the construction of a two story private library with custom bookcase and sitting area. All in accordance with the architect's plans and specifications.

The Farmland – Commercial Renovation, Wakefield, MA: Revamped the front façade to include a new enclosed entry and updated the building to be handicap accessible. Changed existing structure to allow the installation of a new foyer which included a custom stairway and elevator to second floor offices.

Perini Power Constructors, Framingham, MA 1978 – April 1984

Field Engineer: Responsible for the overseeing of reinforced concrete construction of the Waste Processing Plant and Tank Farm at Seabrook Nuclear Power Plant in NH.

ADDITIONAL EXPERIENCE:

Conservation Commission, Wakefield, MA 1983 – Present

Chairman: Enforces the requirements of the Wetlands Protection Act; including site walks, reviewing of plans, and submits the necessary paperwork to the Department of Environmental Protection. Moderates the bi-monthly meetings as well as acts as a liaison to different departments within the town.

War World II Committee, Wakefield, MA 2008 – Present

Member: Participates in the design and replacement process of the War World II Memorial, also has assisted in generating over \$200,000 of donations and funds.

EDUCATION: Bachelor's Degree in Engineering Technology, Wentworth Institute, Boston, MA • 1977

LICENSURE:

- Massachusetts Department of Public Safety - Construction Supervisor License
- Massachusetts Home Improvement Contractor License
- Lead Renovator Course Completion Certificate

TECHNICAL: Microsoft Office (Outlook, Excel, Word), Drawbase, Home Designer Pro (CAD)

References Available Upon Request



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Warren Laskey Email: mick1997@msn.com

Address: 98 Cedar St., #24, Wakefield, MA 01880

Daytime phone: 617-686-9657 Evening phone: same

How long have you lived in Wakefield: 65 years Current occupation: Environmental Consultant

Board or commission in which you are interested: Conservation Commission

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

It has been my privilege to have served on the Conservation Commission for more than 12 years. I would like to continue to serve and believe my experience thus far is a valuable asset to the board.

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

I bring a common sense approach to matters brought before the board, and understand Wakefield's wetlands and resources. I also understand the need for property owners to expand and develop their properties as they wish, respecting the need for the protection of Wakefield's wetland resources.

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

If yes, please specify: Conservation Commission

Warren Laskey
Signature
2/11/2020
Date



AETS

Warren M. Laskey

98 Cedar St., #24

Wakefield, Massachusetts 01880

Phone 617-686-9657

(e) mick1997@msn.com

PROFILE

A Massachusetts small business owner with extensive environmental industry experience. Successful track record of providing lead inspection services, mold and Healthy Homes assessments and education/training to families in New Hampshire and Massachusetts, providing options for remediation, and improving the physical environment. Demonstrated skills include:

- Lead Paint Industry Educator, Varied Settings
- ACAC Board Certified Microbial Consultant
- 20 Plus Years of Positive Relationships with MA and NH Lead Professionals- Turning Problems Into Solutions
- Extensive Lead Inspection Experience
- Renovation, Repair & Painting (RRP) Trained and trainer
- Healthy Homes Specialist

EMPLOYMENT HISTORY

MA Department of Public Health, Boston, MA 2005-2015 (Retired)

Master Code Enforcement Inspector

- Inspections of homes where lead poisoned children reside. Oversight of orders to correct, deleading activities and court proceedings and providing support to parents and families.

ASAP Environmental, Boston, MA 2000- 2011

Master Lead Inspector and Risk Assessor: New Hampshire Operations Manager Mold Inspector

- Inspections of homes for lead paint and mold. Assistance to property owners in remediation efforts. Collaborate with other trades in deleading / remediation efforts.

EDUCATION

BACHELOR OF SCIENCE, Human Services, Lesley College May 1991

ADDITIONAL TRAINING EXPERIENCE

- Council Certified Microbial Consultant, ACAC 2/28/2016-present
- Mold and Advanced Mold / Allergen Inspection Training: 2004, 2005, 2006, 2010
- Training Provider for MA DPH CLPPP Lead Inspector Refresher Training 2008, 2011, 2014
- Training Provider for MA DPH CLPPP Owner / Agent Moderate Risk Deleading, Monthly
- Training Provider for MA DPH CLPPP Lead Determinators, Annually
- EPA RRP Training as Lead Safe Renovator Supervisor
- EPA RRP Training as Lead Safe Renovator Supervisor w/ Moderate Risk Option (MA)
- Healthy Homes Specialist Credential, NEHA October, 2012



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Kenneth Alepidis Email: kalep227@yahoo.com

Address: 2 Brig Street

Daytime phone: 617-908-3342 (cell) Evening phone: Same as day phone

How long have you lived in Wakefield: 14 yrs Current occupation: Environmental Geologist

Board or commission in which you are interested: Conservation Commission

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


I am a 14-year Wakefield resident who is very excited to provide support to the Conservation Commission. As a geologist and environmental consultant working in the construction industry, I have a unique knowledge and experience set, and should be able to immediately contribute to the Commission. I have worked with contractors and engineers and have extensive experience with reviewing civil engineering and construction project plans. I'd love to play a part in maintaining the Town's wetlands. Coincidentally, I have recently moved within Wakefield and now own over an acre of my own backyard wetland in Greenwood!

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

As part of my environmental consulting work, I have helped draft and provided input on WPA Requests for Determination of Applicability and Notices of Intent (WPA Forms 1 and 3) on projects looking to obtain access within wetlands, at several different municipalities. As an outdoorsman and Professional Geologist, I have knowledge and experience with wetlands, groundwater and surface water processes, I have excellent knowledge of wildlife (as a fisherman and birder), and I am developing my working knowledge of wetlands trees and vegetation.

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

If yes, please specify: Clean Lake Committee


Signature

3/9/20
Date



Summary of Qualifications

A Professional Geologist with over 19 years of experience in the environmental consulting industry; first as a field geologist, then as an environmental geologist involved in the characterization, management and remediation of contaminated soil, groundwater, sediment and surface water at various residential, commercial, and institutional development projects.

Experienced in a wide variety of real estate development, regulatory compliance and remediation projects - developing, managing and implementing regulatory strategy, conducting project management and oversight of remedial activities, and providing reporting under various state and federal environmental programs, including; the Massachusetts Contingency Plan (MCP), the Toxic Substances Control Act (TSCA), the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA/Superfund), and the National Pollutant Discharge Elimination System (NPDES), among others. Also have extensive experience developing, costing and implementing upland and over-water field characterization programs.

Experience

HALEY & ALDRICH, INC.

Senior Geologist/Senior Technical Specialist

Boston, MA

2005 - Present

Responsible for developing regulatory strategy, implementing complex field investigation programs, reviewing and interpreting site data, developing and refining Conceptual Site Models (CSMs), facilitating and providing construction/remediation oversight and project management, and the completion of various US Environmental Protection Agency (EPA) and Massachusetts Department of Environmental Protection (MassDEP) regulatory compliance and closure documentation.

- Independently manage MCP compliance activities under various Licensed Site Professionals (LSP) for dozens of development projects and clients; from initial site characterization, through remedial/construction activities, to eventual regulatory closure endpoints.

Author and manage MassDEP MCP regulatory compliance documentation and activities including: Release Notification Forms, Release Abatement Measure (RAM) Plans and associated RAM Status and Completion Reports, Utility-Related Abatement Measures, Tier Classifications, Immediate Response Action Plans and Status Reports, Phase II Scope of Work, Phase II Comprehensive Site Assessments, Phase III Remedial Action Plans, Permanent and Temporary Solution Statements, and Activity and Use Limitations.

- Efficiently manage the environmental aspects of development projects, including:
 - Writing client proposals; outlining scope, describing tasks, and developing costs related to proposed work.
 - Preparing detailed technical specifications for project work, and subsequently reviewing contractor's work submittals.
 - Reviewing architectural, civil, structural, and landscaping project plans to determine applicable environmental regulatory requirements and considerations.
 - Reviewing and summarizing site environmental data to facilitate onsite management and offsite disposal of soil and groundwater during construction or remedial activities.
 - Preparing construction dewatering permit applications, and managing permit monitoring and compliance requirements during permit use.
 - Drafting Wetlands Protection Acts Notice of Intents and Requests for Determinations and worked with local Conservation Commissions for investigation work conducted within or adjacent to wetlands.
 - Providing comprehensive support for field monitoring staff and external contractors, ensuring environmental tasks are conducted in accordance to project specifications and regulatory compliance requirements.
 - Maintaining communication with field staff, internal and external clients, contractors, and regulators on progress and details of construction/remedial activities.
- Trusted and dependable technical leader providing technical support and expertise to internal staff related to: a) several groundwater, soil and sediment sampling techniques, b) characterization and evaluation at complex sediment and Manufactured Gas Plant remediation sites, and c) temporary construction dewatering permitting under the National Pollutant Discharge Elimination System for treatment and discharge of contaminated water. As part of this role, have provided training and guidance to internal staff, and have developed several Operating Procedures and internal training documents.

- Experienced in writing and managing complex TSCA-related projects and documentation including: Risk-Based, Self-Implementing and Performance-Based Work Plans, and subsequent Cleanups and Completion Reports. Also experienced with large, complex CERCLA-related projects and documentation including: Pre-design Investigation (PDI) Work Plans, Field Sampling Plans (FSP); Sample Management Plans (SMP), Quality Assurance Project Plans (QAPP), and Completion Reports.

HALEY & ALDRICH, INC.

Field Geologist

Boston, MA

2001 - 2005

Provided field investigation oversight and management related to geotechnical and environmental sampling and characterization using a wide variety of soil, sediment, bedrock, porewater, groundwater and surface water exploration techniques, over various geologic settings.

- Successfully managed both upland and over-water field characterization programs at highly complex sites evaluating conditions for an array of constituents of concern, conducted in accordance with state and federal regulatory programs, including as a field team leader responsible for simultaneously managing several field activities, staff and subcontractors.
- Executed and/or managed environmental sampling, including; drilling explorations with soil sampling (drive and wash, hollow stem auger, Geoprobe, sonic, etc.), bedrock core drilling and sampling, groundwater and surface sampling using various pumping methods, surface water monitoring using various water quality equipment, porewater sampling using passive samplers, high resolution soil and contaminant characterization techniques (UVOST, DART, LIF, MIP, cone penetrometers/CPT, etc.), NAPL identification techniques, hand driven sediment cores, sediment vibracore sampling, bulk sediment sampling, drive point piezometers, sediment traps, CO2 traps, and dye test studies. Have developed, built and utilized innovative sampling equipment such as custom sediment coring equipment, sediment traps, and surface water monitoring equipment.
- Provided construction monitoring on various challenging foundation construction, remedial and environmental compliance projects, overseeing demanding contractors and other field staff during numerous complex projects.

THE GEOTECHNICAL GROUP

Field/Construction Geologist

Needham, MA

2000 - 2001

- As a full-time, paid co-op, performed construction monitoring during foundation construction at several real estate development projects, overseeing contractors and other field staff on behalf of the project owner/developer and the project environmental and geotechnical engineers of record.

Education

Northeastern University

Bachelor of Science Degree in Environmental Geology

Boston, MA

May 2001

Continuing Education Courses, Seminars and Short Courses from Industry Groups and Conferences, including:

- MA Licensed Site Professionals Association (LSPA)
- Environmental Business Council (EBC)
- Battelle International Conference on Remediation and Management of Contaminated Sediments
- AEHS Annual International Conference on Soils, Sediments, Water, and Energy

Professional Registrations

2014, State of New Hampshire: Professional Geologist (Reg. No. 854)

Professional Societies

Massachusetts Licensed Site Professionals Association (LSPA) Associate Member

Association of Engineering Geologists (AEG) Member

Special Studies and Courses

40-Hour OSHA Hazardous Waste Operations Training

8-Hour OSHA HAZWOPER Annual Refresher training

Presentations, Publications and Papers

- “Using Groundwater and Surface Water Interactions to Inform Conceptual Site Model and Remedy Selection for Benzene Impacted Sediment,” Mark Kelley, P.E. Project Manager/Senior Hydrogeologist, Kenneth Alepidis, P.G. Senior Geologist, Haley & Aldrich, Boston, MA – 2019 Sediment Management Work Group Fall Sponsor Forum, October 2019.
- “Demonstrating Contaminant Degradation at an MGP Site with Metabolic Flux and Radio-Carbon Dating,” Sean M. Carroll, Aaron D. Peacock, Julio Zimbron, Kenneth N. Alepidis, Jeffrey A. Clock, REMEDIATION, Spring 2017.
- “Passive Adsorbent Based Sediment Pore-water Sampling,” James Whetzel, Amplified Geochemical Imaging, LLC, Elkton, MD; Kenneth Alepidis, Haley & Aldrich, Boston, MA; Kathryn West, URS, Deepwater, NJ, presented at the International Conference on Soils, Sediments, Water and Energy conference, October 2013, Amherst MA, Session #2.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Florence Calore Email: fcalore@msn.com

Address: 98 Cedar Street, Unit #24, Wakefield

Daytime phone: 781-330-9758 Evening phone: same

How long have you lived in Wakefield: 67 years Current occupation: Retired (Nurse Practitioner)

Board or commission in which you are interested: Council on Aging

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

Currently a COA member and would like to continue in the role as we continue as a Board to finalize and implement the age-friendly community items.

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

I am an active member of the community, a retired elder, and have had a > 45 year professional career of work with elders in multiple settings. I feel these attributes make me uniquely qualified to continue to provide the Board and the Town with key insights into the needs and goals of the elders in the community.

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

If yes, please specify: _____

Florence A Calore 2/11/2020
Signature Date



Florence A. Calore

98 Cedar Street Unit #24

Wakefield, MA 01880

781-330-9758 fcalore@msn.com

Retired gerontological nurse practitioner with more than 40 years of nursing and health care management experience in multiple roles related to care of elders. Seeking volunteer opportunity utilizing my knowledge and expertise.

EXPERIENCE

2013 – 2017 HEALTH SERVICES DIRECTOR, SENIOR CARE OPTIONS, UNITEDHEALTHCARE

Management of RN care management staff of 100+ RNs. Responsibilities included management of health services staffing budget, quality of care, medical expense, in the dually integrated Medicare, Medicaid health plan with 17, 000 community dwelling elders.

1999-2013 CLINICAL SERVICES MANAGER, UNITEDHEALTHCARE

Management of a team of Nurse Practitioners who provided primary health care to nursing home residents collaboratively with the physician.

1995-1999 GERONTOLOGICAL NURSE PRACTITIONER, ELDER SERVICE PLAN, EAST BOSTON NEIGHBORHOOD HEALTH CENTER

Primary medical care of PACE program participants collaboratively with MD. Responsibilities included routine and episodic examinations, diagnosing and prescribing appropriate treatments and medications.

EDUCATION

1978 MASTER OF SCIENCE, GERONTOLOGICAL NURSING UNIVERSITY OF LOWELL (NOW UMASS LOWELL)

1974 BACHELOR OF SCIENCE, NURSING. LOWELL STATE COLLEGE (NOW UMASS LOWELL)

SKILLS

- Expert in care of elder –in long term care and in the community
- Excellent communicator
- Excellent customer service

Activities

Current Board Member Town of Wakefield Council on Aging

Volunteer Wakefield Food Pantry

Nursing Home Ombudsman –Northshore Elder Services

Courtyard Nursing Center, Medford

Bear Hill Nursing Center, Stoneham

March 5,2020

From: Elizabeth Ellis
479 Lowell St.
Wakefield, MA 01880

Subject: Second term appointment to the Council on Aging board.

Dear Selectmen,

I am interested in a second term as a COA board member.. I've always been drawn to older adults – now I am one. I believe you will find these particular aspects of my background relevant to this position.

I helped care for an elder, childless couple as they coped with early onset Alzheimer's for her and congestive heart failure for him. I also supported my mother, physically and emotionally as she aged, coped with hearing loss, then dementia.

I have been a volunteer at the Wakefield Interfaith Food Pantry for over fifteen years working with many of Wakefield's elderly. From them, I have learned much about their wisdom and perseverance, plus their challenges and needs.

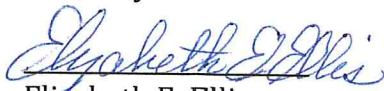
In 2008 I completed the course work for a Certificate in Gerontology at University of Massachusetts, College of Public and Community Service, Boston.

Should you have any questions, my email address is: lizellis@rcn.com Phone #781-245-6784

I'm looking forward to hearing from you.

Attachment
Gerontology Certificate

Sincerely


Elizabeth E. Ellis



GERONTOLOGY

College of Public and Community Service
University of Massachusetts Boston

Frank J. Manning Gerontology Certificate

Elizabeth Ellen Ellis

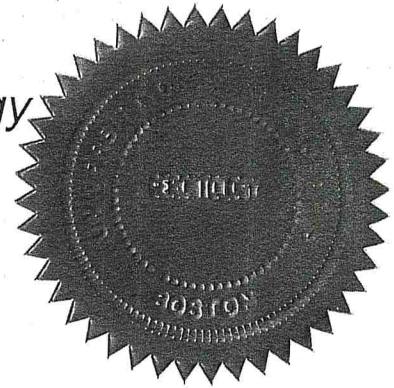
*having demonstrated competence in the required skills
has accordingly been awarded this certification in Gerontology
on this twenty-first day of May in the year 2008.*

Nina M. Schuster

Undergraduate Program Director

AK Quinlan

Dean, College of Public and Community Service





TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sherri.dalton@wakefield.ma.us.

Name: Kathleen Shine Cain Email: caink@merrimack.edu

Address: 33 Elm St unit 1

Daytime phone: 603-247-3948 Evening phone: same

How long have you lived in Wakefield: 2 years Current occupation: writer/ retired professor

Board or commission in which you are interested: Cultural Council

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

Having spent my career immersed in the curricular and co-curricular activities of a college community, I am very interested in continuing such work in the Wakefield community.

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

During a 35-year career as a college professor, I was involved in organizing and promoting cultural events for the campus as well as for the public, with an emphasis on reaching a diverse audience. My teaching always emphasized the ways in which arts and literature both reflect and shape a culture. I have also been actively involved in multiple college theater productions, both on-stage and off. Finally, while living in New Hampshire, I led a number of programs for the New Hampshire Humanities Council.

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

If yes, please specify: _____

Signature Kathleen Shine Cain Date 2/10/20



KATHLEEN SHINE CAIN, PH.D

33 Elm Street
Wakefield, Massachusetts 01880

603-247-3948 (mobile)
caink@merrimack.edu

PROFESSIONAL EXPERIENCE

- 1984-2018 Merrimack College, North Andover, Massachusetts
Professor, Courses taught: Writing Memoir, American Literature, The Troubles in Northern Ireland (short-term study abroad course)
- 2005-06 St. Mary's University College, Queens University, Belfast, Northern Ireland
Visiting Professor, Courses taught: American Modernism, Critical Reading and Writing
- 1980-84 Bradford College, Bradford, Massachusetts
Assistant Professor (Director, Writing Program), Courses taught: Composition, Grammar

SELECTED PUBLICATIONS

The Pearson Custom Introduction to Literature, rev. ed., general editor, with Janice Neulieb, Stephen Ruffus, Kathleen Fitzpatrick, Paige Reynolds, and Stan Orr (Pearson Custom Publishing 2011)

Leon Uris: A Critical Companion. Critical Companions to Popular Literature (Greenwood 1998)

Living in the USA: Cultural Contexts for Reading and Writing (Allyn & Bacon 1994)

Exploring Literature: A Collaborative Approach, with Albert C. DeCiccio and Michael J. Rossi (Allyn & Bacon 1993)

"From Comfort Zone to Contact Zone: Lessons from a Belfast Writing Centre." *Arts and Humanities in Higher Education* 10 (February 2011), 67-84.

"Leon Uris," in *The Scribners Encyclopedia of American Lives*, ed. Neal Schlager (Scribners 2007)

"Andre Dubus," in *The Encyclopedia of American Literature*, ed. Steven R. Serafin (Continuum 1998)

"Sheila Radley," in *Great Women Mystery Writers: A Biocritical Dictionary*, ed. Kathleen Gregory Klein (Greenwood 1995)

SELECTED PAPERS/ PRESENTATIONS/WORKSHOPS

2014 European Writing Centres Association (EWCA), Frankfurt-Oder, Germany. "The Twenty-First Century Writing Center: Addressing the Challenges of Globalization"

2012 Conference on College Composition and Communication (CCCC), St. Louis, MO. "Lessons from a Cross-Cultural Writing Center Dialogue"

European Association for the Teaching of Academic Writing (EATAW), Budapest, Hungary. "Going Global: The Writing Center's Role in Internationalizing a US Campus" *revision of IWCA paper for a European audience*

- 2011 CCCC, Atlanta, GA. "From Academic Literacies to *The Everyday Writing Center*: Putting Theory Into Practice in a US Writing Center"
- European Association of Teachers of Academic Writing (EATAW), Limerick, Ireland. "The Writing Center/Centre as Community of Practice: Shaping a Learning Culture Among Peer Tutors, Students and Faculty Across the Disciplines"
- 2008 Writing Development in Higher Education (WDHE), Glasgow, Scotland. "A Tale of Two Writing Centers/Centres, or The Influence of Cross-Cultural Dialogue on Writing Center/Centre Scholarship and Practice"
- EWCA, Freiburg, Germany. "An American in Belfast, or The Impact of National Cultures on Writing Center Work"
- 1995 National Council of Teachers of English (NCTE), San Diego, California. "Caught Between Cultures: The Voices of Maxine Hong Kingston and Amy Tan"
- 1990 New England Association of Teachers of English (NEATE), Portland, ME. "When Celie Met Huck: Another Look at the Evolution of the American Dream"
- 1982-- present Seminars/workshops/presentations on memoir, images and narratives from Northern Ireland, detective fiction, and American writers; for various professional and general audiences

KEYNOTE ADDRESSES

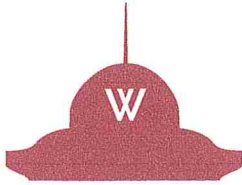
- 2010 NEWCA, Boston, MA. "What do You See? Reflecting, Refocusing, Re-imagining Writing Center Work"
- 2002 Rocky Mountain Peer Tutoring Association Conference, Salt Lake City, UT. "The Significance of Narrative in Writing Center Theory"
- 1998 Southeast Writing Centers Association Conference, Macon, GA. "We Are the Stories We Tell: The Significance of Lore in the Writing Center" (with other)

OTHER PROFESSIONAL ACTIVITIES/ AWARDS

- 2018 Merrimack College Edward G. Roddy Teacher of the Year Award
- 2001-03 Executive Board, Robert Frost Foundation

EDUCATION

- 1978 Ph.D., 20th Century American Literature (Dissertation: "Beyond the Meaning of History: The Quest for a Southern Myth in Faulkner's Characters"), Marquette University
- 1973 M.A., English (Thesis: "The Decline and Fall of the House of Compson"), Villanova University
- 1972 B.A, English (Magna cum Laude), Merrimack College



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherrri Dalton at sdalton@wakefield.ma.us.

Name: Dennis M. Cloherty Email: denniscloherty@yahoo.com

Address: 1 Harvest Road

Daytime phone: 339-293-3030 Evening phone: 339-293-3030

How long have you lived in Wakefield: 32 Years Current occupation: Retired

Board or commission in which you are interested: Fence Viewer

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

Re-Appointment. I believe that I have learned a lot and that I might be the fore most authority on these matters.

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

I have been doing this for a long time and understand the attachments people have to their property. I have been very successful at bringing people together to resolve their differences. If the Town can find someone that is interested in this task I will be happy to show them the procedures that I follow that often leads to successful resolution of matters.

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

If yes, please specify: Quannapowitt Study Committee which may have expired w/o consideration of findings.

Dennis M. Cloherty
Signature

March 19 2020
Date

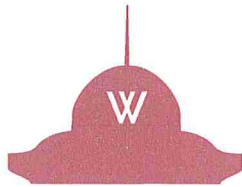
SPRING BEGINS



Resume

GRADUATED U-MOSS AMHERST 1968

LOCAL BUSINESSMAN 1988-2003



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Email:

Address:

Daytime phone: Evening phone:

How long have you lived in Wakefield: Current occupation:

Board or commission in which you are interested:

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

I m fully aware of preserving Wakefield's history. I've been on the board for some time and at present we are assembling a list of homes that might have historical significance. Owners of these homes can apply for an historical sign (showing the date the building was erected) if they can offer us some proof of their claim.

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

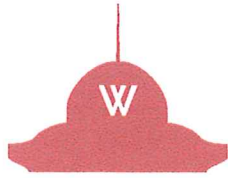
In my earlier career I was a history teacher, have traveled all over the world (23 countries and 7 continents) so am able to see structures here in Wakefield that might indicate their association with the Revolutionary or colonial periods. I have many history books in my home and have always been passionate about history.

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

If yes, please specify:

Gene A. Moulton 2-10-20
Signature Date





TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Jennifer Osterhout Email: josterh74@gmail.com

Address: 26 Elm Street, Wakefield, MA 01880

Daytime phone: 617-899-0647 Evening phone: 617-899-0647

How long have you lived in Wakefield: since 2012 Current occupation: stay-at-home parent

Board or commission in which you are interested: Historical Commission

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

During my spare time as a stay-at-home-parent, I started to explore my passion for history, old houses and the built environment. As part of this hobby, I've started learning more about Wakefield's history. Why am I interested in learning about my town's past? Quite simply, here is where I decided to buy my first house, set down roots and raise my family. As a citizen I am part of shaping this town's present and future, but I believe that to be a responsible citizen I also need to have an understanding and appreciation of its past. I'm interested in serving on this Commission because I want to ensure that Wakefield's rich history and architecture 1) continues to be preserved, protected, and developed, and 2) remains part of the conversation as Wakefield moves into a new decade of growth to meet the needs of its residents.

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

As my resume demonstrates, I worked almost 20 years in two of the most legally regulated industries in this country (insurance and hazardous materials/waste management). As a result, I have direct experience in successfully working within a legal framework such as the MGL, as well as gained an deep appreciation for the law - its intent, power, as well as its nuances.

Admittedly I would come to the commission with a beginner's knowledge of historic architecture and preservation. But, if appointed to the Historical Commission, I would humbly join with an enthusiasm and willingness to listen and learn from the experienced commission members who have worked to protect this town's unique history and architecture.

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

If yes, please specify: _____

Jennifer Osterhout
Signature

2/17/2020
Date



JENNIFER L. OSTERHOUT

26 Elm Street
Wakefield, MA 01880

cell (617) 899-0647
josterh74@gmail.com

STAY-AT-HOME PARENT

September 2018-Current

- Currently stepped back from Corporate America to dedicate time to my family and raise 3 little girls, Emma, age 7, and twins, Madison and Audrey, both age 3.
- When not actively managing a full household, in my spare time I enjoy DIY house and furniture projects, and writing on my hobby blog (EverydayOldHouse.com) to further fuel my passion as an old house enthusiast.

INSURANCE/FINANCIAL EXPERIENCE

October 2007- August 2018

Chubb (previously ACE USA)

Executive Environmental Underwriter

- Underwrote pollution liability insurance policies (Contractor Pollution Liability and Premises Pollution Liability)
- Handled a ~\$5.7m annual book of business from 20+ alpha and regional retail agent/broker offices in New England and Upstate New York. Grew the book from ~ \$1.5m.
- Helped grow regional environmental segment from \$3m to \$14m (equates to ~20% growth YOY)
- Developed appropriate pricing and program structures (coverage, limits/retention, pricing) for acceptable risks after complete analysis and consideration of applicant documentation as well as business factors and competitive situations
- Negotiated pricing, terms and conditions with agent/brokers
- Prospected and underwrote new business as well as serviced and underwrote renewal accounts
- Traveled throughout New England and Upstate New York to cultivate and maintain long-term sustainable agent/ broker and insured partnerships
- Executed cross-sell marketing plans to drive multi-line business through in-person visits with Chubb team members

ENVIRONMENTAL CONSULTING EXPERIENCE

May 2005 – October 2007

Tetra Tech, EC, Inc.

Risk Assessor

- Conducted site-specific and screening human health and ecological risk assessments under a variety of risk assessment and site remediation frameworks for government and private sector clients.
- Developed risk-based soil and groundwater clean-up levels and air action levels in support of remedial investigations.
- Established conceptual site models (CSMs) to outline exposure scenarios to chemical constituents.
- Provided technical support for insurance carrier for underwriting pollution liability insurance.

ENVIRONMENTAL CONSULTING EXPERIENCE (CONTINUED)

September 2003 – April 2005

Gradient Corporation

Environmental Engineer

- Performed site-specific risk and screening level human health assessments in accordance with the Massachusetts Contingency Plan (MCP) for private sector clients.
- Qualitatively and quantitatively assessed potential exposures of contamination from incidental ingestion of and dermal contact with soil/sediment/surface water, inhalation of fugitive dust and indoor air.
- Provided litigation support for toxic tort.

May 1999 – September 2003

Rizzo Associates

Environmental Scientist II

- Conducted preliminary and comprehensive assessments under the MCP, consisting of site reconnaissances, subsurface investigations, and preparation of reports.
- Collected samples from various media (soil, groundwater, sediment, surface water) following standard protocols.
- Performed due-diligence environmental site assessments (Phase I ESAs) following ASTM protocols for industrial, commercial, and residential properties.

EDUCATION

Tufts University – September 1996-May 1999

M.S., Civil and Environmental Engineering, Environmental Health Concentration. GPA 3.7.

- Thesis topic: Comparative Risk Analysis of 10 Lethal Home Hazards

Internships:

Harvard Center for Risk Analysis (HCRA), Harvard University. January 1998 - September 1998

- Published in Risk in Perspectives, April 1998, Issue 6, Volume 4.

GZA GeoEnvironmental, Inc. September 1997- May 1998

Rhode Island Department of Health. Drinking Water Quality Division. Summer 1997

- Tasked with developing application for the Drinking Water State Revolving Loan Fund

Smith College – September 1992- May 1996

B.A., Biological Sciences, Dean's List 1992-1994. GPA 3.4.

PROFESSIONAL TRAINING

Insurance CPCU – 4 classes completed

Completed continuing education and training courses in the following:

- Consultative Selling
- Negotiation
- Fraud Awareness
- Business Continuity
- Information Security

References available upon request

7 Shumway Circle
Wakefield, MA 01880
February 15, 2020

Town Council
Wm. J. Lee Town Hall
One Lafayette Street
Wakefield, MA 01880

To Whom it May Concern:

I would like to apply to be appointed to the Wakefield Historical Commission. In addition to my past service on the Wakefield Historical Commission, I have also served the Wakefield Historical Society as Historian (1993 to present) and as President; I have served on the Board of Directors of the Col. James Hartshorne House Association from around 1990 to present, serving as Historian of that organization during most of that time, and also serve as the Publicity Chair of the organization. I also served the town on other committees and boards, most notably the 350th Anniversary Committee and the Wakefield Cultural Council. I have also served as president of the Walton and West Ward School PTO organizations. I have written several books and numerous articles on Wakefield's history and maintain wakefieldhistory.org (Historical Society), historicwakefield.com (Historical Commission) and hartshornehouse.org.

Professionally, I worked for the National Park Service at Independence National Historical Park, Boston National Historical Park and John F. Kennedy Birthplace National Historical Site for a total of ten years, and served as Executive Director of the Wakefield Chamber of Commerce for fifteen years 1995 – 2010. Presently, I own Wakefield Un-Common Antiques and Collectibles at 306 Main Street in Wakefield.

If you require a separate resume, please let me know.

Thank you for your consideration.

Very truly yours,

Nancy Lapergola Bertrand



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Cathlina Driver Email: cathlina.driver@gmail.com

Address: 237 Albion St #1 Wakefield, MA01880

Daytime phone: 6039440948 Evening phone: 6039440948

How long have you lived in Wakefield: 3 years Current occupation: Project Manager

Board or commission in which you are interested: Historical Commission

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

I am very interested in serving the Historical Commission because I feel passionate about the importance of maintaining Wakefield's Historical buildings and sites. As a Project Manager in Construction, I've appreciated the surrounding architecture and what it takes to preserve its beauty. I am grateful to live in a town my family grew up in for many years and believe I have the respect and determination to offer my career skills to maintain the historical history of Wakefield.

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

I'd be delighted to offer my management and organizational skills in hopes to help prioritize the historical concerns of Wakefield. I also have experience in creating budgets and planning to meet set deadlines. I enjoy what I do and it would be incredible to offer my expertise to the town of Wakefield in anyway necessary.

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

If yes, please specify: _____

Signature

Date



CATHLINA ANN DRIVER

237 Albion Street #1 .Wakefield, MA 01880 .(603) 944-0948 .cathlina.driver@gmail.com

EXPERIENCE

PROJECT MANAGER

Walsh Brothers, Inc.

June 2018 – Present

- Review de-scopes and sign on subcontractors to finalize awards and issue subcontracts.
- Planning and scheduling scopes of work to meet project milestones and subcontractor specific deadlines.
- Manage monthly requisitions and issue change orders while maintaining client approval and communication.
- Process and review all RFI's and submittal documentation in line with specifications.
- Maintain LEED documentation to meet project requirements.

PROJECT MANAGER

JCC Cannistraro (Watertown, MA)

September 2016 – June 2018

- Finalize project contracts and review drawings prior to start of construction.
- Create budgets by reviewing estimates and generate buyout packages, submittals and purchase orders.
- Maintain financial projections including monthly costs to completes, cash flows, potential risks and labor/manpower reports.
- Take off Bulletin/RFI changes and provide pricing accordingly.
- Manage multiple active projects with consistent site visits while maintain pivotal client relationships.
- Provide specifications for prefabricated equipment, review design and coordinate release date.

PLUMBING COORDINATOR

JCC Cannistraro (Watertown, MA)

March 2014 – August 2016

- Creating Permit drawings and designing new plumbing systems for the IPD Project at Boston Medical Center, Menino Renovation and Addition.
- Maintain construction needs on site with trimble files, updated coordination drawings, and meeting schedule deadlines.
- Work closely with prefabrication and create spool sheets for fabricated pipe racks and in wall assemblies.

MULTI-TRADE CAD COORDINATOR

JCC Cannistraro (Watertown, MA)

September 2011 – March 2014

- Process incoming architectural, steel and MEP trade files with AutoCAD or REVIT to set up and maintain the progress of multiple jobs at one time, this includes elevations, locations, scaling and adhering to CAD standards.
- Distribute and post files through FTP sites that represent in house progress for plumbing, fire protection, heat pipe and duct.
- Communicate with clients and sub-contractors to have the appropriate drawings and newest files needed for meetings, reviews, sign off or field use.

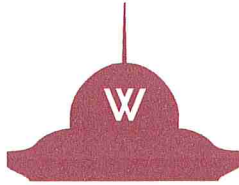
EDUCATION

- **WENTWORTH INSTITUTE OF TECHNOLOGY (Boston, MA)**
Bachelor of Science in Civil Engineering Technology

August 2011

CERTIFICATIONS

- Construction Supervisor's License **2018**
- NFPA 99 Certification **2017**
- Osha 30 Hour Construction Certification **2014**



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Daniel L. Benjamin Jr. Email: America704@aol.com

Address: 10 - Foster Street, Unit # 205

Daytime phone: 781-589-6910 (C) Evening phone: 781-589-6910 (C)

How long have you lived in Wakefield: Lifetime Current occupation: Volunteer/ Semi-Retired?

Board or commission in which you are interested: Wakefield Historical Commission - (Re-appointment)

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

I have been a Historical Commission member for the last 3 years and would like to continue our work preserving Wakefields rich history. There is always much to be done to preserve our history and protect buildings, artifacts and written history that can never be replaced. We must save for future generations and learn from our past. As keepers of our past we must always look to the future! Our dreams of the future all started because of our past! "History is important, it is in all of us and is a treasure that is Priceless!!"

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

I have always been interested in our history and been a member of many boards and committees that always cross paths with history. Living a lifetime in a small community like Wakefield leaves an imprint on you that never goes away. I have heard many times from former Wakefield residents living far away now, but they will always say "Wakefield will always be my HOME TOWN" Amen!

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

If yes, please specify: Historical, Veterans Advisory Brd., Branding and Wayfaring, & Traffic Advisory Ctm.

Daniel L. Benjamin Jr.
Signature

2/8/2020
Date



*Office of Town Administrator
1 Lafayette Street
Wakefield, MA 01880*

*Daniel L. Benjamin Jr.
10 - Foster Street #205
Wakefield, MA 01880
America704@aol.com
781-589-6910*

Stephen P. Maio,

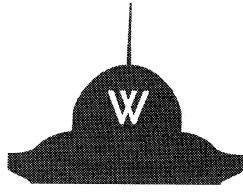
My name is **Daniel L. Benjamin Jr.**, I am interested in **Re-appointment** to the **Wakefield Historical Commission**. Listed Community service, Council appointments and brief resume.

- . **Wakefield Community Access Television** – Past Board of Directors.
- . **Wakefield Veterans Food Pantry** - Present Volunteer.
- . **Wakefield Traffic Advisory Committee** – Present.
- . **Wakefield Historical Commission** –Present.
- . **Wakefield Branding & Wayfaring Committee** – present.
- . **Wakefield Center Neighborhood Association** - Member.
- . **Vietnam Veterans of America Post #835** –Life Member and a Board Director.
- . **West Side Social Club** – over 30 year member.
- . **Food & Beverage Workers Union Local #513 N.E., Joint Board (Retired)**
- . **Wakefield Independence Day Parade Committee** –(Past Co-Chair for 12 straight yrs. 1998 -2010 , and as Parade Float Chair, Secretary, Presently consulting for New parade Committee.
- . **Veterans Advisory Board** –Present.
- . **Wakefield Lions Club** – Past Vice President, Secretary, and Visual Aids Director.
- . **Wakefield Boys & Girls Club** –Founding Committee 2012 –14 - Presently on Clubs fundraising Committee.
- . **Wakefield Council on Aging** – Past Chair and Vice Chair.
- . **Wakefield Commission on Disabilities Issues** – Past Chair, & Member.
- . **Wreaths Across America** - Volunteer P.R. Leader & organizer.
- . **Hartshorne House Assoc.** - Life Member

Historical (Wakefield Historical Commission) As a proud member over the last 3 years I have been involved with several projects in town including historical building markers, promoting our towns rich heritage, researching of some of our ‘missing’ Common artifacts, restoring our old cemetery burial ground , issues in the town including our **Historical Buildings Demolition Bylaw**, and preserving our rich history. As a member of **Branding and Wayfaring Committee** I have been involved with our vision planning for our downtown and bringing a vibrant downtown back to Wakefield. I believe I have the vision and knowledge to protect the **personality, compatibility** and **vitality** of our community and would be an asset to the Commission and continue on the commission and bring experience to the board. We need **Smart Development** that benefits Wakefield neighborhoods character and also **preserves**. *“We must honor the past and also learn from the past for the future!”* I have always wanted to serve, preserve, and give back to the people of Wakefield *...”as a lifetime (73yrs.) resident I have personally lived much of this history!”*

Thank You!

Daniel L. Benjamin Jr.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Francene Harrington Email: fah-harrington@yahoo.com

Address: 47 Elmcrest Rd, Wakefield

Daytime phone: 617-901-2265

Evening phone: Same

How long have you lived in Wakefield: 22 yrs Current occupation: Business Analyst

Board or commission in which you are interested: Historic Commission

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

I have sat on the Historic Commission board since 2015. I have an interest in preserving the historic buildings in Wakefield.

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

I have studied history & Art history including architecture. Along with a passion for history & preserving our Past, I have worked as an analyst. Analytical skills enhance my ability to research, understand & advise with a clear picture of all of the information.

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

If yes, please specify: Current member of Historic Commission

Jan An
Signature

2/2/2012
Date



Francene Harrington
47 Elmcrest Road
Wakefield, Massachusetts 01880
fah_harrington@yahoo.com (617) 901-2265

Professional Experience **Allscripts, Burlington MA – November 2016 – Present**

Expert Business Analyst

- Participate as a business analyst for the development of Registration and Scheduling functionality for an existing healthcare suite of applications.
- Provide analytical support to team to define requirements and specifications for the features.
- Work with global teams and customers on development and support issues.
- Provide demonstrations and educational materials of new features.

Partners Healthcare, Boston, MA - March 1994 - Present

Senior Project Specialist September 2014 - Present

- Participated as a project manager for the MGH Interface Integration team development and implementation on new HL7 interfaces for new hospital wide system.
- Provide project management role to small and medium size projects for the Emergency Department
- Works closely with end users, technical software and hardware teams to identify, troubleshoot and resolve production issues.
- Works closely with the administrative and clinical Emergency Department team to design the optimal system functionality.
- Provide workflow analysis to aid in the design of new functionality.
- Provide detailed written specification to develop new functionality and enhancements to existing functionality.
- Provide project management and analysis role for software implementations, including writing test plans, executing functional testing, cut over testing and post production testing.
- Provide post-production analysis of system data for research and quality assurance.
- Define new HL7 and service oriented interfaces to support new project initiatives at the hospital, including Meaningful Use demonstration and attestation.
- Serve as a liaison between end users and technical team.
- Collaborated with team to develop tracking tools for Emergency Department on-going enhancements.
- Responsible for facilitating enhancement request meetings for prioritization and approval.
- Provide demonstrations, training sessions and documentation for administrative and clinical staff in the Emergency Department when introducing new functionality.
- Responsible for updating production support documentation and functional specifications.
- Managed and lead team in hardware upgrades, cluster environment and SQL servers.

Application Specialist

- Participated in vendor application implementation across Massachusetts General Hospital outpatient practices.
- Worked with implementation team to develop best practice workflow and implementation process.
- Participated in original RFP and review of vendors for Massachusetts General Hospital Emergency Department system.
- Worked closely with Emergency Department and technical team to develop, test and implement Emergency Department system.
- Participated with multiple department team to ensure HIS (Health Information Systems) regulations and policies are being addressed and followed.
- Provide system application support to Massachusetts General Emergency Department on a continuous basis to address workflow and system issues.
- Participated in multiple phases of the development, implementation and support of various Emergency Department projects.
- Managed and lead team in migration from SQL 2003 to SQL 2007.
- Proficient in Microsoft Word, Access, Excel and Visio

Education **Assumption College**, Worcester, Massachusetts
Bachelor of Arts in History and Art History - May 1990

Interests Wakefield Historical Commission member and Wakefield Center Neighborhood Association

References Furnished Upon Request



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Therese Frazier Email: gormley.therese@gmail.com

Address: 20RichardsonStreet Apt 2

Daytime phone: 617-461-4143 Evening phone: _____

How long have you lived in Wakefield: Jan 2020 Current occupation: Web Content Coordinator

Board or commission in which you are interested: Historical Commission

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

I just moved to Wakefield and would like to get involved in the town. I am very interested in history and understand the importance of preserving, protecting, and developing Wakefield's historical and architectural heritage. I would also be interested in the Council of Aging because I feel that the elderly are such an important part of our population.

I do not have any experience working on a board or commission.

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

I am experience with creating flyers and other publication materials. I also have experience with editing.

I have 10+ years experience with HTML and CSS.

I work for the City of Somerville posting notices and agendas for various boards and commission meetings.

Although it's not on my resume because it was so long ago, I do have experience working with the elderly (mid to late 1990s). I was the activities director for an adult day program as one of my first jobs. This was at the Don Guanella Center in Chelsea, MA.

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

If yes, please specify: _____

T Gormley
Signature

3/05/2020

Date



THERESE FRAZIER

20 Richardson Street #2 Wakefield MA 01880
(617) 461-4143 | gormley.therese@gmail.com

Experience

Web Content Coordinator for Elsevier Cambridge, MA (September 2006 to Present)

Manage and develop website content, including daily posts, updated content and images.

Work with vendors, Production department, and suppliers to manage the production workflow of all online article content, ensuring that deadlines and embargoes are met.

Send out etocs and other marketing emails as needed.

Maintain a high level of quality on the Cell.com platform by leading the troubleshooting of any problems that arise.

Track and prioritize all of cell.com's platform-related issues and coordinate with relevant Elsevier teams to assess the implications of all platform processes for Cell Press.

Manage and deliver all featured updates on the cell.com homepage.

Provide digital support to all commercial products.

Deliver strategic website creation products while following brand standards.

Produce the company's monthly podcast, including scheduling, recording, editing and managing other sound editors.

Control access and entitlements for content across cell.com.

Online Producer for the Telegraph Publishing Company Hudson, NH (Apr 2004 to September 2006)

Editing and formatting news stories from the print version of a daily newspaper and a monthly parenting magazine to the online version using a CMS.

Editing and formatting photos in Photoshop for uploading onto the site

Uploading classified and other online ads on a regular basis.

Creation of various templates to be used on the web site.

Management of event listings for the company's events web site

Made editorial decisions daily on what photos/stories to use on the site's front page.

Proofread the entire issue of the magazine monthly and made corrections as necessary.

Formatting pages of the magazine in Quark Xpress for the magazine

Building and management of web sites for special publications for

Parenting NH Magazine.

General Knowledge and Technical Skills:

- Detail-oriented, with strengths in quality assurance, thoroughness, and accuracy
- Organized with concern for order and follow-up
- Strong communication skills, verbal & written
- Effective interpersonal skills
- Ability to handle a multitude of tasks
- Ability to prioritize
- Ability to identify problems and solutions, analytical thinking
- Working knowledge of HTML, CSS, and XML
- Familiarity with end-to-end production procedures and Elsevier DTD
- Strong technical background, with a demonstrated skill level in a number of computer applications
- Detailed knowledge of Microsoft Office applications
- Ability to work and meet deadlines in fast pace environment
- Experience with web graphic optimization techniques
- Balance numerous projects to meet ongoing tight deadlines.
- Functional understanding of W3C standards.

Education

Bachelor of Science in
Communications with a
concentration in Journalism – 2004
Salem State University in Salem, MA

Yellow Belt in Digital Accessibility
Deque University – 2019



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Benny Wheat Email: bennywheat@gmail.com

Address: 44 Meriam Street

Daytime phone: 206-227-9190 Evening phone: 2206-227-9190

How long have you lived in Wakefield: 2 1/2 years Current occupation: social worker

Board or commission in which you are interested: Human Rights Commission

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

I have been serving on the Human Rights Commission since May of 2019 and as I near the end of my one year appointment, I am enthusiastically interested in continuing my work with the Commission. I have valued the opportunity to learn more about the town and contribute towards making Wakefield an inclusive and vibrant town. With the experience I've gained this past year I hope to increase my involvement in the Commission, its events, and the town as a whole.

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

I bring skills as a social worker (my job and education), community organizer (Union United doing anti-gentrification work in Somerville), white anti-racism advocate (multiple groups and organizations such as the Boston Knapsack Anti-Racism group, White Social Workers Against Racism, the Wakefield Anti-Racism Group), and queer and trans rights advocate (the Trans Access Project). These experiences and skills relate both to group efficacy and specific topic areas that are important to the HRC.

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

If yes, please specify: just the Human Rights Commission

Signature

Date

3/8/2020



BENNY WHEAT

bennywheat@gmail.com (206) 227-9190 Wakefield, MA

WORK HISTORY

Safe Haven Manager, On The Rise, day center for homeless women January 2016 – present
Community Advocate May 2010 – December 2015

- Supervise a team of five Community Advocates
- Develop and manage direct service programs: act on client and employee feedback such as implementing an in-house housing search workshop, or holding focus groups to assess the agency's success in responding to racist outbursts
- Analyze and track program data
- Write grants: successfully won a multi-year Department of Public Health grant to fund new programming
- Carry out the hiring process for the direct service team
- Develop relationships with homeless women in our day center and advocate for them at local agencies, courts, etc.

Social Work Intern, Boston Juvenile Court Clinic September 2011 – May 2012

- Conducted interviews with court-involved youth and families
- Gathered information from collateral contacts
- Recommended appropriate services to the Court, tailored to each youth's circumstances

Private Tutor August 2008 – November 2009

Elementary School Tutor, It's All Live, Inc. March 2008 – February 2009

- Tutored K-8th students in math and language arts
- Planned curriculum and designed lessons
- Administered progress assessment tests and compiled progress reports
- Communicated with school administrators, teachers, and families

Event Organizer/Office Manager, Lorain County Poverty Symposium May – Sept 2008

- Performed office duties such as faxing, photocopying, emailing, preparing mailings
- Monitored income and expenses
- Designed and prepared advertising materials
- Oversaw web design
- Recruited and coordinated 100+ volunteers

EDUCATION AND LICENSURE

Licensed Independent Clinical Social Worker (LICSW), September 2018

Simmons College School of Social Work, Masters of Social Work 2014

Smith College School for Social Work, Masters of Social Work candidate, June 2011 – May 2012 (transferred)

Oberlin College, BA May 2007. Major: neuroscience

VOLUNTEER EXPERIENCE

Commissioner, Wakefield Human Rights Commission May 2019 – Present

Member, Steering Committee Member, Union United Coalition January 2015 – April 2018

- Organized with other community members towards the aim of Development Without Displacement in the Union Square neighborhood of Somerville. Activities included planning campaign strategy; interfacing with the media and city and state politicians; organizing events; co-facilitating monthly coalition meetings

Event Organizer and Fundraiser, Thrill The World June – October 2009

- Coordinated all aspects of planning a one-time community event: venue scouting, promotion, completing paperwork, fundraising, monitoring income and expenses, creating and maintaining web content, teaching and coordinating 100+ participants and observers

SKILLS

Language: spoken and written Haitian Creole (beginner)

Office: Microsoft Office suite, G Suite

Interpersonal and Professional:

- Anti-Racism Action and Allyship: trainings by Oberlin College, Anti-Oppression Resource and Training Collective, Community Change Inc, The People's Institute for Survival and Beyond, MA Council of Human Service Providers
- Peacemaking Circles: trainings by Suffolk University Center for Restorative Justice, MA Dept. of Public Health
- Consensus Decision-Making Facilitation: trainings by Oberlin College, Boston Facilitators Roundtable
- Domestic Violence Survivor Support: trainings by Transition House, The Network/La Red, Refugee Immigrant Assistance Center
- Peer conflict mediation/de-escalation

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

Please email this form, along with a current resume, to Sherri Dalton sdalton@wakefield.ma.us

Name: Sherri L. Oken, CAE

Address: 14 Cedar Court Wakefield, MA

Email: sherri@theassociationadvantage.net OR sherrioken@gmail.com

Phone: most weekdays, 9 - 5, 781-245-6485 Evenings: 781-224-4847 Mobile: 339-293-2205

How long have you lived in Wakefield 17 years; Also, I moved my business to Wakefield when we moved here.

Current occupation: owner of an association management company that provides services and non-profit governance expertise to membership-based trade associations and professional societies

Board or commission in which you are interested: Human Rights Commission

Why are you interested in serving on this board or commission?

It is quite impressive that a small town like Wakefield has such a progressive and thoughtful organization to address some of the most pressing issues of civil society. I support their mission and would like to contribute my skills and energy to the Commission, and its work on behalf of my community. I believe the Commission's work can have far reaching effects, especially on our young people as they go out into the world but also in encouraging greater understanding and appreciation for the beautiful diversity of us all.

I am familiar with the Commission's important work from attending their programs and from acquaintances who currently serve. I have already assisted them by writing about them and at a program as a volunteer.

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

I have the unique perspective of a professional career dedicated to working with Boards of Directors and volunteers. In my work, I train, manage and serve with people dedicated to fulfilling organizational missions. I have extensive experience working with teams; planning and promoting all kinds of programs and events; developing written and graphic marketing materials; creating new initiatives; and setting realistic strategic goals. While an educator, and now as an executive director, my goal as a facilitator is to create safe spaces for constructive conversation.

Signature: *Sherri L. Oken, CAE*

Date: March 10, 2020



Sherri L. Oken, CAE

14 Cedar Court ~ Wakefield, MA 01880

W: 781-245-6485 H: 781-224-4847 M: 339-293-2205
sherri@theassociationadvantage.net ~ sherrioken@gmail.com

Sherri L. Oken, CAE, principal of The Association Advantage LLC, has over 30 years of experience in all aspects of professional association management. In addition to her association work, she has been an educator and academic counselor, and has developed marketing & public relations programs and materials for individual, for-profit clients. An experienced speaker and trainer, she has provided speech writing and coaching services to individuals. Writing and teaching have been common threads throughout her career.

After earning her BA with concentrations in Speech and English, and her MS in Education, with a specialization in reading and learning, she was a secondary school teacher. While a school teacher, she took time off to serve in the Peace Corps in Malaysia. Prior to launching her association management career, she was on the faculty of several colleges and universities, most often working with non-traditional students including returning vets, seniors, maximum-security prison inmates, and students requiring ESL support.

In 1992, she founded The Association Advantage LLC, an association management company (AMC) offering management and consulting services to membership-based, nonprofit organizations. Prior to founding The Association Advantage LLC, she was Director of Public Affairs, Membership and Education for a regional trade association.

Sherri earned the prestigious CAE (Certified Association Executive) credential in 1996 from the American Society of Association Executives, and is dedicated to lifelong learning. She currently is enrolled in the five-week course, "Conversations About Whiteness".

From: [Joe Bertrand](#)
To: [Sherri Dalton](#)
Cc: [Stephen Maio](#)
Subject: RE: Permanent Building Committee
Date: Wednesday, March 25, 2020 4:49:09 PM

I would recommend all of the applicants. I know all of them and they would be a welcome addition to the committee. Chip and Tim are present members and they should remain. I am requesting the others be made alternates as the committee has a lot of work ahead for it and the more the better.

Joe

From: Sherri Dalton [sdalton@wakefield.ma.us]
Sent: Wednesday, March 25, 2020 1:51 PM
To: Joe Bertrand
Subject: Permanent Building Committee

Afternoon Joe!

Attached are the applications and resumes of applicants interested in seeking appointments/re-appointments to the Permanent Building Committee. If you would like to send in a recommendation from the Permanent Building Committee members, please email me no later than Monday, April 6th. The Town Council will be appointing members at their April 13, 2020 meeting. Please let me know if you have any questions.

Have a great rest of your day!!

[cid:image001.jpg@01D602AC.18405CB0]

Confidentiality Notice

This electronic message and any attached files contain information from the Town of Wakefield that may be privileged and/or confidential. The information is intended for the recipient named above, and use by any other person is not authorized. If you are not the intended recipient, any disclosure, distribution, copying or use of this information is strictly prohibited. If you have received this message in error, please notify the sender by e-mail immediately. Also, please be advised that the Secretary of State's office has determined that most e-mails sent to and from municipal officials are considered to be public records and consequently may be subject to public disclosure.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Philip Renzi Email: philip.renzi@gmail.com

Address: 8 Morgan Ave. Wakefield, MA01880

Daytime phone: 617-851-0641 Evening phone: same

How long have you lived in Wakefield: 10 Current occupation: Property Manager

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

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

I previously served on the PBC (2016-2019) and would like to once again serve on this committee. I desire to serve the Town of Wakefield and use my professional skills for the benefit of the residents of the Town. There are a number of projects being discussed now and more in in the near future that I have a lot of interest in participating in their studies and plans. I have been in the property management industry for 20 years and currently co-own a property management company.

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

1. Strong critical thinking skills. 2. 20+ years working with groups of people to reach a decision. 3. Familiar with all types and phases of construction projects: Design, renovations, contracts, working with consultants, budget & expense tracking. 4. I know how to review schematic plans and specifications. 5. I am familiar with the construction process and public review process on town capital projects.

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

If yes, please specify: Capital Planning

2/8/2020

Signature

Date



Philip Renzi
8 Morgan Ave.
Wakefield, MA 01880

February 8, 2020

Town Administrator's Office
One Lafayette St.
Wakefield, MA 01880
Attn: Sherri Dalton

Re: Letter of interest to serve on Permanent Building Committee

My name is Philip Renzi and I lived in Wakefield for ten years. I am a professional property manager and co-own my own property management company, Renzi Bulger Group.

I have worked as a property manager for the past 20 years. In my professional career I work directly for owners and boards of trustees to manage real estate properties. I have a lot of experience in managing the day to day operations and financial aspects for all different size and types of multi-family properties (mid-rise, low rise, townhouse, garden style, free standing, etc.) Most importantly, and maybe most relevant to this committee, I also have 20 years' experience working with and assisting the property owners and/or boards in identifying needs related to capital repairs and investments. My primary role is to act as the Owner's Agent and manage the coordination and administration of all different size capital projects/repairs for the specific owners/boards.

This firsthand experience working with engineers, consultants, architects, contractors, and balancing the needs and wants of the owners and boards of trustees, provides me with the real-world experience that I think can help the Permanent Building Committee discuss and plan the future of Wakefield.

If interested in speaking to me further about my professional background, please call or email me at your convenience. I look forward to hearing from you and more importantly to give back to the Town of Wakefield. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Philip Renzi". The signature is written in a cursive style.

Philip Renzi

Philip T. Renzi CPM®
8 Morgan Ave. Wakefield, MA 01880

Phone: (617) 851-0641 / Email: Philip.renzi@gmail.com

Renzi Bulger Group, LLC
Co-Founder, Principal

Belmont, MA
1/2016 – Present

- Founded full-service property management company to serve condominium and apartment properties in the Greater Boston area.
- Manage a portfolio of condominium properties and coordinate capital projects
- Employer of Property Managers, Maintenance and Bookkeeper positions

Thayer & Associates
Senior Property Manager

Cambridge, MA
5/2004 – 2/2016

- Managing eight to ten condominium properties with total responsibility for approximately 600 units. Properties range in size from seventeen to one-hundred forty-two units.
- Develop request for proposals, budgets and funding plans for capital projects. Manage capital projects and repairs in accordance with budgets and timelines. Coordinate schedules and meetings with Architects, Engineers, Consultants and Construction Contractors.
- Interview Contractors and accept bids to be presented to owners or Association Boards depending on contract amount.
- Develop and maintain association owner & resident relations by responding to inquiries and negotiating service contracts.
- Regularly review and inspect the physical condition of the buildings and grounds and develop with maintenance staff ongoing and preventive maintenance programs, including necessary preparation for seasonal variations.
- Interview, hire, supervise, train and assist the maintenance management staff with all functions, including resident relations, vendor relations, communications, scheduling and other necessary functions.
- Regularly evaluate operating statements against budget and other objectives to derive cost savings.
- Meet monthly with each Board of Trustees to review association's financial position, maintenance items, and owner relations.
- Capital projects include: masonry restoration and waterproofing, site drainage, plumbing upgrades, roof replacements, interior hallway improvements, siding replacement.

Equity Residential, Milford, MA.

8/2000-5/2004

Property Manager

- Manage all day to day management responsibilities at a 304-unit residential apartment community.
- Supervise a team of six on-site employees (1-Administrative, 5-Maintenance).
- Manage all budgeting, accounts payable, accounts receivable, and resident relations for the entire property.
- Responsible for acquiring bids and signing contracts for any on-site contractor services.
- Excellent knowledge and experience with State and Federal landlord/tenant laws as well as HUD programs and regulations.
- Appointed to Diversity Council in 2003. Helped develop a diversity initiative that will be rolled out on a company wide basis.

Cambridge Housing Authority, Cambridge, MA.

9/1999-8/2000

Assistant to the Director of Leasing & Occupancy

- Supervised employees in all occupancy procedures related to the tenant selection of 2,740 units of State and Federal funded housing.
- Screened low-income elderly and families for 1, 2, 3, and 4-bedroom apartments for eligibility according to State and Federal public housing regulations.
- Managed the leasing and move-ins of more than 200 households in a year and a half.
- Coordinated outreach and marketing efforts to increase the number of family and elderly applicants.
- Designed numerous management reports and applications for the department.

Cambridge Housing Authority

9/1998-9/1999

Interviewer/Control Clerk

- Responsible for monitoring applications for elderly housing, including interviewing applicants and verifying application information for eligibility under State and Federal regulations.
- Coordinated outreach, advertising and marketing for elderly housing in the City of Cambridge.
- Prepared detailed reports and statistical information.

Somerville-Cambridge Elder Services / Somerville Housing Authority 3/1997-9/1998

HOPE IV Program Service Coordinator

- Worked with the elderly to help them acquire Section 8 Vouchers and supportive services. Responsibilities included: outreach both to advertise the program in the community and to attract potential participants; intake screenings, and case management for any services that the elder would receive. Case load 50 clients.

Case Manager

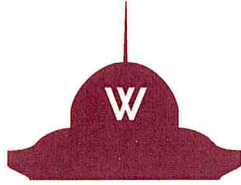
- Responsible for assessing elderly clients' needs and facilitating their receiving proper services in order for them to remain independent in the community. Case load 100 clients.

EDUCATION

Saint Michael's College, Winooski, Vermont
B.A. in Psychology; May 1996
Secondary concentration in Sociology

PROFESSIONAL DESIGNATIONS

Notary Public (State of Massachusetts)
Certified Property Manager (CPM[®]) – IREM
Treasurer / Executive Councilor, Institute of Real Estate Management, Chapter 4- Boston



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Charles " Chip " Tarbell Email: Chip.tarbell@gmail.com

Address: 23 Morrison Road Wakefield MA 01880

Daytime phone: 617-257-3683 Evening phone: _____

How long have you lived in Wakefield: 31 Current occupation: V.P. Operations

Board or commission in which you are interested: ZBA, PBC

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

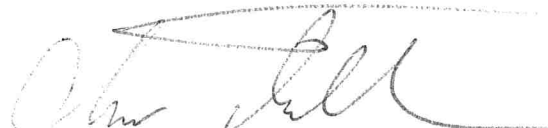
Love giving back to the town I live in.

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

Being extremely calm, level headed, and thoughtful.

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

If yes, please specify: _____


Signature

2/12/2020
Date



CHARLES TARBELL

23 Morrison Road Wakefield, Ma 01880
Chip.tarbell@ gmail.com · cell 617-257-3683

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

JULY 2018 – PRESENT

V.P. OPERATIONS, CROSS SERVICES GROUP, NATICK MA

Are responsible for the operations of 7 services companies that handle all commercial and residential building needs. 5m in sales with 35 employees

JULY 2008 – JULY 2018

V.P OPERATIONS, JESSICAS BRICK OVEN, NORTH ANDOVER MA

Responsible for shipping, sanitation and engineering of a 25M dollar bakery.

New equipment purchases as well as maintenance of all equipment.

Oversaw 15 person sanitation department.

Responsible for coordination of all shipping and receiving of raw and finished goods.

October 1996 – July 2008

DIRECTOR OF BUILDINGS AND GROUNDS, BELMONT HILL SCHOOL

Responsible for all buildings and grounds maintenance and repairs

Responsible for creating and implementing 2m in capital improvements every summer

Clerk of the works for the school on all new building projects. Over 75m of new work over the 12 years to include new athletic center, science building, art center and two classroom building gut rehabs.

EDUCATION

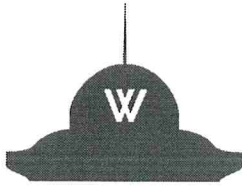
1981

B.A. ECONOMICS, ST. LAWRENCE UNIVERSITY, CANTON NY

ACTIVITIES

ZONING BOARD OF APPEALS – WAKEFIELD MA 2003 TO PRESENT

PERMANENT BUILDING COMMITTEE – WAKEFIELD MA 2014 TO PRESENT



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Wayne V. Hardacker Email: pahwvh@verizon.net

Address: 46 Parker Rd. Wakefield, Ma 01880

Daytime phone: 781-245-6556 Evening phone: 781-245-6556

How long have you lived in Wakefield: 48 years Current occupation: School Supervisor

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

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

I feel with my many years of service as Supervisor of Buildings and Grounds for the Town of Wakefield, School Department (1996-1999) and as Supervisor of Buildings and Grounds for the Town of North Reading, School Department (1999-2020), I could be of benefit with making sound decisions on public building projects.

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

I served on the the Woodville School Building Committee when that school was being built. I also served on the Secondary School Building Committee for the Town of North Reading during the \$123 million major building project to build a new High School/Middle School, 270,000 Sqft Campus. The new High School opened in 2014 and the Middle School opened in 2015.

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

If yes, please specify: _____

Wayne V. Hardacker
Signature

2/25/2020
Date



Resume of Wayne Hardacker

2/18/2020

46 Parker Road

Wakefield, Ma 01880

1969--BS Aeronautical Engineering Boston University

1969--Engineer at Pratt and Whitney Aircraft, East Hartford, CT

1969--Officer Training School, USAF. Lackland AFB, San Antonio Texas

1970-1977--Local #7 Union Ironworker, Boston area

1977-1987—Project Engineer, Quincy Market Cold Storage, Boston, Watertown, Gloucester

1987-1996—Owner, ServiceMaster Professional Cleaning Company, Boston area

1996-1999—Supervisor of Buildings and Grounds, Wakefield Public Schools

1999-2020—Currently, Supervisor of Buildings and Grounds, North Reading Public Schools



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Timothy Demers Email: tdemers47@gmail.com

Address: 9 Pitman Avenue, Wakefield

Daytime phone: 781-467-8758 Evening phone: Same

How long have you lived in Wakefield: 3.5 Years Current occupation: Facility Manager

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

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

I am re-applying to continue my role as a member of the PBC in order to use my talents and ability to give back to the community that I live in. We have worked on and completed multiple projects in my first three years and I look forward to the opportunity to continue to serve my community as a Permanent Building Committee Member.

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

As an incumbent PBC member I am up to speed on the towns current projects and informed of the projects that are to come. I plan to continue to use my expertise consisting of maintenance management, project/construction management, and vendor/subcontractor management in order to support the best interest of the town and my neighbors.

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

If yes, please specify: I currently serve as a member of the PBC

Timothy J. Demers

3/5/2020

Signature

Date



Timothy J. Demers

9 Pitman Avenue
Wakefield, MA 01880

tdemers47@gmail.com
781-467-8758

Education:

Massachusetts Maritime Academy

Waltham, MA

Master of Science in Facilities Management, March 2016

Massachusetts Maritime Academy

Buzzards Bay, MA

Bachelor of Science in Facilities Engineering, December 2013

- Shanghai Maritime University Exchange Student: Selective program in which cadets host foreign students, study Mandarin, and study abroad in Shanghai for a semester.

Work Experience:

C&W Services – Area Manager

Greater Boston Area
(October 2018-Present)

- Direct operational management of maintenance engineering staff of over 70 employees across 17 customer accounts.

C&W Services - Senior Facility Manager

Wilmington, MA
(November 2016-2018)

- Manage 4 facilities including executive offices, research and development labs, and decommissioned power plants.
- Oversee engineering operations, office services, security, and janitorial services with a team of 25 employees.
- Direct strategic planning, budgeting, forecasting and creating new business for a customer account comprised of 600 end user employees.

C&W Services – Facility Manager

Boston, MA
(August 2015- Nov.2016)

- Responsible for day to day operations, complete asset management, and vendor management for over 150,000 ft² of a Class “A” Office Space.
- Project management for new construction as well as deconstruction of existing space.
- Coordinate all aspects of the building lease with the landlord as well as with sub-tenants.
- Assist in the development of business continuity plans, strategic planning, budgeting, and forecasting.

C&W Services – Building Operating Engineer

**Cambridge, Providence, Worcester,
Harvard Business School**
(2011-August, 2015)

- Operational support for a 1.8M ft² Life Science Portfolio (22 buildings).
- Inspect, operate and repair all major building systems.
- Preventative maintenance of plumbing, electrical, HVAC, refrigeration, Siemens and Johnson Control Systems.

Licenses/Certifications:

- Refrigeration Technician (License #: RT-172342)
- Fireman 2nd Class (License #: FM2F-147482)
- Construction Supervisor (License #: CS-109734)
- LEED Green Associate, USGBC
- EPA CFC Universal Refrigerant Transition and Recovery Certification

Computer Skills: Direct Digital Controls, Siemens Insight/Apogee, Johnson Controls Metasys, Building Engines, Microsoft Office, Auto CAD



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Marc R. Moccio Email: mmoccio@gmail.com

Address: 10 Linda Road, Wakefield

Daytime phone: (617)470-1898 Evening phone: _____

How long have you lived in Wakefield: 3 years Current occupation: Project Manager

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

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

Refer to attached letter of interest.

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

Refer to attached letter of interest.

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

If yes, please specify: Public Safety Building Reassessment Committee

Signature

3/9/2020

Date



10 Linda Road
Wakefield, MA 01880

March 9, 2020

Wakefield Town Council
C/O Ms. Sherri Dalton
Executive Assistant to the Town Administrator
1 Lafayette Street
Wakefield, MA 01880

Dear Wakefield Town Council:

The Town of Wakefield is currently facing many building challenges, from being on the cusp of much needed improvements to the Public Safety Building (PSB) and being invited to move forward with the Massachusetts School Board Authority (MSBA) funding process for improvements to the Memorial High School.

The purpose of this letter is to express my interest for the opportunity to become a member of the Permanent Building Committee. My family and I have been proud to call Wakefield “home” since August 2017. Our five-year-old son, Will, attends the Doyle Early Childhood Center (which is fantastic, by the way, and another great asset to our Town).

For the last year, I have been an active participant on the PSB Reassessment Committee, as well as its Communications Subcommittee. I believe that being a member of the Permanent Building Committee will allow me to continue to serve the community and see the PSB Improvement Project through to fruition. Improvements to the High School is another high-profile building project coming up on the horizon for the Town. Its success is important to me; not only from the perspective of being a concerned citizen, but also as a concerned parent of a future Wakefield High School student.

A little about myself, I am a project manager at Wright-Pierce, an environmental consulting engineering firm. I have a Bachelor of Science degree in civil engineering from Northeastern University. I am a registered professional engineer in Massachusetts and Rhode Island, and a Certified School Project Designer and Owner’s Project Manager (OPM) through the Massachusetts Certified Public Purchasing Official (MCPPO) Program. I am familiar with all aspects of building design and construction and am well versed in Massachusetts Chapter 149 and 30 bidding and procurement laws, having publicly bid numerous construction projects under both.

Though my profession does not cross paths with the MSBA, I am familiar with state agencies’ funding process, as I have received grants and State Revolving Funding (SRF) for municipal clients through the MassDEP and the Clean Water Trust.

I believe my experience and knowledge in the field of public building design, estimating, bidding, and construction would be a real benefit to the Permanent Building Committee. Working on the Public Safety Building Reassessment Committee and with its members this past year has been an enriching experience that I look forward to continuing as a member of the Permanent Building Committee.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read 'M. R. Moccio', with a stylized flourish at the end.

Marc R. Moccio, PE
mmoccio@gmail.com

Enclosures
Resume

MARC R. MOCCIO, PE

10 Linda Road • Wakefield, MA 01880 • 617-470-1898 • email: mmoccio@gmail.com

EDUCATION

BACHELOR'S IN SCIENCE IN CIVIL ENGINEERING
Northeastern University College of Engineering

June 2002
Boston, Massachusetts

EMPLOYMENT

PROJECT MANAGER

October 2013 - Present
Andover, MA

Wright-Pierce

- Responsible for the design of improvements and upgrades of various wastewater treatment systems. Examples include headworks, primary/secondary clarification, chemical feed systems, and sludge dewatering.
- Responsible for the design of improvements for wastewater collection system infrastructure. Examples include pump stations upgrades/replacement, asset management, and capital improvement planning, and gravity sewer design and replacement.
- Responsible for the construction administration for numerous construction projects, including a \$5.6 million sludge dewatering project. In the role of the Owner's engineering representative, responsible for the review of all shop drawings, request for information, change orders, and pay requisitions.
- Project management responsibilities involve marketing; scope and fee development; budget tracking; invoicing; coordinating work amongst various disciplines; and QA/QC reviews.

SENIOR ENGINEER

July 2002 - September 2013

CDR Maguire Inc./Maguire Group Inc. - Water Resources

Boston, MA/Foxborough, MA

- Responsible for the design, preparation of contract documents, and construction administration for a variety of water and wastewater projects. Including facility improvements, water distribution and wastewater collection systems design and construction.

PROFESSIONAL REGISTRATION

REGISTERED PROFESSIONAL ENGINEER

January 2011

Commonwealth of Massachusetts, Civil No. 48992

State of Rhode Island, Civil No. 9764

CERTIFIED SCHOOL PROJECT DESIGNER AND OWNER'S PROJECT MANAGER

May 2017

Massachusetts Certified Public Purchasing Official Program

PRESENTATIONS

MOCCIO, M., "NOT JUST ANOTHER LEAK IN THE PIPE"

NEWEA Annual Conference, Boston, MA

January 23, 2018

MOCCIO, M., "AN UNCOMPLICATED, EFFECTIVE APPROACH TO THE IMPLEMENTATION OF ASSET MANAGEMENT IN THE CREATION OF A 20-YEAR CAPITAL IMPROVEMENT PLAN FOR 36 PUMPSTATIONS"

NEWEA Annual Conference, Boston, MA

January 25, 2017

INTERESTS

Enjoys pop culture, traveling, working around the house, and gastronomy.

References available upon request.

From: [Dan McGrath](#)
To: [Sherri Dalton](#)
Subject: Rec Commission Recommendations
Date: Thursday, April 9, 2020 11:13:05 AM

Hi Sherri,

I would like to nominate Rich Stevens, Gerald (Jed) Barrett, and Susan Hickey for reappointment to the Recreation Commission.

Rich Stevens is the Chair of the Recreation Commission and its truly the engine that keeps the Commission going. Rich is a quiet guy by nature but when he speaks, everyone listens. His level-headed approach is well respected and appreciated. His institutional knowledge of Wakefield, athletic facilities, youth organizations, and field scheduling are unmatched. Rich is as close to irreplaceable as one can be.

Jed Barrett is the current Vice-Chair of the Rec Commission. Jed brings a genuine care for recreation. Jed stops into the office more than any other Commissioner to see what is going on and how things are running in the Americal. He is very tied into the community and, as a realtor, he always has his ear to the ground. He's a great resource and has become a person I can rely on for feedback and opinions. He certainly doesn't always tell me what I want to hear but always what I need to hear.

Sue Hickey has been on the Commission for many years. She is an active listener and engages in conversation when necessary or compelled to do so. She is a huge advocate of the BMX Track. As a crossing guard for the school system, she interacts with hundreds of school age students and their parents – the demographic that is paramount to our success.

The Recreation Commission has had some major turnover as we have 4 new members over the last two years. It would be helpful to keep some consistency on the Commission so we can continue to move forward, in the same direction, as well as to work toward some goals to better the department and community.

Respectfully,

Dan McGrath
Wakefield Recreation/Americal Civic Center
Recreation Director
467 Main Street
Wakefield, MA 01880
781-246-6389
dmcgrath@wakefield.ma.us



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Erin Email: MacDonough

Address: 1077 Main Street #200 Wakefield MA

Daytime phone: 7812588517 Evening phone: 7812588517

How long have you lived in Wakefield: 1 year (20+ total) Current occupation: Customer Service

Board or commission in which you are interested: Recreation Commission

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

I would like to give back to the community. I worked for the Concord (MA) recreation department for over 10 years.

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

As someone who has lived the majority of their life in Wakefield, I am looking for a way to give back to the community.

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

If yes, please specify: _____


Signature

2/6/20
Date



Erin MacDonough

erinmacdonough@gmail.com • 781-258-8517

— Key Qualifications —

- Proven track record of directing staff scheduling and development, facilities, and programs for various large recreation centers.
 - Adept at developing and maintaining detailed administrative databases that reduce redundancy, improve accuracy and efficiency, and ensure client safety.
 - Highly focused and results-oriented in developing effective aquatics programming geared toward engaging guests of all ages and abilities.
-
-

Professional Experience

Guarino's Swimming Pool Service - Billerica, MA

INTERNAL COMMERCIAL SERVICE, 2018 to Present

Ensure client satisfaction in regard to their operating necessities. Responsible for scheduling technicians and salesmen depending on their requests. Follow up on the department's account receivable report ensuring that our clients were paying in a timely manner.

Concord Recreation: Beede Swim and Fitness Center – Concord, MA

ASSISTANT AQUATICS COORDINATOR, 2011 to 2017

Hire, train and supervise all staff, including lifeguards, swim instructors, and water fitness staff. Appropriately schedule staff to ensure coverage for 100 operations hours per week. Effectively manage an annual program revenue of \$400,000. Create new department programming to ensure maximum profit for the department.

AQUATICS SUPERVISOR, 2010 to 2011

Manage all facility programming, including the registration and evaluation of all program participants. Update our internal database and online program registration to maintain accurate programming records and information. Spearhead departmental improvements utilizing our internal database software. Incorporate growing trends within the aquatic industry to create and implement interesting new programs, evaluate current classes for effectiveness and engagement, and alter course content accordingly.

AQUATICS SPECIALIST, 2007 to 2010

Create and implement interest-based aquatic programming geared toward both youth and adults. Coordinated with aquatics staff and supervisors to ensure a safe and enjoyable environment for all guests.

Educational Background

Masters, Business Administration

LASELL COLLEGE, Newton MA

Bachelor of Arts, Sociology

UNIVERSITY OF MASSACHUSETTS AT AMHERST, Amherst, MA



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Richard Stevens Email: rmstevens17g@gmail.com

Address: 177 Salem Street

Daytime phone: 508-331-3693 Evening phone: 781-246-7896

How long have you lived in Wakefield: 53 Years Current occupation: Software Engineer

Board or commission in which you are interested: Recreation

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

As a lifelong resident I have a strong desire to give back to the community that has provided so much to me. I have seen the many advancements that have been made over the years and I would like to play a role in shaping future improvements. Recreation touches the lives of many citizens, from the preschool through high school all the way to our senior citizens. A robust recreation program benefits all the members of a community and I hope that I can contribute to our continued success in that regard.

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

General knowledge of town facilities and youth sports organizations.

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

If yes, please specify: _____

Signature

Date



Richard M Stevens
177 Salem Street, Wakefield, MA 01880
Home: (781) 246-7896 Cell: (508) 331-3693
rmstevens17g@gmail.com
<http://www.linkedin.com/in/richardmstevens>

EXPERIENCE SUMMARY

- Software Engineer, 20+ years' experience in full product development life cycle including design, development, testing & deployment of complex software and database systems
- Excellent understanding of software engineering design patterns with strong skill on object oriented analysis, design and development
- Experience in embedded system development
- Proficient in Intersystems Caché ObjectScript
- Proficient in Caché Studio, Caché Ensemble, Visual Studio, Visual Source Safe, MS Office
- Experience in Javascript, VB and HTML
- Excellent interpersonal & analytical skill to closely work with customers to meet their requirements
- Team player and strong independent contributor
- Fast learner with inquisitive mind and strong written and verbal communication skills

ROLES AND POSITIONS

CodaMetrix Inc. (Formerly Catch Data Systems) - Boston, MA

- *Senior Programmer/Analyst* April 2012 – Present
Technical Consultant responsible for new feature development, installation and deployment. Focused on client needs, primarily interfaces, reports and custom application development.

GE Healthcare IT - Boston, MA

- *Principle Software Engineer -Development* Dec 2006 – Mar 2012
Member of Centricity Business development team responsible for new feature development and software updates to applications under Centricity Business. Member of national team that acted as a liaison between development and the install/support teams. Developed tools and processes to install and support new version releases. Project leader for new versions of an application modules.

IDX Systems Corporation - Boston, MA

- *Engineering Team Leader -Development* Aug 2001–Dec 2006
Led a cross functional team that developed, installed and supported a revenue generating product through several software releases.

- *Senior Development Engineer-Development* Aug 1995–Aug 2001
Developed, enhanced, and installed Web-based client/server applications. Led Centricity Framework support effort and served as primary communication contact for all operating unit partners.

- *Software Engineer – Northeast Customer Support* Sept 1991–Aug 1995
Provided application software customer support for product suite, including upgrades, installation, custom interfaces, on-site customizations and conversions. Developed, installed and supported revenue generating components (conversions, HL7 real-time interfaces and custom functionality) to M-based core products, for a varied hospital and clinical customer base.

EDUCAT ION

University of Massachusetts
Bachelor of Arts, Economics, May 1991

Amherst, MA



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Susan Hickey Email: jshickey@comcast.net

Address: 58 Madison Ave. Wakefield, Ma. 01880

Daytime phone: 617-605-9081 Evening phone: 781-246-9041

How long have you lived in Wakefield: 30 years Current occupation: Crossing Guard

Board or commission in which you are interested: Recreation Commission

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

activities for children. My children always enjoyed participating in the Recreation Commission activities. It is important to have a variety of activities available to the children, as not everyone is interested in mainstream sports. During meetings, I engage in meaningful conversation with the other members, where I both voice my opinions and ideas, and carefully consider all other views before voting. We vote on children programs, teen programs, adult programs, field schedules and fees. We vote to hire only Wakefield residents for instructors. We also meet with different individuals that want to bring their sports programs to Wakefield. When the Recreation Commission first started the Movies on the Lake, I supplied the

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

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

If yes, please specify: _____

Signature

Date



Susan E. Hickey

58 Madison Ave. • Wakefield MA • 617-605-9081 • jshickey@comcast.net

EDUCATION

Mass Rehab Commission, Malden. MA

Company Sponsored Courses: Speed writing. Administrative Assistant skills

The Hickox School, Boston, MA Courses: Administrative Assistant Skills

Malden High School, Malden, Ma Courses: College Course Graduate

CERTIFICATES

CPR/First Aid, Wakefield, MA

EXPERIENCE

Wakefield School Department, Wakefield. MA

November 1999- Current

Traffic Supervisor

- Responsible for the safety of children and adults on various main roads of Wakefield during school hours
- Responsible for directing traffic in Wakefield
- Ensure the following of traffic and safety protocol according to the Wakefield Police department
- Communicated with emergency personnel in crisis situations

Route 128 Volvo, Wakefield. MA

April 2005- April 2011

Customer Service Representative

- Reported directly to the Service Manager
- Responsible for upselling company products according to deadline
- Managed deadlines on incoming requests and assured steps toward completion
- Processed work orders and forwarded to appropriate department
- Updated phone and email database
- Handled phone communications
- Maintained high level of confidentiality for all aspects of the business

Stoneham Police Department, Stoneham. MA

September 2009- June 2010

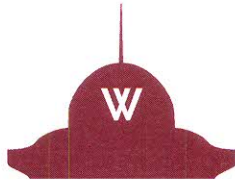
Traffic Supervisor

- Responsible for the safety of children and adults on various main roads of Stoneham during school hours
- Responsible for directing traffic in Stoneham
- Ensure the following of traffic and safety protocol according to the Stoneham Police department
- Communicated with emergency personnel in crisis situations

Hart's Hardware Store, Wakefield, MA *Customer Service/Cashier*

November 2003-April 2005

- Responsible for all aspects of customer service
- Balanced money drawer
- Responsible for bank deposits/money drops
- Responsible for inventory and stocking



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Gerald Barrett Email: barrett.gerald@gmail.com

Address: 29 Evergreen st Wakefield, MA

Daytime phone: 7817182478 Evening phone: 7812463208

How long have you lived in Wakefield: 54 yrs Current occupation: Realtor

Board or commission in which you are interested: Recreation

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

I have served on the board for two terms and enjoy it very much. We have come a long way in the last four years and I would like to continue to move forward with a program that is the envy of the towns around us and a great resource to our citizens.

Currently I am serving as vice chair of the commission.

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

I have extensive experience coaching and playing in Wakefield sports. Coached or managed in Wakefield LL both softball and baseball at all levels. Coached in the WBA both boys and girls. Coached travel basket ball for boys. Played in the Wakefield mens softball for 30 + years.

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

If yes, please specify: _____

Signature [Handwritten Signature] Date 3/8/2020





GERALD BARRETT

gebarrett@cjbarrett.com | C: 781-718-2478 | Wakefield, MA 01880

Summary

looking to continue to serve the Town of Wakefield in my capacity as member of the recreation commission currently serving as vice chairman.

Skills

- Negotiations expert
- Experienced buyers' agent
- Excellent communicator
- MA licensed real estate agent
- National Association of Realtors

Experience

Christopher J. Barrett Realtors | Wakefield, MA

Real Estate Agent

09/2001 - Current

- Advised prospective clients on current market activities.
- Created and maintained large client base by meeting needs and delivering exceptional customer service.
- Counseled customers on market current status for residential and commercial markets.
- Promoted property sales through advertisements, open houses and participation in multiple listing services.
- Counseled new buyers to enhance sales opportunities.
- Negotiated, facilitated and managed real estate transactions.
- Communicated with owners regarding home and loan status.
- Assisted in developing marketing material for properties.
- Assisted in selling 235 properties worth over \$95,000,000.
- Negotiated contracts and coordinate with lenders, attorneys and inspectors.
- Coordinated appointments with prospective buyers to showcase houses and plots.
- Guided home buyers and sellers through process of short sales.
- Assisted clients with corporate relocation services.

Gala Restaurant | Arlington, MA

Executive Chef

04/1997 - 10/2001

- Assessed inventory levels daily and placed orders to replenish goods before supplies depleted.
- Created exciting dishes to draw in clientele and increase revenues.
- Created new menu items, managed food expenses and supervised quality to ensure adherence to standards.
- Executed and expedited evening dinner service

Education and Training

Ithaca College | Ithaca, NY

Bachelor of Arts in Politics

05/1988

Additional Information

Coached in the WBA both boys and girls.

Coached in Wakefield little league from tee ball - majors in both baseball and softball.

Coached Wakefield travel basketball.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: ROB ETTINGER Email: ROBERT_ETTINGER@PTOWN.COM

Address: 3 BLOSSOM ST. WAKEFIELD

Daytime phone: 617-760-1632 Evening phone: 617-312-2376

How long have you lived in Wakefield: 16 yrs Current occupation: CONTROLLER

Board or commission in which you are interested: VETERAN'S ADVISORY BOARD

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

WISH TO CONTINUE SERVING THE VETERANS OF WAKEFIELD.

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

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

If yes, please specify: _____

[Handwritten Signature]
Signature

2.11.2020
Date



ROBERT D. ETTINGER, CPA

3 BLOSSOM STREET, WAKEFIELD, MASSACHUSETTS 01880 (781) 587-1045
UMASSROB96@GMAIL.COM

EXPERIENCE

- PUTNAM INVESTMENTS** **Boston, Massachusetts** **Dec 2005 - Present**
Managing Director / Controller: 2015-Present
- Report to the CFO
 - Manage a staff of 14
 - Responsible for all corporate accounting, tax, financial and regulatory reporting (Call Reports, FINRA filings, foreign regulators), accounting policy and internal controls (Sarbanes-Oxley and SOC 1s)
 - Manage relationship with Audit Committee of Board of Directors and external auditors
- Senior Vice President / Assistant Controller: 2011-2015*
- Report to the Corporate Controller
 - Responsible for all corporate accounting, financial and regulatory reporting (Call Reports, FINRA filings, foreign regulators), accounting policy and internal controls (Sarbanes-Oxley and SSAE 16s)
 - Implemented new SAP general ledger
- Vice President / Corporate Financial Reporting and Accounting Policy Manager: 2005-2010*
- Report to the Corporate Controller
 - Responsible for accounting policy, financial statement and regulatory reporting, stock compensation plan and parent company (consolidation) accounting
 - Author corporate accounting policies in response to emerging accounting and regulatory guidance
- STATE STREET CORPORATION** **Boston, Massachusetts** **Sep 2000 - Dec 2005**
Vice President, Sarbanes-Oxley Section 404 Project Manager: 2004-2005
- Managed all aspects of this global initiative for the Corporation
 - Developed and delivered Sarbanes training for various company personnel in Boston, Quincy, Dublin, London and Edinburgh
 - Implemented global technology solution for Sarbanes-Oxley controls documentation and testing
 - Oversaw day to day Project Management Office for 65,000 man hour initial-year implementation
- Vice President, Director of Global Accounting Policy: 2000-2004*
- Oversaw implementations of FAS 123, FAS 133, and FIN 46R
 - Directed the technical accounting for several major divestitures and acquisitions
- PRICEWATERHOUSECOOPERS** **Boston, Massachusetts** **Jun 1995 - Sep 2000**
Audit Manager
- Executed a variety of engagements focusing on year-end audits of SEC registrants across a variety of industries with a focus on mutual funds, as well as internal control reviews, accounting system conversions and fund mergers
- UMASS FOUNDATION** **Boston, Massachusetts** **Dec 2016 - Present**
Member – Board of Directors and Governance & Audit Committee

EDUCATION AND CREDENTIALS

- UNIVERSITY OF MASSACHUSETTS** **Amherst, Massachusetts** **May 1996**
Bachelor of Business Administration in Accounting, Cum Laude (3.54 GPA)
- CERTIFIED PUBLIC ACCOUNTANT – MASSACHUSETTS (ACTIVE #20225)**
FINRA FINANCIAL AND OPERATIONAL PRINCIPAL (SERIES 27/99 – ACTIVE)

MILITARY

- UNITED STATES ARMY** **1988 - 1994**
Corporal / Tank Commander
- Served 6 years active duty and reserves (2 years in Europe)
 - Served in Operation Desert Storm (1990-1991)



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

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

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

Name: Kristi Yentile Email: kyentile@LoanDepot.com

Address: 600 North Ave Wakefield MA01880

Daytime phone: 7815210807 Evening phone: 7815210807

How long have you lived in Wakefield: 47 years Current occupation: loan officer

Board or commission in which you are interested: VAB

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

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

I am the coordinator who created the Wakefield Coffee Social at Lake Q in the fall. I want to be on this board to help the best way I can to give back to the Veterans in Wakefield. I am a VA loan specialist and would like to assist in helping Veterans become homeowners. I worked with Jim Devlin - Stoneham VSO - decorating the Stoneham Cometary with flags for Memorial Day last year. I volunteered and help Susan Magner - N Reading VSO - build the moving wall last year.

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

If yes, please specify: _____

Signature

Date





KRISTI YENTILE

MORTGAGE INDUSTRY PROFESSIONAL LOAN OFFICER/LOAN OFFICER ASSISTANT

OBJECTIVE

Mortgage broker with 20 years in the mortgage industry. Currently seeking a challenging position with diverse responsibilities utilizing strong organizational, communication and project management skills to help increase and optimize an organization's corporate objectives.

SOFTWARE

- Excel
- Word
- Access Database
- PowerPoint
- Genesis 2000
- Bytepro
- Encompass
- Point
- Media Center
- Loan tool box
- NYLX
- OB
- AMP
- IHM

EDUCATION

Wakefield Memorial High School (1991)

Katharine Gibbs (1993)

Elizabeth Grady School Graduate 600-hour Program (1995)

LICENCES

MU4 license #110156

EXPERIENCE

LICENSED LOAN OFFICER CROSS COUNTRY MORTGAGE (June 2018 – present)

- Adheres to mortgage loan standards and laws.
- Generates new loan applications using excellent customer service skills.
- Makes sales calls to potentials customers.
- Has established a strong network within the real estate community.
- Meets with customers to determine their needs and recommends the right loan products to help meet their goals.
- Maintains an active knowledge base of all of the organization's loan products and understanding of the qualifications required of each applicant.

LICENSED LOAN OFFICER ASSISTANT LUXURY MORTGAGE (June 2016 – 2017)

- Supported 3 loan officers in a processing role.
- Reviewed loan applications for any clerical errors.
- Gathered supporting documents from the client and uploaded in the system.
- Worked with the borrowers to submit a perfect loan application to underwriting to be a one touch submission.
- Gathered post approval conditions from the borrower.
- Ordered title and appraisals.
- Ran DU/LP findings to make sure the borrowers qualified.

REGIONAL EXECUTIVE ASSISTANT ACADEMY MORTGAGE CORPORATION (January 2015 – April 2016)

- Provided high-level support to the Eastern Division Manager by managing and maintaining calendars as well as email inbox for direct manager, while continuously anticipating daily needs.
- Coordinated internal and external meetings and events as requested, while often working with complex scheduling conflicts.
- Ensured that various administrative tasks were done in an effective, efficient and timely manner, including copying, reviewing outside mail, printing complex documents and reports, reconciling corporate credit cards, drafting correspondence, screening phone calls, and maintaining executive files as needed.
- Other duties included: Associate attendance tracking, handling department invoices, managing department subscriptions and memberships tracking, assistance with data analysis, marketing, coordinating department events, mail distribution, supplies ordering, provided support to the loan officers, assistance with Excel and PowerPoint projects, acted as liaison between corporate



KYENTILE@HOTMAIL.COM



781-521-0807



[HTTPS://WWW.LINKEDIN.COM/
IN/KRISTI-YENTILE-87A57A12/](https://www.linkedin.com/in/kristi-yentile-87a57a12/)

PROFESSIONAL REFERENCES

MARK MCDONOUGH
617.285.2308

ARTIE CLARK
617.538.4110

THOMAS MARONI
781.820.7025

JESSICA HANNON
978.836.7173

JERRY DEVLIN
617.584.1111

(ACADEMY MORTGAGE CORPORATION CONT.)

- departments and team (HR, IT, Marketing), assisted with implementing corporate procedures, and other related administrative and office management duties as needed.
- Acted as liaison between clients and the loan officer, as well as responded to client questions and issues.
- Reviewed first and second mortgage applications to prepare the file for underwriting.
- Followed-up that the loan officers are sending out the LE accurately and delivered timely for the potential Borrower(s).
- Processed application fees as well as order and follow up with the vendors for appraisal, title, closing, flood, and order tax transcripts.
- Responsible for following up with Loan Originator and/or borrower(s) to obtain any missing required documentations.
- Required to update Borrower(s) profiles and applications.
- Reviewed and validated DU findings to ensure that they are accurate.
- Reviewed and verified the credit report, support credit income, assets and liability.

PIPELINE ADMINISTRATOR

HOME LOAN INVESTMENT BANK
(September 2012 –January 2015)

- Assisted in the process of conventional and FHA and Mass Housing loan applications.
- Obtained required documents from borrower, originator, and attorney to ensure all loan conditions are met.
- Worked with borrowers from data entering the application to closing to ensure a smooth transaction.
- Reconciled final HUD prior to closing.
- Assisted with marketing.

PROCESSOR

FIRST CHOICE LOAN SERVICES
(September 2011 – September 2012)

- Processed conventional and FHA and Mass Housing loan applications.
- Obtained required documents from borrower, LO and attorney to ensure all loan conditions were met.
- Worked with borrowers from data entering the application to closing to ensure a smooth transaction.
- Reconciled final HUD prior to closing.
- Assisted with marketing.

PROCESSOR

PRIME LENDING
(April 2011 – January 2012)

- Processed conventional and FHA and Mass Housing loan applications.
- Obtained required documents from borrower, LO and attorney to ensure all loan conditions were met.
- Worked with borrowers from data entering the application to closing to ensure a smooth transaction.
- Reconciled final HUD prior to closing



KYENTILE@HOTMAIL.COM



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IN/KRISTI-YENTILE-87A57A12/](https://www.linkedin.com/in/kristi-yentile-87a57a12/)

LOAN OFFICER

AMERICAN HOME BANK
(June 2010 – April 2011)

- Negotiated, coordinated and monitored loan applications.
- Structured loan applications that had the best benefit for the borrower.

BRANCH MANAGER

THE GREAT AMERICAN DREAM MORTGAGE CO., LLC
(May 2008 – December 2009)

- Negotiated, coordinated and monitored loan applications.
- Assisted in opening a mortgage broker operation.
- Signed up 9 mortgage lenders for operation.
- Established payroll and benefits for the company.
- Assisted in the interviewing process for Loan Advisors.
- Worked with C.P.A and attorney to ensure the company was compliant.
- Renewed company license.
- Filed quarterly financial reports with the DOB – MA.
- Worked with a marketing firm and developed letterhead and business cards.
- Developed out website.
- Handled all banking transactions.
- Responsible for all operational and administrative functions including payroll.

MORTGAGE PROCESSOR/ADVISOR

CROSS COUNTRY LENDERS INC.
(April 2006 – May 2007)

- Processed conventional and subprime loans using Bytepro.
- Obtained required documents from borrower, originator, appraiser and attorney to ensure all loan conditions were met.
- Served as the primary liaison for attorney, appraiser and credit bureau representatives.
- Originated loan applications and worked with borrowers from taking the application to closing to ensure a smooth transaction.
- Reconciled final HUD prior to closing.
- Submitted all paperwork including application and disclosures to the underwriting department.

MORTGAGE PROCESSOR/ADVISOR

NEW BOSTON MORTGAGE
(August 1997 – October 1999)

- Processed conventional and subprime loans (A, B, C paper) using Genesis 2000.
- Obtained required documents from borrower, originator, appraiser and attorney to ensure all loan conditions were met.
- Served as the primary liaison for attorney, appraiser and credit bureau representatives.
- Issued commitment letters and disclosures.
- Originated loan applications and worked with borrowers from taking the application working with them until closing to ensure a smooth transaction.
- Reconciled final HUD prior to closing.



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