

# Emergency Numbers

**POLICE** or Ambulance

**{9-1-1}**

**FIRE** Rescue or Inhalator

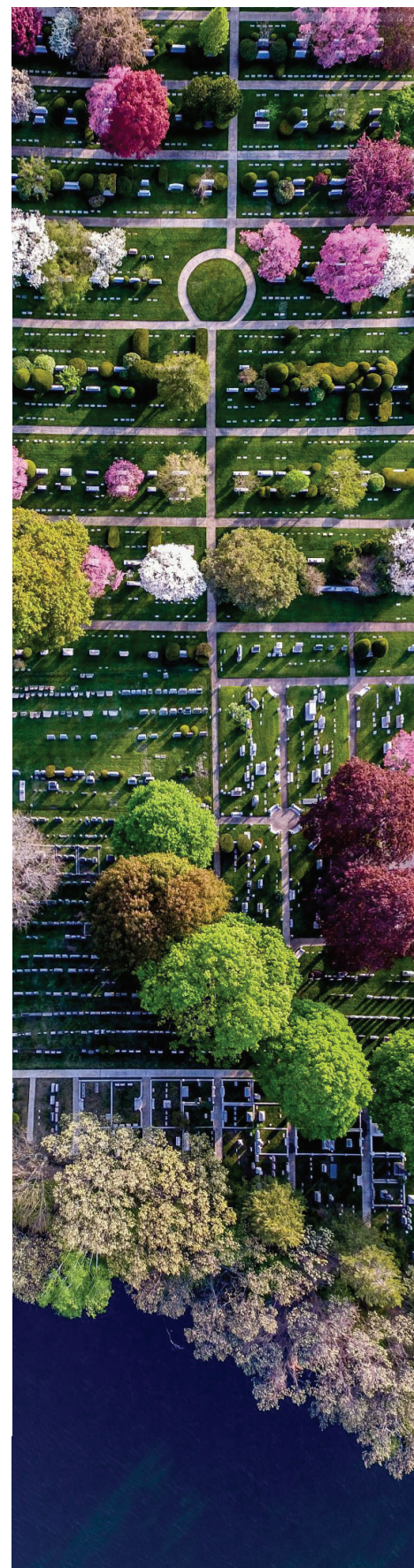
## Your Town Government

Animal Inspector	781-231-0474
Assessors	781-246-6380
Beebe Library	781-246-6334
Collector of Taxes	781-246-6386
Council on Aging	781-245-3312
Emergency Management	339-219-4614
Fire Department (general)	781-246-6432
Health Department	781-246-6375
Human Resources	781-246-6396
Housing Authority	781-245-7328
Inspectional Services	781-246-6388
I.T.	781-246-6498
Municipal Light Department	781-246-6363
Parking Clerk	781-246-6330
Police Dept. (general)	781-246-6321
Public Works	781-246-6300
Retirement Board	781-246-6352
School Department	781-246-6400
Town Administrator	781-246-6390
Town Accountant	781-246-6395
Town Clerk	781-246-6383
Town Treasurer	781-246-6340

Town of Wakefield

208<sup>th</sup> Annual Town Report

2019



208th Annual Report  
2019



**Cover Photo:**

**Courtesy of**

**Chris Gibbs | Renegade Airlines**

208<sup>th</sup>  
Annual  
Report

OF THE TOWN OFFICERS OF THE



MASSACHUSETTS

Including the vital statistics for the year  
ending December thirty-first

2019

## **Town of Wakefield**

Population: 2019 Census 23,990; 2010 Federal Census 24,932

Councilor, 6<sup>th</sup> District: Terrence W. Kennedy of Lynnfield

U.S. Representative for Mass. 6<sup>th</sup> Congressional District: Seth Moulton

Representative 9<sup>th</sup> Essex District: Donald H. Wong

Representative 32<sup>nd</sup> Middlesex District: Paul A. Brodeur

Senator, Fifth Middlesex District: Jason Lewis

### **Town Officials: January 2019**

#### **\*Town Council**

Peter J. May, Chairman, 2019

Anthony J. Longo, 2019

Ann McGonigle Santos, 2019

Edward F. Dombroski, Jr., 2020

Mehreen N. Butt, 2020

Paul R. DiNocco, 2021

Julie Smith-Galvin, 2021

#### **\*\*Town Administrator**

Stephen P. Maio

#### **\*\*Chief of Police**

Steven A. Skory

#### **\*Town Clerk**

Betsy Sheeran, 2020

**\*Tax Collector**

Kathleen M. Kelly, 2021

**\*\*Fire Chief**

Michael J. Sullivan

**\*\*Dog Officer/Animal Inspector**

Kenneth J. Stache

**\*\*Emergency Management**

Thomas P. Walsh

**\*\*Inspector of Buildings**

John J. Roberto, III

James DeCola

**\*Moderator**

William Harbison Carroll, 2019

**\*\*Parking Clerk**

Kenneth J. Stache

**\*\*Plumbing/Gas Inspector**

Paul J. Donohoe

**\*\*Electrical Inspector**

David J. Sardella

**\*\*Town Accountant**

Kevin M. Gill

**\*\*Town Counsel**

Thomas A. Mullen

**\*\*Town Planner**

Paul Reavis

**\*Treasurer**

John J. McCarthy, Jr., 2019

**\*\*Director of Assessments**

Victor P. Santaniello

**\*\*Veterans Agent**

Hector Erinna

**Executive Secretary/Town Accountant**

John J. McCarthy, Emeritus

January 26, 1991

**Executive Secretary/Town Administrator**

Thomas P. Butler, Emeritus

May 31, 2008

**\*\*Advisory Board of Public Works**

David A. West, 2019

Maria Palomino, 2020

Christopher J. Fowlie, 2021

**\*\*Albion Cultural Exchange Committee**

Tasha Schlake Festel, 2020

Doug Henning, 2020

Anthony DeMarco, 2021

Kathy Frey, 2021

Christopher J. Carino, 2021

**\*\*Bench and Lake Structure Committee**

Anu Gerweck, 2021

Paul Somers, 2021

Karen Faler

Mehreen N. Butt

**\*\*Board of Appeals**

Richard O. Bayrd, 2019

James H. McBain, 2019

Michael L. Pierce, 2019

David W. Hatfield, 2020

Amy Wall, 2020

Charles L. Tarbell, Jr., 2021  
Thomas J. Lucey, 2021  
Michael Feeley, Alternate, 2021  
Gregory McIntosh, Alternate, 2021

**\*Board of Assessors**

Walter Schofield, 2019  
Sebastian P. Tine, 2020  
Jane A. D'Addario, 2021

**\*Board of Health**

Elaine M. Silva, 2019  
Alison J. Mehlman, 2020  
Laurel Skinder Gourville, 2021

**\*\*Board of Registrars**

Marcy McCauley, 2019  
Kathleen M. Beaulieu, 2019  
Peter J. Solomon, 2019

**\*\*By-Law Review Committee**

Daniel Lieber  
Cindy A. Schatz  
Bob Vincent  
Keith LaGraves  
Michelle Licciardi  
Brian McCoubrey  
Jeff Stikeman

**\*\*Capital Planning Committee**

Robert P. Edson, 2019  
Lisa Butler, 2020  
Daniel Calore, 2020  
Franklin C. Leone, Jr., 2021  
David Whitman, 2021

**\*\*CATV Advisory Committee**

Bruce Donovan, 2019

James Lavery, 2020

Daniel P. Lieber, 2021

**\*\*Clean Lake Committee**

Brie Weiler Reynolds, 2023

Kenneth Alepidis, 2024

William Renault

Claire Moss

Robert Darnell

**\*\*Commission on Disability Issues**

John Murray, 2019

Greg Powers, 2019

Gene Moulton, 2019

Lois E. Jarema-Benjamin, 2020

Tracy J. Vincent, 2020

Sarah McCauley, 2020

Johnathan Savey, 2021

Marie Rej, 2021

Lorna Davidson-Connelly, 2012

**\*\*Conservation Commission**

David N. Peterson, 2019

Lea Tyhach, 2019

Warren M. Laskey, 2020

Frank J. Luciani, Jr., 2020

Robert J. Romano, 2021

Peter M. Miller, 2021

Teresa Belmonte, 2021

Frank Calandra, 2019

**\*Constables**

Gerard S. Alterio, Jr., 2019

Richard O. Bayrd, 2019

Kevin J. Lopes, 2020



**\*\*Council on Aging**

Frances Mary Cheney, 2019

Thomas Coffin, 2019

Heather Hansson, 2020

Elizabeth Ellis, 2020

Florence Calore, 2020

Maureen Hickey, 2021

Maureen Howlett, 2021

**\*\*Cultural Council**

Caroline Lieber, 2019

Colleen Getty, 2019

Joy Schilling, 2019

Robert MacRobbie, 2019

Michael P. Salvatore, 2020

Manmeet Desai, 2021

**\*\*Environmental Sustainability Committee**

Robert Darnell, 2022

Mary Hajjar, 2022

Robin Greenberg, 2022

Myra Sessions, 2022

Sophie Brown

Addie Festel

Liz Sheridan

Cameron Sweeney

Joseph Conway

Jennifer L. Kallay

Julie Smith-Galvin

Suzy Veilleux

**\*\*Fence Viewers**

Dennis M. Cloherty, 2020

James Byrnes, 2021

**\*\*Finance Committee**

Brian P. Cusack, 2019

Gerard W. Leeman, 2019  
Joseph B. Bertrand, 2019  
Daniel W. Sherman, 2019  
James Sullivan, 2019  
Douglas S. Butler, 2020  
Peter McManama, 2020  
Rebecca Gilding, 2020  
Jonathan Chines, 2020  
Jan DiGiambattista, 2020  
Dennis Hogan, 2021  
Wayne M. Tarr, 2021  
Joseph V. Tringale, 2021  
Joanne Reilly, 2021  
Morgan McCauley, 2021

**\*\*Historical Commission**

Nancy L. Bertrand, 2020  
Juliane M. Gerace, 2020  
Gene A. Moulton, 2020  
Daniel Benjamin Jr., 2020  
Francene Harrington, 2020

**\*Housing Authority**

Jane Good, 2019  
Charles Geier, 2021  
Lorelei Mackay, 2022  
Valerie Pennington, Appointed, 2018 - 2020

**\*\*Human Rights Commission**

Richard Greif, 2020  
Benny Wheat, 2020  
Jennifer Boettcher, 2021  
Christine Canavan, 2021  
Pina Masciarelli-Patel, 2021  
Isabel Castro, 2021  
Frankie Lawton, 2022

Maria Muti, 2022  
Amy Rando  
Rabbi Greg Hersh  
Stephen P. Maio  
Steven Skory  
Doug Lyons

**\*Lucius Beebe Memorial Library Trustees**

Jeffrey Michael Quinn, 2019  
Timothy F. Healy, 2019  
John Havelick, Jr., 2019  
Michael J. Bourque, 2020  
Susan Wetmore, 2020  
Joseph Trindale, 2020  
Kevin Patrick Scanlon, 2021  
Cindy A. Schatz, 2021  
Aimee Lominac, 2021

**\*Municipal Gas & Light Commissioners**

Kevin T. Haggerty, 2019  
Wayne M. Tarr, Appointed, 2018 – 2019  
John J. Warchol, 2020  
Kenneth J. Chase, Jr., 2021  
Jennifer Kallay, 2021

**\*Northeast Metropolitan Regional Vocational School (4 years)**

Vincent J. Carisella, 2020

**\*\*Permanent Building Committee**

Joseph B. Bertrand, 2019  
James A. Lavery, 2019  
Philip Renzi, 2019  
Charles L. Tarbell, Jr., 2020  
George Brooks, 2020  
Timothy Demers, 2020  
Christopher J. Callanan, 2021  
Jerry Hammersley, 2021

Jason Cohen, 2021  
Janine Fabiano, 2021  
John McDonald, 2021

**\*Planning Board**

William Spaulding, 2019  
Matthew Lowry, 2020  
Paul J. Semenza, 2021  
William M. D'Amore, 2022  
Christopher J. Fowlie, 2023

**\*\*Public Safety Building Committee**

Edward F. Dombroski, Jr., Chairman  
Stephen P. Maio  
Steven Skory  
Joseph B. Bertrand  
Craig Calabrese  
Jason Cohen  
Joseph Conway  
Donna Macdonald  
Robert Mitchell  
Marc Moccio  
Joanne Reilly  
Laurel Skinder Gourville  
James Sullivan  
Michael Sullivan  
Thomas Walsh  
Joie Gerrish

**\*\*Recreation Commission**

Jeanne Stinson, 2019  
Franklin C. Leone, Jr., 2019  
Michael Boudreau, 2019  
Gerald E. Barrett, 2020  
Susan Hickey, 2020  
Richard Stevens, 2020

Christine M. Gargano, 2021

Todd Fickes, 2021

Annie K. Duvall, 2021

**Retirement Board**

Kevin Gill – Ex-Officio – Chairman

\*\*Sherri A. Dalton

\*\*Daniel Sherman - 2020

\*Joseph P. Albert – 2022

\*Dennis P. Fazio - 2021

**\*School Committee**

Thomas F. Markham, III - Chairman – 2019

Greg Liakos, 2019

Ronald J. Masse, Jr., 2019

Anne-Marie Fortier, 2020

Christopher J. Callanan, 2020

Colleen E. Guida, 2021

Amy J. Purcell, 2021

**\*\*Sign By-Law Committee**

Suzanne Bowering

Paul R. DiNocco

Edward F. Dombroski, Jr.

Elizabeth Feirerra

Stephen P. Maio

Paul Reavis

Jack Roberto

John Ross

**\*\*Sweetser Lecture Advisory Committee**

Jeanne Blumer

Robert L. Burk

Helen Hincman

Faith Hodgkins

Susan K. Kilkelly

Lorraine Lackey

Diane Lind  
Sara M. Murphy  
Julie Scot  
Joseph G. Spear

**\*\*Traffic Advisory Committee**

Joseph Anderson, Chairman  
Marc Luca  
Stephen P. Maio  
Paul Reavis  
William Renault  
Daniel L. Benjamin, Jr.  
Joseph Conway  
Matt Kealey

**\*\*Veteran Advisory Board**

Robert Ettinger – 2020  
Donald Hart - 2020  
Pamela Hart – 2020  
Richard Pearson – 2021  
Daniel L. Benjamin, Jr. – 2022  
Melinda Cook – 2022  
James Pinette – 2022

\*Elected \*\*Appointed

# **General Government Reports of**

TOWN COUNCIL

TOWN ADMINISTRATOR

ASSESSING DEPARTMENT

PLANNING BOARD

CONSERVATION COMMISSION

RETIREMENT BOARD

RECREATION COMMISSION

# REPORT OF THE TOWN COUNCIL

At its May 13, 2019 organizational meeting following the Town Elections, the Town Council elected Edward F. Dombroski, Jr. as Chairman and Ann McGonigle Santos as Vice-Chair. Over the past year the Town Council has pursued a bold, ambitious agenda and is proud to have delivered results to the residents of Wakefield in many important areas. The Council transformed the way its meetings were conducted. New, detailed agendas were complemented by expanded opportunity for public participation, as meeting material packets began to be published online for the first time, in an effort at greater transparency. In addition to public engagement at the beginning of each meeting, "Constituent Issues" was added as a new, standing agenda item to allow Councilors to raise any resident comments, ideas, or concerns. This past year also saw a new process for increased engagement between the Town Council and the many committees, commissions, and boards to which it makes appointments and oversees. A new regular meeting practice began of inviting each such appointed body to present to the Council and the community on the work that each has done and the projects and initiatives that lie ahead. Town Councilors also played a more active role interfacing with our many Town Departments, programs, and services, offering regular "Liaison Updates" at Town Council meetings. The Town Council presided over a transformation of the way our Town communicates with residents. Our Town's website was overhauled to provide for greater functionality and ease of use. A more robust communications strategy was developed in order to both improve communications methods and expand reach to residents. A more comprehensive, more effective dissemination of information approach has been a high priority. This past year witnessed a first – a "Council on the Common" Meeting held outdoors along the shore of Lake Quannapowitt last September. At this meeting a Clean Lake Committee was formed. In the months following, that Committee has already made great strides in their mission, with the ultimately goal of a swimmable, fishable Lake Quannapowitt. The Wakefield "CommuniTREE Program" also took root, with a goal of reversing the trend of more tree removals than plantings each year. The Program's ambitious goal is to convert the current annual tree deficit into a surplus over the next two years. The Council also pursued sustainable environmental practices including renewable energy opportunities, such as solar power, and EV charging stations. A high priority focused on budgeting practices and fiscal policy. An important dialogue began last summer with the Finance Committee as to ways to improve the annual budgeting process to be more collaborative, deliberate, and synergistic. The result was development of an enhanced annual budgeting process, allowing for greater collaboration between the Finance Committee and Town Council earlier on in the budget cycle. For the first time, Finance Committee members would be invited to participate, along with our Town Accountant and Department heads, in the presentation of every budget to the Town Council, before any budgets were voted on. This was a significant advancement to provide for a more collaborative, thoughtful approach



to budgeting process and priorities. The Town Council is proud to have maintained a AAA bond rating, the highest achievable rating for a municipality. The Council has supported sound fiscal policies, guided by our Town Administrator, Stephen P. Maio, and the experienced financial team he has assembled. The Council's fiscal policy supports maintaining healthy reserve funds, while meeting our short- and long-term financial obligations. Emphasis has continued to be placed on ensuring a lower residential tax rate, with a shifted burden onto commercial taxpayers to meet the Town's revenue needs. A Tri-Board Meeting was convened last fall, bringing together the School Committee, Finance Committee, and Town Council to discuss both short- and long-term goals and financial forecasting. Long-range financial forecasting continued between the Finance Committee, Town Council, and Town Administrator as we consider the infrastructure and department needs of the future. After decades of challenges with available parking in the Downtown area, the Council voted in support of a proposal for the creation of two Parking Enforcement Attendants to ensure regular parking spot turnover. These positions have and are expected to continue to provide a sustainable parking solution to assist our local business community and residents alike, in a budget-neutral way. The Town has worked hard to advance the "Envision Wakefield Downtown Revitalization" Project, with tremendous resident stakeholder engagement. The entire project is estimated at over \$25 Million, funded by Federal/state funds. That project is multifaceted and expected to deliver a number of benefits to the Town and its economy for decades to come. The Town was also successful in securing a state grant of nearly \$400,000 from the Complete Streets Program for immediate improvements to the Albion Street downtown corridor. The Council also worked with the Department of Public Works to develop a comprehensive strategic roads repair and enhancement plan, to address longstanding roads issues, in a fiscally prudent way. Volunteers continue to be the heart of our community. This past year the Town again showcased the incredible talent of residents living within our Town, with around 200 volunteers in various roles. And, the Town continues to benefit from a number of important partnerships and collaborations with a number of community-focused, not-for-profit organizations. While much has been accomplished over this past year, there remains much work ahead. The Town Council looks forward to continued resident residents – hearing their thoughts, ideas, and concerns – as we forge a path forward for an even better Wakefield of tomorrow. Fellow members of the Town Council include: Ann McGonigle Santos, Vice-Chair; Mehreen N. Butt; Jonathan P. Chines; Paul R. DiNocco; Peter J. May; and Julie Smith Galvin. Sherri A. Dalton serves as the Town Council Clerk.

Respectfully submitted,  
Edward F. Dombroski, Jr., Chairman

## *Report of the Town Administrator*

In 2019, Wakefield continued its march to address the many socio-economic issues that affect the lives of our citizens, employees and guests. I am happy to report that progress was made on many fronts. But, as I have counselled some of our young people that I am privileged to meet with, "success is not usually a straight line." There are many twists and turns along the way, and we have much to do in the coming years. In January, our wonderful Beebe Library embarked on an update of their strategic plan. The plan was completed later in the spring and I am happy to report that our library will continue to be a huge asset to this community for many years to come. In the cold winter months, the Lake Bench and Structure Committee met (often outside in freezing weather) to assess how best to manage the numerous requests for additional benches (and other structures) to our public parks. The Committee suggested and the Town Council agreed to limit the placement of any new benches at new locations around Lake Quannapowitt, and more importantly agreed to a public comment period before any structure is approved. On March 19, the Massachusetts Department of Transportation conducted the very important 25% design Public Hearing on the Wakefield/Lynnfield Rail to Trail. Despite a somewhat raucous reception by many of the Lynnfield residents in attendance, Mass DOT is proceeding with the project. At the Wakefield Town Meeting in November, those in attendance voted unanimously to fund the remaining design fees for the project. I envision a trail in the next few years. In April, over three thousand registered voters participated in the Town Election. Along with the usual elected positions, ten amendments of the Wakefield Town Charter were on the ballot. Most passed by a comfortable margin. The one Charter Amendment that most captured the interest of the electorate was to increase the number of signatures necessary to call a referendum vote of an approved Town Meeting decision from a total of 200 to 2.5% of the registered voters (approximately 470). This highly debated Charter change was approved by a vote of 1664 to 1502. At May's Town Meeting, those in attendance not only passed a budget that topped \$100 Million but also by a huge margin allocated an additional \$390,000 for the design work required for the downtown "Envision Project". This

project will ultimately provide for better multimodal transportation in our downtown area. By appropriating the design costs, the Town remained eligible for the potential \$20 Million in State and Federal grants needed to complete the project. the Massachusetts Department of Transportation approved the project in December 2019. Hundreds of new residents enjoyed the Wakefield 101 program held in May and November. This program introduces newcomers to Wakefield to all Town Departments as well as many of the nonprofit groups that make our town great. This year also saw the retirement of some long-term Wakefield town employees including Police Chief Richard Smith, Public Works Director Richard Stinson and Wakefield Municipal Gas and Light Assistant Manager Gene Sullivan. All will be sorely missed. With retirements come new appointments. I am happy to report that Lieutenant Steven Skory was appointed Police Chief and Joseph Conway was appointed Director of Public Works. These long time Wakefield employees will not only provide important continuity in these very important departments but will also bring them to new heights. Our expectations are very high for both Chief Skory and Director Conway. Starting July first, dedicated parking enforcement officers began to tackle the decades-old parking issues in our downtown and Greenwood. After a brief adjustment period, it seems that people have changed their behavior, and business owners and employees are parking in dedicated areas, thereby freeing up parking spaces for personnel. This is a real success story! Over the summer months the Public Safety Building Reassessment Committee studied the various options to refurbish and/or replace our existing facility. After many hours of study and consideration of a long list of other options, the committee revised portions of the original concept as it remains not only the most cost-effective option, but will support the efforts of our first responders for decades to come. On August 26<sup>th</sup> the Town launched its new and improved website! All should take a peak as it has more information and is more interactive, not to mention its modern feel and design. In regard to other infrastructure, we all have been experiencing the National Grid gas and electrical work. The patience of the community has been outstanding. We look forward to the completed project with newly paved roads. On September 9, 2020, the Town Council held its first outdoor Council meeting that anyone can remember. Against the backdrop of our wonderful Common and Lake Quannapowitt, the Council discussed the importance of assisting those less fortunate citizens in our downtown as well as established a committee to create viable action steps to improve the water quality of

our lake. On October 17, 2019, Chairman Dombroski convened the first fully attended "Tri-Board" meeting. At this meeting members of the Town Council, Finance Committee and School Committee discussed the overall budget outlook and how we can best position Wakefield to survive whatever financial curveballs are thrown our way. We hope to continue this tradition in the coming years. After a very deliberate process, the Town Council voted to utilize Cataldo Ambulance as our Emergency Provider in October. Spearheaded by our Emergency Management Director Thomas Walsh, the Town prepared a request for proposals, reviewed six submissions and conducted site visits. The Town thanks Action Ambulance for its many years of service and looks forward to a strong relationship with Cataldo. Once again on behalf of the Town of Wakefield, I thank all of the many civic groups who initiate programs, projects and services which strengthen the beauty and character of our town. 2019 proved to be another busy and productive year. Our successes of 2019 would not have been possible without the strong visionary leadership of the Town Council, the financial direction provided by the Finance Committee, the tenacious diligence of our town employees and most importantly, the faith and confidence placed in Wakefield's management team by the Citizens of Wakefield. All is much appreciated. Steve Maio; Town Administrator.

# Report of the Assessing Department

## MISSION STATEMENT

The mission of the Wakefield Assessment Department is to provide fiscal stability by promptly, fairly and equitably determining the valuation of all real and personal property located in the Town of Wakefield. The Assessment Department is obligated under law to assess all property at its full and fair market value as of January 1 of each year for the purpose of taxation. This is accomplished through the maintenance and administration of all property tax data records. In addition, the department also administers motor vehicle excise tax, real, personal and motor vehicle excise tax abatements, and all statutory tax exemptions as allowed by law.

Our staff is comprised of an elected three-person board and three full-time employees.

Board of Assessors:	Office Staff:
Sebastian Tine, MAA, Vice-Chairman	Victor P. Santaniello, MAA, Dir. of Assessments
Jane D’Addario, MAA, Chairman	Scott Morrison, MAA, Assistant Assessor
Brian Donegan, Esq. Board Member	Kirsten Evans, Office Administrator

During the past year, the major activities undertaken by the Assessors office include:

- Provided online access to our property record database via the internet.
- Conducted a state mandated yearly property revaluation town wide.
- Reviewed and adjusted properties to reflect updated market conditions.
- Completed online listing of assessor maps.
- Maintained and updated all real estate and personal property tax records.

Special projects and future goals of the Assessment Department include:

- Manage ongoing state-mandated data recollection effort.
- Continue review and update of valuation neighborhood designations.
- Continue ongoing sales verification questionnaire mailing program.
- Implement new and efficient office policies and procedures as required.
- Maintain supplemental assessment program as required by state law.
- Update existing tax maps.
- Make select state tax forms available via the internet.
- Increase public awareness relative to assessing and exemptions.

<b>FISCAL YEAR 2019 TAX RATE SUMMARY</b>	
Total amount to be raised	\$112,689,183.22
Total estimated receipts	\$39,504,476.00
<b>Residential Tax Rate: \$12.83</b>	<b>Commercial Tax Rate: \$25.15</b>
Real Property Valuation	\$4,967,528,824
Personal Property Valuation	\$124,417,950
Total valuation of taxable property	\$5,091,946,774
Total real estate tax	\$70,055,595.78
Total personal property tax	\$3,129,111.44
Tax levy	\$73,184,707.22

<b>FISCAL YEAR 2019 RECAP SUMMARY PAGE 1</b>				
<b>Property Class</b>	<b>Levy Percentage</b>	<b>Valuation by Class</b>	<b>Tax Rates</b>	<b>Levy by Class</b>
Residential	78.0875%	\$4,454,363,161	12.83	\$57,149,479.36
Exempt	-	-	-	-
Open Space	0.0000%			
Commercial	14.8449%	\$431,937,863	25.15	\$10,863,237.25
Exempt	-	-	-	-
Industrial	2.7916%	\$81,227,800	25.15	\$2,042,879.17
<b>SUBTOTAL</b>	<b>95.7240%</b>	<b>\$4,967,528,824</b>	<b>-</b>	<b>\$70,055,595.78</b>
Personal	4.2760%	\$124,417,950	25.15	\$3,129,111.44
<b>TOTAL</b>	<b>100.0000%</b>	<b>\$5,091,946,774</b>	<b>-</b>	<b>\$73,184,707.22</b>

MINIMUM RESIDENTIAL FACTOR COMPUTATION (FY2019)		
Class	Full and Fair Cash Value	Percentage Share
1. Residential	\$4,454,363,161	87.4786%
2. Open Space	0	0.0000%
3. Commercial	\$431,937,863	8.4828%
4. Industrial	\$81,227,800	1.5952%
5. Personal Property	\$124,417,950	2.4434%
<b>TOTALS</b>	\$5,091,946,774	100.0000%
Maximum Share of Levy CIP Classes 3,4&5	$1.75 \times 12.5214 =$	21.9125% Maximum % Share
Minimum Share of Levy for Classes 1 & 2	$100\% - 21.9125\% =$	78.0875% Minimum % Share
Minimum Residential Factor (MRF)	$.780875 / .874786 =$	.892647

ASSESSMENT/CLASSIFICATION REPORT – FY2019					
Property Type	Parcel Count	Class 1 Residential Value	Class 3 Commercial Value	Class 4 Industrial Value	Class 5 Personal Prop. Value
101	6,261	\$3,307,212,300			
102	1,276	\$444,172,900			
Misc.103,109	0	0			
104	721	\$391,037,100			
105	132	\$76,587,400			
111 - 125	100	\$193,059,000			
130-132,106	274	\$17,310,500			
300 - 393	314		\$412,017,325		
400 - 452	94			\$80,611,800	
Ch.61					

Land					
Ch.61A Land					
Ch.61B Land	3		\$588,499		
012 - 043	75	\$24,983,961	\$19,332,039	\$616,000	
501	251				\$17,500,160
502	400				\$24,793,080
503					
504,550-552	4				\$67,231,830
505	5				\$13,149,000
508	4				\$1,743,880
<b>TOTALS</b>	9,913	\$4,454,363,161	\$431,973,893	\$81,227,800	\$124,417,950
<b>REAL &amp; PERSONAL PROPERTY TOTAL VALUE</b>				\$5,091,946,774	
<b>TOTAL VALUE OF ALL EXEMPT PROPERTY</b>				\$388,943,300	

<b>LOCAL EXPENDITURES</b>	
Total appropriations	\$109,129,257
Other Local Expenditures	\$1,000,000
Snow and ice deficit / Overlay deficits	\$353,236.69
Allowance for abatements and exemptions	\$579,605.53
Total state and county charges	\$1,585,622.00
Total cherry sheet offsets	\$41,462.00
Total of appropriations and expenditures	\$112,689,183.22

<b>ESTIMATED RECEIPTS AND AVAILABLE FUNDS</b>	
State cherry sheet estimates	\$10,329,735
Ma school bldg. auth	\$927,551



Local estimated receipts	\$8,560,438
Enterprise funds	\$13,798,357
Free cash	\$1,439,181
Other available funds & WMGLD	\$3,891,145
Offset receipts	\$115,000
<b>Total:</b>	<b>\$39,504,476</b>

STATUTORY EXEMPTIONS		
Clause	FY 2018	FY 2019
Hardship 5 - 18	\$5,211.08	\$0.00
Deferral 5 – 41A	\$54,610.42	\$40,847.46
Elderly 5 – 41	\$67,000	\$62,500
All Veterans & Surviving Spouses 5 – 22(a-f)	\$89,236.56	\$101,899.82
Surviving Spouses 17D	\$2,100	\$1,925
8 - 58	\$0.00	\$0.00
Blind 5 - 37	\$9,500	\$10,000

BETTERMENTS, SPECIAL ASSESSMENTS & LIENS			
Category	Total Committed Amounts by Category		
Light Liens	\$49,839.94		
Sewer Liens	\$265,706.42		
Water Liens	\$181,514.10		
Title V Sewer Upgrade	\$677.00		
Sewer Betterments	\$5,572.65		
Street & Sidewalk Betterments	\$11,510.84		
Water Betterments	\$0.00		
Total Committed	\$519,574.76		
Motor Vehicle Excise (Comm. 1-6 )	27,469 Bills		\$4,435,125.51

Respectfully submitted,

**Board of Assessors**

# Report of the Planning Board

The Planning Board, as established under M.G.L. Chapter 41, §81A, consists of an elected five-member body with the powers and duties to carry out the provisions of the subdivision control laws in the Town of Wakefield. The Board holds regularly scheduled meetings and public hearings on the second and fourth Tuesday of each month. In certain cases the Board acts as a special permit granting authority, as defined in the Town's bylaws. The Planning Board is responsible for preparing, adopting and issuing a Master Plan.

In 2019, the Planning Board met sixteen (16) times and devoted most meetings to reviewing four subdivisions under the Massachusetts Subdivision Control Law, M.G.L. Ch. 41, §81M: 107 Prospect Street, 7 Glendale Avenue/Wildwood Street, 5 Glendale Avenue/Ossipee Lane, and Lovis Avenue Extension.

On September 25, 2018, the Planning Board opened the public hearing for **107 Prospect Street**. The Board closed the public hearing on August 27, 2019; the decision was signed on September 24<sup>th</sup>; and the final plans were endorsed on November 26, 2019. A grassed hollow in the front of the site was classified as wetlands by the Conservation Commission, and, after a parallel review of drainage issues by both boards, the Planning Board approved subdividing this large lot into three single-family house lots. Six plan revisions were submitted during the review process to resolve drainage and wetland concerns. Unique to this project, the applicant added a landscape architect to the design team. The applicant and Board determined Prospect Street's allée of red maple trees was important to retain the neighborhood's character. The landscape architect inspected each tree and presented a detailed report evaluating the health of each tree. Regrettably, the trees were very old and just surviving. The Planning Board approved replacing all three street trees with a hardier red maple variety. The applicant's design team also proposed rethinking the open space, the hollow, in the front of the site. With the support of the Conservation Commission, it will become a colorfully planted rain garden to manage drainage issues. Access to the three single-family lots will be provided by the existing driveway that will be widened into a private, tree-lined access road.

In 2019, two separate subdivisions were proposed for adjacent parcels on a hillside that slopes from Ossipee Lane down to Glendale Avenue. Again, reviews involved two town boards. For these projects, because lot-frontage variances were necessary for both developments, the Planning Board worked concurrently with the Zoning Board of Appeals. The owner of the lower parcel, 7 Glendale Avenue, submitted a plan to improve an abutting right-of-way, commonly known as Wildwood Street, then create a new lot from the rear portion of the 7 Glendale parcel. The resulting new lot would have frontage on Wildwood. The owner of the upper parcel submitted a series of plans dividing the land into three parcels. This second proposal involved extending the Glendale Avenue right-of-way to provide access (requiring a frontage variance) for a new lot known as 5 Glendale Avenue. Roadway improvements were needed to create a lot on Ossipee Lane.

The public hearing for **7 Glendale Avenue/Wildwood Street** was opened on September 25, 2018. The Board closed the public hearing on December 10, 2019; the decision was subsequently signed on January 28, 2020; and the final plans were scheduled for endorsement. The applicant proposed building on a generally level portion of the site and protecting a heavily wooded hillside with a restrictive covenant.

The public hearing for **5 Glendale Avenue** was opened on June 11, 2019; because the site included a wetland, the Conservation Commission sought jurisdiction to review this development, but the applicant claimed an exemption. After the Planning Board raised concerns that cutting a large number of trees on the hillside could contribute to more water run-off to a currently, difficult drainage problem, the applicant proposed covenants to protect both the wetland and old-growth trees on the site. By the end of 2019, the Planning Board and applicant were discussing protective easements and covenants for the site. The Zoning Board of Appeals had approved the lot-frontage variance required.

A fourth subdivision proposed extending Lovis Avenue. The site is on the eastside of Boynton's Hill in Greenwood and accessed from Stoneham. As there are no town services in this area, tap-water would be provided by wells and gas by propane tanks. This project requires extensive review by the Conservation Commission, as the extension of Lovis Avenue will descend a hillside then skirt a wetland. Also, extensive cut and fill grading will be necessary to construct the roadway and create three buildable lots. The public hearing for **Lovis Avenue**

**Extension** opened on July 23, 2019. Because additional soil tests and drainage studies were needed to address groundwater and surface runoff that could impact abutting Forest Street homes, the Planning Board continued this project's review on October 15, 2019. As 2019 ended, the Conservation Commission retained a consultant to assist in reviewing wetland issues and the Planning Board requested more information regarding the extensive excavation and filling proposed for create these three lots.

Under M.G.L. Ch. 41, §81P, the Planning Board is required to endorse plans for new lots that comply with the town's zoning bylaws. These plans are known as 81P Plans or "approval not required" (ANR) plans. In 2019, the Planning Board endorsed five (5) ANR Plans: 223-229 Oak Street, 10 Lovis Avenue, 51 Old Nahant Road, 648 Main Street and 706 Main Street.

The Planning Board would like to acknowledge the following individuals for their support and assistance throughout the past year: William Renault, Town Engineer; Linda Donaldson, Clerk to the Board; Thomas Mullen, Town Counsel; and Paul Reavis, Town Planner.

Respectfully submitted,

William L. Spaulding, *Chairperson*

Matthew Lowry, *Vice Chair*

Paul J. Semenza

William M. D'Amore

Christopher J. Fowlie

## *Report of the Conservation Department*

The Wakefield Conservation Commission ("Commission") is responsible for the protection and preservation of Wakefield's natural resources through regulatory review, planning, advocacy, and education. Typically, this is accomplished through the implementation of the Conservation Commission Act (M.G.L. Ch. 40, sec. 8C), and the administration and enforcement of 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 benefits of protecting open space include: protecting water quality and water supply; providing flood storage area; preserving habitat and diversity; providing recreation and aesthetics; preserving community character and agriculture; and providing educational opportunities.

In 2019, the Commission conducted 21 public hearings and reviewed fourteen (14) Notice of Intent filings. The review of these filings provided an assessment of potential impacts on the wetland values vital to the community; including the protection of public and/or private water supplies, protection of groundwater, flood control, storm damage prevention, pollution prevention, and protection of wildlife habitat. In addition to the Notice of Intent filings, the Commission reviewed one (1) Abbreviated Notice of Resource Area Delineation, one (1) Request for Determination of Applicability and issued six (6) Certificates of Compliance.

The Commission created a mapping system that identifies active wildlife corridors town wide. It will now allow for wetland permitting review with this crucial aspect clearly outlined. Trees, shrubs and plants within the corridors provide more than canopy, food source and shelter for the wetland and its habitants. Just as important is their ability to decrease the spread of invasive plants, stabilize soil to decrease erosion and supply much needed area for flood storage. Retention of these areas benefits not only wetland areas, but the surrounding neighborhoods as well. Healthy flora and fauna habitats are critical to the necessary biodiversity of a community. These areas also store

carbon which helps to combat the effects of climate change at the local level.

In May the Commission experienced a change in members. Dave Peterson, a tireless advocate for wetland and open space issues, and a Commissioner for seventeen (17) years, chose to withdraw his request for reappointment. Nini Ren was welcomed as a new Commissioner.

# Report of the Retirement Board

**SUMMARY OF ACTIVITY FOR THE YEAR ENDING DECEMBER 31, 2019**

## **INVESTMENT SCHEDULE**

PRIT Cash Fund	\$60,483.36
PRIT Capital Fund	\$133,613,617.64
Cash-Checking Account	\$479,456.31
Cash-Payroll Account	\$3,914.32
Accounts Receivable	\$23,347.59
Accounts Payable	<u>(\$772.96)</u>
Total	\$134,180,046.26

## **PENSION AND ANNUITY PAYMENTS**

Pension Accumulation Fund	\$9,231,235.71
Annuity Reserve Fund	<u>\$1,842,107.99</u>
Total Payments	\$11,073,343.70

## **NUMBER OF RETIREES AND BENEFICIARIES BY TYPE**

Superannuation	271
Accidental Disability	30
Ordinary Disability	6
Accidental Death	8
Surviving Spouses	<u>50</u>
Total	365

*Kevin Gill, Chairman*

*Sherri Dalton*

*Joseph P. Albert*

*Dennis P. Fazio*

*Daniel Sherman*

*Cathy Cheek, Executive Director*

# *Report of the Recreation Department*

The primary function of the Wakefield Recreation Department is to expand and improve recreational opportunities for Residents of all ages. The Recreation Department strives to provide fun, safe, quality, and affordable, programming for all our participants.

Wakefield Recreation is the central permitting department and scheduler for the use of sports fields, parks, and tennis courts within the Town. They are also responsible for oversight and operation of the Americal Civic Center.

Funds raised by the Department thru field permitting are made available to the Department of Public Works and reinvested for field improvements and maintenance, as well as investing in future Recreation Department programming and departmental needs.

The Wakefield Recreation Department is located on the first floor of the Americal Civic Center. The main responsibilities include Drill Hall (Gym) and Heritage Room (meeting space) scheduling, billing of tenants, and serving as tenant liaison for the Town of Wakefield.

Wakefield Recreation has become the destination spot for adult Pickleball on the North Shore. We offer play during the morning hours (M-Th) and on Friday evenings at the Americal Civic Center.

New programming included our first Daddy/Daughter Dance, Chess, Cookie Baking and Decorating, and Day Trips for Adults.

The Americal Civic Center had numerous improvement projects such as new front doors and signage that were funded through Capital Improvement. We also received state aid to replace our Gym Floor. Our local Town Council and State Reps worked collaboratively to make this much needed project a reality.

In 2020, the Recreation Department will continue to provide a variety of programming for people of all ages and abilities.



# **Protection of Persons and Property**

## **Reports of**

POLICE DEPARTMENT

FIRE DEPARTMENT

EMERGENCY MANAGEMENT

FIRE ALARM & TRAFFIC SIGNAL

INSPECTIONAL SERVICES

ANIMAL CONTROL

ZONING BOARD OF APPEALS

# *Report of the Police Department*

This is my first annual report as your Police Chief and on behalf of the men and women of the Wakefield Police Department, it is my pleasure to report on calendar year 2019. Modern day policing is a challenge regardless of whether you police a rural community or an urban city. Both face the same challenges, just on a different scale. We are no different here in Wakefield. Those challenges include opioid addiction, human trafficking, domestic violence, mental illness, homelessness as well as a host of other societal issues. Our officers wear many hats. They serve as guardians, social workers, marriage counselors, law enforcers, mental health clinicians and any other role they are called upon to perform. We are blessed to be able to provide our officers with the best equipment and most up to date training to deal with the many complex issues they face daily. Our biggest challenge this past year came from complaints about certain groups of people congregating on the new benches in the square. Some complaints were legitimate and involved disorderly or harassing behavior as well as public drinking of alcohol and these cases were handled accordingly. Unfortunately, we have seen an increase in our population of people that lack housing. In addition to our homeless population, Wakefield has a large number of group homes for people dealing with mental health issues and many of these people spend their days in the downtown area. Sadly, the majority of complaints we received were about the mere presence of these people and not that they were doing anything wrong. The Wakefield Police Department is committed to protecting the constitutional and civil rights of all individuals in our community. Our policing will not be biased or discriminatory because to do so would be detrimental to the valued relationship we share with our citizens. National statistics show that 66% of homeless suffer from some form of mental illness, 88% suffer from alcohol abuse and 59% from drug abuse. I believe these statistics are an accurate reflection of our homeless population here in Wakefield. Making arrests for drug and alcohol violations is not a long-term solution. We have taken a multi-faceted approach that involves our social service and mental health partners. Our Patrol Officers, Family Services Officer Amy Rando, our mental health clinician Jennifer Waczkowski and Recovery Coach Tracey Ascolillo have spent countless hours helping people receive treatment, counseling and other services.

Our team has been relentless in their efforts as many people can be resistant to receiving services. It is my hope that our compassionate and humanistic approach will help these people get their lives back on the right path. I would like to thank Deputy Chief Craig Calabrese, Lt. Scott Reboulet and Sgt. Detective Richard Dinanno, who assisted in completing this report. This report provides a detailed look at some of the more notable cases our officers dealt with this past year as well as other important information from 2019. **2019 Monthly Highlights:**

**January.** On January 3<sup>rd</sup>, Officers D.J. Morales and Shane Pelletier were dispatched to the area of 81 Bay State Road for a medical aid call involving a female party inside of a vehicle. Upon arrival, they observed a parked car with a female slumped over the wheel. Officers were able to quickly determine that this individual may be experiencing an opioid overdose. They began CPR and issued one dose of Narcan. They continued CPR and several minutes later dispensed a second dose of Narcan. Shortly thereafter the female regained consciousness and began breathing on her own. Sadly, her eight-year-old daughter was present when her mother lost consciousness. Officer Pelletier and Officer Kelley Tobyne brought the child to a safe area and were able to make contact with a grandmother who responded and took custody of the child. The adult female out of Brewster was charged with Reckless Endangerment of a Child. On January 12<sup>th</sup>, Officer Matt Malone and Officer John Whaley, were both on patrol when they observed a red utility vehicle traveling in an erratic manner while at a high rate of speed heading south on Main Street in the area of JJ Round Park. Officers were able to conduct a traffic stop and approached the driver. The male party displayed slurred speech and an odor of an alcoholic beverage emanated from his person. After a series of field sobriety tests the male party out of Wakefield was taken into custody and charged with Operating Under the Influence of Liquor. On January 27<sup>th</sup>, Sergeant Jon Burnham was monitoring traffic at the intersection of Main Street and Water Street when he ran a routine registration query on a gray Honda Civic that was heading north on Main Street. The registration status showed that the registered owner did not have a valid license. Sergeant Burnham followed the vehicle to North Avenue and attempted to conduct a motor vehicle stop. The operator continued south on North Avenue without pulling over. After approximately one mile the vehicle came to a stop just prior to Route 128. The driver exited the vehicle for a short moment, and then re-entered and traveled up the ramp onto Route 128 South. With the assistance of Reading PD they were able to conduct a second stop of the vehicle and take the male subject into

custody. On January 30<sup>th</sup>, Officers Matt Warren and Chris Whalen were dispatched to the parking garage at 701 Edgewater Drive for the report of a young child that was left in a vehicle. Upon arrival they met the reporting party who advised that she could hear a child crying which alerted her to this vehicle. The vehicle was locked, and with the assistance of the Fire Department entry was gained. Action Ambulance conducted an evaluation of the child as officers quickly began looking for a parent. Using computer searches they were able to identify a male party with the same last name as the registered owner of the vehicle who may have ties to a business on the fourth floor. After searching for several minutes, they were able to locate the father. The child had been left in the vehicle for over 30 minutes in the cold temperatures. Fortunately, she was in good health and temporary custody was transferred to another family member. The male party out of Lynn has been charged with Reckless endangerment of a Child. February. On February 1<sup>st</sup>, Officers Matt Chambers and DJ Morales were dispatched to the Irving Gas Station for a report of a male party that was attempting to use fraudulent credit cards. Upon arrival they observed the suspect standing outside of a blue BMW. They approached the male and continued with the investigation, speaking with both the suspect as well as the store clerk. The male party gave officers a false name, which was later confirmed during the booking process. Officers were able to confirm that this party had three active warrants. He was taken into custody and was transported back to the station. Upon arrival, it appeared that the male subject was suffering from an opioid overdose. He was quickly removed from the cruiser and nasal Narcan was administered. He was transported to the hospital for evaluation and later returned to the station for final booking. On February 10<sup>th</sup>, Sergeant Geoff Eriksen was on patrol when he received a broadcast from dispatch describing a black Chevrolet Camaro that was operating in an erratic and dangerous manner inside of the Lakeside Office Park. Upon arrival he was able to locate the vehicle in question, however it was parked and unoccupied at this time. When Sgt. Eriksen returned a short while later, his attention was drawn to the Camaro as it was traveling at a high rate of speed and proceeded to do multiple "donuts" in the parking lot, causing a cloud of smoke. He was able to conduct a stop and approached the male operator. It was determined that he had two active arrest warrants. He was also charged with Operating to Endanger and Operating a Motor Vehicle with a Revoked License. On February 14<sup>th</sup>, Officer Matt Powers responded to the rear lot of Brothers Deli for a report of a past hit and run. Upon arrival a female party

reported that there was damage to the rear of her Toyota Rav4 that had been parked in the lot during the day. Officer Powers observed the damage as well as some red paint transfer from the suspect vehicle. Brothers Deli was able to provide video footage of the suspect vehicle, a pick-up truck with a red plow that was observed striking the Rav4, however the registration plate could not be determined. Sergeant Rick DiNanno continued the investigation and was able to locate another camera in that area that clearly showed the vehicle with a clear view of the registration. Officer Powers was able to track down the registered owner who will be summonsed for Leaving the Scene of Property Damage. On February 14<sup>th</sup>, Detective Sergeant Rick DiNanno and Detective Jack Ryan received information that three local teens may be in possession of a handgun. This was based on images that were taken from one of their social media accounts. The Detectives immediately responded to one of the addresses and started their investigation. They spoke with an involved party who gave them his version of events. They then responded to another address where they were able to speak with a second male and it was determined that this was an airsoft gun that looked like a real Glock firearm. The involved parents were spoken to and fortunately this concerning matter was resolved quickly. On February 20<sup>th</sup>, Officer Matt Surette was dispatched to the area of 57 Melvin Street for a report of a motor vehicle that struck a light pole and left the scene. Upon arrival he observed wires down across the roadway and debris left from the suspect vehicle. Officer Surette observed a trail of liquid that went south towards Nahant Street. He continued to follow the trail towards Birch Hill Avenue, where the trail made a wide turn and he noticed tire marks on a front lawn that continued towards Charles Street. He continued to search that area and was able to locate a vehicle on Harts Hill Road with heavy front-end damage. He was then able to locate a male party in the vicinity that was the registered owner. He has been charged with Leaving the Scene of Property Damage and Negligent Operation of a Motor Vehicle. **March.** On March 2<sup>nd</sup>, Officer John Whaley was conducting a routine check on the parking lot at 1 Audubon Road when his attention was drawn to a vehicle that was parked in an unusual location. This was a gold Nissan Murano that was parked in the back corner of the lot, away from all other vehicles. As he moved closer to the vehicle with his headlights on, he observed the driver quickly go in reverse and attempt to exit the area. He then conducted an investigation. There were two male occupants that were both extremely nervous while speaking. There was smoke billowing out of the vehicle, believed to be from marijuana, and he observed plastic

"twists" on the center console which are consistent with drug packaging. Further investigation resulted in finding Cocaine, Methamphetamine, and THC, along with digital scales and cash that were all consistent with drug distribution. Both men out of Boston were taken into custody. On March 6<sup>th</sup>, the MIAA scheduled a tournament basketball game at the Wakefield High School field house. During the game tensions boiled over and a large disturbance erupted between members of the crowd. Officer David Morales was on duty working the detail and quickly called for additional units. He was able gain control of the unruly crowd as other officers arrived on scene to assist. Fortunately this potentially dangerous situation resulted in a positive outcome and there were no further incidents. On March 14<sup>th</sup>, we received a call from "J'Adore Clothing" located at 332 Main Street for a report of individuals that had attempted to sell a bag to the store that had a firearm in it. As responding units arrived, Detective Grace observed an employee from the store pointing towards a male party that was running down Main Street towards Centre Street. The male continued running and was carrying a white bag and a black backpack. He continued down Main Street and eventually stopped running after being ordered by several officers. They were not able to locate a firearm on him, however the white bag was now missing. Officers canvassed the area looking for the weapon. After an extensive search, Officer Conway was able to locate a gMM Smith & Wesson pistol underneath a parked car on Centre Street. The bag that was brought into the store was also located in the area of the vehicle. After further investigation, the male as well as a female who had entered the store together attempting to sell the bag were both taken into custody. April. On April 7<sup>th</sup>, Officer Adam Hembrough was traveling west on Otis Street and noticed that a stop sign had been taken off of a pole. He exited the cruiser and noticed vehicle debris on the side of the roadway. Based on his observations, the location of the sign and the broken pole, it was apparent that a vehicle had struck the sign and left the scene. He was able to gather a white piece of what appeared to be a front bumper and a silver piece that looked to be part of a headlight housing. Approximately one hour later, he noticed a white Nissan sedan parked and unoccupied on Main Street. The vehicle had damage that was consistent with what he had observed at the scene. Officer Hembrough spent the next several days attempting to locate the owner. Fortunately, on April 12th he was able to make contact. After further investigation, this male party out of Wakefield was charged with Leaving the Scene of Property Damage. On April 10<sup>th</sup>, our Detectives assisted the Wakefield Board of Health and the Massachusetts Division

of Professional Licensure with the inspection of two massage/body works establishments in town. The locations were "Green Spa" located at 446 Main Street and "Merry Spa" located at 111 Albion Street. There were licensing violations found at both locations and they will be cited by the Commonwealth. At this time there were no criminal violations that could be determined. However, we will continue to monitor these and other areas for violations and potential human trafficking crimes. On April 13<sup>th</sup>, Officers were dispatched to the Dockside Restaurant for a reported fight between two males. Upon arrival, they were advised that the males had been separated and were both inside of the bar area. While Sgt. Chris Lenners and Officer Matt Chambers were speaking with one of the involved parties, he became uncooperative and belligerent. He then began to walk toward the area where the second involved party was. The Officers stepped in and would not allow him back to that area. At this time he shoved Officer Chambers and attempted to push his way through. A struggle ensued and after several minutes they were able to gain control of him. He continued this belligerent behavior into the cruiser and back at the police station. The male party out of Melrose is facing multiple charges including Disorderly Conduct, Assault and Battery on Police Officers, and Resisting Arrest. On April 28<sup>th</sup>, Officer Matt Powers was dispatched to Melvin Street for a male party that was in crisis and dealing with mental health issues. He arrived on scene and spoke to an individual that was exhibiting erratic behavior, moving back and forth from friendly to hostile and argumentative. After a brief period, he agreed to a voluntary transport to the hospital for evaluation. He then changed his mind and began making comments about self-harm. Officers Powers, a member of our Crisis Intervention Team (CIT), was communicating with Eliot Community Human Services at this time about an immediate care plan. The individual then grabbed Officer Powers and struck him in the face with his forearm. After a brief struggle, he and other officers were able to take control of the party. Our clinician, Jennifer, has conducted a follow-up and is working with his current providers. **May.** On May 5<sup>th</sup>, Officer Matt Powers was traveling on North Avenue in the area of the Autoland-Wakefield Dealership when he observed a quick flicker of brake lights on one of the vehicles inside. It was dark out and the business was closed at this time. He entered the lot and observed a male party inside of a Mercedes sedan. This individual was unable to provide a good explanation of why he was on the property. He then observed a second male party inside of another vehicle in that vicinity. Shortly thereafter, he observed a third vehicle in that area operating slowly with its lights off. After he was able

to stop that vehicle, another vehicle came out from a row of cars. He was able to hold all individuals until back-up could arrive. Officers were unable to find anything missing at the time, so all individuals were released and the incident was reported to management. There have been several tire and rim thefts at car dealerships across the north shore area, and the observations by Officer Powers may have prevented this type of crime. On May 8<sup>th</sup>, Sergeant Geoff Eriksen and Officer Matt Chambers were dispatched to the area of Elm Street at Prospect Street for a disturbance that may involve a firearm. Upon arrival, they observed a male party standing on the corner that appeared disheveled. They were quickly able to determine that there was not a firearm involved. This individual was making bizarre and erratic statements and appeared to be in emotional distress. Officers were able to gather additional information and determine that the male party suffers from mental health issues. Officers were able to work through the situation and Action Ambulance was able to assist with transport to the hospital for further evaluation. On May 12<sup>th</sup>, Sergeant Tom Flynn was working the overnight shift when he observed a Mercedes SUV travel through a red light at the intersection of North Avenue and Church Street. At this time he activated the cruiser blue lights and attempted to conduct a stop. The vehicle headed east on Church Street and then turned right onto Lafayette Street heading in the wrong direction. The vehicle then took a quick right onto Yale Avenue and then a right onto North Avenue. The vehicle continued north on North Avenue and eventually pulled into a driveway in the 500 block of North Avenue. He was able to observe the operator fleeing from the vehicle and was wearing a light colored shirt. Officers began searching the area, however they were unable to locate any suspects. They knocked on the door of the residence and spoke with a female party who advised that her 18 year-old son was home along with a friend of his. They were not able to establish an operator at this time, and continued with the investigation. They found receipts from 7-eleven in the vicinity of the vehicle. Sgt. Flynn responded and observed video evidence that matched the description of the male party that fled from the vehicle. The 18 year-old male has been charged with multiple motor vehicle offenses including Use without Authority, Failure to Stop for Police, and Negligent Operation of a Motor Vehicle. On May 26<sup>th</sup>, Sergeants Chris Lenners, Tom Flynn, Jon Burnham, Kevin McCaul, Detective Ken Silva, Officers Ryan Doran and Mark O'Brien took part in the "Run to Remember" to honor first responders killed in the line of duty. For the half marathon first responders challenge, our group finished in second place for



departments with under 250 officers. Congratulations for their hard work and dedication. Also on May 26<sup>th</sup>, Officer Christopher Whalen once again organized our memorial service for officers killed in the line of duty, as well as those that have served the WPD and are no longer with us. This event was very well attended and we appreciate everyone that took the time to join us as we reflect on those that have made the ultimate sacrifice around the world, as well as those that have served the Town with honor and have since passed away. Finally, on May 31<sup>st</sup>, we honored Chief Richard Smith at his retirement event after 46 years in policing and 15 years of dedicated service to the Town of Wakefield. This was well attended, and we wish him the very best of health and happiness in the years to come. He has certainly earned it. June. On June 4<sup>th</sup>, officers were dispatched to a residence on Hart Street to serve a court order on a male party that was suffering from alcohol-related issues and was making suicidal statements. Upon arrival, they made their way to the rear of the property and located the subject next to a shed. He immediately yelled at officers that he was not going with them. Before they were able to use de-escalation techniques, the male party fled on foot and into the woods. Detective Ken Silva made his way to the area in an unmarked police vehicle and set up surveillance. Shortly thereafter, he observed the male party walking across Valley Street. He was able to approach the male and continue with the conversation. The subject was secured without further incident and transported to Malden District Court for further evaluation. On June 5<sup>th</sup> officers were dispatched to a residence for a report of an out of control male juvenile that was presenting mental health-related episodes. Upon arrival, they were let in by the parents and immediately observed the male party breathing heavily, sweating profusely, and acting in a belligerent manner. Several attempts to calm him down were ineffective. The male then struck his father and ran towards the rear of the home. Officer Lyons was able to act quickly and stop him before he was able to get outside. After a brief struggle, he was able to control the 17 year old before he was able to cause injury to himself or others. This erratic and belligerent behavior continued as they attempted to get him into an ambulance. Following a significant period of time, they were able to calm him down and bring him to the hospital for further evaluation. A follow-up was conducted by our clinician Jennifer. On June 6<sup>th</sup> we received a report from Lynnfield Police that there was an erratic operator heading into Wakefield on Vernon Street, stating that a dark-colored sedan was all over the road. Sergeant Joe Anderson was in the area and attempted to conduct a stop. The vehicle continued and

took a right hand turn onto Lawrence Street where it struck a curb and continued onto the sidewalk before coming to a stop. As Sergeant Anderson exited his cruiser the sedan started to move again. He yelled for the male operator to stop and shut the car off, however he did not respond. Concerned for the safety of the operator and others, Sergeant Anderson reached into the vehicle, pulled the operator out, and activated the emergency brake as he was not able to shift gears into park at that time. After further investigation, the male party was taken into custody and charged with OUI Liquor, OUI Drugs, and Negligent Operation. July. On July 9<sup>th</sup>, officers responded to the Walgreens parking lot for a disturbance call. Upon arrival, they observed a female that was visibly upset and holding a small child. She advised that an argument had just occurred between her and the father of her child. Before calling the police, the male party had grabbed the female's cell phone and pushed her at the same time, causing her to stumble backward. He then fled the area. Sergeant Jon Burnham was able to locate the suspect on Water Street and take him into custody. Our Family Services Officer Amy Rando provided follow-up services to the victim, to include gift cards from WAAV (Wakefield Alliance Against Violence). Additionally, outreach was conducted by Ceara Tavares, an advocate from RESPOND who works with us approximately four hours per week via a Domestic Violence Grant. This is just one example of the tremendous amount of work and dedication that is put into these types of cases here in Wakefield. On July 19<sup>th</sup>, we partnered with the Middlesex District Attorney's Office to host a "Summer Safety Night" at Lake Quannapowitt. This was a well-attended event and we were able to make many new friends throughout the evening. A special thanks to Officers Amy Rando and Kelley Tobyne who assisted parents with car safety seat installations and also showed off some of our newer police cruisers to many interested children. On July 20<sup>th</sup>, Sergeant Jon Burnham was on patrol in the area of Main Street at Lowell Street when he observed a blue Mazda pick-up traveling at a high rate of speed. The vehicle was heading westbound on Lowell Street at approximately 50 mph before heading onto RT-128 north where the male operator eventually pulled over in the breakdown lane. Sergeant Burnham approached the driver and could detect a strong odor of alcohol coming from his person. After a series of field sobriety tests, he was taken into custody for Operating Under the Influence of Liquor. On July 21<sup>st</sup>, during the early morning hours officers were dispatched to the area of Pleasant Street at Pearl Street for a report of two males that were attempting to break into a car. The caller was able to observe the males enter what she

believed to be a blue Jeep that was parked on Pleasant Street. Upon arrival, Officer Jeanette DeMasi noticed the taillights illuminate on a Honda CRV heading away from the area. She then followed the vehicle and conducted a stop. She approached the driver and passenger and engaged them in conversation. Both appeared nervous and did not have plausible answers to questions. Shortly thereafter, the operator placed the vehicle in drive and fled at a high rate of speed. Multiple officers were on scene at this time and attempted to follow. The suspects headed west on Bryant Street and then headed northbound on Main Street. The vehicle then stopped suddenly in the area of 258 Main Street. Officers used extreme caution and were able to remove both individuals. They were taken into custody and are facing multiple charges including Failure to Stop for Police, Reckless Operation, Receiving Stolen Property, and Breaking and Entering into a Motor Vehicle. On July 22<sup>nd</sup>, officers were sent to the Greenwood Plaza for a report of a disorderly male. Upon arrival, they were advised by a witness that the individual had just run over to the Fast Freddie's Mobil. Officers moved to that location and were immediately confronted by the individual who was not wearing any clothing and acting irrationally. After a struggle, they were able to gain control of this individual that had been screaming and thrashing after ingesting what was believed to be some type of narcotic. Before our arrival, he had attempted to enter a tow truck that was running and occupied by a male driver, which led to a physical altercation between the two males. He had also caused a disturbance inside the store during this tirade. He was transported by Action Ambulance to the hospital for further evaluation and is facing multiple criminal charges. Fortunately, our officers were able to quickly bring peace to this area without any injury or further incidents. **August.** On August 3<sup>rd</sup> Officer Mark O'Brien was traveling southbound on Main Street in the area of Meriam Street when he observed a Chevrolet pickup truck traveling at 45 mph in a 30 mph zone. The vehicle continued through the intersection at Nahant Street where it proceeded to strike a curb in front of the Global Gas Station and then up onto the curbing in front of Walgreens before it finally came to a stop. Officer O'Brien approached the male operator and immediately detected a strong odor of alcohol and his speech was slurred and difficult to understand. After a series of field sobriety tests, the male operator out of Wakefield was taken into custody and charged with Operating Under the Influence of Liquor (3<sup>rd</sup> Offense) and Operating After License Revocation. On August 6<sup>th</sup> the Saugus Police Department advised surrounding cities and towns that they were looking for a 46-year-old male party that was wanted for

a domestic violence case that occurred in their city. Later that evening Officer Matthew Surette was on patrol and observed a male party fitting the description walking on Water Street. After confirming the correct identification, the male subject was taken into custody and turned over to the Saugus Police Department. On August 15<sup>th</sup> Lt. Joseph Anderson was assisting the Massachusetts Alcoholic Beverages Control Commission with compliance checks of local licensed liquor establishments. During one of these checks, they observed a male party who appeared to be under age 21 attempt to purchase a bottle of vodka from Andy's Liquors by showing them a fake MA driver's license. As the investigators began to engage the male party in conversation, he ran out of the door and into a waiting vehicle. Lt. Anderson was able to block the vehicle in and continue with the investigation. The 19-year-old male will be summonsed to Malden District Court On August 17<sup>th</sup> Officers were dispatched to the area of West Water Street for a report of a 23-year-old female that had attempted to get out of a moving vehicle and sustained injury. Upon arrival, they met with the reporting parties who advised that the injured female was intoxicated and had fled the area on foot. After searching the immediate area with negative results, Sergeant Chris Lenners requested the assistance of a K9 from the Massachusetts State Police. The team continued the search and eventually located the involved female in a backyard on Richardson Avenue who had sustained an injury to her knee. Action Ambulance took over care and her mother arrived at the scene for additional support. **September.** On September 3<sup>rd</sup> officers were dispatched to the Breakhart Reservation for a report of a male party carrying some type of sword. Upon arrival, officers were advised that the individual was last observed walking on the path straight ahead from the entrance gate. As they entered the area, another witness stated that she had last observed the male walking up a wooded path. As officers approached this next area, they observed the male party matching the description running out from a wooded area carrying what looked like a large sword. The male then turned towards officers. At this time they immediately issued verbal commands to the party who complied with all orders. Following this, they secured what they were able to determine to be a black machete style knife. They were able to engage the individual in conversation and he explained that he carries this for his protection while walking through the woods. Our CIT (Crisis Intervention Team) officers were able to note cognitive ability issues with the 19-year-old, who was cooperative throughout the interaction. The machete was secured for safekeeping while his parents were

notified. Continued follow-up has been provided by our clinician Jennifer. Also on September 3<sup>rd</sup> officers were dispatched to the area of Main Street and Church Street for a report of a motor vehicle that had driven onto the grass area of the common. The vehicle was described as a dark-colored sedan that had just left the area. Detective Jack Ryan and Officer Mark O'Brien were able to locate some fluid on Lafayette Street and later located a black Hyundai Sonata parked on the street with front end damage. Earlier during the shift, the Reading Police Department had been looking for a vehicle matching this description due to a call reporting erratic operation. A neighbor reported that they had just observed a male party exit this vehicle and walk toward Common Street. Officers were able to locate the suspect and continue with their investigation. The male party out of Stoneham was later charged with Leaving the Scene of Property Damage. On Saturday September 21<sup>st</sup> School Resource Officer Mike Pietrantonio received a message from an administrator at the Northeast Vocational School of a possible threat posted on social media. The post involved a student that allegedly posted a concerning message and photo via Snapchat. It should be noted that these types of reports are extremely complex and require a tremendous amount of time and investigation. Officer Pietrantonio along with WPD Detectives worked throughout the weekend on this case as it involved multiple jurisdictions. Through these extensive efforts, it was determined that there was no threat to the school and the juvenile is facing disciplinary action. On September 22<sup>nd</sup> officers were dispatched to the Lakeside Inn for a report of a disturbance. Upon arrival, they observed a male party stumbling in the hallway while attempting to shoulder a door open. They learned that this was the individual causing the disturbance and may also have been involved in an assault. As they engaged in conversation, he struck one of the officers in the face and began kicking at officers as they attempted to gain control of him. A violent struggle ensued, fortunately, they were able to secure him before any serious injuries occurred. After he was placed under arrest, they observed his hotel room to be in complete disarray, as he had shattered mirrors and damaged multiple pieces of furniture. The male party out of Brockton is facing multiple charges through Malden District Court. October. On October 3<sup>rd</sup> Officers were dispatched to a residence on Preston Street for a report of an adult female exhibiting an altered mental status. Upon arrival, they met with the mother and husband who advised that the individual was showing signs of delusion and not mentally well. The female was reported to be in a vehicle at this time. Officers observed a black sedan pass by the

location which matched the description. They were able to stop her briefly, however, she quickly fled heading towards Salem Street. Shortly thereafter two officers that were working a road construction detail were able to conduct a second stop on the vehicle. While this continued, Officer Matt Chambers who is a member of our CIT Team was able to speak with the Elliot Crisis Team and obtain an order for evaluation. The female then attempted to flee again while in her vehicle, and officers were forced to break a window to remove the ignition key. Fortunately, this only resulted in minor injury to the officer and the female was transported to the hospital for further evaluation. On October 4<sup>th</sup> Officers were dispatched to the area of 595 North Avenue for a report of a motor vehicle crash. Upon arrival, a witness reported observing a white male run from the involved vehicle that had struck a telephone pole. Officer Joe Lyons was assigned to the patrol shift and was operating one of our motorcycles. He began to check some of the dirt paths that run along that area and observed a shirtless white male abruptly stand up from a crouched position and start running southbound along the shoreline. He then ducked in behind an area of heavy brush. The male popped out again and began running. Officer Lyons continued to yell verbal commands to stop and after a foot pursuit, he was able to tackle the suspect and bring him to the ground. The suspect continued to struggle and attempt to flee. After back-up arrived they were able to safely secure this individual and take him into custody. The male party out of Lowell is facing several charges including Use of a Motor Vehicle without Authority, Leaving the Scene of a Crash, and Resisting Arrest. On October 21<sup>st</sup> School Resource Officer Kelley Tobyne was notified by Galvin School Administration that a 5<sup>th</sup> grade student with autism had just been reported missing from her residence on Plymouth Road during the morning hours. We immediately responded to the neighborhood and began canvassing the area and setting up a perimeter as we spoke with the parents and neighbors. It was learned that this type of situation had occurred on previous occasions, however, this was the longest period of time and that is why the parents made the necessary notifications. After not being able to locate the child with our initial search, additional resources were requested including the Massachusetts State Police Air Wing as well as the NEMLEC K-9 Team. Fortunately, the child returned home after being out in the wooded areas and observing police looking for her. We are grateful that this situation had a positive conclusion and appreciate the efforts of everyone involved. On October 22<sup>nd</sup> Officers were dispatched to a residence on Lassell Street for a report of a missing

77-year-old male with dementia that had just moved here from Nevada. A family member reported that he had arrived for a visit and then left abruptly and was not familiar with the area. Officers immediately began a search and put out notifications to area departments. We were able to go through proper channels with his phone provider that began to show GPS location responses in neighboring cities and towns. We continued to monitor this activity which resulted in him being located safely by Revere Police on an MBTA bus in their city. November. On November 1<sup>st</sup> we received a report from Walgreens that a male party had removed the cash drawer from a front register and ran out the front door. The male party was described as a white male wearing a black sweatshirt and gray sweat pants. Responding units conducted a thorough search of the area and were unable to locate the suspect. Walgreens was able to provide video footage and still images were added to our roll call system. Several days later Officer Matt Warren was on patrol when he observed a male party in the area of Farmland that had a similar appearance to the suspect. When he circled back the party had left the area, however, he was able to confirm his identity as a local resident. The following day Officer Warren and Detective Ken Silva responded to the last known residence for this individual. A family member answered and they were allowed in. During this time, Detective Silva observed evidence of the crime. These items have been secured for processing. The male party has not returned, however, there are strong leads in this case that we believe will result in prosecution. On November 4<sup>th</sup> Officer Michael Wilson was traveling east on Water Street during the early morning hours when he observed a vehicle traveling in the opposite direction without its headlights illuminated. He immediately turned around and attempted to conduct a stop. The vehicle made a sharp right turn onto Preston Street and continued at a high rate of speed. The operator turned into a driveway while keeping all lights off. He then spoke to the female operator who had no connection to this residence. After further investigation, the female out of Lynn was charged with Operating with a Suspended License, Failure to Stop for Police, and Possession of an Open Container of Alcohol in a Motor Vehicle. On November 6<sup>th</sup> Officer John Whaley was on patrol on Audubon Road when his attention was drawn to a Nissan Altima that had its front bumper dragging along the roadway and the windows appeared to have an illegal tint. He proceeded to conduct a stop on the ramp at Exit 42 of Route 128. As he spoke with the occupants he was able to detect a strong odor of marijuana emanating from the vehicle. He then observed multiple items of clothing, all of which still had price tags, many were

still on hangers, and several still had security tags. After further investigation, it was determined that these individuals had just left Market Street. Officer Whaley then requested Lynnfield Police meet him at several store locations. They were able to match video that clearly showed a male and female engaging in retail theft. The two are facing multiple criminal charges with a total estimated merchandise value of over \$3,600. On November 27<sup>th</sup> officers were dispatched to Butternut Road for a report of a disturbance where a male had armed himself with a knife and was threatening suicide. Upon arrival, they were met by a family member and were informed that the involved party had just left on foot. Officers set up a perimeter and immediately began a search. With the assistance of a State Police K-9 unit, they were able to locate the individual hiding in the woods behind some brush. Fortunately, the individual was no longer armed with a knife and was cooperative. He was taken to the hospital for further evaluation and assistance. **December.** For several months our department had been receiving calls for an adult female and her adult daughter who had been living in a tent in wooded areas around Greenwood. Extensive outreach was made to these less fortunate individuals through the tremendous efforts of our Family Services Officer Amy Rando, Clinician Jennifer Waczkowski, and Recovery Coach Tracy Ascolillo. Although many in these situations decline services, these individuals were eventually willing to work with various agencies to help secure temporary housing. We greatly appreciate the countless hours of work that went into this and hope for continued engagement. On December 11<sup>th</sup> our officers and our clinician Jennifer conducted a well-being check on a male party, someone that she had been working with through family members. After the conversation, he was to be transported to a crisis center in Lynn. Unfortunately, the male exited while stopped in traffic. He was later located by Sergeant Haggerty and brought to a location where he continued dialogue with Jennifer. Arrangements were made for coordinated care and he was placed into an inpatient treatment center without further incident and additional support was provided to his mother. During the evening hours on December 11<sup>th</sup> dispatch received a call from Stoneham Police requesting a well-being check on a suicidal female in our area. The vicinity mentioned was somewhere along the south end of Lake Quannapowitt. Lt. Joe Anderson, Sgt. Tom Flynn, and Officer David Morales all began looking for the endangered individual. Soon thereafter, Sgt. Flynn observed a female along the shoreline at the end of Spaulding Street. She remained motionless on the ground as he attempted to raise her. After several



minutes she opened her eyes. She made comments of self-harm and then got up and headed towards the water. All three officers were able to hold her until paramedics arrived. She was taken safely to the hospital for evaluation. On December 19<sup>th</sup> WPD detectives conducted an investigation into an ongoing narcotics distribution case. Following a successful warrant application and with the assistance of the regional task force they stopped the suspected male party in a parking lot on North Avenue. On his person, they found several hundred dollars in cash and five baggies of crack cocaine. A search warrant was also executed on his residence in Lynn, which resulted in the seizure of 494 grams of cocaine and \$198,000 in cash. The male is facing several drug distribution charges including trafficking cocaine. On December 20<sup>th</sup> Officer John Whaley was on patrol when his attention was drawn to a white Mercedes Benz that appeared to have a dark illegal tint. He conducted a stop on North Avenue and approached the driver. As he advised the male party of the reason for the stop the subject became extremely argumentative and aggressive. When asked for identification, he provided the information of a "Joel Felix." A registry check showed that this individual was unlicensed. He was then secured in handcuffs and taken into custody. During the ride back to the station Officer Whaley noticed him moving about the rear passenger compartment. He continued to look down and was shuffling his feet. Upon arrival he was removed from the vehicle and officers noticed several hundred pills on the floor, many had been crushed. Officers continued the investigation which resulted in the correct identification of Luis Felix out of Lynn. After recovering over 28 grams of cocaine and 45 grams of oxycodone the male is being charged with drug trafficking and providing a false identity to law enforcement. **PERSONNEL**. 2019 was a big year for change in the Wakefield Police Department with retirements, promotions and the addition of three new officers. Officer Richard Meehan retired on March 27<sup>th</sup>. Officer Meehan served for over twenty-six years after transferring to Wakefield from the MBTA Police Department. For the last few years of his career, Officer Meehan was the department's Records Officer and could be found in the Records office in the police station lobby, helping people with reports and firearms licenses. Officer Andrew Dorney resigned from the police department in April to pursue a career in the private sector. Andrew served as a Patrol Officer for ten years and could often be found patrolling the downtown area by bicycle. We wish Andrew well in his new career. Also in April, Officers Jeanette Demasi, Mark O'Brien and Michael Wilson graduated from the Police Academy and were officially

sworn in as Wakefield Police Officers on April 16<sup>th</sup>. They represented the Wakefield Police Department well in the police academy and we have high expectations for them. Police Chief Rick Smith retired on May 30<sup>th</sup> after serving 46 years in law enforcement and the last 15 years as the town's Police Chief. We honored Chief Smith with a retirement celebration on May 31<sup>st</sup> that was well attended by Police Chiefs and law enforcement officials from across the state. Chief Smith had previously served as the Police Chief in the city of Melrose and had held positions with the IACP and NEMLEC during his career. Chief Smith worked hard to make sure the Wakefield Police Department was trained and prepared to meet the demands of modern policing. We wish him the very best of health and happiness in the years to come. On June 3<sup>rd</sup>, I had the honor of being sworn in as the town's new Police Chief. I look forward to working with the fantastic men and women of the Wakefield Police Department to provide our residents and visitors with top notch police services. We will continue to train and prepare ourselves for the challenges that lay ahead. We would also like to congratulate Officer Cliff Perry on his retirement that became effective on July 5<sup>th</sup>. Officer Perry's dedicated service to both the Department and the citizens of Wakefield began over 31 years ago. Before this, he was a graduate of Wakefield Memorial High School and then attended Northeastern University and the University of Massachusetts where he obtained a Bachelor Degree in Criminal Justice. He proudly served his country in the United States Air Force active duty for four years before joining our Department in 1988. Officer Perry has been a mentor, someone that was well-respected and could always be counted on no matter what the situation may dictate. Additionally, he had a strong community service focus and would spend a lot of time working with the business owners in the downtown area to help foster positive relations and problem solve. His wisdom and experience will certainly be missed, and we wish him the very best after a well-earned retirement. On August 6<sup>th</sup>, Sgt. Joseph Anderson was promoted to the rank of Lieutenant to fill the vacancy created when I was promoted to Police Chief and Officer Matthew Powers was promoted to the rank of Sergeant to fill the vacancy created by Sgt. Anderson's promotion to Lieutenant. **IN MEMORIAM** We lost three of our retired officers in 2019. Officer Gerald Holleran Sr. passed away on March 3<sup>rd</sup> at 78 years of age. Gerald retired in 1996 with 31 years of service. Officer Jino Dinanno passed away on July 21<sup>st</sup> at 87 years of age. Jino served as a Patrol Officer from 1963 until his retirement in 1995. Officer Dennis Stephen passed away on October 22<sup>nd</sup> at 76 years of age. Dennis served as Patrol Officer from 1973 until

retirement. They will be missed and we offer our condolences to their families. **TRAINING.** During 2019, all of our Officers attended annual in-service training at the Lowell Police training center. Police Officers are mandated to receive forty hours of training every year in subjects such as CPR/First Responder, interacting with people who suffer from mental illness, legal updates, defensive tactics and firearms training. Some of our Officers also attended one-day training courses in specialized areas such as domestic violence response, suicide prevention, use of force, constitutional law, hostage negotiations, animal cruelty, drugged driving and behavior recognition just to name a few. During the month of June, we completed our annual active shooter training at the Hurd School. Sergeants Sean Beede and Jon Burnham coordinated the training with the Wakefield Fire Department, Action Ambulance and the town's Emergency Management Director Tom Walsh, who all participated. The focus of the training was the deployment of Rescue Task Forces (RTF's), whose mission is to rescue injured victims from an active shooter situation and to triage their injuries. This was a great joint exercise that brought all of the town's first responders together. In addition to receiving training, some of our Officers provide training to other town departments. Our School Resource Officers have been a valuable source of training for school teachers and parents. During the 2019 school year, Officer Kelley Tobyne taught a five-part series of professional development for Wakefield school teachers on mental health for school personnel, which covered anxiety, depression, bullying, social media and self-care. Officer Tobyne also offered an eight hour course to teachers, parents and nurses on "youth mental health first aid", which teaches participants the risk factors and warning signs of a variety of mental health challenges common among adolescents. These challenges include anxiety, depression, psychosis, eating disorders, ADHD, disruptive behavior disorders and substance abuse disorder. **AWARDS AND RECOGNITION.** Congratulations to our clinician Jennifer Waczkowski for winning the "Clinical Collaboration with Law Enforcement Award" at this year's Massachusetts Department of Mental Health Law Enforcement Conference. This is a prestigious award that is given to one clinician each year at the statewide conference. Jennifer plays a significant role in our day to day operations, and is in many ways the unsung hero of our Department. Although her impact is one that does not always show up in a statistics report, we are able to see the positive impact that she has in our community each and every day. Officer Kelley Tobyne received the "Officer of the Quarter" award for her exemplary performance during

January through March. Officer Tobyne has been with the Department since 2009 and has been a School Resource Officer since 2012. She is also a member of our Honor Guard and our Crisis Intervention Team (CIT). She is a certified Rape Aggression Defense (RAD) instructor and a RADKids instructor. She is also a certified Youth Mental Health First Aid instructor. She has consistently performed at a high level throughout her time at the WPD and we appreciate all of her efforts. Congratulations to Officer Brett Rossicone for being selected "Officer of the Quarter" for March to June. Officer Rossicone has been with our department since 1995 after serving in the United States Navy. He has been extremely dedicated, knowledgeable and reliable throughout his career and is a tremendous resource to all of our newer officers. Additionally, on May 1, Officer Rossicone was off-duty and spotted a vehicle that matched the description of a vehicle posted by Marlborough Police earlier in the week. The vehicle was connected with a missing juvenile out of their jurisdiction. Officers on the shift responded and were able to locate the juvenile and reunite him with family members. We greatly appreciate all of his efforts. On August 28<sup>th</sup> we were able to honor our late Kg "Leon" with a plaque that will be part of the honor wall in the lobby of the Public Safety Building. His handler, Officer Brett Rossicone, was presented with the plaque as he spent six dedicated years with Leon before his untimely death in 2013. He will forever be remembered as a part of the WPD family. Officer Michael Pietrantonio was nominated and selected as our "Officer of the Quarter" for July to September. Officer Pietrantonio is a Veteran of the United States Air Force and began with the Wakefield Police Department in 2008. He continued several years of active duty which included a deployment to Iraq during "Operation Iraqi Freedom." He has been assigned as a School Resource Officer to Northeast Metro Tech since 2012. He has investigated several challenging cases and is always extremely thorough in his work. Officer Pietrantonio is always available to anyone in need of assistance and works tirelessly at a very busy high school. Officer Matthew Warren received the "Officer of the Quarter" award for October to December. Officer Warren is a member of our patrol division and has been with our department since 2007. On November 1<sup>st</sup>, a theft was reported by a Wakefield business where a male suspect took the cash drawer from an unattended register and fled on foot. During November Officer Warren developed a suspect based on the physical description and other factors. His attention to detail coupled with familiarity with local individuals played a key role in recovering evidence that eventually led to criminal charges. Officer

Warren consistently performs at a high level and we appreciate all of his efforts. **COMMUNITY SERVICE**. In January, we received a grant for fifty child car seats that was applied for by Sergeant Kevin McCaul through the Executive Office of Public Safety and Security. This has been a program that we have been heavily involved with over the years, to include our car seat installation team. Several of the statewide training programs have been held at our Department. Officer Kelley Tobyne was able to coordinate the delivery of all seats to expecting parents and caretakers within the first two weeks! Thanks to both of them along with Officer Amy Rando for all of their hard work and dedication to this model program. The Middlesex Sheriff's Office, in conjunction with the Wakefield Police Department, hosted a program designed specifically for adults with developmental disabilities. The Special Citizens Academy was a multi-week program that provided participants with information on topics such as internet safety and awareness, fire safety and first aid, and crime prevention. Academy attendees also received demonstrations from K-9 Units, NEMLEC SWAT officers, and Community Command Center staff on the equipment they use to assist communities. These classes were held on February 18, 20, 25, and 27 in our community room. This was a great partnership and tremendous success for everyone involved. During the month of March, the WPD ran another Rape Aggression Self-Defense (RAD) class for several of our female community members. RAD is internationally recognized for programming quality and organizational commitment to excellence. RAD balances the needs of women to acquire self-defense education in a relatively short period of time, with the life-long commitment required for physical skill mastery. Each of these programs includes educational components comprised of lecture, discussion, and physical resistive strategies. Thanks to Officers Meaghan Roberto, Amy Rando, Kelley Tobyne, and Jason Skillings for another successful training. On April 2<sup>nd</sup>, we participated in the "Light it up Blue" event for Autism Awareness. This is a great campaign that we have proudly supported and will continue to support. Also on this date, several of our officers played a game of floor hockey at the Boys and Girls Club. This was a great time for everyone involved. On June 6<sup>th</sup> I had the opportunity to attend the graduation of the "Keep Me Safe" safety class for several of our youth at the Lucius Beebe Memorial Library. This was a great opportunity to meet all of these highly successful students and congratulate them on a job well done. We greatly appreciate all of the hard work that the staff puts into this very important program. On June 8<sup>th</sup> Officer Jeanette DeMasi assisted with the "Cruiser Convoy" to the Special Olympics held

at the Harvard University Athletic Fields. Police cruisers from around the state all meet up at various locations and make the trip together into Boston. This is part of the "Law Enforcement Torch Run" that is a year-round fundraising and awareness campaign for the Special Olympics. From June 24-28 our School Resource Officers Mike Pietrantonio, Kelley Tobyne, and Jason Skillings supervised a full-week youth summer camp that included "RadKids" training. Students were taught many safety skills from this nationally recognized program, which teaches, trains, and empowers children with real skills so they can recognize, avoid, resist, and if necessary escape violence or harm. Kids were learning and building each day, culminating in a final physical test where they would have to use verbal and defensive skills to break free from a potential abductor and run to a parent. A tremendous amount of credit goes out to our School Resource Officers for the many hours of preparation that goes into this type of curriculum. September was "National Recovery Month," a time for us to reflect on the largest public health crisis in recent memory. On September 30<sup>th</sup> several of our department members attended the "Voices for Recovery" night on the lower common. This was a powerful event that was well attended. Addiction is something that touches every community, and we are proud of the work that we have done here in Wakefield over the past several years. And a special thanks to our Recovery Coach Tracy Ascolillo who is making a difference on a daily basis as the newest member of our support team. On October 5<sup>th</sup> the Wakefield Alliance Against Violence held its annual "Race To End Domestic Violence." It was perfect weather for another great fundraising event for this extremely important cause. Once again we would like to recognize Officer Amy Rando for her unparalleled work in this area and for spending a countless number of hours organizing this race. On October 26<sup>th</sup> Sergeant Kevin McCaul, Officer Amy Rando, and Officer Kelley Tobyne assisted at the "Healthy Living Expo" at the Galvin Middle School. They were able to provide free car seat installations and also collect unused prescription medications. This was a very successful event put on by the Chamber of Commerce and we appreciate the efforts of all involved. On November 22<sup>nd</sup> Lieutenant Joe Anderson and Officer Amy Rando assisted with another "Wakefield 101" event. It was a nice opportunity to engage with a few of our new residents and hand out some literature and souvenirs. We once again participated in the "No Shave November" to help raise money for "Cops for Kids with Cancer". We appreciate everyone's support and donations for this very worthy cause. For the extension of No-Shave November into December, officers chose to donate the funds raised to the Wakefield Alliance

Against Violence and the Interfaith Food Pantry. Female officers were allowed to wear their hair in a ponytail to help get everyone involved. We appreciate all of the great work from this organization and are certain that the money will be put to good use. **INVESTIGATIONS.** In the last few years there has been an increase in the number of investigations into various frauds and scams, including Identity Theft (ID theft). This uptick has taken up the majority of time for Detectives. These cases include Identity Theft, Credit Card fraud, and scams targeting the Elderly. These crimes continue to cost victims not only money but time in restoring their credit. The IRS scams continue where the suspects contact victims telling them they owe money and that there is an arrest warrant out for them and to wire money to clear up the case. Also, the suspects may ask for personal information from the victim in order to continue their criminal enterprise. Investigations continue around illegal drug distribution and drug abuse. Detectives assist with preventive measures along with Enforcement due to the opioid drug abuse and overdose deaths around the region. There continues to be an increase in Cocaine use laced with fentanyl and methamphetamines causing unintentional overdoses. Detectives met with patients and family members of overdoses after the incidents and offered them options to help with drug addiction in addition to other services offered through other agencies. Detectives continue working cooperatively with other police agencies in a regional collaboration in order to reduce drug distribution and other crimes. In a notable investigation the members of the Wakefield Police Detective Unit, Lynn Police Drug Unit, and the Southern Middlesex Regional Drug Task Force worked together to execute a search warrant and an arrest seizing 494 grams of cocaine and confiscated over \$198,000 cash. Detectives investigated a number of serious crimes including felony assaults, breaking and entering, indecent exposure, and larcenies. Several sexual assaults were investigated by Detective's as well. Detectives assisted the Patrol Division answering an increase of complaints about people in the square area causing disturbances and harassing people, consuming open containers of alcohol, and indecent exposures. Several business, residential, and vehicle breaks were investigated. These types of crimes are the most difficult to solve. DNA continues to be an important tool in some of these cases as well as other types of crimes to confirm the identity of a suspect or suspects or to eliminate a person or persons as a suspect. Although fingerprints appear to be old school policing with the advent of DNA they are still very important in today's policing in helping solve crime. Video surveillance continues to be a great help to Law

Enforcement assisting the Department in solving robberies, house breaks, and other crimes. Usually, more common in commercial businesses such as banks and convenient stores, video surveillance is becoming prevalent in the residential application. The Detective Division continues to act as liaison to Schools and assist the School Resource Officers with investigations involving juvenile delinquency, child abuse, sexual assault, bomb threats, runaways, vandalism, hate crimes, social media related crimes, threats, criminal harassment, larceny, etc. The Detective Division conducts background investigations on every new police officer candidate. These investigations are time consuming and costly but are very important to insure the Town of Wakefield receives the best candidate possible.

### **STATISTICS**

TRAFFIC:	2019	2018	% Change
Arrest	60	58	+ 3.45 %
Civil	269	218	+ 23.39 %
Complaint	151	110	+ 37.27 %
Warning	2353	1910	+ 23.19 %
Average speed	44 MPH		
Average speed limit	29 MPH		
Average Speed over limit	16 MPH		

### **MOTOR VEHICLE VIOLATIONS:**

	2019	2018	% Change
Motor Vehicle Crashes		336	+ 3.18 %
Crashes w/ Injury		59	- 11.49 %
Crashes w/out Injury		277	+ 7.59 %
Crashes Inv. Pedestrians		6	- 33.33 %
Crashes Inv. Bicyclists		4	+ 33.33 %
Fatal	0	0	0.00 %

### **CALLS FOR SERVICE:**

2019	2018	% Change
18684	17610	+ 6.09 %



**ARRESTS:**

	2019	2018	% Change
Male:	149	154	- 3.25 %
Female	44	53	- 16.98 %
Non-Binary	0	0	0.0 %
Total	193	207	- 6.76 %

**SUMMONS:**

Male	188	137	+ 37.23 %
Female	48	62	- 22.58 %
Non-Binary	0	0	0.0 %
Total	236	199	+ 18.59 %

**ARRESTS / ADULT VS. JUVENILE:**

Adult	191	205	+ 6.83 %
Juvenile	2	2	0.0 %
Total	193	207	- 6.76 %

**PROTECTIVE CUSTODY:**

Male	21	17	+ 23.53 %
Female	12	6	+100.00 %
Non-Binary	0	0	0.0 %
Total	33	23	+ 43.48 %

<b>CAR SEATS</b>	120	126	- 4.76 %
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**MAJOR CRIMES:**

Homicide	0	0	0.00 %
Sex Offenses	17	26	- 34.62 %
Robberies	4	5	- 20.00 %
Burglary (Includes Breaking & Entering)	95	85	+ 11.76 %
Assaults	133	106	+ 25.47 %
Motor Vehicles Stolen	12	12	0.00 %
Larcenies (All Categories)	264	310	- 14.84 %

**DRUG OVERDOSES:**

	2019	2018	% Change
Total:	58	61	-4.9%
Fatal:	2	7	-71.4%
Non-Fatal:	56	54	+3.7%
Narcan used:	32	32	0%

**PARKING.** With support from Town Council, we were funded to hire two part-time parking enforcement Officers in July of 2019. Historically, the task of issuing parking tickets has been the responsibility of our patrol division. With the ever increasing demand on police services, it was becoming nearly impossible for our Officers to enforce the time restricted parking regulations throughout the town. The combination of enforcement by the Patrol Officers and Parking Enforcement Officers has been the success that we had hoped for as parking spaces are now regularly available in our busy business districts. The best measure of success for the parking enforcement program has been the overwhelming number of compliments from our business owners about the availability of parking for their customers.

Tickets Issued	2,057
Tickets Paid	1,940
Tickets Unpaid	117
Parking Fines Collected	\$ 55,487.00
Surcharge Fees Collected (Leased Vehicles)	\$3,480.00
Fines Collected (Handicapped Parking)	\$580.00
Total Fines Collected	\$59,547.00

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**FUNDS RETURNED TO THE TOWN:**

Paid Detail 10% Surcharge	\$ 24,719.69
Firearms Licensing	\$ 5,987.50
Accident Report Fees	\$ 2,275.00
Alarm Receipts	\$ 175.00
Solicitor Permits	\$ 490.00
Parking Enforcement Fines Collected	\$ 59,547.00

The above filed report speaks to the credibility, trust and community involvement the Wakefield Police Department has built and aims to endure as we move forward. Thanks to the creativity and forward thinking of all staff here at WPD, we were able to build a solid foundation from where we can continue to build in the future. Complacency is the bane of many police departments, large and small. When complacency sets in, it marks the beginning of the end for that department. For that reason, and of course for many more, our officers remain engaged in our role and continue to train, create and think about the awesome responsibility they share. The men and women of the

Wakefield Police are here for the community. Always have been; always will be. Thank you for taking the time to read our 2019 annual report.

A handwritten signature in black ink, appearing to read "Steve C. Shy", written in a cursive style.

Chief of Police

# *Report of the Fire Department*

I am pleased to present the Annual Report of the Wakefield Fire Department for calendar year 2019. The department had a very busy year dealing with both emergencies and the construction boom taking place around town. The department responded to an all-time high of 4,002 responses during 2019. Emergency responses over the past several years have been steadily increasing, which is a direct result of the numerous condominium and apartment complexes being constructed around town as well the now fully-occupied Brightview Assisted Living facility. This steady increase in responses warrants close monitoring in the future and could result in the need for additional staffing on existing trucks or perhaps more fire apparatus in the future. The Wakefield Fire Department continued to receive significant financial aid in the form of state and federal grants during 2019. The department received a Firefighter Turnout Gear grant from the Department of Fire Services in the amount of \$2,475 as well as a federal Staffing for Adequate Fire and Emergency Response (SAFER) grant from the U.S. Department of Homeland Security for \$195,229 during 2019. Grant funding has become vital to funding the purchase of new equipment and specialized training for the department as the department's operating budget becomes increasingly taxed by the costs associated with equipment, tool and apparatus repair and maintenance. State funding also pays for the training and response costs associated with the department's participation in the regional hazardous materials and technical rescue response teams.

**EMERGENCY INCIDENT RESPONSE:** During 2019 the Wakefield Fire Department responded to 4,002 emergency incidents, including 3,541 Still Alarms and 461 Box Alarms. This represents an all-time high in the department's history of emergency responses. Wakefield had no civilian fire deaths in 2019 and had no fire responses in 2019 requiring a multiple-alarm response. There were several other significant fire incidents that occurred during 2019 that did not require a multiple-alarm response. Firefighters under the command of Captain Randy Hudson responded to a reported truck fire at 96 Audubon Road shortly after noon on February 15. Firefighters arrived to find a refrigerated box truck in the parking lot fully involved with fire spreading to adjoining box trucks of identical design on each side. Firefighters worked quickly to contain the wind-driven fire to the

three trucks initially found burning. Two box trucks were completely destroyed with the third suffering considerable smoke and heat damage. There was no fire extension into the building. The cause of the fire was investigated and determined to be an electrical malfunction in the charging system that the fleet of vehicles plugged into to keep their refrigeration equipment running. An electrical short circuit ignited the first truck and the wind and close proximity of the adjoining vehicles allowed for the fire to spread. The fire caused an estimated dollar loss of more than \$200,000. There were no injuries to either plant employees or firefighters as a result of the fire. A Reading fire engine covered Wakefield fire headquarters during this incident. Firefighters led by Captain Thomas Purcell responded to a reported house fire at 72 Outlook Road during the afternoon of May 8. On arrival, firefighters found that a resident had accidentally started a fire beneath the exterior siding of the single family home while using a torch to burn off vegetation around the foundation. Firefighters quickly removed the siding in the affected areas and extinguished the remaining fire that the resident was not able to access. The fire was contained to the exterior wall areas that had ignited and did not extend into the home. The interior of the home suffered significant smoke damage, displacing the occupants for several days until the residence could be cleaned. There were no injuries to either of the occupants of the home or any responding firefighters during the fire. A Stoneham engine covered Wakefield fire headquarters during the fire. Captain Thomas Purcell directed firefighters responding to a reported structure fire at the apartment building located at 105 Hopkins Street during the early afternoon of October 18. Firefighters arrived to discover a fire burning inside an exterior balcony wall of a second floor unit. The fire was contained to this area and quickly extinguished with a hose line. There was no fire extension into the apartment and no injuries as a result of the fire. The cause of the fire was determined to be the careless disposal of a cigarette that had been discarded on the balcony. Weather conditions were very windy on the day of the fire and it was fortunate that the fire did not extend beyond the balcony. Firefighters under the command of Captain Thomas Purcell responded to a fire alarm activation at Sabatino's Restaurant, located at 330 Main Street, during the late afternoon of November 1. Firefighters arrived to find a smoke condition inside a bathroom at the rear of the restaurant as well as the basement area crawl space underneath it. Firefighters soon discovered a smoldering fire burning inside the wall around an exterior opening made for a drainpipe. A small pile of trash and combustibles had ignited

in the exterior wall creating the smoke condition. The wall opening was widened and the fire was quickly extinguished. The cause of the fire was determined to be the careless disposal of a cigarette that had been discarded and fallen into an opening adjacent to the drainpipe. There were no injuries as a result of the fire and the restaurant was able to remain open. Firefighters led by Captain Randy Hudson responded to a reported house fire at 21 Forrester Road during the morning of December 30. Firefighters arrived to find the main electrical service to the home on fire. They entered the home finding a moderate smoke condition throughout the residence. The Wakefield Municipal Gas and Light Department was called to the scene to shut down power to the residence at the utility pole. Firefighters were then able to gain access to the fire and extinguish the remaining fire burning in the wooden siding. Investigation of the scene soon revealed that the electrical cable going into the house service had worn through and failed causing extensive arcing in that area. There was no fire extension to the rest of the home and no injuries as a result of the fire. The residents were able to remain in the home. There were several non-fire related incidents that were noteworthy in 2019. Firefighters from Engine 1 and Ladder 1 under the direction of Captain Paul Pronco assisted an injured worker at a company on Audubon Road who has caught his arm in a conveyor belt during the morning of January 11. The worker had been freed from the machinery just prior to the arrival of firefighters and was treated by them and Action Ambulance paramedics for his serious injuries before being transported to Massachusetts General Hospital for follow-up care. Firefighters led by Captain Randy Hudson responded to the McDonald's restaurant at 572 Main Street during the early morning of April 3 for a report of a vehicle driven into a building at that location. On arrival firefighters found that a car had driven into a storage shed behind the main restaurant building. The lone occupant of the vehicle was not seriously injured but was transported to an area hospital as a precaution. The Building Inspector was notified and determined that there was no structural damage to the building. The vehicle was removed from the building and towed from the scene. The main restaurant was not affected by the collision and was able to remain open. Lieutenant Sean Curran led a crew of firefighters from Engine 2 responding to a reported vehicle off the road at 61 Tamworth Hill Avenue on the morning of April 13. On arrival they found a vehicle had rolled through a fence before proceeding down an embankment and getting hung up on a wall at the rear of 22 Humphrey Street. The car was unoccupied at the time and there were no injuries. Firefighters stood by until the vehicle could be

lifted off the wall and restored to its original location on Tamworth Hill Avenue. Wakefield was hit by a significant wind storm during the evening of October 16 into the following day. The department responded to numerous calls for assistance including reports of wires arcing in trees, downed power lines and fallen trees. Firefighters under the command of Captain Randy Hudson responded to a residence at 47 Montrose Avenue shortly after 3 a.m. after a resident there reported an odor of smoke inside his home. Firefighters quickly determined that a tree had fallen in the yard partially pulling the electrical service from the home and in the process causing the electrical wiring inside the home to overheat and arc. The Wakefield Municipal Gas and Light Department responded and disconnected power to the residence. Firefighters checked the home with thermal imaging cameras and determined that the damage did not extend beyond the home's electrical wiring. A crew led by Lieutenant Daniel Hancock responded to a serious motor vehicle accident with injuries on North Avenue at the Route 95 bridge during the early evening of November 29. Firefighters arrived to find a five-car accident that began with two vehicles wrecked just beyond the bridge and ended up with three more vehicles involved further down Walker's Brook Drive. Wakefield firefighters assisted crews from Reading Fire, Woburn Fire, Cataldo Ambulance, Action Ambulance and Armstrong Ambulance treating and transporting occupants of the vehicles to area hospitals. Firefighters from Engine 2 under the command of Lieutenant Joseph Albert responded to the scene of a work-related accident at 37 Greenwood Street during the morning of December 10. Upon arrival, firefighters quickly discovered that a 34-year-old male had fallen to the ground during a tree removal operation striking his head. Sadly, the man's injuries were very severe resulting in his death. Firefighters under the command of Captain Randy Hudson responded to a report of wires down in the area of Bellevue Road and Morrison Avenue during the afternoon of December 16. Firefighters arrived within several minutes to find that a crane truck had caught a low hanging electrical cable snapping a utility pole in half. The crane was then covered with energized power lines, forcing the driver to remain in the truck until workers from the Wakefield Municipal Gas and Light Department were able to render the area safe. The driver was not injured during this incident and the crane was able to drive away after it had been freed from the power lines. The Wakefield Fire Department responded to 58 requests for mutual aid during 2019. Mutual aid responses included fires in Lynnfield, Melrose, North Reading, Reading, Saugus, Stoneham and Woburn. Lieutenant Daniel Hancock and a crew from Engine 1 assisted

the Reading Fire Department at the scene of a 3-alarm fire at 54 Temple Street during the afternoon of January 22. Firefighters from Engine 2 under the command of Lieutenant Joseph Albert assisted the Stoneham Fire Department at a 3-alarm fire in a large horse barn during the evening of July 25. Acting Lieutenant Gary Hill led a crew from Engine 1 that assisted the Woburn Fire Department at the scene of a 3-alarm fire on Sturgis Street during the early morning of August 16. Lieutenant Michael Long participated in two incidents involving activations of the Massachusetts District 2 Hazardous Materials Response Team during 2019. The first involved a response to 35 Gatehouse Drive in the City of Waltham during the afternoon of March 19. The team responded to and controlled a leak involving an unknown hazardous material. The team worked quickly to contain the spilled product which was then properly disposed of by a hazardous materials clean-up contractor. One civilian was treated at the scene for exposure to the chemical and transported to an area hospital. The second response made was to a Wakefield residence on Fairmount Avenue during the afternoon of April 18 and involved an old thermometer that had broken and released a quantity of liquid mercury. A small team of technicians was dispatched to the scene and the spilled mercury was quickly cleaned up and packaged for proper disposal at a nearby waste disposal facility. This regional hazardous materials response team is funded by the Commonwealth of Massachusetts, which pays for all the associated training and incident response costs to support the team's activities. Captain Paul Pronco and Firefighter Steven Bivens are members of the Northeast Massachusetts Technical Rescue Team. This team responded to one incident during 2019 involving the recovery of a deceased person trapped inside a home in Saugus on September 15. The team actively trains and prepares for incidents that may require a technical rescue such as building and trench collapses. The Northeast Technical Rescue Team is partially subsidized by funding provided by The Northeast Homeland Security Regional Advisory Council, which reimburses the department for a portion of the training and incident response expenses associated with this team.

**PERSONNEL:** As of December 31, 2019, the Wakefield Fire Department consisted of 52 personnel: the Fire Chief, a Deputy Fire Chief, five Captains, including a Captain assigned as a Fire Prevention Officer, 12 Lieutenants, 32 Firefighters; and one civilian administrative secretary. The position of Deputy Fire Chief, formerly established as part of last year's budget, was created on January 1, 2020 and is currently open awaiting the results of a Civil Service Assessment Center to be held on March 28, 2020. The year 2019 brought several personnel changes to



the Wakefield Fire Department There were no retirements or promotions made during calendar year 2019. Two new Wakefield Firefighters, Sean Gill and Patrick Farrell, both residents of Wakefield, were appointed permanent Firefighters on December 19, 2018 and were subsequently enrolled in a ten-week training program with the Massachusetts Firefighting Academy (MFA) Recruit Class 271 on December 31, 2018. Firefighters Gill and Farrell successfully graduated the recruit training program on March 8, 2019. The department welcomes Firefighters Gill and Farrell with warm wishes for a long and productive career in the fire service. Two additional recruit firefighters, Michael Scheri and Michael Marroquin, were hired during 2019 and will start their recruit class at the MFA in January of 2020.

**APPARATUS & EQUIPMENT:** The department did not replace any major fire apparatus during 2019. Annual Town Meeting in May of 2019 authorized \$700,000 for the purchase of a new 1250-gallon-per-minute pumper for the department. The department has been busy preparing the specifications for this pumper. The engine will be built by Seagrave Fire Apparatus at its plant in Clintonville, Wisconsin with a delivery date near the end of 2020. The department received a federal Staffing for Adequate Fire and Emergency Response (SAFER) grant from the U.S. Department of Homeland Security for \$195,229 to be used to partially fund one Firefighter position for the next three years. This SAFER grant will fund 75% of the cost of this Firefighter for the first two years and 35% of the cost for the position for a third year. This grant will fund a Firefighter vacancy created by the establishment of a Deputy Fire Chief and the resulting internal promotions to Captain and Lieutenant that position will in turn create within the department's ranks. A capital expenditure of \$180,000 authorized to make upgrades and improvements to the radio system infrastructure for both the police and fire departments, including radio receivers, repeaters, comparators and associated equipment was completed in 2019. This funding also added an additional radio receiver site at the Northeast Regional Vocational School for the police and fire radio systems, boosting the radio signal for this area of the town. A radio receiver site formerly located at the Colonial Point Apartment Building on Audubon Road has now been relocated to the Four Points Sheraton Hotel. All Verizon copper phone lines connecting the old radio receivers to the Public Safety Building as well as the main repeater on the Hart's Hill water tower have now been replaced with new fiber optic cables, making the radio systems for both departments more efficient and reliable. Wakefield Emergency Management Coordinator Thomas Walsh applied for and received an

Emergency Management Performance Grant (EMPG) grant of \$6,315 to be used towards the purchase of body armor and ballistic helmets for Wakefield Firefighters. This equipment would help to protect department members participating in a rescue task force group during an incident involving an active shooter. Firefighters, working under the direction and protection of law enforcement personnel, would enter an area involving an active shooter, identify victims, render first aid and evacuate them to a safe area where they could be transported to an area hospital for follow-up care. This grant was awarded in January of 2019. The department received one last grant from the Massachusetts Department of Fire Services for \$2,475 from the Fiscal Year 2020 Firefighter Turnout Gear Program for the purchase of 25 sets of firefighting gloves for approximately half the department's members. This set of gloves will be a second issue to these department members to be used whenever their first set of gloves is damaged or is in need of cleaning. Recent studies have reinforced the need for firefighters to have a second set of protective gear to use while their first set is cleaned of any carcinogens it may have been contaminated with during fires and hazardous materials incidents. This contamination has been tied into several occupational illnesses including cancer and must be cleaned off of protective gear after every emergency incident where potential contamination can occur. The department hopes that this new grant program will continue in the future to allow for the purchase of second sets of auxiliary protective clothing such as gloves, hoods, and boots for department members in the future. Funding is already in place in the operating budget to purchase at least ten sets of protective coats and pants every year as the department moves towards each member having two sets of gear that is less than ten years old, something that national fire protection standards are calling for now. All the department's pumper engines, fire hoses, ground ladders, air compressor and breathing apparatus were inspected, tested and certified during 2019. The aerial ladder for Ladder 1 was also inspected and certified. All breathing apparatus face pieces used by department members were also fit-tested during the year to ensure their proper operation. **TRAINING:** The department participated in many training programs this year, including programs offered by the Massachusetts Firefighting Academy as well as outside vendors brought in to train on specialized topics. During 2019 the Wakefield Fire Department conducted training sessions covering the following topics: Water and ice rescue procedures at Lake Quannapowitt and Crystal Lake including the operation of the two fire boats owned by the department; High-rise

firefighting procedures including the use of standpipe systems; Basic ladder and hose handling techniques; Annual training with the department's hydraulic rescue tools including the "Jaws of Life," hydraulic rams, jacks and air bags; Practice of aerial ladder pipe set up procedures for the ladder truck; Procedures involving the use of the department's multi-gas detectors and responses to carbon monoxide emergencies; Review of chimney fire procedures and related operations; Conducting drills on new and existing streets in Wakefield; Review of emergency dispatch and radio procedures; Review of procedures involving electrical emergencies and associated hazards; A presentation on new technology involving energy storage systems was given to all duty shifts by personnel from Advanced Safety Systems Integrators regarding a new storage facility being built by the Wakefield Municipal Gas and Light Department on Farm Street; Conducting training on natural gas and propane-related emergency calls and associated hazards; Participation in emergency medical training classes sponsored by Action Ambulance as part of the department's Emergency Medical Technician continuing education program; An orientation for all groups on the services provided by Recovery Coach Tracy Ascolillo of Elliot Community Services regarding citizens struggling with substance abuse problems; Participation in a familiarization tour of the sand filter facility at the Broadway pumping station at Crystal Lake; Participation in a regional program sponsored by the Woburn Fire Department on the hazards associated with fighting fires in two-and-a-half-story, wood-framed dwellings; Participation in a training program on the proper procedures for rescuing an unresponsive firefighter trapped inside a burning structure; Participation in a regional program sponsored by the Essex County Chief's Association regarding the hazards associated with fighting a basement fire; Conducting building familiarization tours of the new self-storage facility at 205 Water Street, commercial buildings at 360 Audubon Road and 37 Water Street and condominium complexes at 3 Bennett Street and 642 Main Street; Participation in a joint training session on incidents involving active shooters with the Wakefield Police Department, members of the Northeastern Massachusetts Law Enforcement Council and Action Ambulance held at the former Hurd School on June 10 and 17; Conducted search and rescue drills and practiced roof opening procedures on vacant buildings on Sylvan Avenue and the former nursing home at 706 Main Street. Captain Paul Pronco and Firefighter Steven Bivens continue to be active members of the Northeast Massachusetts Technical Rescue Team, and Lieutenant Michael Long continues to be an active member of the District 2

Hazardous Materials Response Team. **FIRE PREVENTION:** The Department conducted in-service inspections of all commercial and industrial properties in town during 2019. As a result, 583 business fire inspections were conducted in the community between March and December of 2019 by on-duty firefighters operating on a ready-to-respond basis. These in-service inspections also have the added benefit of familiarizing department members with the floor plans and individual hazards associated within buildings prior to an emergency situation. An additional 83 quarterly inspections of school buildings, nursing homes, hotels and boarding homes were also conducted by on-duty firefighters. Captain John Walsh, the department's Fire Prevention Officer, conducted 66 inspections related to local and state licensing of restaurants, group homes, day care centers and after-school programs. Captain Walsh also completed 737 compliance inspections during 2019 to ensure that any potential violations or hazards discovered were corrected. The compliance checks also allow emergency business contacts for these properties to be updated, resulting in faster notification of property owners during an emergency. The year 2019 continues to reflect a significant construction boom in Wakefield. Many buildings were demolished in preparation for new construction including locations on Main Street, North Avenue and Water Street. Single family homes in many locations around town were torn down to make room for new structures. The department's Fire Prevention Bureau closely monitored and completed final inspections for a 1000-unit self-storage facility at 209 Water Street, a 34-unit apartment building located at 3 Bennett Street and a smaller 8-unit apartment building at 640 Main Street. Construction is presently well under way for a 19-unit apartment building at 592 North Avenue as well as an 81-unit apartment building at 69 Foundry Street, the site of the former Wakefield Corporation Building. The properties at 27 and 37 Water Street are being renovated and converted over to a mixed-use commercial/residential occupancies. The department conducted approximately 112 on-site inspections of construction sites during 2019. This year promises to be another busy year for the Fire Prevention Bureau as more construction projects have been proposed or approved for Foundry Street and Tarrant Lane. The Fire Prevention Bureau will closely monitor these developments during calendar year 2020. The department conducted reviews for approximately 175 sets of plans including dozens of residential additions, new homes and commercial tenant fit-ups in many locations around Wakefield. The department also maintains a strong presence at Wakefield's annual Fourth of July Parade, Italian Festival and Holiday

Stroll. The department presently does not have the necessary funding to conduct fire safety classes in the local school system. This is unfortunate since classroom instruction of fire safety and survival skills have been proven to save the lives of school-age children on many occasions state wide. Several large preschools in town including the preschool center at the Doyle School as well as some kindergarten classes visited both fire stations during 2019. Multiple fire drills were conducted at each school facility and the department assisted with multi-hazard evacuation drills at every public and private school in Wakefield during 2019. The department participates in school activities including guest reader days and fire truck washings whenever possible as it strives to increase its visibility in the school system and promote awareness on fire safety issues. A full-time Fire Prevention Officer as well as the new Deputy Fire Chief's position added last year fill a vital role in the Wakefield Fire Department. The department simply can't function properly without these positions. The recent construction boom has resulted in many large construction projects that require close tracking to ensure that proper safety procedures are being complied with and in place. The Deputy Fire Chief serves as the department's executive officer, assuming command of the department in the absence of the Fire Chief. The Deputy also coordinates training, develops new policies and procedures, assists in identifying grants and helps to prepare the operating budget. The Deputy also coordinates the maintenance of the department's fire stations, equipment and vehicles.

**CONCLUSION:** I am grateful to the community and especially the Town Council, Finance Committee and Town Administrator Stephen P. Maio for their ongoing support during the year. As Wakefield enters 2020, my goals are to closely monitor the town's ongoing major construction projects, provide quality training programs for department members and monitor the construction and outfitting of the new fire department pumper authorized by Town Meeting. I would like to thank all the members of the Wakefield Fire Department, the Wakefield Police Department, all other town boards, committees and departments and the citizens of Wakefield for their continued support and assistance.

Respectfully submitted,

Chief Michael J. Sullivan

Wakefield Fire Department

## STATISTICAL REPORT FOR 2019 EMERGENCY RESPONSES

<b>BOX ALARMS</b>	<b>461</b>
<b>STILL ALARMS</b>	<b>3541</b>
<b>TOTAL ALARMS</b>	<b>4002</b>

Medical emergency / motor vehicle accident responses	2827
Alarm malfunctions / accidental alarm investigations	529
Public assistance / public service responses	141
Investigations of hazards, gas & smoke odors	138
Mutual aid responses to other communities	58
Water hazard emergency responses	47
Appliance fires / emergencies	21
Heating system emergency responses	9
Electrical fires / emergency responses	44
Hazardous materials incident responses	17
Carbon Monoxide detector investigations	79
Structure / Building fires	7
Brush & grass fires	47
Motor vehicle fires	11
Rubbish & dumpster fires	0
Malicious false alarms	5
Rescue responses (water rescue, elevator rescue)	22
Mutual aid assistance received by Wakefield	52

### MULTIPLE ALARM FIRES — 2019

- There were no incidents in 2019 requiring a multiple alarm response

### EQUIPMENT USED 2019

<b>EQUIPMENT</b>	<b>USAGE</b>
1 ½" Hose	500 feet
1 ¾" Hose	3,480 feet
2 ½" Hose	200 feet
3 " Hose	0 feet
4" Hose	775 feet

Ladders	418 feet
Air Masks Used	53 times
Salvage Covers Used	7 times
Smoke Ejectors Used	51 times
Fire Extinguishers Used	39 times
Thermal Cameras Used	92 times
Multi-gas Detectors Used	204 times

#### **APPARATUS RESPONSES 2019**

<b>UNIT</b>	<b>BOXES</b>	<b>STILLS</b>	<b>TOTAL</b>
Engine 1 – 2017 1250 GPM Seagrave Pumper	413	1935	2348
Engine 2 – 2000 1250 GPM Seagrave Pumper	280	555	1166
Engine 4 – 1996 1250 GPM Seagrave Pumper (Reserve)	26	57	83
Engine 5 – 2006 1250 GPM Seagrave Pumper (Reserve)	65	225	290
Ladder 1 – 2013 Seagrave 100’ Aerial	412	672	1084
Car 6 – 2011 Chevrolet Silverado Utility Truck	15	43	58
Car 2 – 2018 Chevrolet Tahoe 4WD Utility Vehicle	436	267	703

#### **ADDITIONAL APPARATUS OPERATED BY THE DEPARTMENT**

Car 1 – 2015 Ford Explorer 4WD Utility Vehicle –Assigned to the Fire Chief

Car 2 – 2018 Chevrolet Tahoe 4WD Utility Vehicle- Assigned to Shift Commander

Car 3 – 2014 Ford Explorer 4WD Utility Vehicle –Assigned to Captain – Fire Prevention Officer

Car 6 – 2011 Chevrolet Silverado 4WD Utility Truck

Marine Unit(s) – 1980 13’ Boston Whaler & 1995 10’ Avon Rubber Rescue Boat

Marine Unit Trailer – 2004 EZ Loader Trailer

Hazardous Materials Response Trailer – 2003 Car Mate 14’ Cargo Trailer

## **FIRE PREVENTION REPORT FOR 2019**

Smoke Detector Certificates Issued	510
Oil Burner Permits Issued	102
Oil Storage Permitted (Gallons)	28,004
Propane Gas Storage Permits Issued	22
Flammable Liquid Storage Permits Issued	7
Sprinkler System Inspection, Test, Service Permits Issued	188
Fire Alarm System Inspection, Test, Service Permits Issued	348
Blasting / Fireworks Permits Issued	1
Fuel Tank Removal Permits Issued	87
In-Service Fire Prevention Inspections Conducted	583
New Fire Protection System Installation Permits Issued	130
Open Air Burning Permits Issued (Jan. – May)	75
Final Fire Alarm Acceptance Tests	118
Tank Truck Inspections	7
Fire Prevention Inspections Related to State/Local Licensing	66
Compliance Inspections conducted by Fire Prevention Officer	737
Miscellaneous Permits Issued	5
Quarterly Inspections Conducted (Schools, Hotels/Lodging Houses, Nursing Homes)	83
Sets of Construction Plans Reviewed	175
Fire Prevention Complaints Investigated	12
Construction Site Visits	112



# Report of the Fire Alarm and Traffic Signal Department

The Fire Alarm and Traffic Signal Department maintains nineteen signalized intersections, thirteen fire alarm circuits, and communications centers in both fire stations. This department responded to fifty-two traffic signal calls during 2019. These calls included a vehicle detection improvement at Prospect and North Avenue, a wiring issue at Main and Oak Street, and a signal knockdown on Audubon Road. All pedestrian buttons were tested several times during the year and replaced as needed. All traffic control cabinets received preventive maintenance during the year. A new No Turn On Red beacon was installed at North Ave and Prospect St. This signal is designed to protect pedestrians using the crosswalk. Ten calls for lights out were also handled. The municipal fire alarm system created thirty-two calls for service. These included six open circuits, two pedestal knockdowns, and emergency work on underground junctions on North Avenue and on Chestnut Street. The department continues to take advantage of ongoing development to upgrade the fire alarm circuits seeking more efficiency. All fire alarm boxes were tested during the year. The department completed twenty-six pole changes in 2019. Repairs to dispatch equipment were mostly minor in nature during the year and involved part replacement for several components. The fire alarm box recorder at Headquarters required service for a wiring issue.

Respectfully submitted,

Randy Hudson

Fire Alarm and Traffic Superintendent

# Report of the Emergency Management Director

The Emergency Management Department prepares for natural and man-made disasters, serving as the local branch of the Massachusetts Emergency Management Agency (MEMA) and of the Federal Emergency Management Agency (FEMA). Wakefield is a member of a 25 community Mystic Regional Emergency Planning Committee (REPC). The REPC represents over 900,000 people. The Mystic REPC meets six times a year and works to conduct and coordinate emergency exercises and procedures throughout the region. The Town is required by law to belong to an REPC or an LEPC to maintain certification every three years. I am the treasurer of this committee. Wakefield subscribes to Code Red, the emergency notification telephone system that allows town officials to immediately notify residents and businesses by telephone of emergency situations and important community information. We added three (3) foreign languages last year to our system, to better communicate with our immigrant residents. The Town of Wakefield received their reimbursement from FEMA of \$154,128.89 at the end of June and over the summer we received an additional sum of \$7817.20 for direct administrative costs for the March 13<sup>th</sup>- March 14<sup>th</sup> 2018 snowstorm. The Town received \$61,713.67 from the state for the Safer Schools initiative which was for surveillance cameras inside and outside our schools and the installation of a gunshot detection system inside the Galvin Middle School. The combined project was nearing completion as this report was being written. An Emergency Management Performance Grant (EMPG) was awarded to the Town of Wakefield in the amount of \$6,500. We are using those funds to conduct a table top exercise with our first responders and EMS personnel for active shooter training. Emergency Management along with the Town Administrator and the Fire Chief submitted a safer grant that was awarded in the amount of \$195,229. This money will help defray the costs of the Deputy Fire Chief that will be starting in July 2020. Emergency Management was busy this year participating in drills and exercises in and out of Town. The WMGLD conducted a large table top exercise that included a number of Town Departments as well as numerous state agencies, the exercise was very successful. Wakefield Center the 149-bed rehabilitation Facility on Bathol Street conducted an Evacuation table top exercise that was attended by myself the fire chief

and the Communications Manager Jenn McDonald. That exercise was very good. Attended an exercise run by Public Health at the Civic Center which was successful. Public Health Director Ruth Clay also had a seminar in Melrose on risk management that was very good. I have been attending drills conducted by the Melrose EMD on evacuation procedures which I intend to incorporate in our community. We have had two (CERT) community emergency response team training programs in the last ten months which have been very successful. We may be activating that team in the near future, because of the coronavirus. I had new carpet installed in my rear office to start the process of changing that over to an inventory room for Emergency Management and Public Health for centralization of our resources. I am applying to the State for additional grant funding for a functional exercise on active shooter training. This has been a very productive year.

Respectfully Submitted,

Thomas P. Walsh Jr.

Emergency Management Director

# ***Report of the Inspectional Services Department***

Report of all Divisions of the Building Department for the Year 2019 is as follows:

## **BUILDING DIVISION**

Building Permits Granted	840
Building Inspections Made	896
Inspections m/w Fire Prevention Officer	8
Inspection of Fire Jobs	2
Request for Zoning Interpretation	766
Complaints Investigated RE: Zoning Bylaw	154
Sign Permits Issued	15
Single Family Dwelling Permits Issued	7
Single Family Attached Dwelling Permits Issued	2
Multiple Family Dwelling	2
New Commercial Buildings	2
Two Family Dwelling	1
Buildings Razed	12
Swimming Pool Permits Issued	18
Solid Fuel Burning Appliance Permits Issued	6
Multiple Dwellings Inspected	8
Lodging House Inspections	9
Hotel Inspections	2
Nursing Home Inspections	4
Public School Inspections	11
Day Schools Inspections	10
Certificate of Occupancy Permits Issued	44
Certificate of Inspection Permits Issued	103
<b>Building Permits Fees Collected</b>	<b>\$715,915.00</b>

### ***Permit Valuations for the Last Six Years***

2014	\$ 23,414,904.00	2017	\$ 34,616,319.00
2015	\$ 43,883,461.00	2018	\$ 52,792,704.00
2016	\$ 67,226,479.00	2019	\$ 59,349,019.00

### PLUMBING DIVISION

Permits Granted	432
Inspections Made	594
Inspections Approved	557
Meetings w/Pipe Fitters/Plumbers on Job	8
<b>Plumbing Permit Fees Collected</b>	<b>\$66,439.00</b>

### GAS DIVISION

Permits Granted	356
Inspections Made	331
Inspections Approved	298
Meetings w/Pipe Fitters/Plumbers on Job	3
<b>Gas Permit Fees Collected</b>	<b>\$30,085.00</b>

### WIRE DIVISION

Wire Permits Granted	584
Residential Wire Permits Granted	445
Commercial & Other Wire Permits Granted	139
Inspections Made	863
Inspections Approved	838
Inspections m/w or Requested by WMGLD	7
Inspections m/w or Requested by Fire Department	1
Inspections m/w Building Inspector	2
Job Meetings with Electricians	29
Inspections of Public Buildings	13
Inspections of Public Schools	14
Inspections of Nursery Schools	2
Temporary Service Permits	15
New Services – Residential	23
New Services – Commercial or Other	11
Service Increases	54
<b>Wire Permit Fees Collected</b>	<b>\$119,332.00</b>

<b>TOTAL PERMIT FEES COLLECTED</b>	<b>\$931,771.00</b>
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Respectfully submitted,  
John Roberto  
Inspector of Buildings

# *Report of the Animal Control Officer / Animal Inspector 2019*

Below are just some examples of the calls, actions taken  
and duties of the Animal Control Officer/Animal Inspector.

Police calls	106
General animal calls	3,400
Animal related questions	4,001
Warnings issued	45
Violations issued	19
Malden Court hearing attended	1
Malden Court trials attended	0
Cruelty cases	0
Barking dog complaints	68
Dog bite cases	10
Cat bite cases	3
Dogs boarded	1
Dog returned to owner	1
Dogs adopted	0
Dogs euthanized	0
Other animals adopted	3
Animals quarantined	26
Facilities & Animals Inspected	1
Officers continuing education & training	16 Hours
Community education classes or speeches	6 Hours
Animal transferred to other agencies, i.e. MSPCA, ARL, Northeast Animal Shelter, PAWS	1
Out of town transferring animals	4 Hours
Injured animals rescued	3
Deceased animals removed	298
Humans exposed to rabid animals	0
Animal exposed to a possible rabid animals	15
Suspected rabid animals euthanized	0
Cats or Other Animals euthanized	0
Patrol of town & school grounds	Daily
Shelter duties i.e., cleaning & maintenance	101 Hours

# ***Report of the Zoning Board of Appeals***

The Wakefield Zoning Board of Appeals, a quasi-judicial body with five members and three alternates appointed by the Town Council, operates under the Zoning Bylaws of the Town of Wakefield and under Chapter 40A of the General Laws of the Commonwealth of Massachusetts.

The Board has the following powers:

- (a) To hear and decide appeals as a party aggrieved, for review of a decision made by the Building Inspector or other authority.
- (b) To hear and decide applications for certain special permits.
- (c) To hear and decide petitions for variances.
- (d) To hear and make findings allowing the extension, reconstruction or alteration of preexisting nonconforming structures or uses.

The Board deliberated on 70 new Petitions during 2019. The Petitions included requests for Variances, Special Permits, Findings and/or Determinations. Major items before the Board included:

- Petitions for 184-unit apartment building with accessory parking on Albion Street, Foundry Street and Maple Street
- Comprehensive Permit allowing 173 units on Tarrant Lane
- Comprehensive Permit allowing 24 units on Main Street in Greenwood
- Conversion of an office building into a 12-unit garden style apartment on North Avenue
- Modification to a previous granted Special Permit to build an 8-unit dwelling on Lowell Street
- Special Permit for Tall Spire Nursery School to be located on Water Street
- Improvements to a gas station on Main Street
- Improvements to 200-400 Quannapowitt Parkway, the old site of American Mutual Insurance Company
- Variance to create two separate buildable lots with a single-family dwelling on each lot on Mansion Road.
- Many Findings and/or Determinations were made to allow the razing and reconstruction of single and two-family dwellings, Wireless communication facilities upgrades, accessory

apartments, pools and many signs for business establishments were also approved.

Items currently before the Board include:

- Proposed 16-unit mid-rise apartment building on Water Street
- Proposed 26-unit mid-rise apartment building on Nahant Street
- Proposed improvements to a gas station on Main Street in Greenwood.

David W. Hatfield served as Chairman of the Board and Ami Wall served as Clerk. Other Board members are Charles L. Tarbell, Jr., James H. McBain and Joseph Pride, alternate members are Thomas J. Lucey, Michael L. Feeley and Gregory W. McIntosh. Mrs. Gail Conroy served as the Secretary of the Board. After serving on the Board for 28 years, Richard O. Bayrd retired.

Respectfully submitted,  
David W. Hatfield, Chairman



# **Health and Welfare**

## **Reports of**

BOARD OF HEALTH  
HOUSING AUTHORITY  
COUNCIL ON AGING

# Report of the Health Department

The Wakefield Health Department is part of a regional health department with Melrose. We share staff and programming as well as apply for grants together. A three-member elected Board of Health meets monthly. The Board sets policy, adopts regulations, and enforces local and state laws. One member resigned effective November 1 and was replaced in a joint meeting of the Town Council and Board of Health in December. *Programs funded through state and federal grants:* The Wakefield Health Department is a participant of five regional public health grants as part of the Mystic Valley Public Health Coalition with Melrose, Medford, Malden, Stoneham (all but Tobacco and FDA grant), Reading (opioid grant) and Winchester (tobacco, substance abuse, and FDA grants). The first is a seven-year **regional tobacco control program**. We are in the second year of a ten-year State-funded Tobacco Prevention Program which funds education, enforcement and policy efforts for Malden, Medford, Melrose, Wakefield and Winchester.

## 2020 Activity Highlights:

### Enforcement:

- Retail Store Inspections were completed in 100% of Wakefield retail stores that possess a tobacco permit. The only violations were minor ones which resulted in educational warnings.
- Multiple Compliance Checks were completed in all stores. One cigarette, one Juul pod and one OTP (other tobacco product) check in each store as well as targeted checks at stores with prior violations, or where complaints had been received. There were two sale-to-a-minor violations. Both establishments will be subject to additional compliance checks.
- Pricing Surveys were completed in 100% of the stores. One establishment continues to sell cigarettes significantly below state minimum prices.

### Education/Awareness:

- The Tobacco Program Coordinator is an active member of Wake-Up and provides regular updates for meeting attendees.
- The Program Coordinator along with Catherine Dhingra, Wake-Up Coordinator, and High School Senior Billy Stevens

presented at the National CADCA Conference in Washington, DC in February.

- In addition to regular updates at the Middlesex DA's monthly Opioid Prevention meetings the Coordinator also presented at a "Community Conversation on Vaping" along with DPH Commissioner Monica Bharel and State Senator Jason Lewis.
- Wake-Up youth members and their advisor Kara Showers and the Tobacco Program Coordinator participated in the annual Kick Butt's Day at the State House.

#### Policy:

- Wakefield Board of Health has already adopted all the major recommended youth access tobacco prevention regulations and will consider any refinements needed due to the new state law.

#### Retailer Education:

- Educating tobacco retailers on all the provisions in the new State law will be an ongoing focus in the coming year as well as enforcement of the new law.

We are in the last year of a five year, \$100,000 per year **opioids prevention grant** awarded to the Mystic Valley Public Health Coalition to address the issues of opioid use. This grant is led by Medford. The Substance Abuse Prevention Coordinators of the six communities meet monthly to coordinate their efforts. Mass in Motion. This is a multi-year grant funded program that is conducted with City of Melrose which works locally to increase opportunities for residents to eat better and move more in the places they live, learn, work, and play. Melrose and Wakefield are among close to 60 cities and towns throughout the Commonwealth that are part of the Massachusetts Department of Public Health's Mass in Motion (MiM) Municipal Wellness and Leadership Program. Over the past year, MiM-Melrose/Wakefield has worked with its municipal & community partners to make the healthy choice, the easy choice for residents by increasing availability of healthful foods and physical activity opportunities. The Mass in Motion Coordinator is a part of the Age-Friendly Wakefield work led by the Council on Aging and supports town-wide initiatives including Complete Streets, Envision Wakefield and the Community Branding and Wayfinding. Over 20 bike racks are currently available for parking around town and the Coordinator houses the inventory list. The

Coordinator has been an active member of the Wakefield Healthy Living Expo Committee over the last three years, working to showcase health screenings, demonstrations, healthy food giveaways and more; it is a great collaboration between the Wakefield/Lynnfield Chamber of Commerce, the Health Department and many other community organizations. The BOKS (before school activity program) is active in several elementary schools and continues at the Galvin. Youth-led sugary-sweetened beverage campaigns were initiated at the Galvin and WMHS through the Wakefield Youth Action Team with MiM support. Regionally, over twenty Middlesex Fells StoryWalks were held, across from Stone Zoo. Close to 6,000 MA residents young and old have now participated in walking, reading and enjoying the outdoors. This year the MiM team began to plan for a Community Food Assessment (CFA) examining the healthy food environment through research, analysis and mapping. The goals of the Community Food Assessment (CFA) are to better understand the current healthy food resources that Melrose and Wakefield have, identify needs of community members (i.e. seniors, youth etc.), and explore how to best fill any gaps between community needs and resources; partners including Wakefield Food Pantry and Most Blessed Sacrament Parish have been assets to the start of this work. We are in the final year of a five-year \$350,000 grant from the federal Food and Drug Administration to improve our **food protection program**. This grant is in conjunction with Melrose, Malden, Medford and Winchester. Nine Standards outline a process to transform the food protection program to the most effective possible. The MA Department of Public Health also awarded our public health region a Substance Abuse Prevention grant which focuses on **underage drinking**. A Regional Coordinator works on strategies to reduce underage drinking for Wakefield, Melrose, Malden, Medford, Stoneham, and Winchester.

*Environmental Health:* One of the statutory functions of the Health Department is to permit and inspect food establishments, semi-public swimming pools, recreation camps and tanning establishments. In addition, the staff responds to complaints from the community on these and other public health issues. Wakefield and Melrose share a full-time Senior Health Inspector and 2 full time Health Inspectors. The inspectors performed 207 routine food inspections plus inspections for each of 17 farmer's market food permit holders. In addition, inspections were completed for 4 summer camps, 6 semi-public swimming pools, 4 lodging houses/hotels and 3 tanning establishments. A total of 166 complaints were received: 64 housing; 18 food; 17 trash/dumpster; 15 yards; 1 noise; 4 tobacco; 31 rodents; 5 pool; 5 environmental and 6

miscellaneous. *Public Health Nursing:* Adult immunization clinics were held in the fall in conjunction with Melrose. Between the two communities, a total of 5 large flu clinics were offered with 3 in Wakefield. Nurse also provided 5 smaller flu clinics; including Wakefield Town Employees, Horizon House, Wakefield Savings Bank, SEEM Collaborative School and Odyssey Day School A total of 451 influenza vaccines were administered to the public, 183 to school staff and four home flu shots. The numbers of people coming to the public flu clinics continue to decline as pharmacies and other businesses offer them with sales incentives. 71 blood pressure checks were performed at the McCarthy Senior Center. 1 resident is being followed for DOT for Tuberculosis. Shingles vaccine available to residents. The Public Health Nurse followed up on reported communicable diseases using the Department of Public Health's secure online system. In 2019 there were 137 confirmed or suspect cases of the following: Campylobacter 6; Cryptosporidia 0; Hepatitis B 4; Hepatitis C 13; Hepatitis A 0; Legionella 2; Lyme (Suspect) 14; Pertussis (Whooping Cough) 2; Mumps 0; Salmonellosis 6; Varicella 6; Influenza 65; Group A strep 7; Giardia 4; Calicivirus/norovirus 1; Cyclosporia 11; Strep pneumonia 2; Other Tick Borne 7. Communication and support continue to be offered to the School Nurses. *Community Health:* Awareness of the Sharps Kiosk at the Public Safety Building continues to grow. The Medication Take Back program allows residents to dispose of unused and/or expired prescription medication in a safe and environmentally appropriate way in a locked kiosk at the Public Safety Building. We partnered with the Police Department to conduct two Drug Take Back Days. *Substance abuse prevention:* We have completed the fifth and final year of the federal Drug Free Communities grant. We were successful in being awarded a competitive second, and final, DFC grant which will fund years 6-10. The coalition continues to operate with active participation from key sectors throughout the community including police, schools, business owners, parents, health care professionals, concerned residents and youth. The Youth Action Team Leaders and clubs at Galvin and WMHS continue to thrive and provide leadership opportunities for over 70 youth in Wakefield. Data from the 2017 Youth Risk Behavior Survey also indicated a significant increase in e-cigarette and vaping, with past 30-day use rates doubling at both the Galvin and WMHS in just one year (6% to 12%) and (16% to 34%) respectively. The continued rise of vaping has caused concern among adults in the community and school officials. Youth Action Team Leaders created a series of PSA's designed to educate their peers on the harmful effects

and remind them that most teens choose to make healthy decisions. The online videos were viewed in all High School and Middle School Health Classes in the district. Youth Action Team leaders facilitated interactive workshops in all 9<sup>th</sup> grade Health classes to talk about harmful effects and consequences of vaping and marijuana use. Leaders also developed youth and faculty bathroom newsletters. In June, Youth Action Team Leaders visited all Wakefield Tobacco License holders (27) prior to BOH's new Drug Paraphernalia restrictions going into effect. The youth were trained by Maureen Buzby to identify different drug paraphernalia including pipes, love rose tubes, bong, grinders, Chore boys, scales, and other items. The youth used a standardized tool to evaluate each store and handed copies of the new regulations to each store manager. In August youth visited all 28 licenses to evaluate whether stores were abiding by the new regulations. Pre vs. Post surveys demonstrated a significant decrease in Drug Paraphernalia in Wakefield convenience stores. Although CBD oils and edibles were not part of the regulation, surveys demonstrated a decrease in these items as well. Youth members participated in several training opportunities throughout the year. 5 Youth participated in the Youth to Youth Conference at Bryant University. Youth Coordinator Kara Showers & Coalition Director reported that the Youth Action Team Leaders and Galvin Club members bonded and gained a lot of knowledge to bring back to Wakefield. Juvenile Diversion Program: Cooperative program with Police, School and Health Departments; Precourt program for people under 21 for first time offense for possession of alcohol or drugs; 6 month program which includes a group class, meetings with mental health professionals, written essay, community service, and no negative police interactions; 30 youth from Wakefield High School and Northeast Voke in first year Parent education Parent University Athletic orientation evenings; "In Plain Sight" model teen bedroom with hidden illegal substances; School Department Assisted in the process of transitioning to the evidence-based Michigan Model for Health Education; Coordinated efforts for the first WMHS Senior Night with participation of 90% of the Senior Class securing over \$35,000 in donations and prizes. WMHS Athletic, Health, & Wellness Director Brendan Kent & a three varsity coaches filmed an informational video for coaches on how to talk to student-athletes about ATOD use. The video has been shown to all WMHS coaches and Wakefield youth sports coaches who work with students in grades 7 & 8. In addition to these new projects, the coalition continues to manage annual projects including Medication Take Back Days, and many others. Mental Health:

Community talk, "Anxious Kids, Anxious Parents: Strategies to Interrupt the Worry Cycle" by Lynn Lyons for over 700 parents, educators, and adults; Interface Referral service offered free linkage to mental health and substance use services to 85 Wakefield residents of all ages. Wake-Up continues to collaborate across the region as part of the Mystic Valley Public Health Coalition to address the continuing Opioid Epidemic and Underage Drinking. Strategies include an outreach program focusing on individuals working in trades since almost half of Wakefield's opioid fatalities were people who worked in trades (carpentry, plumbing, landscaping, etc.) Wakefield is extremely fortunate to have a Family Resource Officer and part-time social worker who work to connect individuals and families with services. In the upcoming year we look forward to bringing on a part-time Recovery Coach to support individuals accessing recovery and building their sober/recovery network. The coalition hosted a Narcan Training and Treatment/Recovery event. This proved to be an opportunity to network and get a better understanding of local treatment & recovery services. Overall the coalition has had a successful year, continuing to recruit new members, increasing the capacity to over 45 coalition members who implement positive change in Wakefield, leading or co-hosting dozens of events with over 2,500 people in attendance. We are blessed to have dynamic youth who provide the coalition with the motivation to move forward despite the negative news we are inundated with on a daily basis. **Youth Programming Highlights (Peer to Peer strategies):** **Galvin Youth Action Team:** Galvin Family Feud, *February* (200 students); Galvin's Got Talent, *May* (230 students); News Flush, *Monthly* (1000 students); Positive Risk Contest, *October* (500 students). **WMHS Youth Action Team:** Freshmen Health Classes *June & December* (220 students); Warrior Pride Night, *June*, (175 students), 8<sup>th</sup> Grade Leadership Summit *August* (70 students) *Faculty Newsletters, Quarterly* (90 faculty), Healthy Display Cases *Quarterly*, Parent University, Festival by the Lake, Healthy Wakefield Expo, Youth to Youth International Conference Presentations include: MA Statehouse (March), Middlesex DA's Opioid Task Force (July). **Mosquito Control:** The East Middlesex Mosquito Control Project (EMMCP) conducts a program in Wakefield consisting of mosquito surveillance, adult and larval mosquito control, ditch maintenance and public education. We are one of 29 communities in this self-funded regional program. During the late summer and entire fall season of 2018, precipitation was well above average. With that and above average temperature and precipitation levels during 2019, mosquito populations were above average during the 2019 mosquito

season. Starting in July, eastern equine encephalitis (EEE) was starting to be found in mosquito samples from Plymouth and Bristol counties. During August and September, EEE was being found in mosquito samples from municipalities in Middlesex County, but none were found in Wakefield. There were twelve residents in Massachusetts that contracted EEE during the 2019 season, none of them were from Wakefield. The Massachusetts Department of Public Health (MDPH) determined that there was a low risk for EEE in Wakefield. During 2019, six residents in Massachusetts contracted West Nile virus (WNV), none of those cases resided in Wakefield. MDPH determined that there was a low risk for WNV in Wakefield. The adult mosquito surveillance program monitored mosquitoes from 20 Wakefield trap collections. 13 mosquito pools from those collections were sent to the MDPH to be tested for EEE and WNV. All of the pools tested negative for EEE and WNV. The larval mosquito control program relied on the larvicides *Bacillus thuringiensis* var. *israelensis* (Bti) and *Bacillus sphaericus*. Bti and *Bacillus sphaericus* are classified by the Environmental Protection Agency (EPA) as relatively non-toxic. In April, a helicopter was used to apply Bti granules to 16.5 wetland acres to control spring floodwater mosquitoes. Field crews using portable sprayers applied Bti in the spring and summer to 1.5 wetland acres due to high densities of mosquito larvae found in stagnant water. *Bacillus sphaericus* was applied to 2,500 catch basins to reduce the amount of *Culex* mosquito larvae. *Culex* mosquitoes are considered the primary vectors for WNV in Massachusetts. For adult mosquito control, crews sprayed one time using a truck-mounted aerosol sprayer. EMMCP uses a pesticide product called Anvil 10+10 with the active ingredient Sumithrin, and is classified by the EPA as slightly toxic. Advance notification of the spray program was done through a notice on the town website. Crews used an excavator to restore 277 feet of ditch and hand tools to restore 1,412 feet of ditch. The EMMCP's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials and the local media on mosquitoes and mosquito borne diseases. A web page located at <https://sudbury.ma.us/emmcp/> provides residents with information on mosquitoes, control programs and related topics.

*Other:* The Board continues to support the funding of two very important programs, Riverside Community Care and Communitas, previously known as EMARC. Riverside Community Care provides a broad range of health and human services including mental health, developmental disabilities and traumatic brain injuries, substance abuse



treatment and early childhood services. A line item in the Board of Health budget subsidizes a sliding scale fee structure for outpatient mental health services. Communitas, formerly known as EMARC, receives a small amount of funding from the town. Twenty-seven families received case management to support at home. Nineteen individuals live in residential units, and 11 individuals live in their own apartments through In-Home Supports. Two students received case management, behavioral intervention and in-home trainings to help maintain a child at home and in the community. One student received intensive flexible family support for the same reason. Five Wakefield residents live in an adult family/foster care situation funded through MassHealth. Forty-eight residents participated in Communitas' recreation department. In total, 28 Day Program participants live in Wakefield; one participant at Woburn's Day Program, 20 participants at Wakefield's Day Program and seven participants Career Services. Riverside Community Care provides outpatient mental health services to the region, including Wakefield. Services include family, group, and individual counseling. Services are provided on a sliding scale; the Health Department provides a small amount of funding to offset services not reimbursed through other means. In 2018 331 (2017= 81) Wakefield residents used 2950 (2018=1649) visits amounting in \$69,000 (2017=\$38,192.56) in free care.

Respectfully submitted,  
Ruth L. Clay, MPH, Health Director

# *Report of the Housing Authority*

The Wakefield Housing Authority (WHA) was chartered in 1963 to provide housing for low income elders, families, and the disabled. All of its projected income and expenditures are approved by the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD) or by the United States Department of Housing and Urban Development (HUD).

## **I. Description of current housing programs:**

Three developments are subsidized by the State Department of Housing and Community Development (DHCD): Hart's Hill (667-1 and 2) consists of 116 one-bedroom units built in 1965 and 1968 for elderly/disabled people; 38 and 40 Hart's Hill Road (689-1), which opened in 1990, provides residential facilities for 9 Department of Developmental Services clients; eight apartments of two-bedrooms each for families (705) were acquired in 1981. Lincoln School (667-3) opened in 1981 contains 10 elderly one-bedroom units and three units of congregate housing for 15 clients. The services for the congregate units are funded through a grant from the Office of Elder Services. Contract Administrator is Massachusetts Housing Finance Agency. A forty-unit building for the elderly/disabled, Crystal View Apartments (74-1) was completed in 1981 using funds received from the Federal Department of Housing and Urban Development (HUD). Two programs of leased housing are provided: 374 Section 8 vouchers funded by HUD and a 38-unit State Rental Voucher Program (DMHRA). Since 2006, the Wakefield Housing Authority has been the management agent for the Hart's Hill Heights 202 supportive living building consisting of 22 one-bedroom units.

The Section 8 program consists of 374 vouchers. The Section 8 Family Self-Sufficiency Program (FSS) continues with 6 families enrolled in the program. Begun in 1993, the FSS program enables families to take

advantage of a variety of options which are geared to having them achieve a goal of self-sufficiency within five years.

## II. Eligibility criteria for each housing program:

The eligibility criteria vary from program to program. They may be obtained on our website at [www.wakefieldhousing.org](http://www.wakefieldhousing.org) or by calling the housing authority. Folks interested in applying for our 2 bedroom family or one bedroom elderly or disabled state-aided housing waiting lists are encouraged to visit the new state wide waiting list website: <https://publichousingapplication.ocd.state.ma.us/>. Applicants can create a username and password, which allows them to monitor their application as well as update their information. The application for the Section 8 Program can be accessed through the Centralized Section 8 Waiting List at: <https://www.gosection8.com/masscw/>. Applicants are encouraged to apply by calling or coming to the WHA office located in the basement of the Lincoln School House at 26 Crescent Street (781) 245-7328 or visit our website.

Wakefield residents or those who work in Wakefield are given a preference. Veterans receive a preference in the State Housing program.

## III. Financial information:

The most recent audit of the Authority's finances (FY'19) has not been finalized yet. The completed document will be made available to the public for viewing at the Authority's offices at 26 Crescent Street very soon.

## IV. Activities during the past year:

The Authority received \$70,503 from HUD for the Capital Fund Program. This was the twenty sixth year that a grant was received from HUD to enable the Housing Authority to do capital improvement projects at Crystal View.

This year the Authority also received formula funding from the Department of Housing and Community Development. These funds were used to complete the installation of air source heat pumps in 48 units. We have also started the design phase of a window replacement project at Harts Hill.

The Lincoln School building has been preparing for an elevator replacement project that will begin this summer.

The WHA said good bye to Executive Director, Sandra Gass, who retired after over 13 years of service. Ms. Gass was the leader of the WHA for the last 10 years. She will be missed by the staff, the board and the tenants for her dedication and hard work ethic. The WHA extends warm wishes and a very happy retirement to her.

The WHA lost a long time Board Member, Mr. Alfred Confalone when he passed away in December. Mr. Confalone served on the Housing Authority Board since 1996. He tenaciously fought for all things local and was a strong supporter for the maintenance department. His presence at the Board table will surely be missed.

Administrative staff includes; Maureen E. Hickey, Executive Director, Robin Aucella, Housing Manager, Mary Lou Roche, Financial Manager, Stephanie Gallo, Director of Leased Housing, Jessica Rivera, Leased Housing Specialist, Frances Marshall, Administrative and Maintenance Assistant, Beth Greenberg, Tenant Services Coordinator and Family Self-Sufficiency Coordinator. Joseph Ventura, Maintenance Supervisor, Brandon Drebit, Jack McTighe and Mark Drees maintain the properties. Board meetings are held on the fourth Wednesday of the month at 4:00 p.m. in the Lincoln School Conference Room at 26 Crescent Street.

Respectfully submitted,

Maureen E. Hickey, Executive Director

Charles Geier, Chairman

Jane Good, Vice Chairman

Lorelei MacKay, Treasurer, State Appointee, Tenant Representative

Alfred Confalone, Member

## *Report of the Council on Aging*

The mission of the Council on Aging is to advocate, promote and support the social, health, and economic needs of the citizens of the community 60 years of age and over. The Council works to achieve these needs through education and outreach.

Programs offered are designed to keep residents active, connected and informed. Exercise is the most attended programming we offer followed by educational presentations on health insurance, legal assistance, nutrition, Medicare and finance. There are also other daily miscellaneous offerings such as classes in art, woodcarving, craft projects, special celebrations and volunteer opportunities.

The Council also assisted those seeking information and help with food needs, fuel assistance, health insurance inquiries and tax preparation. We would not have been able to support those needs without the assistance of the AARP, Wakefield Board of Health, LEO, Melrose-Wakefield Healthcare, Mystic Valley Elder Services and the Wakefield Food Pantry.

Transportation is an essential service provided to many members of the community. Approximately 150 people used our transportation program for their travel needs in and out of Wakefield. 2,500 trips were provided to medical appointments, grocery shopping and miscellaneous errands.

Wakefield is part of the Mystic Valley Elder Services network. They work with local councils and residents addressing aging issues, administer Meals on Wheels and the senior center lunch program. Last year they provided 3600 meals to those dining at the center.

The community in general is very generous having donated over \$5,000 to offset the cost of supplies and services.

We also received a grant from the Executive Office of Elder Affairs in the amount of \$62,508. These funds support a part time clerk, offset the

cost of exercise instructors, dues to the Mass Council on Aging and cover postage costs for the mailing of the newsletter.

We continue to work on achieving our Age Friendly designation through AARP and the World Health Organization. We hope to complete our action plan in 2020.

Respectfully submitted,  
Judy Luciano

# **Public Works**

## **Reports of**

DEPARTMENT OF PUBLIC WORKS

ENGINEERING DIVISION

FORESTRY AND PARK DIVISION

CEMETERY DIVISION

FLEET MAINTENANCE DIVISION

BUILDING DIVISION

HIGHWAY DIVISION

WATER DIVISION

SEWER DIVISION

# *Report of the*

## Department of Public Works

The Public Works Department consists of eleven (11) divisions and is responsible for maintaining the town's infrastructure and facilities associated with Public Ways, Parks, Public Grounds, Town Cemeteries, Water Distribution System, Water Treatment, Sewer Collection System, Public Shade Trees, Town Buildings, Town Vehicles and Town Drainage System. Additionally, the department provides services, such as: refuse collection and disposal, recycling and yard waste collection, street sweeping, snow & ice removal and support services to other town departments and civic events. Through the past decade Public Works has steadily worked to overcome underfunding, staffing and budget reductions. While still below the staffing level of 2004, Public Works has continually delivered core services while simultaneously having the scope of provided services and workload increase. The goal of the department is to ensure that the Town's Infrastructure is well maintained and safe, we address the growing issues associated with aging infrastructure, years of underfunding, sustainability, we are prepared and can respond to extreme weather emergencies, and we provide a safe environment for residents, the community and staff. **Public Works is extremely concerned with the following critical need: Existing Public Works Facilities at North Avenue-** Constructed in 1937 and 1972 respectively, the current Public Works Facilities are beyond their useful life. The Facility at North Ave has been historically overlooked and underfunded. The state of the current facilities is not in a condition to support modern efficient Public Works Operations. Logistics, Safety and Efficiency deficiencies continue to impact the safety of employees and ability to meet the needs of the community and Town Departments. In Calendar year 2019 the Department of Public Works has been involved in a number of major programs and projects, including but not limited to: **Leadership Transition-** After a forty-year long career serving the public, Wakefield Public Works saw Director Richard Stinson retire. Director Stinson was appointed in 2001 and served as Director for 18 Years. Director Stinson was the second longest tenured Public Works Director in Wakefield. Through his leadership, Wakefield Public Works was transformed into a modern, adaptable, multi-discipline essential public service and safety agency. The Staff at Wakefield Public Works wish Rick and his wife Jeanne a very happy and healthy start to their



new chapter in retirement. In the months following Director Stinson's retirement a reorganization of Public Works Administration took place, the first substantive administrative change since 2001. Wakefield Town Council appointed Assistant Director Joseph Conway to the position of Public Works Director. A twelve-year employee of Public Works, Director Conway brings a wide variety of experience and first-hand working knowledge of Public Works Operations to the role of Director. Wakefield Public Works also welcomed new Business Manager Ann Waitt to the team. Ann brings a tremendous amount of experience to Wakefield Public Works, Ann served as second in command for the Melrose Public Works Department prior to joining Wakefield. Part three of the administrative organizational overhaul saw the separation of Business Manager and Operations Manager. Since the early 1990's these two critical roles were split between one employee, often leaving instances were tasks we difficult to handle simultaneously. With the support of the Town Administrator Wakefield Public Works promoted Christopher Hunt to the new role of Field Operations & Safety Manager. This new role would allow Public Works to have a ground level field presence consistently. In his new role Mr. Hunt is assigned to a variety of high-level duties including: Ensuring that deliverables were being produced at the highest level of quality, both internal and external inquires for service were met in a timely manner, calls for emergency service were met rapidly and that staff were performing their duties within all applicable safety regulations.

**Bay State Road Sewer Pumping Station- This station was the last phase of a complete inventory rebuild program. This station was the 9<sup>th</sup> and final station that was completely rehabilitated.**

**Blatz Field Reconstruction-** Wakefield Public Works has surveyed and laid out a new softball field located at Blatz Field behind Wakefield High. This project included survey and layout of a new infield, laser grading and rebuilding of the entire infield/outfield, installation of all new perimeter fencing, dugouts and back stop. This project is expected to be completed for spring 2020.

**Albion Cultural Exchange Bathroom Construction-** Wakefield Buildings Division oversaw construction of new ADA compliant first floor restroom facilities at the Albion Cultural Exchange. These restrooms mark the beginning of a variety of planned projects enhancing visitor experience.

**Sidewalk and Americans with Disability Act (ADA) Projects: 29 Curb Ramps Replaced -** Sidewalk contractor Joseph P. Cardillo & Son, Inc., completed the replacement of 29 curb ramps along portions of Farm Street, Broadway, Lowell Street, Pleasant Street, Vernon Street, and Elm Street. The DPW also worked closely

with a number of community groups in making Wakefield a great community. These groups include: Wakefield Center Neighborhood Association, Friends of Lake Quannapowitt, Pride in Wakefield, Wakefield Garden Club, Lions Club and Rotary Club, Wakefield Tennis Association, youth sports groups, etc. The DPW is grateful for the support and dedication of these groups. For details of department accomplishments, I refer you to the divisional reports. Also, I would like to thank the following supervisors for their support during the year and for their assistance in preparing this report: Ann Waitt Business Manager; William Renault, P.E., Town Engineer; Christopher Pierce, Buildings Manager; Don Schneider, Highway Supervisor; Dennis Gorman; Fleet Maintenance Supervisor; Dennis P. Fazio, Forestry / Parks & Cemetery Supervisor; Steve Fitzpatrick, Water / Sewer Supervisor; Christopher Hunt, Field Operations and Safety Manager; Claire Moss, Environmental Manager. **Joseph Conway; Director Wakefield Public Works. DPW - ENGINEERING DIVISION.** The Engineering Division participates in and manages many Town infrastructure maintenance and improvement projects. Engineering staff perform a full range of engineering services including technical reviews, survey, design, digital system mapping, data management, cost estimating, project bidding and construction management. The Division provides technical support to all Town Departments, Divisions and Boards and serves as a technical advisor/reviewer to the Planning Board, Conservation Commission and Zoning Board of Appeals. The Division also reviews and oversees all construction activities within the Town's Public Rights of Ways. The Division procures and manages the services of engineering consultants for Town projects when the level of effort exceeds Division staff availability, or where a particular expertise is required. **Drainage Projects: Gertrude Spaulding** - The Division completed the design, environmental permitting and bidding of the park rehabilitation project. The project is a private/public partnership with the Friends of Lake Quannapowitt. The project will install new pathways and regrade the park to collect and treat all storm water through the installation of a bioretention area retrofit. The project was awarded to J.J. Phelan & Son of Tewksbury, MA and construction is expected to begin the Spring of 2020. **DPW Facility Drainage Improvements** - The Division completed the design, bidding and contract award for the replacement of the trench drain system in the Park & Grounds and Highway portion of the DPW facility. In total the project replaced 200 feet of trench drain and as well as portions of the garage's floor and North Avenue concrete apron. **Drainage**

**Investigation** – Public Works awarded a contract to Weston And Sampson to perform pre and post construction video inspection of the Town drainage system within the limits of the Eversource/National Grid 345kV project. In total Weston and Sampson will review 1.9 miles of drainage infrastructure. **Roadway Projects: 1.25 Miles of Public Roadway Rehabilitation** – Roadway contractor D&R Paving completed 0.95 miles of mill and overlay treatment on Lowell Street (from Vernon Street to Main Street) and Pleasant Street (from Lowell Street to Brewster Road). In addition to the mill and overlay work, D&R completed 0.30 miles of reclamation and paving on: Jordan Terrace, Webster Road and Atwood Street. **Downtown Revitalization Project** – The DPW Administration and Engineering Division worked with project consultant Vannesse Haganan Bruslin (VHB) to advance the conceptual design of proposed streetscape enhancements to the Downtown area. The project's conceptual design was submitted to the MassDOT's Project Review Committee who approved the project in December. PRC approval makes the project eligible for Federal transportation funding through the Metropolitan Planning Organization's (MPO) Transportation Improvement Program (TIP). The project proposes to incorporate reconfiguration and rehabilitation of the vehicular, pedestrian and bicycle accommodations as well as aesthetic and environmental enhancements on Main Street (from Church Street to Franklin Street), Common Street, Lake Avenue, Spaulding Street, and Water Street (from Main Street to Melvin Street). **Water Projects: 0.47 Miles of Water Main Replacement** – The Engineering Division completed the contract award and construction oversight for the 2,500 linear foot water main replacement project on Fernwood Road, Robin Road, Indian Lane and Indian Hill Road. The project contractor Tom Gioioso and Sons replaced undersized and unlined water mains in the area, providing improvement to the neighborhood's overall water quality. **0.33 Miles of Water Main Lining** – The Engineering Division completed the design, bidding and contract award for the cleaning and lining of 1,750' on Juniper Avenue and Pierce Avenue. Project contractor N. Granese and Sons, Inc. completed the work by November 2019. The project enhanced water quality within the area. **Doyle School Fire Service** - The Division completed the design, bidding and contract award for the installation of a new 250' fire line to support the Building Division's installation of a new sprinkler system for the Doyle school. Project contractor N. Granese and Sons, Inc. completed the pipe installation during the winter holiday break. **Sewer Projects: Year 3 Inflow/Infiltration Construction** – Public Works awarded the third year

of I/I sewer rehabilitation program to Green Mountain Pipeline Services, LLC of Bethel, Vermont. The sewer rehabilitation contract includes the cleaning and lining of sewer main line pipe and manholes, The Year 3 contract includes: 1.33 miles of sewer main lining, 2.54 miles of sewer main cleaning, 431 pipe joint repairs, 123 sewer manhole repairs and 25 sewer service repairs. Work is expected to begin in Spring of 2020. **Year 4 Inflow/ Infiltration Design**– Public Works awarded the fourth year of Sewer Inflow/Infiltration (I/I) Inspection and Design to consultant Weston and Sampson. The contract includes sewer cleaning, video inspection, repair scope development and design/bidding for the Year 4 I/I sewer rehabilitation program. In total Weston and Sampson inspected 1.14 miles of the 48" brick interceptor sewer and as well as 17.87 miles of gravity collection sewer. Weston and Sampson is expected to finalize the recommended repair bid package by the Spring of 2020. **Sewage Pump Station Replacement** – Contractor Moriarty and Sons completed the installation of the Bay State Road pump station in September 2019. The work included the replacement of gravity sewer and force-main within the immediate area of the station as well the replacement of the wet well, pumps and control within the station. **Sidewalk and Americans with Disability Act (ADA) Projects: 29 Curb Ramps Replaced** - Sidewalk contractor Joseph P. Cardillo & Son, Inc., completed the replacement of 29 curb ramps along portions of Farm Street, Broadway, Lowell Street, Pleasant Street, Vernon Street, and Elm Street. **750 feet of Sidewalk Replaced/Installed** - Sidewalk contractor Joseph P. Cardillo & Son, Inc., completed installation of new sidewalk along Broadway at Foundry Street as well as Elm at Pine Hill Circle. **Albion Street** - The Engineering Division completed a Complete Street grant application with MassDOT in the fall of 2019 for the replacement of sidewalks on Albion Street (from Main Street to North Avenue). The application was successful and the Town was awarded approximately \$400,000 for the proposed sidewalk replacement. The Division will finalize project design, bidding and construction oversight in the 2020 construction season. **Transition Plan:** The DPW is continuing to develop and update the town's ADA Transition Plan which involves a self-evaluation to determine mobility obstacles within the Public Right of Way and municipal buildings. The Transition Plan also includes the development of an implementation and funding plan to support municipal compliance. The DPW reviewed current policies and procedures, on-street handicap parking spaces, curb ramps, snow & ice removal policies, the Town's website and notices and, the DPW details and specifications to identify potential barriers for the disabled. The

DPW also updated sidewalk and curb ramp inventories to develop a capital upgrade schedule. The Draft Transition Plan was updated based upon the collected information and presented to the Wakefield Commission on Disability in 2019. The DPW also applied for a grant with the Office to fund the evaluation of the Town building's mobility obstacles. The Transition is planned to be advanced over the 2020 calendar year.

**Cemetery Projects: 0.40 Miles of Roadway Rehabilitation:** Roadway contractor D&R Paving completed 0.25 miles of mill and overlay treatment within Forest Glade Cemetery at Sections Q, R and S. In addition to the mill and overlay work, D&R completed 0.15 miles of reclamation within Forest Glade Cemetery at the Main-Catholic B and C sections.

**Miscellaneous Engineering Projects: Online Plan View System** - The Engineering Division completed the deployment of a new online plan viewing system to allow residents, contractors and engineer/survey consultants to review the Divisions record plans and files. The project also included the scanning of several of the Division's record files. Lastly, the project also included the installation of a new computer at the Engineering Division's window in Town Hall to provide access to the online plan viewing and ROW permit systems.

**Wakefield Public Works Design and Construction Standards and Details:** Engineering Division staff continued updates to the Wakefield Public Works Design and Construction Standards and Details. The Standards layout the requirements for design and construction for all work impacting Town of Wakefield infrastructure including: the public Right-of-Way, pavement, sidewalk, water, sewer and drainage utilities. The new Standard and Details binder will be made available to design engineers and contractors through the Town's webpage as well as through the Engineering Division office. The Standards are expected to be completed in 2020.

**Right-of-Way Permitting:** The Division developed a new online ROW/Utility Permit Application process for the beginning of the April 2019 permit season. In total the Division performed application review and field inspection for 397 right-of-way and utility permits, an increase in 125 permits from the previous construction season. Right-of-way and utility permits are required for any project completed by a private contractor that will disturb to Town's right of way including: paving/patching, water/sewer extensions and/or connections and drainage work. Engineering staff ensures the construction work is completed in conformance with DPW Standards and details and completed by a contract approved to work in the Town of Wakefield.

**BUILDINGS DIVISION.** The Building Division of the Department of Public Works is responsible for the maintenance and

operation of 46 buildings which include school and town buildings. The inventory of buildings includes major facilities such as Town Hall, Public Works, Senior Center, all Schools and the Public Safety Building. The Division is also responsible for minor facilities such as storage buildings and field bathroom buildings. During the year work orders are processed through the DPW's work order system and consist of various types of work which include: electrical repairs and upgrades, HVAC preventative maintenance and repairs, HVAC filter replacement, carpentry, roofs and window repair, and other facility repairs and improvements. Other work that is accomplished by the division includes custodial services at the town hall, public works facilities, public safety, senior center, Landrigan field buildings and park facilities. The Building Division is also responsible for clearing snow and applying Ice melt to all entryways, emergency exits, walkways and sidewalks at the following locations: Town Hall, Senior Center, Public Safety Building, Americal Civic Center, Hurd School. During the year the vast majority work is accomplished by division employees and a small percentage is out sourced. Major Projects undertaken in calendar year 2019 include: **Town Hall** Replaced rotted fascia, soffit and trim on front of building; Exterior Painting; Interior Painting; Roof repairs; Replaced conference tables; Installed new hot water pump. **5 Common St.** Installed new windows on first floor; Installed new ceilings. **Americal Civic Center** Replaced stair treads; Replaced gym floor; Replaced front doors; Replaced exterior Sign; Replaced broken glass windows; Installed key card access. **McCarthy Senior Center** Installed 250 new snow clips on roof; Removed old flag pole and installed new flag pole with lighting; Relocated floor drain in basement bathroom; Replaced 120-gallon hot water heater; Replaced toilets. **North Ave Public Works** Constructed new stairs leading to wood shop; Roof repairs; Garage door repairs. **Public Safety** New carpet in Fire Department administrative offices; New carpet in conference room; Installed electrical outlets in Fire Department lockers; Interior painting; Installed new generator transfer switch; Updated Energy Management System for climate control. **Broadway Water Department** Replaced gutters; Exterior painting. **Cemetery** Replaced toilet and plumbing improvements. **Sydney St Standpipe** Constructed a new shed over water sampling site **Vinton St.** Replaced front door; Removed 500-gallon oil tank. **Walton School** Installed new gutter and dual rain barrel system. **Doyle School** New Water service for Sprinkler System; Constructed new Principals office; Removed 6,000-gallon underground oil tank; Installed new fire alarm system. **Greenwood School** Moved and installed donated shed; Installed new boiler; Roof

repairs; Installed new sink and piping in art room; Installed new water heater; Replaced back door windows; Constructed new stairs for dumpster; **Yeuell School** Completed 2<sup>nd</sup> phase of window replacement; Removed 8,300 gallon underground oil tank; Installed three 330 gallon interior oil tanks; **High School** Constructed new stairs to loading dock; New carpeting; Interior painting; Roof repairs; Replaced interior doors; Installed 50 cameras throughout facility. **Dolbeare School** Installed new Boiler; Roof repairs; Replaced two hot water pumps; Installed new gutter; Plumbing repairs. **Landrigan Field Facilities** Interior Painting. **Miscellaneous Projects Organized** and set up for Town council Meeting on the Common; Park bench repairs and painting. **Stormwater Division, Sustainability Program, Refuse and Recycling.** To continue the previous year's goals of making stormwater a more transparent conversation between residents and stormwater personnel, the Department worked to guarantee the accessibility of personnel and made an ongoing commitment to community outreach through improved website updates and information, clean water campaigns, participation at community events, and lesson plans for Wakefield Public Schools. The Department facilitated a complete overhaul of the Stormwater webpage to include the entire Stormwater Management Plan and its Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post Construction Stormwater Management, and Good Housekeeping sections, in addition to frequently asked questions, and resources. Frequent updates that can be found on the Town's website and Facebook page relating to seasonally relevant updates and postings that include myriad of recommendations, ongoing projects, events that residents, commercial, and construction entities can all look forward to, and even some more goofy staff videos. In addition to the updates and postings, the Division has worked to develop targeted campaigns to best provide best management practices for a variety of people in Town. In January 2019, the Department launched a Scoop the Poop campaign in conjunction with the Town Clerk's office. More than 500 residents pledged to properly dispose of their dog's waste in a trash bin, thereby helping to protect the Town's respective waterbodies. Pledgers were awarded a free waste bag dispenser. In the spring, the Department participated in the Galvin Middle School's STEAM night, The Beebe Library's Sustainability Series, and Kid Kindness events, discussing the importance of water conservation, rain barrels, stormwater management, and the variety of ways residents can save and reuse

water. A few months later, the Town their second community rain barrel program, selling about 150 Great American Rain Barrel barrels to residents, which in turn leads to the mitigation of excess runoff entering the Town's waterbodies. This past fall, the Department, in partnership with the Mystic River Watershed Association, led Environmental Science classes at Wakefield High School. The courses allowed the Department to engage with students directly regarding climate hazards, watersheds, wetlands, natural systems, pervious and impervious surfaces, and stormwater through a series of pictures, videos, and hands-on activities. "When rain and snowmelt run off paved surfaces, where does it end up? Water running into storm drains does not flow into storage treatment facilities, it drains directly into waterways. Through this interactive program, Wakefield students will discover what stormwater is, how it can be managed, and how people can help reduce stormwater pollution. Clean water- important to all life! How can you help?" Simultaneously, the Department reviewed and updated all employee trainings related to stormwater and Illicit Discharge detection and elimination, developed new and updated standard operating procedure for municipal good housekeeping and construction processes, provided a path of communication for ongoing projects as they relate to the Town's drainage system, and ensured that routine maintenance is prioritized.

**Refuse and Recycling.** Much like stormwater, the Department continued the goal of increasing communication and transparency surrounding refuse and recycling. To do this, the Department worked to engage residents at a variety of events, add additional resources to the refuse and recycling webpage, and curate new brochures. The Department continued its successful elementary education programs in which third grades are taught all about the wildlife benefits of proper recycling and fourth graders tour JRM's Green Works facility to get an even more in-depth experience of what the recycling process looks like after its picked up at the curb. Concurrently, the Department targeted waste reduction and clean recycling goals in the fall. In order to make these goals come to life, the Department acquired \$25,000 of grant funding for public space recycling and received approval to move forward with a curbside textile pick-up program. The public space recycling grant got the Town 18 new recycling barrels to be dispersed in public and park spaces in spring 2020, the textile curbside program is also slated to begin in spring 2020. **Environment and Sustainability.** In the realm of environment and sustainability, the Department received



\$18,000 to update the Town's Hazard Mitigation Plan (HMP). Over the course of the year, the Department worked retroactively to identify the impact of climate hazards from the past 40 years and the effect of said hazards on critical infrastructure around Town. The HMP planning process included multiple departmental meetings and public engagement and outreach in order to determine possible mitigation actions for future projects and grants. The Plan was presented to Town Council and adopted in July 2019. The Plan will be updated and resubmitted to the Town Council for approval, to include the Municipal Vulnerability Preparedness (MVP) Plan in early 2020. In the spring, the Department acquired \$56,000 for the MVP Planning Grant. The Department launched a six-month effort to start the conversation around climate change within the community. During the summer, the Department convened two workshops, a listening session, and multiple targeted trainings where local and regional stakeholders (e.g. Town departments, schools, local businesses, environmental groups, the Housing authority, the Senior Center/ Council on Aging, faith-based organizations, the Chamber of Commerce, and regional organizations) assessed current and future strengths and vulnerabilities and identified potential actions to create a more resilient community. Additionally, the Department conducted an online survey to reach people who were otherwise unable to attend information sessions in-person. In order to ensure the planning process lived on, the Department created the campaign #EnvisionWakefieldResilient. The Envision Wakefield Resilient campaign hosted a Preparedness Drive with the Wakefield Food Pantry, a Preparedness Training with the Wakefield/Lynnfield Chamber of Commerce, and an Emergency Management Focus Group on Vulnerable Populations. The MVP program will be finished in early 2020 and will provide additional tools (e.g. Resilience Framework and Dashboard) to ensure the program remains actionable once the plan is finished. The Department, along with representatives from Wakefield Municipal Gas and Light and the Environmental Sustainability Committee wrote a proposal for a Climate Resiliency and Sustainability Plan that will allow for the Town to continue the momentum from the MVP process and conduct a social vulnerability assessment and a greenhouse gas emissions assessment. The proposal will be submitted for grant funding in spring 2020. Submitted by: Claire Moss Environmental Manager, Town of Wakefield. **HIGHWAY DIVISION.** The Highway Division is responsible for the maintenance of 115 miles of roadway. Included with the roadway maintenance are the drainage systems, sidewalks, catch basin cleaning and repair, traffic and street

signs, street sweeping, leave and brush pickup, the collection of rubbish, recycling, and C.R.T's, propane gas tank disposal, School parking lot's maintenance, stripping crosswalks, center lines and parking areas, also the operation of the Nahant St. brush and leaf drop off center. This Division is also responsible for the sanding and salting and snow removal of all town roadways, all Public Schools, Public Parking areas, Public Safety Building, Town Hall, and Senior Center.

**TRAFFIC MARKINGS**

4" Single and Double Centerline	152,812 l.f
4" Edge line	108,940 l.f
12" Crosswalk and Stop lines	33,216 l.f.
4" Parking lines	12,814 l.f.
Crosswalk centers	8,574 l.f.
Directional arrows	130
Railroad crossings	26
8' only	51
8' School	18
6" Traffic circles	2

**TRAFFIC and STREET SIGNS.** Traffic signs installed or replaced 104. Street signs installed or replaced 25. Sign poles replaced 75. **ROADWAY IMPROVEMENTS – PAVED STREETS.** **Lowell Street** - Vernon St to Walden Rd; **Pleasant Street** - Lowell St to Brewster Rd; **Jordan Terrace** - Jordan Ave to Dead End; **Attwood St** - Oak St to Webster Rd; **Webster Road** - Attwood Street. **DRAINAGE SYSTEMS MAINTENANCE.** Cleaned Areas of Saugus and Mill Rivers; Cleaned, flushed and camera Drainage Pipes and Catch Basins at the following locations: Spring St #110; Jordan Ave at Walter Ave; Greenwood Ave at Pitman Ave; Main Street at North Ave; Montclare Ave at Fairview Drive; Green St at Sherman Road; Meriam St #32; Gumwood Lane #15; Mackenzie Lane #6; Rosemary Ave #20. **CATCH BASIN CLEANING and REPAIR.** Cleaned 901 Basins this calendar year; Repaired or Replaced 65 Catch basins and Manhole structures and Drainage pipes. **CRACK SEALING STREETS.** Carried over monies into fiscal year 2020 to align with pavement management plan. **REFUSE/RECYCLING.** Refuse collected for calendar year 2019 7,248 Tons; Recycling collected for calendar year 2019 2,010 Tons. **MISCELLANEOUS.** Weed roadside curb areas Spring thru Fall; Leave and Brush Curb Side Collections – (1) in May / (2) in November; Rivers and Brooks maintained throughout the year; Business district swept and policed for paper and trash daily; Hazardous Waste Day held at the High School in September; Nahant Street drop off center maintained and manned for residential leaf and brush drop off;

Repaired over 285 Potholes and Trenches this calendar year; Assisting other Divisions and Departments on various projects; Installed numerous traffic signs for Traffic Advisory Committee; In the process of replacing all out dated Street Signs as the budget will allow; Line Painting of various Town owned properties, Schools, Town Hall, Public Safety Bldg etc.; Loam and seed behind new and repaired sidewalks throughout the town; Repaired over 58 Concrete and Asphalt Sidewalks at various locations – safety improvements. During the 2019 calendar the Highway Dept completed over 516 Work orders. **PROJECTS.** Nahant Street recycling area improvements in progress including: material processing and removal and re-grading of the site and installation of material storage bins in 2019/20. Collaboration with other departments on the Doyle School and Greenwood School improvements. **WINTER PROGRAM.** Schools plowed, salted, and sanded along with 115 miles of roadways; Snow fence is installed on the Common in early December; Over 50 sand barrels are placed at hills and areas that are needed throughout the Town; Town Sanders and Plows are maintained on a regular basis; Winter potholes and trenches are filled and maintained as needed throughout the season; Snow Fall Total for Fiscal Year 2019 – 55 inches. Submitted by: Don Schneider, Highway Supervisor Town of Wakefield. **FORESTRY & PARKS DIVISION.** The Forestry Division is responsible for the planting, pruning, spraying and removal of public shade trees on public property throughout the Town. Extensive work is done seasonally around Lake Quannapowitt. The Park Division is responsible for the proper maintenance of the upper and lower commons, all parks, playgrounds, athletic fields, and many roadside areas, including twenty-two (22) islands. This division maintains over one hundred (100) acres of parks and recreational land under the Public Works jurisdiction. This division is responsible for all rubbish removal at all parks, school fields and downtown areas. Major emphasis is placed on athletic fields through an aggressive aeration and seeding program. This division is also responsible for cleaning and grooming the Town's four synthetic fields. This division is also involved in the setup and cleaning for major festivals that occur in the Town, and athletic games at Town and school fields. Forestry Division: 318 tree maintenance requests completed; 69 shade trees removed; 110 shade trees planted; 0 shade tree donated (\$4,500.00 Received Donations); 40 stumps ground. Park Division: Winter sidewalk plowing; 19 School Sand barrels; Cleaning and refurbishing filter berm on Lake Quannapowitt; Monitoring water level on Lake Quannapowitt; Involved in the setup and cleanup for town festivals and other events; Maintenance on all 13

playgrounds; Daily maintenance on all (14) Town ball fields; Set up and cleanup for all major school athletic events; Field line painting 76,883 L.F. / 14.56 miles; Seasonal roadside mowing; Collected refuse from parks and schools – 100.49 tons; Seasonal painting of all park barrels. Major Projects and Storms: Maintained the Wakefield Dog Park; Tree City USA Award – 18<sup>th</sup> year; Tenth year Town wide tree spraying via spraying budget; Increased effort for planting shade trees via shade tree budget; Provide Christmas tree pickup and recycling of debris; Tree wrapping with lights in down town area for year round decorations; Oversee the Town wide goose control program, calendar year 2019 showed a reduction in the Town's goose population; Eagle Scout Project: Paddy Heights rejuvenation; Dog Park installation/rehab; J. J. Round trail enhancement; Blatz Field construction project: Grading, Field, Fencing, completion spring 2020; Walsh Field fencing: Started install, completion spring 2020; Greenwood School playground: Design, layout, completion spring 2020. **CEMETERY DIVISION**. The Cemetery Division is responsible for the operation and maintenance of the Forest Glade Cemetery on Lowell Street and the Old Church Street Cemetery on Church Street. The seasonal tasks of lawn and tree trimming, as well as planting have grown each year. Newer sections "Q," and "R" are presently in use. This division installs all foundations, government plaques, markers, and government stones. The Cemetery expansion was completed with paved roads, irrigation, and marked out graves. This section is now in use. Major Projects: Planning and layout for cemetery cremation garden at Forest Glade Cemetery slated for 2020; Digital grave mapping slated for 2020. Cemetery Revenue: Number of foundations installed 62; Number of graves sold 63; Number of interments 126; Income from sale of graves \$ 51,200.00; Perpetual Care \$ 32,000.00; Sale of Services Revenue \$ 77,937.50; TOTAL REVENUE \$163,312.50. Submitted by: Denis Fazio; Parks, Forestry, Cemetery Supervisor Town of Wakefield. **FLEET MAINTENANCE DIVISION**. The Fleet Maintenance Division is responsible for the repair and maintenance of all vehicles from the following divisions: 140 D.P.W. pieces of equipment; 28 police dept. vehicles; 4 fire dept. vehicles; 6 school dept. vehicles; 2 council of aging vans; 1 building inspector's car; 1 animal control officer's truck. the division provides preventative maintenance on a scheduled daily basis. all minor repairs and most major repairs are done in house. Fleet Maintenance responsibilities also include writing the specifications to cover the needs for each division purchasing vehicles. Vehicles purchased For the Public Works: Two (2) vehicles for Engineering Dept.; One (1) pickup truck for administration;

One (1) pick up for Buildings Dept.; One (1) Dump truck for Highway Dept.; With Sander, Hot Box, Catch Basin, and 2 containers; One (1) Pickup Truck for Forestry Dept.; One (1) service truck for Water Dept.; Two (2) vehicles for IT Dept.; One (1) Bus for Council on Aging. Also responsible for providing all Departments including the Gas and Light Departments with both Unleaded Gasoline and Diesel Fuel. Submitted by: Denis Gorman; Fleet Supervisor Town of Wakefield. **Water Division.** The Town of Wakefield used approximately 703 million gallons of water in FY 2019. This water is supplied by two sources, namely the MWRA and the Wakefield Broadway Treatment Facility utilizing Crystal Lake as the source water supply. The Water Division is responsible for the operation and maintenance of the Broadway Water Treatment Plant, the Linden Street Pumping Station, the Montclare Ave. Booster Station, the Sidney Street Booster Station, and the Sidney Street Water Storage Standpipe. The Division is also commissioned with the maintenance and repair of the entire distribution system, the monitoring of all water quality testing and reporting as required by the Massachusetts Department of Environmental Protection (DEP). **Water Distribution System.** The Town's distribution system consists of approximately 110 miles of water main piping. This system requires constant maintenance to ensure proper operation, reduce system interruptions, provide sufficient water for fire protection, and ensure water quality. Examples of Distribution system maintenance include but are not limited to; repairs to water main breaks, replacement of older mains, service lateral replacements (water main to curb stop), water main flushing, leak detection, replacement / repair of gate and curb boxes, Dig Safe mark-outs, gate valve box locating-marking-clean out, gate valve exercising, water main shut downs, pipeline disinfecting and testing, fire hydrant replacements, repairs and winterizing, inspections to new installations and repairs by contractors, maintenance of pressure reducing valves, water booster stations, and inspection and maintenance of the Sidney Street water storage standpipe. **Broadway Water Treatment Plant.** The Department operates the Broadway Water Treatment Plant. The treatment plant draws its source water from Crystal Lake. The water treatment process includes; Intake screens, Fluoridation, Slow Sand Filtration, Disinfection, and pH adjustment. The plant is operated by departmental staff licensed as State Certified Treatment Plant Operators. **Water Quality.** The Department performs weekly bacteriological sampling at 11 sites strategically located throughout the system to provide a representative overview of the entire system. This sampling is conducted to monitor against the presence of pathogenic

bacteriological contamination. This sampling also provides proof of proper disinfection, and confirms the presence of a distribution system disinfectant residual. **Cross Connection Control.** The Department continually maintains an active Cross Connection Control Program. This program consists of regular testing of existing backflow devices to ensure proper protection from backflow and back-siphonage of contaminants into the drinking water system. The program also conducts surveys of facilities throughout the Town in order to identify and protect against potential new sources of contamination. **Water Meters.** The Department reads approximately 9000 water meters per billing quarter (36,000 per year); along with multiple additional meter readings for new accounts, change of ownerships, repairs, replacements, etc. Throughout the year multiple new meters are installed to service new accounts, while older meters are constantly being replaced to upgrade the system. Examples of additional maintenance on water meters includes replacing frozen or damaged meters, repairing leaks, repairs-replacement-rewiring of outside registers and transmitters. **Automatic Meter Reading (AMR).** The Town is continuing the process of replacing all of the system's water meters and installing Automatic Radio Reading equipment. Appointments are scheduled for each home, technicians replace the meter in the basement and a new radio transmitting device is installed outside of the home as a replacement to the existing manual reading receptacle. These meter replacements have and will continue to streamline the meter reading and billing process, substantially improving efficiency and accuracy. **Fire Hydrants.** The Department maintains approximately 900 public fire hydrants throughout the distribution system. Hydrants require constant ongoing maintenance in order to ensure proper operation during emergency firefighting situations. The Water Department winterizes hydrants that hold groundwater each year to prevent these hydrants from freezing. At this time caps are removed, hydrants holding water in the barrel are pumped down and food grade antifreeze is added to prevent freezing. During general hydrant maintenance the condition of the hydrant is evaluated, and work orders produced for any needed repairs. Caps are removed, cleaned, and lubricated to ensure operation when needed. Hydrants known to hold water are checked periodically throughout the winter. Hydrants are also checked for proper operation during water main flushing. Each year the Department cleans and paints a portion of hydrants as an ongoing maintenance process. Each year a portion of the systems older hydrants are replaced with new hydrants. Hydrants are

also used for a variety of distribution maintenance functions such as water main flushing, water quality sampling, pressure testing and monitoring. **Work Manager System "Peoples GIS"**. Along with the continual day to day maintenance and repairs to the water system, the Water & Sewer Divisions were assigned and completed multiple additional service requests generated by the Town's Work Manager System "Peoples GIS". These requests cover a wide variety of repairs, installations, and situations responding to both the residents and system's needs. **Snow and Ice**. Both the Water and Sewer Departments participate in all town snow and ice removal operations. All Department personnel and equipment are involved in clearing snow and ice during storm events. **Emergency Service**. For emergency service please call the Wakefield Water / Sewer Division, 24 Hour Emergency Telephone 781-246-6318. Submitted by: Steven Fitzpatrick; Supervisor, Wakefield DPW Water & Sewer Divisions. **Sewer Division**. The Sewer Division is responsible for the operation and maintenance of the entire wastewater collection system. **Collection System Infrastructure**. The collection system is comprised of an estimated 95 miles of sewer main and approximately 8500 sewer service laterals. The collection system mains, service laterals, manholes, structures, covers, etc., require constant maintenance to ensure proper operation, reduce service interruptions, and to prevent back-ups, surcharging and overflows. Examples of some routine required maintenance performed on the system include; main flushing and jetting to reduce the buildup of grease and settled debris leading to main blockages, root cutting and treatment to clear and prevent the reoccurrence of root intrusion, assisting in the cleaning and treating of service laterals (Property owner is responsible for service laterals on private property), repair and rehabilitation of manholes, covers, and structures, Dig safe mark-outs for excavations, pipe repairs and or replacement of broken mains and services, inspections of new sewer mains, service installations, and repairs by contractors. **Pumping / Lift Stations**. There are nine (9) Pumping / Lift Stations utilized in the waste water collection system: Farm Street Station, West Park Drive Station, Plaza Road Station, Findlay Street Station, Audubon Road Station, Bay State Road Station, Lakeview Ave Station, Main St @ Central St Station, and the Spaulding Street Station. These stations collect wastewater from low-lying areas and discharge to points in the collection system at higher elevations allowing the flow to continue by gravity. These stations require constant maintenance of pumps, compressors, tanks, controls, and alarms to ensure proper operation, uninterrupted service, and prevent system back-ups and overflows. The

Department has an ongoing program for the replacement/rehabilitation of aging wastewater lift / pumping stations. The Farm Street Station (the largest station in the system with a capacity of 8 MGD) rehabilitation was completed in 2004. The West Park Drive station rehabilitation was completed in 2005. Both the Main Street @ Central Street Station, and the Audubon Road Station rehabilitations were completed in 2008. During 2016, the Lakeview Avenue Station, Spaulding Street Station, and Plaza Road Station were all successfully rehabilitated and are currently on line. In 2018 the Finlay Street Station was completely rehabilitated. In 2019 the Bay State Road Station was completely rehabilitated. This completes the entire sewage pumping lift station replacement / rehabilitation project of all nine stations. **Inflow and Infiltration (I&I).** The Department is constantly working in conjunction with the engineering division and the town's consulting engineers to identify and remove extraneous flows into the collection system (I&I). A few examples of "Inflow" sources include; roof leaders tied into the collection system, basement sump pumps discharging to the homes sewer service, other drainage systems tied directly to the sewage collection system. Examples of "Infiltration" sources include: broken or cracked sewer mains and services, loose or missing sewer covers and caps, and other defects in system piping and components that allow groundwater and or rainwater to enter the system. These flows enter the collection mains and can exhaust the system's capacity resulting in sewage surcharging, overflows, and back-ups. The additional flows due to Inflow & Infiltration significantly add to the equipment maintenance, utility and manpower costs associated with operating the system. Identifying and removing flows from Inflow & Infiltration sources reduces the annual metered volume of wastewater discharged from the Town of Wakefield into the MWRA system. This can result in significant reductions to the Town's MWRA annual waste water assessment. The Town is continuing the process of installing a control and data collection system on multiple sewer stations that will enable data from these sewage stations to be collected and analyzed by the town. This information will greatly enhance the town's ability to identify sewage flow volume and discharge patterns that identify inflow and infiltration sources. **Work Manager System "Peoples GIS".** Along with the continual day to day maintenance and repairs to the water system, the Water & Sewer Divisions were assigned and completed multiple additional service requests generated by the Town's Work Manager System "Peoples GIS". These requests cover a wide variety of repairs, installations, and situations responding to both the residents



and system's needs. **Emergency Service.** For emergency service please call the Wakefield Water / Sewer Division, 24 Hour Emergency Telephone # 781-246-6318. Submitted by: Steven Fitzpatrick; Supervisor, Wakefield DPW Water / Sewer Division.

# **Education**

## **Reports of**

SUPERINTENDENT OF SCHOOLS

SCHOOL COMMITTEE

LUCIUS BEEBE MEMORIAL LIBRARY

NORTHEAST METROPOLITAN  
REGIONAL VOCATIONAL SCHOOL

# Report of the Superintendent of Schools

The vision and mission of the Wakefield Public Schools is to empower our graduates to be confident, lifelong learners who are respectful and caring members of their community. In 2019 we continued to use our Core Values joined with our Mission and the WPS Instructional Strategy to prepare our students for college, career and community by providing them with a rich and challenging curriculum, high quality instruction, and learning experiences designed to meet their individual needs and interests. The Wakefield Public Schools employ 567 people in seven bargaining units all working with the common purpose of educating 3510 students in grades PreK-12 and POST Academy. The WPS instructional strategy focuses on the academic core in three parts, Quality Teaching, Rich and Challenging Curriculum, with an Individualized Student Learning objective that targets student growth and inclusive practices. All of the planning and decision making happening in the district starts and ends with the instructional strategy. This guides our leadership and instructional practices as we work to improve each year. Attracting, developing and retaining exceptional teachers continues to be at the heart of the WPS Instructional Strategy to continue to grow our exceptional school system. Wakefield boasts the highest retention rate for teachers in the Middlesex League which is a testament to the on-going community support and respect we have for our teachers. In 2019, the Wakefield Public Schools made substantial progress toward the improvement and assessment targets set annually by the Massachusetts Department of Elementary and Secondary Education (DESE). With steady growth for most subgroups in tested subjects, the high school notably met and exceeded targets in the high needs and economically disadvantaged subgroups in Math and ELA, while maintaining a graduation rate of 97.8%. This is a significant accomplishment and we are very proud of the work our teachers are doing supporting and teaching all students. Supporting the development of exceptional, learning ready facilities continues to be a goal of the Wakefield Public Schools. Our population of students is changing and there is a greater demand for science, technology, engineering, art and mathematics courses at younger and younger grades. Our music and performing arts programs continue to be among the very best in the State. We have increased offerings in World Language in grade five and have added a dual language recognition or Seal of Biliteracy for students who have demonstrated competency in two languages at the high school level. In 2020, we will be using the WPS Curriculum Review and Assessment Cycle to review our math curriculum and math programs. A significant accomplishment in 2019 was the successful submission and acceptance of two Massachusetts School Building Authority (MSBA) Statements of Interest (SOI) to support the replacement of the Greenwood Elementary School roof and the replacement or renovation of Wakefield Memorial High School. Replacing the Greenwood Roof and increasing ADA accessibility as part of the project will create a better learning environment for students. Working with the MSBA and Community

Stakeholders to improve the high school will have a very positive effect on teaching and learning. Additionally, the needed facility improvements at the high school will support the WMHS NEASC accreditation as well. As we move into 2020, we will continue to focus on developing instructional practices that prioritize equity, access and growth for all students. We will also be taking the long view on goal setting and strategic planning focusing on grades PreK-2, investing more significantly on Early Childhood Education, Special Education Programs and STEAM Opportunities for students. We will be doing an enrollment study to assess community growth and the capacity of our schools and the new high school facility. Wakefield is a terrific place to work and grow as an educator. I know I speak for the admin teams, faculty and staff when I say we are grateful for the on-going support from the community.

# Report of the School Committee

The Wakefield School Committee had another successful year. We said goodbye to long time committee member Greg Liakos who did not seek re-election and welcomed back Thomas Markham III. Mr. Liakos could always be counted on as a voice of reason and a balanced perspective during sub-committee work. Mr. Markham's experience and close ties to the community continue to be an asset on the committee. We welcomed new members Suzy Veilleux and Thomas Flynn after the April Town Elections. Chris Callanan was elected Chair, Aimee Purcell was elected to be Vice Chair, and members Colleen Guida and Anne Fortier continue as active and valued members. We hired a new School Business Administrator, Christine Bufagna, after the departure of Michael Pffiferling in August. Ms. Bufagna is a core values match and has worked hard to make relationships and learn about our budgeting and human resource systems. Our student population remains relatively constant at 3500 strong, in grades preK-12, a small change for us is our growing ESL population. Due to the expansion of some special education programs and added staff, several students with needs were able to stay in-district. This resulted in a significant cost savings to the community. All seven of our bargaining units' contracts expired June 30, 2019 and our Labor Relations team successfully completed agreements with six of the seven bargaining units by June 2019. Unit A, our teachers' contract is still unsettled at this time but the negotiating teams are collaborating and making positive head way. Additionally, Wakefield administrators successfully applied for two grants from the Massachusetts School Building Authority (MSBA) this year. One grant is for an accelerated repair to support the replacement of the Greenwood elementary school roof. This work will include some overdue upgrades to increase ADA accessibility and is scheduled for completion this summer 2020. The second MSBA grant approved is to support the Wakefield Community assessment and evaluation of Wakefield Memorial High School. We will begin our first phase of developing a plan to create a new Wakefield Memorial High School with the eligibility period beginning April 1, 2020. Kudos to our Superintendent Doug Lyons and his team on this major milestone.

# Report of the School Department Budget

The expenditures for the 2019-20 school year were as follows:

Personnel: 32,596,054

Contractual: 3,329,193

Materials: 1,693,704

Sundry: 26,985

Sped Tuitions: 2,461,785

Total: 40,107,723

Capital: 51,416

Transportation: 115,000

## **Grants**

262 - Early Childhood - \$36,689

240 - Federal Special Education Entitlement - \$869,237

317 - METCO - \$370,733

140 - Title IIA Teacher Quality - \$56,535

305 - Title I - \$116,896

237 - Coordinated Family & Community Engagement - \$139,840

Circuit Breaker Special Education Reimbursement - \$1,793,923

The year saw 7 staff members retire from the system. We are indebted to those professionals for their years of service to not only the Wakefield Public Schools, but to the many students who passed through the doors.

Name of Retirees: Sheila Barry; Arthur Beebe; James Callanan; Barry Fitzgerald; Peiling Lu; Jean Maio; Gail Miller-Shapiro; Elaine Pirello; Ellen Reilly; Joanne Ryan; Susan Serino; Paul Uva; Gayle Wettach.

# Report of the School Committee

The Wakefield School Committee had another successful year. We said goodbye to long time committee member Greg Liakos who did not seek re-election and welcomed back Thomas Markham III. Mr. Liakos could always be counted on as a voice of reason and a balanced perspective during sub-committee work. Mr. Markham's experience and close ties to the community continue to be an asset on the committee. We welcomed new members Suzy Veilleux and Thomas Flynn after the April Town Elections. Chris Callanan was elected Chair, Aimee Purcell was elected to be Vice Chair, and members Colleen Guida and Anne Fortier continue as active and valued members. We hired a new School Business Administrator, Christine Bufagna, after the departure of Michael Pffiferling in August. Ms. Bufagna is a core values match and has worked hard to make relationships and learn about our budgeting and human resource systems. Our student population remains relatively constant at 3500 strong, in grades preK-12, a small change for us is our growing ESL population. Due to the expansion of some special education programs and added staff, several students with needs were able to stay in-district. This resulted in a significant cost savings to the community. All seven of our bargaining units' contracts expired June 30, 2019 and our Labor Relations team successfully completed agreements with six of the seven bargaining units by June 2019. Unit A, our teachers' contract is still unsettled at this time but the negotiating teams are collaborating and making positive head way. Additionally, Wakefield administrators successfully applied for two grants from the Massachusetts School Building Authority (MSBA) this year. One grant is for an accelerated repair to support the replacement of the Greenwood elementary school roof. This work will include some overdue upgrades to increase ADA accessibility and is scheduled for completion this summer 2020. The second MSBA grant approved is to support the Wakefield Community assessment and evaluation of Wakefield Memorial High School. We will begin our first phase of developing a plan to create a new Wakefield Memorial High School with the eligibility period beginning April 1, 2020. Kudos to our Superintendent Doug Lyons and his team on this major milestone.

# Report of the Special Education Department

The department provides or arranges for the provision of each of the elements of the I.E.P.s (Individualized Education Programs) of students in need of special education from the ages of three through twenty-two, ensuring that a continuum of services and differentiated placements are available to meet the needs of the students with disabilities. The district takes all steps necessary to ensure compliance with all elements of I.E.P.s, including vocational education. During the school year 2019-2020, the Special Education Department has continued to focus on social emotional health and learning. With additional counseling staff added for this school year, we have been able to service more students and address more emerging needs. Social emotional learning is important to address so that we can continue to see progress for students within the classrooms when working on curriculum. The district continues to support the monitoring of our Social Emotional Strategy through our full-time district wide Behavior Coach by creating action plans to produce positive inclusionary practices in both our general education classrooms and within our special education services. The Special Education Department has also been busy working on programming for students with Language Based needs by developing new programming at the Galvin Middle School. With the help of a newly hired teacher and imbedded professional development through consultation with Landmark, our integrated approach for servicing students with Language Based needs has received positive feedback. This collaboration, professional development and research will only improve the positive programming and services for students already established by Wakefield Public Schools.



# Report of the Wakefield Academy

Wakefield Academy currently serves over 600+ students on a day-to-day basis. Our programming consists of educational enrichment opportunities, such as academic support, STEAM-related classes, social emotional/mindfulness, culture and history, computers, music, and art. We are staffed by a variety of personnel including teachers, paraprofessionals, nurses, students (college and high school), and former school employees. Each instructor brings a variety of experiences to academy, and helps us deliver the best programming possible. Wakefield Academy currently has five before school programs (Doyle, Dolbeare, Greenwood, Walton, and Woodville) and six after school programs (Doyle, Dolbeare, Greenwood, Walton, Woodville, and Galvin). Our morning enrollment averages 35 students, while our afternoon enrollment averages 70 students across our district. In addition to our daily programming we also offer enrichment opportunities for all Wakefield Public School (WPS) students. These activities include teacher led initiatives as well as, Pedro's Judo, Kidcasso Art, Kids' Test Kitchen, Sports Zone 101, Wicked Cool Science, Chess Wizards, Right Brain Curriculum, Shannon's Yoga, Chess Empire, Move2Joy, On Site Archery, Stoneham Bank and Mad Science. These activities have brought an additional 500 students into Wakefield Academy programming, separate from the 600 students enrolled on a daily basis, for a total of approximately 1100 students involved in some capacity. We have received tremendous support for our enrichment offerings again this year, and will continue seeking partners throughout the spring to add to our fall 2020 programs. February and April Vacation Programs, Professional Development half-day programs, and summer programs are offered for students in grades PK-8. These programs include structured activities as well as presentations and field trips. These programs are offered outside of the before/after school programming and are available to all WPS students within the age parameters listed above. All programs strive to enrich the educational experience provided by our schools. Additional information can be obtained by visiting our website or by visiting our Facebook page.

# Report of the Schools Facilities Department

## **2019 Capital Projects**

### **Wakefield Memorial High School**

- HVAC upgrades – new compressor and ductwork installed to supply Library and the front section with A/C
- Walk-in freezer & refrigerator renovation – refurbished 2 interior walk-in refrigerator and 2 interior walk-in freezers. Renovated outdoor walk-in freezer to repair ice buildup.
- Targeted window replacement – replaced weathered Plexiglas with glass windows.

### **Galvin Middle School**

- N/A

### **Woodville Elementary School**

- Dishwasher install to support cleaning items used for the satellite food services program.

### **Dolbeare Elementary School**

- PA System upgrade to add speakers and volume so announcements can be heard in the event of emergencies

### **Greenwood Elementary School**

- New Playground to replace existing structure

### **Walton Elementary School**

- N/A

### **Doyle Elementary School**

- Sprinkler System installed for Fire Emergency safety
- Upgraded Fire Alarm Panel for Fire Emergency safety

# Report of the Wakefield Public Schools Technology Department

## **Technology Staffing**

In July of 2019, the Technology Department hired Julie Cushman as our new IT Support Specialist.

## **Project #1 Security Cameras at Wakefield Memorial High School**

In an effort to increase the safety of our schools, we installed security cameras at Wakefield Memorial High School

## **Project #2 Improved Communication for Emergency Responders WMHS and Woodville**

Due to the poor cellular service on Farm St, Wakefield Public Schools installed wireless repeaters at the High School and Woodville Schools to ensure emergency responders service in the event of an emergency.

## **Project #3 High School Helpdesk Program**

Per the current technology plan, Wakefield High School students are now invited to participate in a Help Desk program to improve the availability of tech support in the building for students and staff.

## **Project #4 Grade 3 Chromebook Refresh**

## **Project #5 Galvin Middle School 1:1 Restructure**

It was determined that having middle school students carrying Chromebooks around the building was not the ideal situation so we've not switched the model to classroom carts. This has resulted in less damage to devices, which in turn ensures more reliable access to devices for all students.

# Report of the Guidance Department

The Wakefield Memorial High School guidance department assisted 226 students in graduating in June of 2019. They reached their post-secondary goal in various forms, 79% went on to four-year colleges, 13% to two-year colleges, 6% joined the workforce, and 2% went to trade school, prep school or joined our armed forces. Two hundred and two members of the senior class took 398 Advanced Placement exams in 24 subject areas. Seventy-Two percent of the students received a grade of three or better, which is worthy of college credits from the colleges they plan to attend. Beginning in the 2019-2020 school year, *all* AP students will take the AP Exam. The dropout rate for school year 2018-2019 was 0.3%. The entire staff and faculty work diligently to assist the guidance staff in developing successful four-year plans for all our students. Counselors attend special education and 504 team meetings, consult frequently with staff and administration, comprise the majority of intervention and crisis teams, and act as the primary contact with families and community support agencies. The Wakefield Memorial High School and the Galvin Middle School staff are working as a team to enhance the transition from 8<sup>th</sup> to 9<sup>th</sup> grade for all students. On December 5, 6, and 9th, WMHS hosted all 8th graders from the Galvin for a two-hour visit to assist the 8th graders prepare for their transition to WMHS. The visit included a school-wide tour conducted by WMHS students. The tour had multiple stops where the 8th graders learned about all of the opportunities offered at WMHS. Presentations were made by both staff and WMHS students at each stop. During the second half of the visit students traveled to the Savings Bank Theater to hear three WMHS students provide a detailed description about their own experience at WMHS and offer their advice to the Class of 2024. In order to address the increasing need for supporting students' mental health and their social/emotional wellbeing, the WMHS Guidance Department added the position of Adjustment Counselor for the 2019-2020 school year. The purpose of the adjustment counselor position is to provide one-on-one counseling targeting a specific social/emotional goal. Students are referred to the adjustment counselor through our Intervention Process. The goal is to provide six to eight weeks of counseling, but this time frame can be extended if recommended by the adjustment counselor. In addition to one-on-one counseling, the adjustment counselor holds

group sessions targeting specific mental health and social/emotional needs. Feedback from both students and staff regarding this additional level of support has been overwhelmingly positive. The Guidance Office also acts as the Registrar's Office of the school and by December 2019, thirty-two new students entered Wakefield Memorial High School. The guidance staff plays an instrumental role in acclimating a large population of new students into the wonderful culture of Wakefield High. Along with a compassionate staff, the office is supported by our teaching assistant, Julia Carino. Technology continues to be a large part of the Guidance Office. The Ipass student information system is used to manage the building, and to create and monitor the master schedule. The guidance and teaching staff use it as well as a means of collecting data on grading, attendance, discipline and state reporting. The Naviance program collects data on college applications and admission trends. The program is also accessible to students to use from home in order to search colleges and careers. Students are introduced to the Naviance program in their sophomore year with an introduction to Career Interest Profiler module. We are using both these programs to electronically transmit transcripts (early transcripts, first term grades, mid-year grades and final grades), our school profile, counselor reports and teacher recommendations directly to post-secondary institutions. The "bring your own device" initiative has become embedded and has dramatically enhanced the department's ability to work with students around these programs. The Guidance Department recognizes that one of the most effective ways of communicating with students is via the students' cell phones. Beginning in the spring of 2020, guidance counselors will be utilizing the Remind.com program to improve communication with the students. The program allows counselors to send text messages to students' phones regarding important timely information. Students in the class of 2019 submitted on average 6 college applications each resulting in the guidance office processing 1,434 initial transcript requests. Our students have applied to 291 different colleges and yielded 728 reported acceptances. Students in the class of 2019 attend 85 different schools of higher education. WMHS staff and students have expressed great satisfaction with this product and we all benefit from a reduction in paper, copier and postage costs; and from an increase in efficiency, documentation, and time to focus on teaching and learning. WMHS continues to provide full access to the Iparent module of Ipass which offers parents on-line access to grades, teacher rank books, schedules and biographical data. Starting with school year 2016-2017 all student progress reports and report cards are posted in Iparent

accounts and no longer printed. This module also allows for parents to update the biographical data thus supporting the district in having access to real-time communication/emergency data. Also starting school year 2016-2017, WMHS students have access to Istudent accounts where they can access the same data as their parents. In addition, all students' accounts at WMHS are attached to a parent email which allows the district to communicate fully with all families and all students. Staff and students appreciate the town's support in purchasing and supporting these technology programs. During the spring of 2020, the Galvin Middle School and Wakefield Memorial High School are offering a depression awareness and suicide prevention training for the 8th and 11th grades as part of the *SOS Signs of Suicide® Prevention Program*. The program encourages students to seek help if they are concerned about themselves or a friend. The SOS Program is the only youth suicide prevention program that has demonstrated an improvement in students' knowledge and adaptive attitudes about suicide risk and depression, as well as a reduction in actual suicide attempts. The goals in participating in this program are straightforward: To help our students understand that depression is a treatable illness; To explain that suicide is a preventable tragedy that often occurs as a result of untreated depression; To provide students training in how to identify serious depression and potential suicide risk in themselves or others; To impress upon youth that they can help themselves or others by talking to a trusted adult about their concerns; To teach students who they can turn to at school for help, if they need it. The students will view an instructional video, participate in a discussion and then take a survey. The mental health team will review the findings and any child at-risk or in crisis will privately meet with a student support staff member and that person will reach out to the parent/guardian to discuss an action plan. This may include a recommendation for follow-up counseling or a crisis response.

2019 Graduates

John Amalfitano
Marc Amalfitano
Talat Aman
Christopher Anastasiades
Emma Anderson
Aidan Armstrong

Gina Barbera
Jacob Bassett
Christopher Beaudoin
Eadeen Beck
John Bengtson
Jacqueline Bentubo
Lindsay Bergholtz
Emily Berinato
Eric Bielakiewicz
Elizabeth Bishop
Matthew Boudreau
Casey Brackett
Darimel Brea
Gabriella Brown
Peter Buckley
Skyler Burns
Anna Buswell
Hannah Butler
Richard Cadigan-McCarron
Francesco Calamonic
Thomas Callaghan
Allison Calnan
Caroline Capistran
Madison Carito
Ali Carr
Caitlin Cataldo
Max Catanzaro
Nicholas Cecere
Rachel Chanley
Samantha Chen
Joshua Cieniewicz
Ryan Cobb

Shoshanna Cohen
Grace Collins
Jessica Conley
Nicholas Connor
Tristen Coughlin
Norah Coyne
Sophia Cresta
Aidan Cusack
Marcos D'Oleo Guerrero
Emma Dannenberg
Matthew Dardis
Kyrah Davis
Alexandra DeCecca
Ashley DeCecca
Dale Denham
Ashley DiBella
Julia DiFazio
Derek DiMascio
June DiMeglio
Luke DiMella
Gabriella DiPaolo
Anthony DiStasio
Ryan Donald
Shailey Drucker
Samantha DuPont
Joshua Ell
Tara Ellis
Abbigayle Fantasia
Nicolas Fazio
Rebecca Firlotte
Kasey Fleming
Shannon Foley



Isabel Fortier
Anthony Forziati
Lismeidy Francisco
David Franco
Francesca Frate
Riley Frederick
Gavin Frey
Alana Galatas
Thomas Galvin
Sarai Gedeus
Bridget Glendye
Jaime Greatorex
Juliette Guanci
Daniel Guarino
John Hannigan
Patrick Hannigan
Justin Harding
Thomas Harrington
Michaela Hartz
Rachel Hatheway
Fiona Heffernan
Esdras Hernandez Mendoza
Caroline Herzog
Erich Hickey
Joshua Holbrook
Patricia Hubbard
Taylor Hubbard
Rebecca Hunt
Caroline Hurley
Abdul Iftikhar
Ngozi Iwunze
Rachel Janielis

Anna Beatriz Jorge
Sean Joudrie
Michael Jucewicz
Sara Junta
Casey Kearney
Ariana Keefe
Laura Keegan
Isabella Kehoe
Robyn Kelley
Tara Kelley
Jill Kiley
Jorie King
Rachel King
Rachel Kunz
Shane Lacombe
Nicholas Lamberti
Derryn Langlois
Ashley LeBlanc
Cameron LeBlanc
Christina LeBlanc
Amanda Lee
Aguila Lever
Brooke Lilley
Nicole Lima
Stacy Litzos
Richard Longo
Michael Lucey
Samantha MacDonald
Ryan MacNevin
Michelle Maffe'
Nicholas Major
Brianna Malerba

Katherine Maloney
Elizabeth Marando
Ellen Marcelo
Ariana Margolis
Carter Margolis
Daniel Marinaccio
Molly Martine
Isabela Matosic
Jack Matuszewski
Joseph Mauriello
Bridget Maynard
Brian McGonagle
Brian McGunigle
Richard McNamara
Shant Melkonian
Sixto Merced
Julia Michaud
Samuel Millstone
Destiny Mirabello-Moore
Harini Mohan
Thomas Mottl
Jocelyn Murray
Claudia Nerden
Emily Norton-Hughes
Kirbie O'Brien
Thomas O'Brien
Nolan O'Callahan
William O'Keefe
Gianna Palmerino
Gabrielle Pandolfo
Mason Parece
Matthew Pecjo

Alexa Pesce
Patrick Pierce
Joshua Polischuk
Madison Power
Henrique Preve
Samantha Prosperi
Olivia Racamato
Jake Regan
Samantha Robinson
John Roche
Tamara Rodrigues
Aaliyah Romanelli-Jones
Olivia Romano
Andrew Rosenberg
John Russo
Shwaonsky Saintilma
Gabriel Sanders
Connor Santos
Derrick Scheeler
Henry Schurter
Michael Sciarappa
Yash Shah
James Shaw
Jake Signorello-Liotine
Laura Silk
Juliana Simons
Samuel Simpson
Thomas Sinatra
Rohan Singhvi
Owen Slattery
Brian Smith
Vanessa Smith

Emily Sovay
Ava Spies
Robert Stack
Joseph Stanley
William Stevens
John Stocking
Jonathan Stumpf
Marco Sukkar
Katherine Sullivan
Jennifer Summers
Anthony Tamagini
Alexa Tammaro
Ryan Tarpey
Haley Tecce
Samantha Tecce
Richard Tobin
Gwendolyn Townshend
An Tran
Quy Tran
Gina Tropeano
Ava Vaughan
Tyler Veerman
Giovanna Velardo
Sebastian Wallace
Amanda Westlake
Samantha Yandell
Calvin Yee
Michael-John Yirrell

# *Report of the Lucius Beebe Memorial Library Board of Trustees*

In 2019 the Lucius Beebe Memorial Library served its patrons as a cultural hub and reliable source of information and knowledge, partnering across the community to build a unified Wakefield. The library reached out to the community, bringing together members of town government, board members of local charities, and other Wakefield institutions to form a Strategic Planning Advisory Committee, to lay out a roadmap for the library's five-year strategic plan. The library also worked to host the American Creed program to foster dialogue between people with divergent political views and strengthen civic discourse in town. And the library worked with local police and social workers to ensure that patrons in need of special services were connected with the resources they needed. It goes without saying that all of this is thanks to the hard-working people involved with the library: the dedicated staff and volunteers, the committed Friends organization, and the essential support of town leadership and residents. With everyone reaching for a common goal, the library remains focused on expanding education and knowledge for all of Wakefield.

In particular the library's digital offerings continue to expand, delivering more options for patrons than ever before. Wakefield's access to a growing selection of e-books and audiobooks, multiplied by access to all digital collections in Massachusetts, allow the library to evolve with its patrons. Checkouts of electronic media reached an all-time high in 2019, with the Hoopla and Kanopy digital services seeing more activity than ever before, offering e-books and magazines, music, movies, and television.

The library continued to partner with many other groups as well, from the US Small Business Administration to get the word out to small business owners in town about available resources, to Sustainable Wakefield on raising awareness on how to contribute to sustainability initiatives at home. And librarians visited each of the local elementary schools to promote reading in grades kindergarten through 4, all as a precursor to

their annual partnership for summer reading; this year's theme was A Universe of Stories.

The library is always looking to expand programming for children and young adults, and 2019 was no exception. The library hosted its first ever BeebeCon, a local version of the pop culture conventions that have exploded in popularity in recent years. A program series focusing on life skills high school kids need as they reach adulthood was introduced. And the library hosted children from the Tall Spire Nursery School on a field trip; it also hosted a meet-and-greet event for children starting kindergarten last fall.

On top of all this, the library maintained their usual variety of long-running, highly successful programs. Plaza Jazz has become a staple of summer activities in Wakefield, and 2019 was a banner year, drawing people to our vibrant downtown Thursdays all July and August. The always-popular lapsit and toddler storytimes for the youngest patrons continued to draw crowds and allow families with young children to connect. The adult reading clubs, French lessons, and genealogy discussion for adults bring people together over common interests, and the Keep Me Safe program for families extends the library's partnerships with police and emergency services in town, while amplifying information about safety resources. The library hosted talks by local authors and a series of talks on international travel. News and Views continues to invite patrons to discuss the news of the day. And the library is looking to the future, with plans to set up an area for newer technology.

Along with Plaza Jazz, Beebe Library extended its reach into the community in other ways. The library continued its 'pop-up' library at several locations, including the town Farmers' Market and Festival by the Lake. The library's support of Wakefield 101, a program to introduce new residents to town, continues to connect new residents with library services.

Under the leadership of Chair Susan Wetmore, the library and Wakefield Lynnfield Chamber of Commerce produced the 12th annual Blossoms at the Beebe, with this year's theme "Masquerade Gala." The event was attended by town council members and other local leaders, community members, and guests from surrounding towns. The library's share of the proceeds paid for Plaza Jazz, News & Views, adult programs, and capital improvements.

Finally, the Board would like to thank Holly Turner and Kim Nolan, who moved on to other opportunities after years of service to the library, and we would like to extend our heartfelt gratitude to Becky Rohr, who retired this year, for her dedication and service to the library. We thank the Town of Wakefield for its continued support, and wish everyone a wonderful year.

Respectfully submitted,  
Jeffrey Quinn, Secretary  
Kevin P. Scanlon, Chair  
Chris Barrett  
Laura Cutone Godwin  
Tim Healy  
Aimee Lominac  
Adam Rodgers  
Cindy Schatz  
Susan Wetmore

## *Report of the Library Staff*

### **Director**

In addition to the many programs and services described in the following departmental reports, the library dedicated time and resources in 2019 to crafting a five-year Strategic Plan. The process was designed to discover the needs, aspirations, and opinions of community members; redefine the library's mission; develop goals and objectives to satisfy that mission; and create concrete, actionable steps toward meeting those objectives.

Consultant Barbara Alevras of Sage Consulting conducted surveys, visioning exercises, and focus groups that provided data which informed our planning work.

In the end, our mission remains constant: *To engage our community in lifelong learning that builds knowledge and promotes understanding.*

The library's goals and supporting objectives rest on five pillars:

### **Literacy**



Championing literacy and the value of reading for all ages and abilities through programming, services, and access to a broad collection.

### **Technology**

Fostering proficiency in technology and information literacy skills by ensuring access to both new technology and trusted information to use it effectively.

### **Communication**

It is not uncommon for the library to be asked to perform a service it already does, or to host a program it has already presented. Clearly, with so much competing for attention, news and information about the library gets missed. This is the goal that all others rely upon: increasing visibility and awareness of library services and programs.

### **Connection**

Beebe Library is *Where Wakefield Connects*. The library seeks to build connections that strengthen our communities.

### **Relevance**

To remain relevant, the library must adapt its services and spaces to suit current needs. The staff must continue to develop resilience in the face of change.

The Strategic Plan guides the work of library staff in meeting Wakefield's needs. The plan also ensures eligibility for state and federal grant funding. The entire plan can be found at [wakefieldlibrary.org](http://wakefieldlibrary.org).

Respectfully submitted,  
Catherine Ellis McDonald  
Library Director

### **Assistant Director and Head of Public Service**

#### **Personnel**

The following personnel changes occurred in 2019:

Head of Technical Services Rebecca Rohr retired after 31 years of service.

Reference Librarian Alyssa Staples was promoted to replace her.

Part-time Reference Librarian Brigid Black was promoted to full-time to replace Alyssa Staples. Alyssa True was hired to fill the part-time Reference position.

Administrative Assistant Kimberly Nolan resigned. She was replaced by Stephanie Catalini.

Part-time Childrens Librarian Holly Turner resigned. She was replaced by Annie Hochheiser.

Part-time custodian Christian O'Brien resigned. He was replaced by Steven Thompson.

Mia Dardis and Cindy Rodrigue were hired as pages.

### **Volunteers**

Emily Douglas, an undergraduate student at Connecticut College, interned at the library over the summer. Over the course of 300 hours, Emily assisted with programs, helped set up Plaza Jazz and shadowed librarians in all departments.

The library continues to appreciate the efforts of the public school department's SEEM Academy as well as several Senior Tax Work-Off volunteers in keeping our shelves orderly and dust-free. Eight volunteers continue to deliver to local homebound patrons.

### **Friends of Beebe Library**

Due to the burning of the First Baptist Church in October 2018, the Friends were forced to seek an alternate location for their annual June book sale. Waterstone Place at the head of Lake Quannapowitt was without a tenant at the time and allowed the Friends to use their space free of charge. The sale was one of the most successful to date. By year end, the search was still ongoing to find a more permanent book sale home.

The Friends continued to fund children's programming, the library's museum pass program, and the town-wide calendar, among other initiatives. The library greatly appreciates their support.

For information on becoming a Friends member or volunteer, go to [www.friendsofbeebe.org](http://www.friendsofbeebe.org) or pick up a form at the library.

### **Blossoms at the Beebe**

The twelfth annual Blossoms theme was "masquerade." The joint fundraiser of the Wakefield Lynnfield Chamber of Commerce and Beebe Library takes months of planning by a large group of volunteers led by Susan Wetmore. The event relies on volunteers, donors, and attendees

for its continued success. Attendees at the year's sold-out event once again raised funds to enhance the library facility and services.

### **Materials and Services**

The library was fortunate to receive a grant from the American Library Association to create programming surrounding the PBS documentary *American Creed*. Partnering with the Wakefield Human Rights Commission, the library offered a screening of the film and two well-received scholar-led discussions.

Librarians from all departments collaborated on two major programs this year. The first, held in the winter and spring, was a series called *Life 101: Leveling up to Adulthood*. Over the course of seven programs, participants learned job skills, basic home and car maintenance, beginner personal finance, and self-defense.

The second collaboration produced *BeebeCon*, a day-long ComicCon-style event for families. Nearly two hundred people attended a variety of events from light saber training to a costume parade, drawing lessons, and all manner of craft activities. The library intends this to be an annual event in September.

In February, the library organized the display of *Herblock Ever Green* in the Adult Graphic Novel section. On loan for free to libraries from the Herb Block Foundation, this traveling five panel exhibition displayed reproductions of the work of legendary Washington Post editorial cartoonist Herb Block, famously known as "Herblock."

The library again worked with the Town of Wakefield and the Wakefield Lynnfield Chamber of Commerce to produce *Wakefield 101*, a twice-yearly orientation for new residents. This open house provides new residents with access to representatives of town departments and community groups, as well as gifts and information from local businesses. More than 65 new residents attended the events, which will continue to be held in 2020.

A related program, *Wakefield from the Inside Out*, offered residents an opportunity to learn more about getting involved in town, including serving on a committee or board, running for office, or attending town meeting.

During the first half of 2019, the library continued offering adult programming related to Sustainability, a series begun in the fall of 2018. In September, the library launched a new series of lighter, creative events titled *Just For the Fun of It*. Programs were many and varied and included everything from an armchair tour of the Museum of Bad Art to craft programs to hiking lectures. The series will continue through June 2020.

To improve service within the building, public computers from the Living (magazine) Room off the main lobby and from the Adult Nonfiction section on the second floor were relocated to the Reference area on the main level. This placed all adult public computers in one location, enabling librarians to more easily assist patrons and troubleshoot machines. It also allowed for the removal of two rarely-used printers. Additional tables and chairs purchased for the Living Room are able to serve as a collaborative work space for small groups.

Respectfully submitted,  
Jaclyn Powers  
Assistant Director and Head of Public Service

## **Readers' and Information Services**

### **Reference**

The Reference department now focuses as much on programming and technology as it does on collections and traditional reference services.

The library continues to handle reference requests by phone, fax, online chat, in person, and by electronic mail at [email@wakefieldlibrary.org](mailto:email@wakefieldlibrary.org).

The library continues to provide free internet access via twenty-four public computers, equipped with Microsoft Office software, research databases, and games. Use of our desktop computers continues to decline as more patrons connect to the wireless network with mobile devices. During 2019, all adult computers were consolidated into the Reference area to allow for more efficient assistance, supervision, and troubleshooting.

### **Materials and Resources**

Ebooks and streaming media continue to be popular, and Wakefield residents were able to access thousands of titles from both our OverDrive, Hoopla, and Kanopy services, as well as the OverDrive

collections of other Massachusetts consortia. These platforms provide free access to library cardholders to ebooks, audiobooks, music, and movies. Almost 400 new Wakefield patrons signed up in 2019. Wakefield patrons borrowed over 34,000 downloadable items in 2019, more than ten percent of our total checkouts.

Wakefield is fortunate to benefit from state funding for a wide range of online research databases, available at workstations throughout the library and also from home. Additional resources are funded locally for Wakefield residents, such as Ancestry.com; the online versions of Consumer Reports and Consumers' Checkbook; Value Line and Morningstar Mutual Funds; NoveList for reading suggestions; Pronunciator, an online language learning program covering more than fifty languages and English as a Second Language; and GenealogyBank, which provides access to historical American newspapers, including 150 from Massachusetts. This year we added Niche Academy, which provides short online training videos for many library services and other popular topics.

Also introduced this year is a free app for mobile devices made available by NOBLE that allows patrons easy access to the catalog and their online catalog account, including a digital version of their library card. All of the library's online research tools can be found at [www.wakefieldlibrary.org/databases](http://www.wakefieldlibrary.org/databases).

Wakefield patrons can also search the statewide Commonwealth Catalog, which provides an easy way to search twelve Mass. library networks simultaneously and place and track their own requests. The catalog is online at [www.commonwealthcatalog.org](http://www.commonwealthcatalog.org), and linked from the local catalog.

Beebe Library's historical collections are accessible in both the NOBLE Digital Library, available at [heritage.noblenet.org](http://heritage.noblenet.org), and also the Massachusetts Digital Commonwealth, which collects historical images from around the state at [www.digitalcommonwealth.org](http://www.digitalcommonwealth.org). As part of our continuing partnership with Boston Public Library, the last one hundred years of Wakefield Street Lists are being digitized and will soon be on our web site with other local archives. All of these digital collections are available on the library's web site at [www.wakefieldlibrary.org](http://www.wakefieldlibrary.org).

As part of an upcoming inventory management project, staff carefully reviewed the adult collections, refreshing them with updated materials and better display. We continue to shrink the reference collection as more information becomes easily available through other sources.

### **Programs and Outreach**

Reference staff coordinated 227 adult programs this year, thanks in part to funds raised by Blossoms at the Beebe. Librarians offered events at the Senior Center, schools, local groups, and restaurants. The library's complete program schedule is available on the library's web site, and patrons can register online. The following programs in 2019 drew almost 3,300 participants to the library and other venues:

#### **Arts, Culture, Sci/Tech, Fitness, Civics**

- American Creed Conversations
- Green Cleaning
- Heat Pumps and Weatherization
- Just For the Fun of It: Create Your Own Bad Art
- Just For the Fun of It: Create Your Own Terrarium
- Just For the Fun of It: DIY Holiday Gifts
- Just For the Fun of It: Drumming
- Just For the Fun of It: Hidden Hiking Gems
- Just For the Fun of It: Museum of Bad Art
- Just For the Fun of It: Pottery
- Landlord/Tenant Rights
- Making the Most of LinkedIn
- Protecting Yourself from Identity Theft
- Sustainability Series – Whimsical Weaving Crafts
- Wakefield From the Inside Out – Getting Involved in Town Government
- Wakefield 101 Orientation for New Residents
- Winter Wellness with Essential Oils
- Yoga for Better Sleep
- Yoga for Spring Renewal

#### **Genealogy**

- Introduction to Genealogy (Six Week Course)
- English Genealogy
- Irish Genealogy
- Italian Genealogy
- Introduction to Online Genealogy

- One-on-One Genealogy Sessions

#### Programs on Books & Reading

- Beach Reads - Librarians' Suggestions for Summer
- Fireside Book Chats - Librarians' Suggestions for Winter
- Books by the Lake - Monthly Book Discussion
- Books on Tap - Monthly Book Discussion
- Supper Sleuths - Monthly Mystery Discussion
- Timeless Tales – Monthly Classics Discussion
- Author Jane Healey, *The Beantown Girls*
- Author Norm Gautreau, *The Light from the Dark Side of the Moon*
- Author Hallie Ephron, *Careful What You Wish For*

#### Travel, Nature & Gardening

- Mass. Audubon - Island Hopping
- Mass. Audubon - Trinidad
- Casey the Cruise Ship Librarian
- Sustainability: Biomimicry
- Sustainability: The Buzz About Bees
- Sustainability: Water Conservation
- Sustainability: The Green Engineer
- Sustainability: Marine Life of New England
- Sustainability: More Than Honey (film)
- Sustainability: Nature's Solutions
- Sustainability: Plug into the Sun (solar power)
- The Traveling Librarian Goes to Croatia
- The Traveling Librarian Goes to Southern Greece
- The Traveling Librarian Goes to Laos
- The Traveling Librarian Goes to Malaysia
- The Traveling Librarian Goes to Malta
- The Traveling Librarian Goes to Oman
- The Traveling Librarian Goes to Northern Sicily
- The Traveling Librarian Goes to Southern Sicily
- The Traveling Librarian Goes to Slovenia
- Wingmasters – Birds of Prey

#### Ongoing Groups

- Beebe Flicks Movie Night
- Board Game Night
- French Club - Weekly French Conversation Group
- News & Views Current Events Discussion Group

- Opera Club
- Plaza Jazz - Outdoor Summer Music Series
- Trivia on Tap

#### Off Site Programs

- At the Senior Center - The Traveling Librarian
- Presentations at the Retired Men's Club
- Monthly Book Buzz Discussion Program on WCAT
- Books on Tap – Monthly Book Group for Millennials

In addition to programs, numerous local artists displayed their works in the Reference area's Blake Gallery, showcasing local talent from students and adults in photography, watercolor, oils, and fiber arts. If you are interested in showing your work, please contact the Reference Department.

Reference and Youth Services librarians once again coordinated with school personnel to promote summer reading to Wakefield High School and Middle School students. In addition to the popular annual displays of books, librarians visited the schools to talk about the program with over 1,200 students at both schools.

Reference librarians do monthly *Beebe Book Buzz!* book talks with WCAT that are aired on that local cable station and archived on their YouTube channel.

This year, librarians coordinated with service providers in the community to create and distribute a brochure listing resources for people experiencing homelessness.

Librarian Beth Radcliffe continued to coordinate the nine generous volunteers of the homebound delivery program who take library materials to ill or disabled residents. Please contact the Reference Department if you or someone you know could benefit from this service.

#### Communications

The library's web site at [www.wakefieldlibrary.org](http://www.wakefieldlibrary.org) is the easiest way to access information about library programs and services. The Library also collaborates with the Town to maintain an online community calendar where residents can find and promote local events, meetings, and



activities. The calendar can be found on both the library and town web sites.

The library's newsletter now has more than 4,500 subscribers who receive news about library events and programs via weekly e-mail. The library can also be found on Facebook, Twitter, Instagram, and YouTube, where "fans" stay up to date on library news and share ideas and feedback.

In addition to their normal reference duties, Reference Department staff actively participated in and chaired network and statewide professional committees in organizations such as NOBLE, the Mass. Library System, and Evergreen Community Development Initiative, and attended and conducted workshops and conferences on a range of professional library issues. They also participated in local groups such as Wakefield Main Streets, the Town Branding Committee, and the Wakefield Suicide Prevention Coalition.

Respectfully submitted,  
Jeffrey M. Klapes  
Head of Reference and Information Services

### **Youth Services**

The Youth Services Department worked during 2019 to simplify the summer reading program for patrons, collaborate with the public schools, and provide innovative program options for patrons of all ages.

#### **Programming**

Activities for elementary aged children became a Beebe Library staple during 2019, with arts and crafts classes, escape room, technology take-aparts, LEGO construction challenges, and other activities offered throughout the year to engage this age group.

Story times for children under five years old drew hundreds of families. Parents and caretakers learned about early literacy skills and how to nurture them, and types of activities and books to use with their children.

The sexual abuse prevention program, Keep Me Safe class, filled each session for the first time since its inception. The program age range was changed to include children ages 4-7 and met as an afterschool series.

Third Thursday Book Club encouraged parents of third- and fourth-graders to read a common book and later come together at the library with other families to share their observations. Children read deeply, stimulating comprehension and critical analysis. Meetings included an activity and a snack.

Sing-Alongs with Peter Sheridan provided music and stories for the very young.

Bilingual Endeavors conducted an English/Spanish story series, exposing children under the age of five to a language other than their own.

In February, Young Adult Librarian Casey Chwiecko coordinated a series for pre-teens and teens called *Life 101*, which aimed to impart life skills such as changing the oil in a car, cooking a meal, home maintenance, self-defense, cooking skills, and navigating awkward social situations.

Casey also coordinated *BeebeCon*, September's library-wide, comicon-style event for all ages that we hope will become an annual event.

### **Library-School Cooperation**

The library participated in Wakefield Parent University, presenting two sessions of the workshop *Raising and Supporting a Reader* and staffing a display table featuring information on downloadable materials available through the library.

In February, Walton School invited the Youth Services librarians to introduce new series books to second-graders. The staff used an interactive format that was so successful that the staff was invited back to present to all the other Walton grades.

New this year, the library held two Kindergarten Meet and Greets for incoming Kindergartners and their parents. Children contributed their handprints to a card for their school principals, listened to Kindergarten stories, received a gift book, and enjoyed cake. Children from all four elementary schools participated.

### **Summer Reading Program**

Goals for summer reading included simplifying the program format, digitizing publicity, and refining the suggested and required reading lists.

Librarians collaborated with school media specialists to identify strengths from the previous year, like the S.T.E.A.M (Science, Technology, Engineering, Arts, and Mathematics) guide to library interest areas, and suggested reading lists that were posted on WakefieldReads.org and the library website.

The summer reading program, *A Universe of Stories*, included themed programs like Space Colony LEGO Challenge, Moon Landing Anniversary Party, Space Craft Wars, Balloon Stamping Planets, Glow-in-the-Dark Bouncy Balls, and a Historic Women program with actress Sheryl Faye as astronaut Sally Ride.

Children received a BINGO sheet full of activities to complete and earn prizes.

Buzzy the Bee, the library's mascot, once again was "hidden" at local businesses. Children won a prize for finding Buzzy.

Young Adult students (grades five and up) received a prize at each library visit. Young adult summer activities included Tiny Sport Olympics, "Paint Night" Day, Henna Tattoos, and Creative Storytelling.

An after-hours party for reading achievement and program participation was the grand prize for the YA program. Teens and pre-teens played minute-to-win-it games and took part in an ice cream Sunday bar.

The library publicized the summer reading program electronically instead of sending home print publicity with each student. Youth Services staff visited all four elementary schools, Galvin Middle School, and Wakefield Memorial High School to promote the suggested reading books and *A Universe of Stories* summer reading program.

The summer reading program was funded by Friends of Beebe Library. Boston Bruins, Massachusetts Library System (MLS), and Massachusetts Board of Library Commissioners (MBLC) provided support materials for libraries across the state.

### **Preschool Outreach and Early Literacy**

The Youth Services staff made visits to Doyle Early Childhood Center, KinderCare, and Children's Center of Wakefield.

Tall Spire and Canterbury visited the library for tours and stories. SEEM collaborative special needs preschool class visited the library in June.

### **Meetings and Professional Development**

Youth Services staff participated in several statewide organizations, attended professional workshops and conferences, served on committees to enhance library services to youth, and conducted professional workshops for librarians.

Respectfully submitted,  
Nancy Sheehan  
Head of Youth Services

## **Circulation Services**

### **Circulation**

Circulation increased in 2019 due in large part to the implementation of automatic renewals, which began in August. All eligible items automatically renew if they are not returned by the due date. Eligible items must be owned by Wakefield, have remaining renewal(s), and not have any holds. Autorenewal is a convenience to patrons and standardizes circulation data among libraries.

989 new library cards were issued in 2019.

In June, NOBLE moved to the Evergreen web client, the first major change since switching to Evergreen in 2012. The transition was fairly seamless in terms of routine circulation activity. Several months of training and choosing to make the switch a week early meant that we were well prepared.

### **Museum Passes**

The pass program, including the reservation software, is sponsored by Friends of Beebe Library. 1,710 passes were checked out, which means more than 5,000 individuals were able to benefit from the program. The most popular passes in 2019 were New England Aquarium, Zoo New England, Museum of Science, Boston Children's Museum, and Peabody Essex Museum.

### **Pop Up Library**

In addition to monthly appearances at the Wakefield Farmers Market, Beebe Library popped up at the Festival by the Lake, the Gator Gallop, and the Healthy Living Expo.

Respectfully submitted,  
Meaghan F. Kinton  
Head of Circulation Services

### **Technical Services**

The Technical Services department provides support in the ongoing management of the library's collections and the library's computer network. Alyssa Staples assumed the position of Head of Technical Services following Becky Rohr's retirement after 31 years of service. Ms. Rohr provided extensive training and thorough documentation to ease this transition, and the staff is very grateful for her tireless efforts.

### **Collection Management**

The department manages the electronic ordering and receiving of new books and other materials. A major reorganization of our Ingram accounts was undertaken to reduce small shipments, promote sustainability, and streamline the invoicing process. A major new release of the Evergreen web client, the integrated library software, proved a significant undertaking that included a large-scale training initiative for all staff and revised procedures for data entry of books, non-print, and magazines. Serials procedures were researched and revised by the Head of Technical Services and the Assistant Director. Two new staff members were trained on Technical Services and IT basics for everyday use.

### **Computer Network**

The Technical Services department provides support to computer users on an ongoing basis. The department continues to follow a planned rotation schedule for computers, printers, and software. This past year, the department oversaw the move of our Living Room and Adult Nonfiction computers to the Reference area to facilitate troubleshooting with Reference staff. Hardware updates included the installation of a new Fiction catalog computer, the scheduled replacement of 25 staff computers, hard drive upgrades to Adult Public computers, a new Microfilm computer, a network switch, wireless hotspot batteries, multiple barcode scanners, and computer monitors. In addition, the department applied software upgrades throughout the year to all

desktop operating systems, office productivity software, Internet browsers, antivirus software, and software used for administrative functions. Additional ongoing software upgrades include iPad software, instant messaging software, PC reservation software, security software used to protect public computers, security camera software, and software that provides remote updating of applications on public and staff computers. The library's wireless network was upgraded and included the installation and setup of nine wireless access points throughout the building which has increased usage and wireless performance. The aforementioned Evergreen web client necessitated significant software installations and updates to staff computers and laptops.

Respectfully submitted,  
Alyssa Staples  
Head of Technical Services

### Library Statistics

<b>Resources</b>	
Core Collections	
Physical Print	101,955
Physical Media	9,729
Digital Holdings	22,593
Graphic and Equipment Collections	
Artwork	41
Digital Images	1092
Equipment (telescope, DIY, laptops, etc.)	4
Maps	107
Microfilm reels	1,991
Photographs	55
Postcards	63
Museum Memberships	17
<b>Circulation</b>	
Physical Print	244,932
Physical Media	58,633
Digital	36,029
Total Annual Circulation	339,594
Museum Passes	1,710

<b>Reference</b>	
Reference Questions	23,141
Interlibrary Loans to Wakefield	26,122
Interlibrary Loans from Wakefield	24,267
Documents Notarized	593
Documents Faxed	547
Visits to Library Website	346,784
<b>Program Participation</b>	
<b>Adult Services</b>	
Book Discussions	40
Book Discussion Participants	437
Programs	187
Program Participants	3,370
Reference Appointments	23
Reference Appointment Participants	23
<b>Children's Services</b>	
Story Hours	221
Story Hour Participants	6,049
Children's Programs	95
Children's Program Participants	1,509
Summer Reading Program Registrants	790
Summer Programs	79
Summer Program Participants	2,363
Young Adult Programs	51
Young Adult Program Participants	576
Class Visits to the Library	4
Classes Visited by Librarians	89
<b>Meeting Room Reservations</b>	170
<b>Patron Traffic</b>	
Annual Traffic	207,915
Daily Average	606
<b>Digital Communications Subscribers</b>	
Email newsletter	4,510
Facebook	2,683
Twitter	1,291

Instagram	773
<b>Volunteers</b>	
Homebound Delivery Patrons	4
Homebound Volunteers	9
General Library Volunteers	7
Volunteer Hours	960



# Report of the Northeast Regional Vocational High School

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL ADMINISTRATION

SUPERINTENDENT-DIRECTOR

David DiBarri

PRINCIPAL-DEPUTY DIRECTOR

Carla Scuzzarella

DISTRICT SCHOOL COMMITTEE

SCHOOL COMMITTEE CHAIRMAN

Deborah P. Davis - Woburn

VICE CHAIRMAN

Judith M. Dymont - North Reading

SECRETARY

Peter A. Rossetti, Jr. - Saugus

TREASURER

Larry Means - Stoneham

ASSOCIATE TREASURER

Vincent J. Carisella - Wakefield

COMMITTEE MEMBERS

Michael T. Wall - Chelsea

Robert S. McCarthy - Reading

Jeanne M. Feeley - Malden

Ronald J. Jannino - Revere

Henry S. Hooton - Melrose

Grant Leung - Winchester

Dawne H. Armitstead - Winthrop

## NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 Hemlock Road - Wakefield, Massachusetts 01880-3597

### ANNUAL REPORT 2019

#### OUTSTANDING STUDENT AWARD

Alexis Gallotto from Saugus a student in the Health Assisting program was chosen as Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

### **\*NATIONAL TECHNICAL HONOR SOCIETY**

The Northeast Chapter of the National Technical Honor Society held its annual Induction Ceremony in April. At the ceremony, 1 Senior and 60 Juniors were inducted. There are a total of 60 Technical Honor Society members for the 2018-2019 school year.

### **\*NATIONAL HONOR SOCIETY**

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in April. At the ceremony 16 Juniors and 2 sophomores were inducted for the 2018-2019 school year bringing the total membership to 32.

### **SCHOLARSHIP COMMITTEE**

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 133 deserving students at the annual Senior Recognition Night. A total of \$47,550.00 was presented to Northeast students who will be working in their vocational fields, entering trade apprentice programs, or going on to one, two, or four-year programs at accredited colleges, universities, and trade schools. These awards and scholarships provide the students opportunities to purchase tools and equipment, and assist in offsetting the expense of attending institutions of higher education.

### **SCHOOL WIDE PROFESSIONAL DEVELOPMENT 18-19**

The goal of professional development is to:

- Ensure that staff members are in compliance with current regulations enacted by the Massachusetts Department of Elementary and Secondary Education (DESE).
- Guarantee that all staff members are knowledgeable of legislation impacting the educational process of the commonwealth.
- Make staff members aware of the most recent trends and strategies in the district's mission of improving student achievement.

The activities that met these goals during the 2018-2019 school year included:

#### **First Day Back Professional Development Day (August 27, 2018):**

Included training on observation and evaluation, school culture and team building through One School – One Book activities and book discussion. In addition, training was held on Special and General Education Laws, Civil Rights, and Discipline.

### **Second Day Back Professional Development Day (August 28, 2018)**

Teachers had the opportunity to choose from a variety of sessions centered on differentiation in both the shop and academic setting during four hours of professional development time.

### **New Teacher and Second and Third Year Teacher Monthly Professional Development Meetings**

Teacher training included Creating a Classroom Culture, Goal Setting, Well-Structured Lessons, Meeting Diverse Student Needs, Adjustment of Practice, Sharing Conclusions with Students, Two-way Communication, Student Motivation and Self-Assessment.

### **Student Safety Concerns (November 13, 2018)**

The school resource officer worked in conjunction with the Deans and the Administration to host Alice training to the entire staff and students.

### **Professional Development Day – Engaging All Students (January 22, 2019)**

Teachers had the opportunity to choose from a variety of sessions centered on differentiation in both the shop and academic settings during seven hours of professional development time.

### **Instructional Rounds – Engagement**

Administration and Teachers had the opportunity to perform seven rounds of instructional rounds during the school year (roughly every other month) and ask non-judgmental questions of what they saw (I See and I Wonder) in order to help establish the focus for the Professional Development in School Year 2019-20.

### **2019 SUMMER TRANSITION PROGRAM:**

The Summer Transition and Enrichment Program at Northeast Metropolitan Regional Vocational School is a two-week program that ran from Monday July 9th until Friday July, 20th. This program was conducted as a transitional experience for students entering grade 9 in August 2018. This transition opportunity providing mathematics, English language arts, and career and technical introductory activities is funded by the federal Title 1, and Carl D. Perkins grants. The students are provided with busing to and from school, and a mid-morning snack. These services, as well as the program itself are run at no cost for the students or parents/ guardians. The students are divided into twenty

groups of no more than ten students. These groups spend one half of the morning split between mathematics and English Language Arts. The other half of the morning is spent in a career and technical mini exploratory exercise.

## **SUPPORT SERVICES**

The Northeast Student Services staff offers support and counseling to all students through individual and group counseling, specialized workshops and presentations, health services, and mediation services. All Northeast counselors are certified as School Adjustment Counselors and are qualified to handle a wide range of student issues. Two School Adjustment Counselors are bilingual (Spanish-speaking).

The Career Counselor provides career awareness and career development services to all students. The Career Counselor and School Adjustment Counselors provide specialized support to students enrolled in non-traditional vocational areas. Two School Nurses provide health services.

Support counseling groups are established each year based on student needs. Counseling groups for social skills development, anxiety management, non-traditional support, and English Language Learner support groups have been offered in the past.

The School Adjustment Counselors provide individual counseling support and crisis intervention to all students as needed. They will provide support to homeless students, assessing their special needs and coordinating with the Homeless Liaison (Administrator of Student Services). They also are responsible for developing and monitoring Section 504 Accommodation Plans in conjunction with the Administrator of Student Services. School Adjustment Counselors collaborate with school personnel, family members, doctors, psychiatrists, outside therapists, social workers, police, court personnel, and others.

The School Adjustment Counselors work to connect students and families with community based mental health services as needed. Elliot Community Human Services of Lynn serves as our crisis intervention linkage for emergency mental health services in the community.

The Bilingual School Adjustment Counselors provides native language support (Spanish) as needed to limited English proficient students and families across all grades. They provides specific support to the English Language Education program at Northeast, but support other Northeast Latino students and families as needed. Translation services (oral and written) and interpreting services are often required for parent communication throughout the building, and as needed, the counselor coordinates with all departments to assist. Referrals are made to a Spanish-speaking Psychologist for testing for Special Education evaluation. Coordinator for translation in other home languages is done on an as needed basis.

Career counseling and the college application process are emphasized by all school counselors. The Career Center is the focal area for a well-planned four-year career development program that prepares all Northeast students for their individually chosen career paths. The curriculum focuses on career assessment; career information and requirements; employability and entrepreneurial skills; interviewing skills; portfolios; and resume preparation. By providing assessments to evaluate skills, interests, and work values, the Career Counselor works with the School Adjustment Counselors to assist freshmen in their vocational selection process and upper-class students with linkages to post-secondary education and employment opportunities.

The Career and Adjustment Counselors provide directed support to those students who are enrolled in career areas that are considered non-traditional for their gender. Students have the opportunity to participate in support groups, specialized presentations, and field trips that prepare them to understand the benefits of non-traditional choices, to manage challenges in each occupation and to understand the required post-secondary linkages to achieve their goals. The School Nurses have coordinated support services for pregnant and parenting teens with outside providers affiliated with local hospitals. In addition, they provide support to students with chronic medical conditions, coordinating with parents, doctors, nurses, etc. The School Nurses work closely with the School Adjustment Counselors to coordinate assistance when mental health needs arise. They also work closely with the Deans when emergency medical evaluations are required.

The Intervention & Prevention Coordinator at Northeast works collaboratively with the Administration, Guidance, and Teaching Staff

to ascertain high risk needs areas for students and coordinate comprehensive intervention and prevention services utilizing internal and external resources. The IPC collaborated with outside Public Health agencies and utilized best practices in prevention services. The IPC Served as a liaison for Northeast Metro Tech on Public Health community teams to bring resources to our school. The IPC focused on the following areas during the school year: substance abuse, vaping, diversity, bullying prevention, conflict resolution, mental health.

In addition to the support provided by the counseling staff, the Special Education Department offers a TEAM meeting process that promotes monitoring of student progress and educational support. Each Special Education student is assigned a Liaison who is a teacher in the Special Education Department who oversees progress in relation to the Individual Education Program, communicating with parents, teachers, and counselors to help all students achieve success.

The Northeast Mentoring Program is a freshmen transition program that matches junior and senior mentors with small groups of freshmen students. The Northeast Mentors present the Freshmen Orientation day for freshmen and then meet with their groups throughout the year to offer support and to deliver positive lessons that promote a positive school climate. The mentors are trained in a leadership climate by the student services staff, developing a core of approximately 90 peer leaders from 11<sup>th</sup> and 12<sup>th</sup> grades.

The After-School Help Program is one of educational assistance provided to students having difficulty with one or more academic subjects by academic and vocational teachers. This free assistance is offered every Wednesday in the library from 2:45-3:25. Water and snacks are provided as well as free transportation home.

Special school-wide workshops and presentations are offered through the year for different groups of students. Each year, all freshmen participate in group workshops focusing on identifying the signs of depression and gender equity issues. Large group assemblies and presentations have been offered focusing on goal setting and acts of kindness, substance abuse, teen dating issues, tolerance, character building, and others.

On a larger scale, the student service emphasis is on communication –

communication with students and with parents. Mid-term progress reports are sent to parents each trimester and report cards are sent home three times per year. E-mail communication is welcomed and progress update meetings are held as needed. Parents and guardians are asked to be involved with all class scheduling activities.

Post-graduate planning information is shared through career assessment and planning activities. Additionally, the Guidance department held a FASFA night was held in January for parents to offer free support with financial aid specialists. A college planning night was held in April for sophomore and junior parents. Career Plans are sent home annually for parent review. Language development is communicated for Limited-English proficient students through assessment data and parent meetings. It is our goal to service all students equitably while attending specifically to those who have specific life challenges.

#### **GRANTS RECEIVED IN FY 2019:**

##### **Entitlement and Allocation Grants**

##### **Title II, Part A: Improving Educator Quality, Fund Code: 140**

The purpose of this federal grant program is to increase student achievement through comprehensive district initiatives that focus on the preparation, training, recruitment, and retention of highly qualified educators. These funds were utilized to support professional development in supervision.

##### **Federal Special Education Entitlement, Fund Code: 240**

The purpose of this federal entitlement grant program is to supplement local and state funds in providing services to students with disabilities. This funding source provides professional development for teachers of students with disabilities in addition to providing extended school day and extended school year (summer) learning opportunities for this targeted population.

##### **Special Education: Program Improvement Grant Fund Code: 274**

The purpose of this state-funded grant program is to support professional development activities that will improve the quality of the services provided by the special education staff. During school year 2016-17 the focus of this funding was to research the positive

placement data for students with disabilities over the past three years. This data will be used to determine best practices in the career pathways to assist our graduates from this targeted population secure high paying, highly skilled positions that are in high demand either after high school or upon completion of post-secondary education.

**Title I, Part A, Fund Code: 305:**

Title I, the Elementary and Secondary Education Act, provides school district with funding to increase student achievement. The district utilizes these funds to support extended school day and extended school year (summer) learning opportunities for all students. The incoming grade 9 summer orientation program is one of the primary programs funded by Title 1. Professional development, targeting increasing student achievement, is also funded through Title 1.

**Perkins Act Allocation Grant Program – Secondary, Fund Code: 400**

The Carl D. Perkins Occupational Education Act provides funding to assist school districts in improving secondary career and technical programs. The district utilizes this funding source primarily to secure supplies, technology and equipment to guarantee that state-of-the-art conditions are being replicated in each career pathway. Upgrades were made to the Plumbing and Metal Fabrication career pathways. A new 12 passenger van was purchased to transport Heath and Dental Assisting students to their externship programs.

**Massachusetts Capital Skills Grant:**

This competitive grant brought in \$127,000 to the district. These funds were used to purchase equipment and supplies for the Drafting and Design program. Thirty state-of-the-art computers were purchased along with the industry recommend 3D printer.

**Cummings Foundation Grant:**

This grant allowed the district to conduct Saturday sessions for students from the district non-vocational high schools. The pathways of: Automotive Technology, Cosmetology, Drafting and Design, Design and Visual, Metal Fabrication and Plumbing were made available to this population. This program was conducted over twelve weeks during February, March and April.

**Project Lead the Way/Massachusetts Stem Council**

A PLTW grant was secured to implement a pre-engineering curriculum



for students in grades 10 and 12. Students choosing this academic elective are introduced to the technical area of engineering. The program is entirely "hands-on" and follows the national project Lead The Way curriculum. Computers and supplies were purchased with the grant funds.

## **COMMUNITY EDUCATION PROGRAM**

The Community Education Program is a broad base collaborative community initiative assisting learners of all kinds complete their education and achieve economic self-sufficiency through empowerment skills, health care, support services and meaningful employment.

Our vision is to deliver educational experience in a positive environment that will enable Northeast to reach new heights together with our lifelong learning community. The focus of the Community Education Program is to offer programs that meet the demands of our learning populations. In doing this, we give people the opportunity to improve employment skills, fulfill lifelong goals, or enrich their lives with social activities. With the most qualified instructors, and state of the art labs Northeast strives to maintain the highest standards of education. Emphasis is on our new technology, upgrades such as brochure modification, new state of the art web site construction, and the introduction of new programs in the medical field, new culinary classes, continuing education in all construction related courses, computer and CAD classes, photography and many other enrichment courses.

## **2019 GRADUATES**

The 2018-19 school year represents the Forty ninth class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 289 students. Breakdown of graduates' status after graduation is as follows:

Attending 4-year college 49

Employed 116

Attending 2-year college 70

Entering Military Service 5

Apprentice school 8

Other 3

## **SPECIAL NEEDS ENROLLMENT**

Special Needs enrollment for the 2018-19 school year continued to represent approximately one quarter share of the total school enrollment with students. The 286 Special Needs students represent 23% of the school population. Additionally, 93 students were eligible for services under section 504 of the Rehabilitation Act.

**DISTRICT SCHOOL COMMITTEE ELECTION OF OFFICERS**

At the Annual Organizational Meeting of the District School Committee on January 10, 2019 the following members were elected as Officers of the Northeast District School Committee:

Chairman	Deborah P. Davis,
of Woburn	
Vice Chairman	Judith M. Dyment, of North
Reading	
Secretary	Peter A. Rossetti,
Jr. of Saugus	
Treasurer	Larry Means, of
Stoneham	
Assoc. Treasurer	Vincent J. Carisella,
of Wakefield	

**CONCLUSION**

As Northeast celebrates its forty-ninth year of career/technical excellence with its twelve-member communities, the district continues to offer students the finest career technical education with which to build a successful career.

The District supports curriculum in both academic and career technical classrooms with the latest equipment and technology. Evidence of our commitment is reflected in the State’s grade 9 – 12 Dropout rate reports which indicates Northeast significantly lower at 0.2% versus the State rate of 2.0%. Recent graduate follow up data indicates that 97% of students from the Class of 2018 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2018*).

In fact, Northeast currently employs 28 alumni at the school, including the Superintendent-Director. Alumni’s stories of success and their readiness and willingness to help their alma mater by recruiting

graduates for cooperative education experiences or employment is proof of their dedication to Northeast. Testimonials as to the success of our graduates continue to be received which makes us proud to have contributed in some small way to their accomplishments

The Northeast Class of 2018 achieved a 99.5% pass rate on the MCAS assessments. Northeast continues to offer school day MCAS Enrichment Classes and after school enrichment programs for those students in need of additional preparation for the MCAS. Northeast also offers a well-attended Summer Transition Program for incoming freshmen and as a Summer Enrichment Program for enrolled at risk students preparing for the MCAS state assessments.

The Career Center facilitates student access to technology to further learn business aspects of their industries, develop career plans, resumes, and comprehensive portfolios, and prepare college and other post-secondary documents with the assistance of our faculty including Career and Adjustment Counselors.

Northeast continues to provide students the finest career technical education with which to build a positive and productive post-secondary experience, be it college or career, offering experiences with the latest equipment and technology in both the career technical and academic programs.

Once again, I am proud to have represented Reading as a member of the Northeast Metropolitan Regional Vocational District School Committee. I will continue to serve as the guardian of funds allocated from the community to this educational institution, assist in, and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

Vincent Carisella, Committee Member Associate Treasurer  
Northeast School Committee  
Wakefield Representative

## ENROLLMENT HISTORY

	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.	S. Y.
CITY/TOWN	07	08	09	10	11	12	13	14	15	16	17	18
DISTRICT	08	09	10	11	12	13	14	15	16	17	18	19
Chelsea	203	198	206	190	195	199	204	199	208	218	239	272
Malden	238	234	222	216	215	198	194	189	170	165	150	137
Melrose North	64	64	48	45	62	61	67	74	62	60	42	41
Reading	40	38	37	37	36	35	32	27	34	37	33	31
Reading	26	26	26	28	23	16	19	17	17	16	20	20
Revere	242	238	244	238	234	225	223	222	216	234	250	255
Saugus	137	138	161	174	191	204	200	190	199	187	215	192
Stoneham	46	44	46	52	54	59	69	73	71	62	59	62
Wakefield	65	61	84	91	98	79	70	68	64	63	68	75
Winchester	9	9	7	11	13	15	14	11	9	13	8	7
Winthrop	45	44	55	65	58	60	65	62	68	60	47	44
Woburn	97	97	70	59	55	65	83	98	5	4	5	5
TOTALS: NON DISTRICT	1212	1112	1212	1212	1212	1212	1212	1212	1212	1212	1212	1212
GRAND	1247	1253	1239	1242	1231	1235	1228	1229	1232	1230	1210	128

TOTAL:	59	44	45	48	65	51	68	61	67	59	46	49
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SPECIAL NEEDS ENROLLMENT %	32 0	34 2	33 3	32 3	33 0	33 1	32 6	31 3	31 7	31 4	27 8	28 6
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SPECIAL NEEDS ENROLLMENT %	26 %	27 %	27 %	26 %	26 %	26 %	26 %	26 %	27 %	23 %	23 %	21 %
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# **Municipal Gas and Light Department**

## **Report of**

MUNICIPAL GAS AND LIGHT  
DEPARTMENT

# ***Report of the Municipal Gas and Light Department***

To the Citizens of the Town of Wakefield: Our One Hundred Twenty Third Annual Report of the Municipal Gas and Light Department covers the fiscal period July 1, 2018 to June 30, 2019. The total electric sales of the Department totaled 174,492,866 kWh compared to 176,799,329 kWh the prior year. This approximate 1.31% decrease was primarily attributable to seasonal weather differences and the load decreases in the commercial sector.. The peak month for electric usage was August with 19,698,047 kWh of energy consumed. The highest single day usage was August 29, 2018 with 756,978 kWh sold. The winter peak month was February with 15,622,295 kWh consumed. The highest winter single day usage occurred on February 1, 2019 with a consumption of 690,757 kWh sold. The department continued to connect several large new customer projects and continued to construct infrastructure to provide redundancy between the Beebe Substation and the Wallace Substation. The Department continues to upgrade its overhead and underground distribution infrastructure to improve system reliability and has continued to implement its multi-year plan to retire most of its older 4,160 volt system and replace it with a 13,800 volt system which will be more reliable and better equipped for future expansion. The Department efficiently and effectively responded to the numerous storms with minimal impact on the infrastructure. Vegetation Management remains a priority to continue to improve system reliability. Total gas sales of the Department were 600,121 MCF were sold compared to 615,364 MCF in the prior year. This approximate 2.5% decrease from the prior year is attributable to a warmer winter than the prior year. February was the peak month for gas usage with 119,880 MCF consumed that month. The Department continued to manage its gas supply from the Kinder Morgan pipeline. The Department continues to replace old steel and cast iron gas mains with modern plastic gas mains, which will ensure a safe and reliable gas distribution system. Completed major gas main upgrades include the sections on Main Street, Salem Street, Pearl St, Park Street, Bryant Street, Wave Ave, Aborn Ave and Sweetser Street. The Department has continued to improve its website and continues to improve its customer service options. The Department's energy conservation program that combines energy audits with rebates for the installation of weatherization material and the purchase of energy efficient appliances continues to be popular. Three hundred and eighty six customers received \$16,043 in rebates and \$48,006 in conservation incentives including incentives for the departments new solar rebate program. This program helps our customers reduce their gas and electricity use.

Respectfully submitted,

WAKEFIELD MUNICIPAL GAS AND LIGHT DEPARTMENT

Board of Commissioners

Phillip Courcy - Chair

Thomas Boettcher - Secretary

Kenneth J. Chase Jr.

Jennifer Kallay

John Warchol

Peter Dion – General Manager



CONSOLIDATED STATEMENT OF NET POSITION

JUNE 30, 2019

**ASSETS**

Current:

Unrestricted cash and short-term investments	\$
Receivables, net of allowance for uncollectable	
Prepaid expenses	
Inventory	
Substation land license fee	
Due from MMWEC	
Total current assets	1

Noncurrent:

Restricted cash and investments	
Substation land license fee	
Capital Assets:	
Land and construction in progress	
Other capital assets, net of accumulated depreciation	5
Total noncurrent assets	5

**DEFERRED OUTFLOWS OF RESOURCES**

Related to pensions  
Related to OPEB

**TOTAL ASSETS AND DEFERRED  
OUTFLOWS OF RESOURCES**

6

**LIABILITIES**

Current:

Accounts payable	
Accrued liabilities	
Notes payable	
Customer deposits	
Customer advances for construction	
Current portion of long-term liabilities:	
Loans payable	
Accrued employee compensated absences	
Total current liabilities	

Noncurrent:

Loans payable, net of current portion	1
Net pension liability	1
Net OPEB liability	
Accrued employee compensated absences	
Total noncurrent liabilities	3

**DEFERRED INFLOWS OF RESOURCES**

Related to pensions  
Related to OPEB

**TOTAL LIABILITIES AND DEFERRED  
INFLOWS OF RESOURCES**

4

**NET POSITION**

Net investment in capital assets	3
Restricted for depreciation fund	
Unrestricted	(

**TOTAL NET POSITION**

\$ 2

TOWN OF WAKEFIELD, MASSACHUSETTS  
MUNICIPAL GAS AND LIGHT DEPARTMENT AND SUBSIDIARY

CONSOLIDATED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

FOR THE YEAR ENDED JUNE 30, 2019

**Operating Revenues:**

Electric sales

\$

Gas sales

Total Operating Revenues

**Operating Expenses:**

Cost of purchased electricity

Cost of purchased natural gas

Operating

Maintenance

Depreciation

Total Operating Expenses

Operating Income

**Nonoperating Revenues (Expenses):**

MMWEC refund

Interest income

Payment in lieu of taxes

Interest expense

Other

Total Nonoperating Revenues (Expenses)

Change in Net Position

Net Position at Beginning of Year

Net Position at End of Year

\$

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2019

**Cash Flows From Operating Activities:**

Receipts from customers and users  
Payments to vendors and employees

Net Cash Provided By ( Used For ) Operating Activities

**Cash Flows From Noncapital Financing Activities:**

MMWEC refund  
Payment in lieu of taxes  
Substation land license fee  
Other

Net Cash Provided By (Used For) Noncapital Financing Activities

**Cash Flows From Capital and Related Financing Activities:**

Loan proceeds  
Note proceeds  
Acquisition and construction of capital assets  
Principal payments on loans  
Principal payments on notes  
Other

Net Cash (Used For) Capital and Related Financing Activities

**Cash Flows From Investing Activities:**

Investment income

Net Cash Provided By (Used For) Investing Activities

Net Change in Cash and Short-Term Investments

Total Cash and Short Term Investments, Beginning of Year

Total Cash and Short Term Investments, End of Year

**Reconciliation of Operating Income to Net Cash:**

Operating income  
Adjustments to reconcile operating income to net  
cash provided by operating activities:  
Depreciation expense  
Changes in assets and liabilities:  
Accounts receivable  
Prepaid expenses  
Inventory  
Due from MMWEC  
Deferred outflows - related to pensions  
Deferred outflows - related to OPEB  
Accounts payable  
Accrued liabilities  
Net pension liability  
Net OPEB liability  
Other liabilities  
Deferred inflows - related to pensions  
Deferred inflows - related to OPEB

Net Cash Provided By ( Used For ) Operating Activities

# **Vital Statistics**

## **Reports of**

TOWN CLERK  
TOWN TREASURER

# Annual Town Election

Precincts	1	2	3	4	5	6	7	Total
Registered Voters	2916	2478	2654	2490	2811	2852	2559	18760
Number Voting	518	334	448	422	503	509	531	3265
% Voting	17.76%	13.48%	16.88%	16.95%	17.89%	17.85%	20.75%	17.40%
Town Council: 3-Yr Term								
Vote for three								
Anthony J. Longo	305	179	255	251	290	272	279	1831
*Peter J. May	381	184	236	225	269	278	323	1896
*Ann McGonigle Santos	260	193	254	276	305	285	281	1854
*Jonathan Chines	275	189	280	272	328	334	323	2001
Write-In	1	5	2	4	8	3	5	28
Town Treasurer: 3-Yr Term								

<b>Vote for one</b>								
<b>*John J. McCarthy, Jr.</b>	362	235	330	318	368	363	371	2347
Write-Ins	0	1	3	1	1	0	2	8
<b>Moderator: 1-Yr Term</b>								
<b>Vote for one</b>								
<b>*William Harbison Carroll</b>	341	228	308	309	345	360	345	2236
Write-Ins	2	3	4	0	6	1	6	22
<b>Municipal Gas &amp; Light 3-Yr Term</b>								
<b>Vote for two</b>								
<b>*Thomas H. Boettcher</b>	244	186	274	257	280	236	264	1741
<b>*Philip R. Courcy</b>	349	186	296	292	355	378	379	2235
<b>Wayne M. Tarr</b>	221	154	150	154	197	184	201	1261
Write-Ins	0	2	2	0	1	1	0	6

<b>School Committee 3-Yr Term</b>								
<b>Vote for Three</b>								
<b>*Thomas F. Markham, III</b>	334	199	305	295	346	327	310	2116
<b>*Thomas J. Flynn</b>	322	187	270	282	343	313	320	2037
<b>*Susan L. Veilleux</b>	334	202	280	286	345	328	349	2124
Write-In	3	3	3	2	9	0	4	24
<b>Mem Library Trustees 3-Yr Term</b>								
<b>Vote for three</b>								
<b>*Timothy F. Healy</b>	330	203	299	288	337	339	336	2132
<b>*Jeffrey Michael Quinn</b>	315	196	290	278	326	315	326	2046
<b>*Christopher M. Barrett</b>	359	204	306	306	363	357	364	2259
Write-In	0	0	3	2	1	0	2	8

<b>Planning Board: 5-Yr Term</b>								
<b>Vote for one</b>								
<b>*William L. Spaulding</b>	327	207	299	282	333	332	328	2108
Write-In	2	1	2	1	3	1	2	12
<b>Board of Health 3-Yr Term</b>								
<b>Vote for one</b>								
<b>*Elaine M. Silva</b>	246	180	253	231	263	278	294	1745
<b>Annette M. Nardone</b>	175	92	122	113	145	130	133	910
Write-In	0	0	1	0	1	0	1	3
<b>Board of Assessors 3-Yr Term</b>								
<b>Vote for one</b>								
<b>*Brian Donegan</b>	325	198	293	282	326	323	321	2068
Write-In	0	1	2	0	1	1	2	7



<b>Constable 3-Yr Term</b>								
Vote for two								
<b>*Richard O. Bayrd</b>	319	198	280	266	317	331	332	2043
<b>*Christian Kevin Lopes</b>	321	202	299	274	312	319	316	2043
Write-In	0	1	1	0	4	0	0	6
<b>* Elected</b>								
<b>Question 1 Referendum Signature Change</b>								
<b>Yes</b>	268	148	223	220	257	286	262	1664
<b>No</b>	221	178	211	190	237	208	257	1502
<b>Question 2 Term Increase for Moderator</b>								
<b>Yes</b>	317	206	293	284	320	355	322	2097
<b>No</b>	161	106	123	117	164	128	182	981

<b>Question 3</b> <b>Fin Com</b> <b>Appt.</b> <b>Changes</b>								
<b>Yes</b>	353	228	334	331	377	396	368	2387
<b>No</b>	89	69	62	52	87	64	104	527
<b>Question 4</b> <b>Electronic</b> <b>Notices</b>								
<b>Yes</b>	365	222	325	321	363	385	376	2357
<b>No</b>	108	71	88	77	109	87	100	640
<b>Question 5</b> <b>Board of</b> <b>Health</b> <b>Changes</b>								
<b>Yes</b>	396	239	352	366	397	423	394	2567
<b>No</b>	62	42	44	25	64	35	60	332
<b>Question 6</b> <b>Housing</b> <b>Authority</b> <b>Changes</b>								
<b>Yes</b>	398	243	358	357	408	414	396	2574
<b>No</b>	58	37	40	31	53	42	66	327

<b>Question 7 Library Staff Changes</b>								
<b>Yes</b>	399	239	344	337	395	417	380	2511
<b>No</b>	61	44	59	49	70	47	74	404
<b>Question 8 Recreation Dept Deleted From DPW</b>								
<b>Yes</b>	405	245	360	358	402	426	407	2603
<b>No</b>	57	39	42	35	63	41	58	335
<b>Question 9 School Com Budget</b>								
<b>Yes</b>	330	184	293	274	318	337	320	2056
<b>No</b>	130	105	117	118	148	127	147	892
<b>Question 10 Misc Grammar Changes</b>								
<b>Yes</b>	405	247	360	350	400	437	404	2603
<b>No</b>	59	41	39	41	63	30	59	332

# **Report of the Town Clerk**

## **Annual Town Meeting: April 29, 2019**

At 7:00 p.m. on Monday, April 29, 2019, Moderator William Harbison Carroll called the Annual Town Meeting to order in the Galvin Middle School Auditorium, 525 Main Street, Wakefield, MA with 165 registered voters in attendance. Betsy Sheeran, Town Clerk, led the Pledge of Allegiance. The Constable's Return of Service was read into the record. Visitors were announced.

**Daniel Sherman, Finance Committee member presented a financial overview.**

**Moderator Carroll presented Article 1 as follows:**

### **ARTICLE 1**

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**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to raise and appropriate from tax levy or transfer from available funds the sums of money as detailed in the following recommendations for the fiscal year July 1, 2019 to June 30, 2020, the grand total amounting to \$100,520,014.00. The motions will provide for the breakdown of this amount and the sources thereof in the various classifications as described in the Recommendation Book to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 2 as follows:**

**ARTICLE 2**

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**

**MOTION:** Chairman of the Capital Outlay Committee Franklin Leone motioned that the Town vote to raise and appropriate from tax levy the amount of \$2,140.048.00 and transfer the amount of \$344,000.00 from the sewer receipts account to the sewer department capital outlay account and the sum of \$75,500.00 from the water receipts account to the water department capital outlay account to carry out the purpose of Article 2 as stated in the Recommendation Book.. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 3 as follows:**

**ARTICLE 3**

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**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to raise and appropriate from tax levy to the capital projects fund, also known as the debt service fund, the sum of \$4,625,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 4 as follows:**

**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, 2019 as the Board of Light Commissioners may vote in computing the tax rate for the fiscal period July 1, 2019 to June 30, 2020, or to see what the Town will do about it.

**Municipal Light Commissioners**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to authorize the Board of Assessors to use such sum of the balance of the operating fund of the Municipal Gas & Light Department as of June 30, 2019 as the Board of Light Commissioners may vote in computing the tax rate for fiscal period July 1, 2019 to June 30, 2020 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 5 as follows:**

**ARTICLE 5**

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 implement phase 2 design improvements and upgrades to the downtown right-of-way corridor, including Main Street from Church Street to Franklin Street, all of Common Street, Albion Street from Main Street to Gould Street, Water Street from Main Street to Shaw's driveway Street, Lake Avenue and Spaulding Street, and certain related areas; or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to appropriate from tax levy the sum of \$390,000.00 to carry

out the purpose of this Article. The motion was seconded. The Finance Committee.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 6 as follows:**

**ARTICLE 6**

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 provide fencing, backstops, dugouts and site improvements to Blatz field or to see what the Town will do about it.

**Town Council and School Committee**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to appropriate from tax levy the sum of \$200,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 7 as follows:**

**ARTICLE 7**

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 personal services account of the Town Council's office in order to align the current payroll system with the requirements of State and Federal law for the period of July 1, 2018 to June 30, 2019, or to see what the town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to appropriate from free cash the sum of \$300,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 8 as follows:**

**ARTICLE 8**

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 Fire Department budget for the period of July 1, 2018 to June 30, 2019, or to see what the town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to appropriate from free cash the sum of \$170,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 9 as follows:**

**ARTICLE 9**

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 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**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town from free cash the sum of \$30,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.



**Moderator Carroll presented Article 10 as follows:**

**ARTICLE 10**

To see if the Town will vote to appropriate a sufficient sum of money for the purchase of one 1250 gallon permanent pumper truck for use by the Fire Department, and to determine whether to raise this appropriation by borrowing or otherwise, or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town of Wakefield appropriate the sum of \$700,000.00 for the purchase of one 1250 gallon permanent pumper truck for the use of the Fire Department and to meet said appropriation the Treasurer, with the approval of the Town Council is authorized to borrow said sum under and pursuant to M.G.L. Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds for a period not to exceed ten (10) years any premium received upon the sale of any bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L., Chapter 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** A two thirds (2/3) vote is required. Motion carried unanimously.

**Moderator Carroll presented Article 11 as follows:**

**ARTICLE 11**

To see if the Town will vote to amend the table of revolving funds set forth in Chapter 5, § 5 of the General Bylaws by adding a line item for a "Surplus Equipment" revolving fund, as follows:

Revolving Fund	Purpose	Revenue Source	Authorized to Expend Funds
Road Repair	Repairing, restoring and maintaining public ways	Receipts from fees paid by applicants for street opening or obstruction permits under §175-4	Director of Public Works
Surplus Equipment	Defray the cost of purchasing new equipment	Receipts from sales of surplus equipment	Director of Public Works

or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town amend the General Bylaws as set forth in this Article. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented comments and makes recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 12 as follows:**

**ARTICLE 12**

To see if the Town will vote to establish, with respect to each of the following revolving funds, the following limits on the total amount that may be expended from each such fund in Fiscal Year 2020: Revolving Fund–Surplus Equipment; Maximum Expenditure–\$50,000.00, or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to establish a maximum expenditure of \$50,000.00 for the Surplus Equipment Revolving Fund for fiscal year 2020. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented

comments and made the recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 13 as follows:**

**ARTICLE 13**

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**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town authorize the Town Council to accept, or take by eminent domain proceedings, conveyances or easements from time to time, giving the Town the right to construct and maintain drains, sewers, water lines, retaining walls and streets and to provide therefor, that the Town raise and appropriate from tax levy the sum of \$1.00 to carry out the purpose of this Article. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented comments and made the recommendation. The Finance Committee recommended favorable action.

**VOTE:** A two thirds (2/3) vote is required. Motion carried unanimously.

**Moderator Carroll presented Article 14 as follows:**

**ARTICLE 14**

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**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$1,996,000.00 for the collection, disposal, recycling and composting of refuse to carry out the purpose of this Article. The motion was seconded. Joseph Conroy, Assistant Director of the DPW presented comments and made the recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 15 as follows:**

**ARTICLE 15**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for roadway improvements, or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$500,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 16 as follows:**

**ARTICLE 16**

To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money for construction of new sidewalks, or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town raise from tax levy the sum of \$125,000.00 to carry out the purpose of this Article. The motion was seconded. Joseph Conway,

Assistant Director of the DPW presented comments and made the recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 17 as follows:**

**ARTICLE 17**

To see if the Town will vote to raise and appropriate from tax levy, or transfer from available funds, or by borrowing a sufficient sum of money for critical safety, health and environmental repairs to the Public Works Facility located at 35 North Avenue, or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town of Wakefield appropriate the sum of \$500,000.00 for critical safety, health and environmental repairs to the Public Works Facility located at 35 North Avenue, including the payment of costs incidental or related thereto, and to meet said appropriation the Treasurer, with the approval of Town Council is authorized to borrow said sum under and pursuant to M.G.L. Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented comments and made a recommendation. The Finance Committee recommended favorable action.

**VOTE:** A two thirds (2/3) vote is required. Motion carried unanimously.

**Moderator Carroll presented Article 18 as follows:**

**ARTICLE 18**

To see if the Town will vote to raise and appropriate from tax levy, by transfer from available funds, or by borrowing a sufficient sum of money to conduct a Public Works Facility Feasibility Study, or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$100,000.00 to carry out the purpose of this motion. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented comments and made a recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 19 as follows:**

**ARTICLE 19**

To see if the Town will vote to raise and appropriate from tax levy, by transfer from available funds, or by borrowing a sufficient sum of money to make repairs to the Town's drainage system located on or near Grafton Street, Harrison Avenue and Maple Street, including the design, renovation, upgrading and reconstruction of the culvert located there, or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town appropriate the sum of \$1,350,000.00 to make repairs to the public drainage system located on or near Grafton Street, Harrison Avenue and Maple Street, including the design, renovation, upgrading and reconstruction of the culvert located there, and to fund such appropriation, that the Town authorize the Town Treasurer, with the approval of the Town Council, to borrow said sum, pursuant to G.L. c.44, § 7 or § 8, or any other enabling authority, and to issue bonds or notes of

the Town therefor, provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L., c.44, § 20. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented comments and made a recommendation. The Finance Committee recommended favorable action.

**VOTE:** A two thirds (2/3) vote is required. Motion carried unanimously.

**Moderator Carrol presented Article 20 as follows:**

**ARTICLE 20**

To see if the Town will vote to transfer from the Water Surplus Reserve Account a sufficient sum of money for replacing and/or replenishing the filter sand at treatment facility on Broadway; or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town transfer from the Water Surplus Reserve Account the sum of \$125,000.00 to carry out the purpose of this Article. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented comments and made a recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 21 as follows:**

**ARTICLE 21**

To see if the Town will vote to appropriate a sufficient sum of money to make repairs to a portion of Flanders 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, and further to see if the Town will hear and act upon a report from the Town Council in laying out a Town Way in substantially the same location as the private way described below, and to authorize the acquisition by purchase or eminent domain proceedings of rights and easements necessary in connection therewith for reconstruction and maintenance in accordance with applicable sections of the Massachusetts General Laws: Flanders Lane - from its intersection with Pleasant Street, thence running west approximately 222 feet. Said street layout shown on a plan titled, "Flanders Lane Acceptance Plan" dated March 6, 2019, prepared by the Town of Wakefield Public Works, compiled from the following plans recorded at the Middlesex South District Registry of Deeds: Easement for Highway Purposes, Flanders Lane dated January 11, 1978, prepared by Michael T. Collins Reg. Engineer, Plan #413 of 1978 (Bk. 13434, Pg. 290); Section 2 Plan of a Portion of Glen Meadow Park Wakefield, Mass. Surveyed for the Realty Construction & Engineering, Inc., dated February 15, 1950, prepared by H. Kingman Abbott Reg. Surveyor (Bk. 7569, Pg. 294); Section 3 Plan of a Portion of Glen Meadow Park Wakefield, Mass. Surveyed for the Realty Construction & Engineering, Inc., dated April 22, 1950, prepared by H. Kingman Abbott Reg. Surveyor, Plan #1148 of 1950 (Bk. 7603, Pg. 391), or to see what the Town will do about it.

#### **Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town raise and appropriate the sum of \$68,000.00 to make repairs to the portion of Flanders Lane described in this Article, such repairs being required by public necessity and convenience; that betterments be assessed to the property owners benefitted thereby over a period of twenty (20) years, all such assessments be equal in amount regardless of the owners' frontage; and further that the Town authorize the Town Council to accept by grant or deed, or to take by eminent domain proceedings, rights and permanent easements necessary for the reconstruction and maintenance of the private way portion of Flanders Lane as a public way as described in this Article. The motion was seconded. Joseph Conway, Assistant Director of the DPW presented



comments and made a recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 22 as follows:**

**ARTICLE 22**

To see if the Town will vote to accept the provisions of G.L. c. 40U concerning the collection of municipal fines for the purpose of enforcing the terms of §175-8 of the General Bylaws of the Town regarding the removal of snow and ice from sidewalks; and to authorize the Town Council to appoint the hearing officer called for by G.L. c.40U, §6 and to take any other actions necessary or appropriate to implement a program under G.L. c.40U; or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Counsel Thomas A. Mullen motioned as follows: I move that the Town vote to accept the provisions of G.L. c.40U, to authorize the Town Council to appoint the hearing officer called for by section of that law, and to take any other actions necessary or appropriate to implement a program of fine collection thereunder. The motion was seconded. Town Counsel Mullen presented comments and made a recommendation. The Finance Committee recommended favorable action.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 23 as follows:**

**ARTICLE 23**

To see if the Town will vote to amend the General Bylaws by adding the following subsection to § 1.5 of the Code of the Town, entitled "Word usage." "H. A 'Business Day' shall mean a day when the Town Hall, or a facility used for substantially the same purpose, is open for normal

Town business.”, or to see what the Town will do about it.

### **Bylaw Review Committee**

**MOTION:** Daniel Lieber, Chairman of the Bylaw Review Committee motioned that the Town vote to accept the motion as presented in the Article. The motion was seconded.

**VOTE:** Motion carried.

### **Moderator Carroll presented Article 24 as follows:**

#### **ARTICLE 24**

To see if the Town will vote to delete the text of § 9-10 of the General Bylaws, entitled “Advisory Committee,” and replace it with the following: “Whenever the Town undertakes a building project that comes within the jurisdiction of the Permanent Building Committee, an advisory committee shall be appointed for the purpose of advising the Permanent Building Committee concerning such project. The advisory committee shall prepare and make presentations to the Permanent Building Committee concerning such matters as the advisory committee deems appropriate which are relevant to the building project in connection with which such advisory committee was created, including, without limitation, the development of program needs, preparation and review of feasibility studies, assessment of conditions, evaluation of bids and proposals, negotiation and administration of contracts, and evaluation of contractors. Each advisory committee shall be appointed by the applicable User Agency, as that term is defined herein, and shall consist of not more than 25 persons. Whenever the Permanent Building Committee lists a particular building project on its meeting agenda, it shall invite the advisory committee that was created in connection with that project to attend such meeting, and may also invite such other public bodies as it may deem appropriate, including the Board of Health and the Commission on Disability Issues. ‘User Agency,’ as used herein with respect to any particular building project, shall mean an elected or appointed multiple member body, including without limitation the Town Council, School Committee, Board of Library Trustees, Recreation

Commission, and Conservation Commission, having permanent responsibility for such building.", or to see what the Town will do about it.

### **Bylaw Review Committee**

**MOTION:** Daniel Lieber, Chairman of the Bylaw Review Committee motioned that the Town vote to accept the motion as presented in the Article. The motion was seconded.

**VOTE:** Motion carried.

### **Moderator Carroll presented Article 25 as follows:**

#### **ARTICLE 25**

To see if the Town will vote to amend Chapter 143 of the General Bylaws, entitled "Fingerprint-Based Criminal Record Background Checks", by: a. striking from § 143-3.C, entitled "Processing; communication of results", (i) the first sentence and (ii) in the second sentence, the words "in addition"; and b. inserting, at the beginning of § 143-4, entitled "Reliance on results", the following: "Prior to considering an application for any of the licenses enumerated in § 143-2.A, above, the licensing authority shall receive and review the Police Department's recommendations based on the results of the applicant's fingerprint-based criminal record background check and the Police Department's own evaluation of the applicant's suitability, provided that the same are transmitted to the licensing authority within thirty (30) days after the filing of the application. If the same are not furnished within that period of time, then the licensing authority shall have discretion either to proceed in acting on the application without such information or to continue to await such information, provided that the licensing authority shall in all events consider and act on each application prior to the expiration of any applicable statutory deadlines, and provided further that no application shall be deemed filed until usable fingerprints are actually received by the Police Department.", or to see what the Town will do about it.

### **Bylaw Review Committee**

**MOTION:** Daniel Lieber, Chairman of the Bylaw Review Committee motioned that the Town vote to accept the motion as presented in the Article. The motion was seconded.

**VOTE:** Motion carried.

**Moderator Carroll presented Article 26 as follows:**

**ARTICLE 26**

To see if the Town will vote to adopt as Chapter 155 of the General Bylaws, entitled "Registration and Maintenance of Vacant Commercial and Industrial Buildings," the following: **§ 155-1. Findings and Purposes**

- The purpose of this bylaw is to protect the welfare and economic vitality of the residents of the Town of Wakefield by protecting property values, maintaining neighborhood integrity and accessibility, safeguarding against property blight, protecting Town resources, and ensuring the safe and sanitary maintenance of commercial and industrial vacant properties. Among other things, vacant commercial and industrial properties can degrade the vitality of the Town's business districts, frustrate local planning and development efforts, create increased specific risks of fire damage, vandalism and unlawful entry or uses, and give rise to other public health and safety hazards. This bylaw is intended to promote the Town's public welfare and economic health by requiring all property owners to register and properly maintain vacant commercial properties or units with visible storefronts on the ground level. **§ 155-2. Definitions** - As used in this article, the following terms shall have the meanings indicated: "Building Inspector" - The Building Inspector of the Town of Wakefield or their designee. "Legally occupied" - Occupied in accordance with the provisions of the Massachusetts Building Code. "Owner" - A person or entity who or which, alone or with others: A. Has legal or equitable title to any building or has care, charge or control of any building in any capacity including but not limited to that of agent, personal representative, trustee, or guardian of the estate of the holder of legal title; or B. Is a tenant with a legal right to possess an entire building; or C. Is a

mortgagee in possession of any building; or D. Is an agent, trustee, receiver or other person appointed by the courts and vested with possession or control of a building; or E. Is an officer or trustee of an association of unit owners of a condominium or cooperative which contains a vacant property. "Public Art" - Works of art for public benefit and viewing, approved by the Wakefield Cultural Council, for which owners have agreed to the temporary display inside storefront windows or upon other safe, visible exterior surfaces of vacant properties for agreed upon time periods and other material terms. "Vacant Building" or "Vacant Property" - Any unoccupied nonresidential commercial real property or commercial unit which: A. Is not legally occupied, is abandoned, or is not used for a period of at least ninety (90) consecutive days by occupants having a legal right of entry to such property; or B. Is intermittently occupied by persons with a legal right of entry, but exhibits in the opinion of the Building Inspector dilapidated walls, roof or doors which fail to prevent the entry of a trespasser for a period of more than seven (7) days. **§ 155-3. Registration** - A. Prior to, or not more than thirty (30) days after, a unit or any portion of a property becomes vacant, as defined herein, the owner(s) shall register the vacancy with the Building Inspector on forms agreed upon and provided by such department. All registrations must state the owner's name, phone number, and mailing address as well as an emergency contact, if not the same. None of the required addresses shall be a post office box. This registration must state whether the property is vacant at the time of filing. The registration shall also describe the owner's efforts to re-attain occupancy. Once the building is no longer vacant or is sold, the owner shall provide proof of sale or written notice and proof of lawful occupancy to the Building Department pursuant to the process outlined by them. The Building Inspector will notify the Police Department, Fire Department, Water and Sewer Division of the Department of Public Works, and Health Department of the submitted registration of vacant building as well as the re-occupancy of the building. B. The Town Council may exempt a property owner from the provisions of this bylaw upon the presentation of evidence, in such form as may be satisfactory to them, that the failure to use or occupy a building for a period in excess of ninety (90) days does not violate the purpose or intent of this

bylaw. **§ 155-4. Annual Registration Fee, Failure to Pay, Waiver** - A. At any time a property becomes vacant within the meaning of this bylaw, the Town shall send an initial billing statement, setting forth the annual registration fee, to the owner of the vacant property. The annual registration fee shall be Four Hundred Dollars (\$400), payable in quarterly installments of One Hundred Dollars (\$100) each on November 15, February 15, May 15 and August 15, provided that no payment need be made with respect to any property on any such payment date if the registration fee has been waived, as set forth below, or if proof of the property's re-occupancy has been filed with the Town or the property has been exempted, as set forth above. The quarterly installment of the annual registration fee shall be due with respect to each quarter or part thereof during which the property was vacant. After the initial billing statement has been issued, on or before October 15 of each calendar year, the Town shall send an annual billing statement, setting forth such annual registration fee, to the owner of the vacant property. B. On or before each of the payment dates set forth above, the owner of any vacant property shall pay to the Town the quarterly installment of an annual registration fee to cover the administrative cost of monitoring and ensuring the security and proper maintenance of such building, as identified in said billing statement. Failure to pay any installment of the annual registration fee shall be a violation of this bylaw, and the full fee shall be deemed an assessment resulting from a violation of this bylaw. Such fee, and any fines issued for violations of this bylaw, shall constitute a "municipal charges lien" on the property, to be collected in accordance with G.L. c. 40, §58. C. Owners may apply to the Town Council for a waiver of the annual registration fee on or before October 1 of each calendar year, requesting waiver of part or all of the fee on grounds of demonstrable financial hardship, or by agreeing in writing to display public art as defined herein for the term of a vacancy. Waivers for public art display will be granted only as sufficient public art is available, appropriate to the location for display, and the Town, artist, and owner agree to terms of exhibition as set forth by the Town Planner. **§ 155-5. Maintenance Requirements** - A. The owner of a vacant building must maintain such building in accordance with all applicable local and state Sanitary Codes, Building

Codes and Fire Codes, pertaining to the external/visible maintenance of the building and major system maintenance of the property. B. The owner of a vacant building must promptly repair all broken windows, doors, and other openings and must remedy any unsafe conditions at a vacant building. Boarding up of open or broken windows and doors is prohibited except as a temporary measure, unless the Building Inspector determines that, due to vandalism, security concerns, and circumstances beyond the owner's control, the proper boarding of windows and doors is necessary for a determined period of time. Boards or coverings must be fitted to the opening size and colored to blend with the existing building color scheme. C. The owner must maintain the building and property for the duration of the vacancy or abandonment. The owner shall maintain the condition of the building and property so as to appear not to be vacant. Upon notice by the Building Inspector, any accumulated trash and/or graffiti shall be removed from the property by the owner within seven (7) days. The Building Inspector and/or their designee will document violations. The owner of any building vacant for a period exceeding six (6) months, whose utilities have been shut off, shall have those utilities removed or cut and capped to prevent accidents. D. The owner may include advertising materials in the vacant space or displayed in the vacant property's street-facing windows. Such advertising materials must be approved by the Town Planner. E. Compliance with this bylaw shall not relieve the owner of any obligations set forth in any other applicable bylaw, regulation, codes, covenant conditions or restrictions and/or association rules and regulations. In case of a conflict with these rules and regulations, the stricter of the rules and regulations shall apply. § **155-6. Inspections** - The Building Inspector, Police Chief, Fire Chief and Health Director, or their respective designees, shall have the authority periodically to inspect the exterior and interior of any vacant building for compliance, as authorized under the terms of the registration form filed with the Building Inspector and Town Planner. The Building Inspector shall have the discretionary authority to disconnect utilities immediately if a potential hazard that may be dangerous to life and limb is present. § **155-7. Violations and Penalties; Enforcement** - A. Violations of any portion of this bylaw shall be punishable by a fine of \$100 per day.

However, the Town Council may waive the fine in total or in part upon the abatement of the violation(s). B. The Building Inspector or their designee shall enforce all provisions of this bylaw and shall institute all necessary administrative or legal action to assure compliance. Any owner found to be in violation of this bylaw shall receive a written warning and a minimum of thirty (30) days to remedy all violations prior to the institution of any enforcement action by the Building Inspector. The Building Inspector, acting on behalf of the Town, may also bring a civil action in a court of competent jurisdiction seeking equitable relief to enforce this bylaw. This bylaw may also be enforced through non-criminal disposition in accordance with the provisions of § 1-7 of the General Bylaws of the Town. **§ 155-8. Unsafe Buildings** - If the Building Inspector determines any building to be unsafe, they may act immediately in accordance with the Massachusetts State Building Code to protect public safety. Furthermore, nothing in this bylaw shall abrogate the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, G.L. c. 139, § 1, et seq., and G.L. c. 143, § 6, et seq. **§ 155-9. Severability** - If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, such provision shall be considered separate and apart from the remaining provisions, which shall remain in full force and effect, or to see what the Town will do about it.

#### **Bylaw Review Committee**

**MOTION:** Daniel Lieber, Chairman of the Bylaw Review Committee motioned that the Town accept the motion as presented in the Article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion did not carry. Yea – 35 ; Nay – 45.

**Moderator Carroll presented Article 27 as follows:**

#### **ARTICLE 27**

To see if the Town will vote to hear the report of the Bylaw Review Committee, accept it as the final report of the committee, and discharge



the committee, or to see what the Town will do about it.

**Bylaw Review Committee**

**MOTION:** Daniel Lieber, Chairman of the Bylaw Review Committee motioned that the Town vote to accept the motion as presented in the Article. The motion was seconded.

**VOTE:** Motion carried.

**Peter May, Chair of the Town Council, motioned that the Regular Town Meeting be dissolved at 9:02 p.m. The motion was seconded.**

**VOTE:** Motion passed unanimously

# **Report of the Town Clerk**

## **Regular Town Meeting, November 18, 2019**

At 7:00 p.m. on Monday, November 18, 2019, Moderator William Harbison Carroll called this Regular Town Meeting to order in the Galvin Middle School Auditorium, 525 Main Street, Wakefield, MA with 122 registered voters present. The Constable Return was read into the record. Visitors were announced. Betsy Sheeran, Town Clerk, led the Town Meeting in the Pledge of Allegiance.

**Moderator Carroll presented Article 1 as follows:|**

### **ARTICLE 1**

To see if the Town will hear and accept a report of the Fiscal Year 2019 budget; or to see what the Town will do about it.]

**Town Administrator**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to accept a report of the Fiscal Year 2019 Budget. The motion was seconded. Douglas Lyons, Superintendent of Schools, commented on the School Section of the Article. The Finance Commission recommended favorable action.

**VOTE:** Motion carries

**Moderator Carroll presented Article 2 as follows:**

### **ARTICLE 2**

To see if the Town will vote to authorize the Board of Assessors to use such free cash as may be in the Treasury or any part thereof in computing the tax rate for fiscal period ending June 30, 2020; or to see what the Town will do about it.

**Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town authorize the Board of Assessors to use \$3,940,000.00 in Free Cash in computing the tax rate for Fiscal Year 2020. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carries

**Moderator Carroll presented Article 3 as follows:**

**ARTICLE 3**

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Massachusetts Laborers District Council, Local 381 for the period of July 1, 2019 through June 30, 2022 and to provide therefor 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**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to implement the collective bargaining agreement between the Town of Wakefield and the Wakefield Massachusetts Laborers District Council, Local 381 for the period of July 1, 2019 through June 30, 2022. The amount to fund this article is \$125,323.00, \$102,000.00 from Free Cash, \$17,250.00 being transferred from the Water Account and \$6,073.00 being transferred from the Sewer Account. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carries

**Moderator Carroll presented Article 4 as follows:**

**ARTICLE 4**

To see if the Town will vote to raise and appropriate or transfer from

available funds a sum of money to be expended under the direction of the Town Council for the purpose of completing the Town's share of the design and engineering of the Wakefield-Lynnfield Rail Trail project in order to meet the standards of the Massachusetts Department of Transportation; or to see what the Town will do about it.

#### **Town Council**

**MOTION:** Town Administrator Stephen P. Maio motioned that the Town vote to appropriate from the Overlay Surplus Account, the sum of \$348,000.00 to carry out the purpose of this article. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carries

#### **Moderator Carroll presented Article 5 as follows:**

##### **ARTICLE 5**

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 conducting a feasibility study for the possible repair and/or renovation including but not limited to potential roof replacement to the Greenwood School building at 1030 Main Street, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority; or to see what the Town will do about it.

##### **Permanent Building Committee**

**MOTION:** Joseph Bertrand, Chairman of the Permanent Building Committee motioned that the Town of Wakefield appropriate from Free Cash the amount of One Hundred Two Thousand Eight Hundred Dollars (\$102,800.00) for the purpose of conducting a feasibility study for the possible repair and/or renovation including but not limited to potential roof replacement to the Greenwood School building at 1030 Main Street, including the payment of all costs incidental or related thereto. For which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. Said amount to be expended

under the direction of the Permanent Building Committee. The Town of Wakefield acknowledges that the MSBA's grant program is a non-entitlement, discretionary program, based on need, as determined by the MSBA, and any costs that the Town of Wakefield incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Wakefield. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carries

**Moderator Carroll presented Article 6 as follows:**

**ARTICLE 6**

To see if the Town will vote to approve the decision of the Retirement Board to accept the supplemental annual allowance of \$12,000.00 for surviving spouses of disabled employees authorized by G.L. c. 32, § 101; or to see what the Town will do about it.

**Retirement Board**

**MOTION:** James Sullivan, Vice-chairman of the Finance Committee, motioned that the Town vote to approve the decision of the Retirement Board to accept the supplemental annual allowance of \$12,000.00 for surviving spouses of disabled employees authorized by G.L., chapter 32, section 101. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carries

**Moderator Carroll presented Article 7 as follows:**

**ARTICLE 7**

To see if the Town will vote to accept the provisions of G.L. c. 32, § 20(6) authorizing the payment of a stipend to members of the Retirement Board, and to set the amount of such stipend at \$3,000.00 per member annually; or to see what the Town will do about it.

**Retirement Board**

**MOTION:** James Sullivan, Vice-chair of the Finance Committee, motioned that the Town vote to accept the provisions of G.L. chapter 32, section 20 (6) authorizing the payment of a stipend to members of the Retirement Board and to set the amount of such stipend at \$3,000.00 per member annually. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion failed

**Moderator Carroll presented Article 8 as follows:**

**ARTICLE 8**

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 funding the Sewer Enterprise Fund for Fiscal Year 2020; or to see what the Town will do about it.

**Town Council**

**MOTION:** Joseph Conway, Director of Public Works, motioned that the Town appropriate by transfer from the Sewer Surplus Account, the sum of \$425,000.00 to fund the Sewer Enterprise Fund for Fiscal Year 2020. The motion was seconded. The Finance Committee recommended favorable action.

**VOTE:** Motion carries

**Moderator Carroll presented Article 9 as follows:**

**ARTICLE 9**

To see if the Town will vote to raise and appropriate from tax levy, transfer from available funds, or borrow a sufficient sum of money to make specific repairs to Walton Lane, a private way in the Town in accordance with the provisions of Chapter 175-10 of the Code of the Town; or to see what the Town will do about it.

**Town Council**

**MOTION:** Joseph Conway, Director of Public Works, motioned that this Article be indefinitely postponed. The motion was seconded.

**VOTE:** Motion carries

**Moderator Carroll presented Article 10 as follows:**

**ARTICLE 10**

To see if the Town will vote to amend the Wakefield Home Rule Charter by making the following editorial corrections: 1. in Section 2-9-A, replace the existing title "Time of Meeting" with the title "The Two Regular Town Meetings" and delete the sentence "Town Meeting shall meet at least twice each calendar year; 2. in Section 2-9-A, add the sentence "The Spring Town Meeting shall occur after the Spring Town Election"; 3. in Section 4-2, replace the words "Health Agent" with the words "Health Director"; 4. in the second sentence of Section 5-7, replace the words "the this Charter" by the words "by this Charter"; or to see what the Town will do about it.

**Citizen Petition**

**MOTION:** Eric Reid, citizen petitioner of this Article, motioned that the Article be indefinitely postponed. The motion was seconded.

**VOTE:** Motion carries

**Moderator Carroll presented Article 11 as follows:**

**ARTICLE 11**

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**

**MOTION:** Town Administrator Stephen P. Maio motioned that this Article be indefinitely postponed. The motion was seconded.

**VOTE:** Motion carries

**At 7:58 p.m., a motion was made to dissolve this Town Meeting. The motion was seconded. The motion carried.**



## 2019 Vital Statistics

Births: 331

Deaths: 399

Marriages: 121

# *Report of the* **TREASURER'S DEPARTMENT**

To the Citizens of Wakefield

I herewith present my report for the year ending December 31, 2019.

## TRUST FUNDS

The Trust Funds now in the hands of the Treasurer are as follows:

Old Cemetery Trust Funds	\$6,650.00
Library Trust Funds	\$143,430.00
Park Trust funds	\$21,472.00
School Trust Funds	\$9,000.00
Various Trust Funds	\$28,030.00

During the Fiscal Year 7/01/2020 – 6/30/2021 the following loans will fall due:

	Principal	Interest
Woodville Bond	\$1,081,000.00	\$14,593.50
Senior Center Bond	\$98,000.00	\$1,323.00
Sewer Bond	\$ 67,000.00	\$904.50
Public Safety Bld Bond	\$525,000.00	\$31,300.00
Land Acquisition	\$60,000.00	\$3,600.00
Water Pollution Abatement Revenue	\$2,571.00	\$0.00

	Principal	Interest
Mass Water Pollution Abatement Trust	\$115,904.92	\$0.00
MWRA Water Bond	\$50,000.00	\$0.00
MWRA Water Bond	\$37,625.00	\$0.00
MWRA Water Bond	\$50,000.00	\$0.00
MWRA Water Bond	\$40,000.00	\$0.00
MWRA Sewer Bond	\$77,441.25	\$0.00
MWPAT Bond	\$2,296.00	\$0.00
Water Meters	\$105,000.00	\$7,875.00
Galvin Middle School Feasibility Study	\$25,000.00	\$5,262.50
Athletic Fields	\$380,000.00	\$107,987.50
Galvin Middle School	\$1,250,000.00	\$1,205,435.02
Fire Truck	\$65,000.00	\$25,375.00
Fire Ladder	\$35,000.00	\$29,541.26
Walton School	\$115,000.00	\$220,362.50
Public Drainage System	\$15,000.00	\$31,348.76
MWRA Water	\$154,875.00	\$0.00

We are pleased to report that the interest earned from 01/01/2018 to 12/31/2019 is as follows:

Revenue	\$1,236,726.06
Trust Funds	27,296.88

# **Finances**

## **Report of**

TOWN ACCOUNTANT

# Finances

## REPORTS OF THE TOWN ACCOUNTANT

### Statement of Assets & Liabilities

### Statement of Revenues, Expenditures and Changes in Fund Balances

### Statement of Appropriation & Expenditure by Department

### Statement of Indebtedness

The combined Balance Sheet, Statement of Revenue, Expenditure and Changes in Fund Balances, Statement of Appropriations and Expenditures by department, and the Statement of Indebtedness are presented on the following pages. The Town's General Fund is used to account for the basic operating activities such as Administration, Public Safety, Public Works, Education, Human Services, Culture and Recreation. The Non-major Governmental Funds are used to account for financial resources allocated by law, contract or designated to a specific purpose.

The accounting firm of Powers & Sullivan, Certified Public Accountants, currently audits the Town's annual financial statements. The complete financial statements and the auditors' report are available from the Town Accountant and are on file in the Accounting office. Copies of all financial reports and ledgers are available upon request during normal business hours.

Kevin M. Gill  
Town Accountant

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2019

	General	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents.....	\$ 16,667,480	\$ 803,690	\$ 5,141,282	\$ 22,612,452
Investments.....	-	-	2,840,325	2,840,325
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	1,191,971	-	-	1,191,971
Tax liens.....	742,334	-	-	742,334
Motor vehicle excise taxes.....	422,041	-	-	422,041
Departmental and other.....	98,786	-	-	98,786
Intergovernmental - other.....	2,311,588	-	867,798	3,179,386
Tax foreclosures.....	494,155	-	-	494,155
<b>TOTAL ASSETS.....</b>	<b>\$ 21,898,355</b>	<b>\$ 803,690</b>	<b>\$ 8,849,405</b>	<b>\$ 31,551,450</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 1,952,331	\$ -	\$ 237,288	\$ 2,189,619
Accrued payroll.....	599,602	-	20,528	620,130
Tax refunds payable.....	66,000	-	-	66,000
Other liabilities.....	565,114	-	-	565,114
Notes payable.....	-	450,000	-	450,000
<b>TOTAL LIABILITIES.....</b>	<b>3,183,047</b>	<b>450,000</b>	<b>257,816</b>	<b>3,890,863</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue.....	4,028,546	-	-	4,028,546
<b>FUND BALANCES</b>				
Nonspendable.....	-	-	2,428,110	2,428,110
Restricted.....	-	494,115	6,163,479	6,657,594
Committed.....	840,807	-	-	840,807
Assigned.....	1,020,220	-	-	1,020,220
Unassigned.....	12,625,735	(140,425)	-	12,685,310
<b>TOTAL FUND BALANCES.....</b>	<b>14,686,762</b>	<b>353,690</b>	<b>8,591,589</b>	<b>23,632,041</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES.....</b>	<b>\$ 21,898,355</b>	<b>\$ 803,690</b>	<b>\$ 8,849,405</b>	<b>\$ 31,551,450</b>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

YEAR ENDED JUNE 30, 2019

	General	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ 72,650,405	\$ -	\$ -	\$ 72,650,405
Tax liens and foreclosures.....	174,238	-	-	174,238
Motor vehicle excise taxes.....	4,414,729	-	-	4,414,729
Hotel/motel tax.....	980,639	-	-	980,639
Penalties and interest on taxes.....	341,250	-	-	341,250
Payments in lieu of taxes.....	893,699	-	-	893,699
Intergovernmental - Teachers Retirement.....	9,040,847	-	-	9,040,847
Intergovernmental.....	11,519,051	-	5,263,929	16,782,980
Departmental and other.....	2,042,227	-	4,810,595	6,852,822
Special assessments.....	-	-	677	677
Contributions and donations.....	-	-	331,761	331,761
Investment income.....	242,277	-	143,143	385,420
<b>TOTAL REVENUES.....</b>	<b>102,289,362</b>	<b>-</b>	<b>10,550,105</b>	<b>112,839,467</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	3,064,495	-	562,869	3,627,364
Public safety.....	11,786,116	118,950	340,508	12,245,574
Education.....	41,342,630	2,679,811	7,013,901	51,036,342
Public works.....	10,744,533	609,693	1,368,498	12,722,724
Health and human services.....	670,164	-	239,949	910,113
Culture and recreation.....	1,762,082	-	372,736	2,134,818
Pension benefits.....	4,645,820	-	-	4,645,820
Pension benefits - Teachers Retirement.....	9,040,847	-	-	9,040,847
Property and liability insurance.....	360,375	-	-	360,375
Employee benefits.....	11,919,861	-	-	11,919,861
State and county charges.....	1,444,819	-	-	1,444,819
Debt service:				
Principal.....	-	-	3,691,042	3,691,042
Interest.....	-	-	1,823,540	1,823,540
<b>TOTAL EXPENDITURES.....</b>	<b>96,791,742</b>	<b>3,408,454</b>	<b>15,413,043</b>	<b>115,603,239</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>5,517,620</b>	<b>(3,408,454)</b>	<b>(4,862,938)</b>	<b>(2,753,772)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Capital lease financing.....	-	289,083	-	289,083
Transfers in.....	235,627	147,442	6,052,000	6,435,069
Transfers out.....	(5,552,000)	-	(883,069)	(6,435,069)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(5,316,373)</b>	<b>436,525</b>	<b>5,168,931</b>	<b>289,083</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>201,247</b>	<b>(2,971,929)</b>	<b>305,993</b>	<b>(2,464,689)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>14,485,515</b>	<b>3,325,619</b>	<b>6,285,596</b>	<b>26,096,730</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 14,686,762</b>	<b>\$ 353,690</b>	<b>\$ 6,591,589</b>	<b>\$ 23,632,041</b>

See notes to basic financial statements.

General Fund - Intergovernmental Breakdown

MEDICAID REIMBURSEMENT	84,091
ABATEMENTS-VETERANS	202,006
ABATEMENTS ELDERLY	27,148
CHARTER SCHOOLS	180,495
CHAPTER 70	5,832,640
CONSTRUCTION OF SCHOOL PROJ	927,551
UNRESTRICTED GENERAL AID	3,193,047
STATE OWNED LAND	25,641
OTHER STATE REVENUE	872,191
HOMELESS TRANSPORTATION	15,029
FEMA REIMBURSEMENT	154,129
RECEIPT OF A PRIOR PERIOD	5,083
Intergovernmental - Total	11,519,051



*Town of Wakefield*

Report of Appropriated Funds, Expenditures & Balances

Fiscal 2019

For the Period of July 1, 2018 to June 30, 2019

GENERAL GOVERNMENT					
	Appropriation	Expenditure	Balance	DISPOSITION OF BALANCE	
	Fiscal 2019	Fiscal 2019	Fiscal 2019	Transfer to	Encumbered
				Town Revenue	Fiscal 2020
<b>SELECTMEN'S DEPARTMENT:</b>					
Personal Services (Includes Town Planner)	391,338.00	388,906.68	2,431.32	2,431.32	
Purchase of Services	43,806.00	42,892.13	913.87	913.87	
Materials and Supplies	450.00	431.61	18.39	18.39	
<b>TOTAL</b>	<b>435,594.00</b>	<b>432,230.42</b>	<b>3,363.58</b>	<b>3,363.58</b>	<b>0.00</b>
<b>Accounting Department:</b>					
Personal Services	287,844.99	286,165.65	21,679.34	21,679.34	
Purchase of Services	94,901.00	87,184.17	7,716.83	2,716.83	5,000.00
Materials and Supplies	3,550.00	1,881.31	1,668.69	168.69	1,500.00
Sundry Charges	210.00	115.00	95.00	95.00	
<b>TOTAL</b>	<b>386,505.99</b>	<b>355,346.13</b>	<b>31,159.86</b>	<b>24,659.86</b>	<b>6,500.00</b>
<b>Information Technology:</b>					
Personal Services	196,852.00	194,720.15	2,131.85	2,131.85	
Purchase of Services	146,679.00	127,331.42	19,347.58	19,347.58	
Materials and Supplies	5,500.00	2,875.16	2,624.84	2,624.84	
Sundry Charges	3,990.00	3,289.53	700.47	700.47	
<b>TOTAL</b>	<b>353,021.00</b>	<b>328,216.26</b>	<b>24,804.74</b>	<b>24,804.74</b>	<b>0.00</b>
Capital Outlay	503,947.00	160,347.43	343,599.57	0.00	343,599.57
<b>TOTAL</b>	<b>856,968.00</b>	<b>488,563.69</b>	<b>368,404.31</b>	<b>24,804.74</b>	<b>343,599.57</b>
<b>TREASURER'S DEPARTMENT:</b>					
Salary of Treasurer	63,394.00	63,393.98	0.02	0.02	
Personal Services	115,414.74	115,414.74	0.00	0.00	
Purchase of Services	4,900.00	1,946.37	2,953.63	2,953.63	
Materials and Supplies	1,150.00	518.96	631.04	631.04	
Sundry Charges	90.00	90.00	0.00	0.00	
Tax Titles	13,000.00	7,245.78	5,754.22	5,754.22	
Bank Charges	7,500.00	5,922.83	1,577.17	1,577.17	
<b>TOTAL</b>	<b>205,448.74</b>	<b>194,532.66</b>	<b>10,916.08</b>	<b>10,916.08</b>	<b>0.00</b>

	Appropriation Fiscal 2019	Expenditure Fiscal 2019	Balance Fiscal 2019	DISPOSITION OF BALANCE	
				Transfer to Town Revenue	Encumbered Fiscal 2020
<b>LEGAL DEPARTMENT:</b>					
Personal Services	110,206.00	110,205.94	0.06	0.06	
Purchase of Services	203,300.00	203,294.54	5.46	5.46	
Materials and Supplies	9,300.00	9,228.52	71.48	71.48	
Sundry Charges	0.00	0.00	0.00	0.00	
Sub total	322,806.00	322,729.00	77.00	77.00	0.00
Legal Damages	7,160.00	7,094.00	66.00	66.00	
<b>TOTAL</b>	<b>329,966.00</b>	<b>329,823.00</b>	<b>143.00</b>	<b>143.00</b>	<b>0.00</b>
<b>COLLECTOR'S DEPARTMENT:</b>					
Salary of Collector	96,539.00	96,538.52	0.48	0.48	
Personal Services	68,798.60	67,136.46	1,662.14	1,662.14	
Purchase of Services	43,880.00	33,918.29	9,961.71	9,961.71	
Materials and Supplies	2,300.00	1,793.60	506.40	506.40	
Sundry Charges	140.00	130.00	10.00	10.00	
<b>TOTAL</b>	<b>211,657.60</b>	<b>199,516.87</b>	<b>12,140.73</b>	<b>12,140.73</b>	<b>0.00</b>
<b>ASSESSORS' DEPARTMENT:</b>					
Personal Services	190,437.60	190,437.60	0.00	0.00	
Purchase of Services	34,375.00	25,419.72	8,955.28	8,955.28	
Materials and Supplies	1,950.00	1,552.11	397.89	397.89	
Sundry Charges	750.00	565.00	185.00	185.00	
<b>TOTAL</b>	<b>227,512.60</b>	<b>217,974.43</b>	<b>9,538.17</b>	<b>9,538.17</b>	<b>0.00</b>

				DISPOSITION OF BALANCE	
	Appropriation	Expenditure	Balance	Transfer to	Encumbered
	Fiscal 2019	Fiscal 2019	Fiscal 2019	Town Revenue	Fiscal 2020
<b>TOWN CLERK'S DEPARTMENT:</b>					
Salary of Town Clerk	76,110.00	76,109.28	0.72	0.72	
Personal Services	106,908.32	106,908.32	0.00	0.00	
Purchase of Services	19,565.00	18,906.55	658.45	658.45	
Materials and Supplies	1,700.00	1,618.70	81.30	81.30	
Sundry Charges	250.00	25.00	225.00	225.00	
<b>TOTAL</b>	<b>204,533.32</b>	<b>203,567.85</b>	<b>965.47</b>	<b>965.47</b>	<b>0.00</b>
<b>ELECTION / REGISTRATION:</b>					
Personal Services	20,900.00	9,519.66	11,380.34	11,380.34	
Purchase of Services	18,600.00	16,165.36	2,434.64	2,434.64	
Material and Supplies	1,500.00	1,500.00	0.00	0.00	
<b>TOTAL</b>	<b>41,000.00</b>	<b>27,185.02</b>	<b>13,814.98</b>	<b>13,814.98</b>	<b>0.00</b>
<b>ELECTION EXPENSE:</b>					
Personal Services	25,300.00	24,193.95	1,106.05	1,106.05	
Purchase of Services	19,200.00	12,559.85	6,640.15	6,640.15	
<b>TOTAL</b>	<b>44,500.00</b>	<b>36,753.80</b>	<b>7,746.20</b>	<b>7,746.20</b>	<b>0.00</b>
<b>FINANCE COMMITTEE:</b>					
Personal Services	0.00	0.00	0.00	0.00	
Purchase of Services	2,960.00	0.00	2,960.00	2,960.00	
Materials and Supplies	700.00	294.26	405.74	405.74	
Sundry Charges	3,400.00	3,293.00	107.00	107.00	
<b>TOTAL</b>	<b>7,060.00</b>	<b>3,587.26</b>	<b>3,472.74</b>	<b>3,472.74</b>	<b>0.00</b>

				DISPOSITION OF BALANCE	
	Appropriation	Expenditure	Balance	Transfer to	Encumbered
CONSERVATION COMMISSION:	Fiscal 2019	Fiscal 2019	Fiscal 2019	Town Revenue	Fiscal 2020
Personal Services	40,971.00	40,834.21	136.79	136.79	
Purchase of Services	1,950.00	1,020.72	929.28	929.28	
Materials and Supplies	1,000.00	711.29	288.71	288.71	
Sundry Charges	725.00	669.00	56.00	56.00	
TOTAL	44,646.00	43,235.22	1,410.78	1,410.78	0.00
LESS: Wetland Filing Fees	3,000.00	3,000.00	0.00	0.00	
TOTAL	41,646.00	40,235.22	1,410.78	1,410.78	0.00
PLANNING BOARD:					
Personal Services	4,800.00	2,800.00	2,000.00	2,000.00	
Purchase of Services	4,925.00	2,992.81	1,932.19	1,932.19	
Materials and Supplies	2,800.00	2,509.99	290.01	290.01	
Sundry Charges	450.00	0.00	450.00	450.00	
TOTAL	12,975.00	8,302.80	4,672.20	4,672.20	0.00
BOARD OF APPEALS:					
Purchase of Services	29,500.00	29,234.82	265.18	265.18	
TOTAL	29,500.00	29,234.82	265.18	265.18	0.00
Total General Government	3,034,867.25	2,566,853.97	468,013.28	117,913.71	350,099.57

	FISCAL 2019			DISPOSITION OF BALANCE	
Protection Persons & Property	Appropriation Fiscal 2019	Expenditure Fiscal 2019	Balance Fiscal 2019	Transfer to Town Revenue	Encumbered Fiscal 2020
<b>POLICE DEPARTMENT:</b>					
Personal Services	5,366,337.60	5,338,062.60	28,275.00	28,275.00	
Purchase of Services	180,922.00	178,416.17	2,505.83	2,505.83	
Materials and Supplies	154,800.00	151,685.13	3,114.87	3,114.87	
Sundry Charges	10,200.00	4,062.00	6,138.00	6,138.00	
<b>TOTAL</b>	<b>5,712,259.60</b>	<b>5,672,225.90</b>	<b>40,033.70</b>	<b>40,033.70</b>	<b>0.00</b>
Capital Outlay Breakdown:					
Cruisers	165,000.00	164,756.77	243.23	243.23	
<b>TOTAL</b>	<b>5,877,259.60</b>	<b>5,836,982.67</b>	<b>40,276.93</b>	<b>40,276.93</b>	<b>0.00</b>
<b>FIRE DEPARTMENT:</b>					
Personal Services	5,234,502.60	5,171,108.94	63,393.66	63,393.66	
Purchase of Services	109,200.00	108,992.31	207.69	207.69	
Materials and Supplies	137,600.00	137,600.00	0.00	0.00	
Sundry Charges	2,000.00	2,000.00	0.00	0.00	
	5,483,302.60	5,419,701.25	63,601.35	63,601.35	0.00
Capital Outlay Breakdown:					
Replace Acquire Vehicle	45,000.00	45,000.00	0.00	0.00	
<b>TOTAL</b>	<b>5,528,302.60</b>	<b>5,464,701.25</b>	<b>63,601.35</b>	<b>63,601.35</b>	<b>0.00</b>
<b>FIRE ALARM, POLICE SIGNAL TRAFFIC LIGHTS:</b>					
Personal Services	40,790.00	40,790.00	0.00	0.00	
Materials and Supplies	12,780.00	12,778.10	1.90	1.90	
Purchase of Services	11,720.00	11,718.10	1.90	1.90	
Capital Outlay	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>65,290.00</b>	<b>65,286.20</b>	<b>3.80</b>	<b>3.80</b>	<b>0.00</b>
<b>EMERGENCY MANAGEMENT:</b>					
Personal Services	40,000.00	37,924.23	2,075.77	2,075.77	
Purchase of Services	30,000.00	28,379.71	1,620.29	1,620.29	
Materials and Supplies	3,000.00	2,720.70	279.30	279.30	
<b>TOTAL</b>	<b>73,000.00</b>	<b>69,024.64</b>	<b>3,975.36</b>	<b>3,975.36</b>	<b>0.00</b>

	Appropriation	Expenditure	Balance	DISPOSITION OF BALANCE	
	Fiscal 2019	Fiscal 2019	Fiscal 2019	Transfer to	Encumbered
				Town Revenue	Fiscal 2020
<b>BUILDING DEPARTMENT:</b>					
Personal Services	283,735.17	283,735.17	0.00	0.00	
Purchase of Services	13,050.00	9,786.01	3,263.99	3,263.99	
Materials and Supplies	7,050.00	6,773.06	276.94	276.94	
Sundry Charges	500.00	395.00	105.00	105.00	
<b>TOTAL</b>	<b>304,335.17</b>	<b>300,689.24</b>	<b>3,645.93</b>	<b>3,645.93</b>	<b>0.00</b>
<b>SEALER WEIGHTS/MEASURES:</b>					
Personal Services	0.00	0.00	0.00	0.00	
Purchase of Services	6,000.00	6,000.00	0.00	0.00	
Materials and Supplies	0.00	0.00	0.00	0.00	
Sundry Charges	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ANIMAL INSPECTOR:</b>					
Personal Services	71,280.00	71,280.00	0.00	0.00	
Purchase of Services	2,650.00	1,837.99	812.01	812.01	
Materials and Supplies	3,875.00	1,976.01	1,898.99	1,898.99	
Sundry Charges	3,000.00	3,000.00	0.00	0.00	
Capital Outlay	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>80,805.00</b>	<b>78,094.00</b>	<b>2,711.00</b>	<b>2,711.00</b>	<b>0.00</b>
<b>PARKING CLERK:</b>					
Personal Services	3,250.00	3,250.00	0.00	0.00	
Purchase of Services	8,825.00	3,611.39	5,213.61	5,213.61	
Materials and Supplies	200.00	197.28	2.72	2.72	
<b>TOTAL</b>	<b>12,275.00</b>	<b>7,058.67</b>	<b>5,216.33</b>	<b>5,216.33</b>	<b>0.00</b>
<b>Total Protection Persons &amp; Property</b>	<b>11,947,267.37</b>	<b>11,827,836.67</b>	<b>119,430.70</b>	<b>119,430.70</b>	<b>0.00</b>

HUMAN SERVICES					
	Appropriation Fiscal 2019	Expenditure Fiscal 2019	Balance Fiscal 2019	DISPOSITION OF BALANCE Transfer to Town Revenue      Encumbered Fiscal 2020	
COUNCIL ON AGING:					
Personal Services	210,938.19	208,348.54	2,589.65	2,589.65	
Purchase of Services	5,600.00	3,228.09	2,371.91	2,371.91	
Materials and Supplies	12,600.00	8,663.28	3,936.72	3,936.72	
Mystic Valley Elder Service	6,275.00	6,275.00	0.00	0.00	
Capital Outlay	0.00	0.00	0.00	0.00	
TOTAL	235,413.19	226,514.91	8,898.28	8,898.28	0.00
HEALTH DEPARTMENT:					
Personal Services	57,865.60	57,865.60	0.00	0.00	
Purchase of Services	131,479.00	129,544.37	1,934.63	1,934.63	
Materials and Supplies	2,016.00	1,223.16	792.84	792.84	
Sundry Charges	49,556.00	49,556.00	0.00	0.00	
TOTAL	240,916.60	238,189.13	2,727.47	2,727.47	0.00
RECREATION:					
Personal Services	100,588.00	100,308.90	279.10	279.10	
TOTAL	100,588.00	100,308.90	279.10	279.10	0.00
VETERANS' DEPARTMENT:					
Personal Services	17,963.19	17,567.41	395.78	395.78	
Recipients	170,000.00	133,606.53	36,393.47	36,393.47	
Purchase of Services	50,912.00	50,368.59	543.41	543.41	
Materials and Supplies	600.00	448.50	151.50	151.50	
Memorial Day	3,500.00	3,132.00	368.00	368.00	
Veterans Day	1,500.00	993.00	507.00	507.00	
TOTAL	244,475.19	206,116.03	38,359.16	38,359.16	0.00
Total Human Services	821,392.98	771,128.97	50,264.01	50,264.01	0.00



	Fiscal 2019				
<b>PUBLIC WORKS DEPT.</b>					
	Appropriation	Expenditure	Balance	DISPOSITION OF BALANCE	
	Fiscal 2019	Fiscal 2019	Fiscal 2019	Transfer to	Encumbered
<b>PERSONAL SERVICES:</b>				Town Revenue	Fiscal 2020
Personal Services Breakdown:	3,583,356.40	3,582,360.61	995.79	995.79	
Administration	159,747.40	170,100.00	-10,352.60	-10,352.60	
Engineering	241,698.00	304,380.30	-62,682.30	-62,682.30	
Fleet Maintenance	323,609.81	342,391.70	-18,781.89	-18,781.89	
Buildings	730,008.92	710,561.71	19,447.21	19,447.21	
Forestry and Parks	842,625.44	811,955.22	30,670.22	30,670.22	
Cemetery	280,004.17	222,269.47	57,734.70	57,734.70	
Highway	1,081,665.66	1,096,705.21	-15,039.55	-15,039.55	
<b>TOTAL</b>	<b>3,659,359.40</b>	<b>3,658,363.61</b>	<b>995.79</b>	<b>995.79</b>	<b>0.00</b>
<b>LESS:</b>					
Perpetual Care Income	43,000.00	43,000.00	0.00		
Park Trust Funds Available	3.00	3.00	0.00		
To Be Appropriated From The Sale of Lots Funds	33,000.00	33,000.00	0.00		
<b>TOTAL</b>	<b>3,583,356.40</b>	<b>3,582,360.61</b>	<b>995.79</b>	<b>995.79</b>	<b>0.00</b>
<b>PURCHASE OF SERVICES:</b>					
Purchased Service Breakdown:	1,512,488.00	1,497,762.75	14,725.25	14,725.25	
Administration	21,300.00	26,428.49	-5,128.49	-5,128.49	
Engineering	112,225.00	112,413.60	-188.60	-188.60	
Fleet Maintenance	82,500.00	86,561.01	-4,061.01	-4,061.01	
Buildings	777,963.00	734,762.33	43,200.67	43,200.67	
Forestry and Parks	167,250.00	193,505.20	-26,255.20	-26,255.20	
Cemetery	17,200.00	20,418.10	-3,218.10	-3,218.10	
Highway	334,050.00	323,674.02	10,375.98	10,375.98	
<b>TOTAL</b>	<b>1,512,488.00</b>	<b>1,497,762.75</b>	<b>14,725.25</b>	<b>14,725.25</b>	<b>0.00</b>
<b>MATERIALS AND SUPPLIES:</b>					
Material & Supplies Breakdown:	660,516.00	611,338.53	49,177.47	49,177.47	
Administration	8,100.00	11,520.60	-3,420.60	-3,420.60	
Engineering	5,300.00	5,667.54	-367.54	-367.54	
Fleet Maintenance	232,916.00	202,379.46	30,536.54	30,536.54	
Buildings	125,100.00	110,173.83	14,926.17	14,926.17	
Forestry and Parks	115,475.00	105,685.24	9,789.76	9,789.76	
Cemetery	19,475.00	13,504.45	5,970.55	5,970.55	
Highway	154,150.00	162,407.41	-8,257.41	-8,257.41	
<b>TOTAL</b>	<b>660,516.00</b>	<b>611,338.53</b>	<b>49,177.47</b>	<b>49,177.47</b>	<b>0.00</b>

				DISPOSITION OF BALANCE	
	Appropriation	Expenditure	Balance	Transfer to	Encumbered
	Fiscal 2019	Fiscal 2019	Fiscal 2019	Town Revenue	Fiscal 2020
<b>SUNDRY CHARGES:</b>					
Sundry Charges Breakdown:	2,825.00	2,797.90	27.10	27.10	0.00
Administration	900.00	620.00	280.00	280.00	
Engineering	600.00	391.25	208.75	208.75	
Fleet Maintenance	325.00	356.25	-31.25	-31.25	
Buildings	250.00	481.25	-231.25	-231.25	
Forestry and Parks	300.00	467.90	-167.90	-167.90	
Cemetery	200.00	145.00	55.00	55.00	
Highway	250.00	336.25	-86.25	-86.25	
<b>TOTAL</b>	<b>2,825.00</b>	<b>2,797.90</b>	<b>27.10</b>	<b>27.10</b>	<b>0.00</b>
<b>CAPITAL OUTLAY</b>	<b>1,207,697.00</b>	<b>1,008,282.58</b>	<b>199,414.42</b>	<b>611.94</b>	<b>198,802.48</b>
Administration	0.00	0.00	0.00	0.00	0.00
Engineering	5,000.00	5,000.00	0.00	0.00	0.00
Fleet Maintenance	605,197.00	578,838.33	26,358.67	611.94	25,746.73
Buildings	462,500.00	314,444.25	148,055.75	0.00	148,055.75
Forestry and Parks	40,000.00	40,000.00	0.00	0.00	0.00
Cemetery	25,000.00	0.00	25,000.00	0.00	25,000.00
Highway	70,000.00	70,000.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1,207,697.00</b>	<b>1,008,282.58</b>	<b>199,414.42</b>	<b>611.94</b>	<b>198,802.48</b>
<b>Total Public Works</b>	<b>6,966,882.40</b>	<b>6,702,542.37</b>	<b>264,340.03</b>	<b>65,537.55</b>	<b>198,802.48</b>
<b>SNOW AND ICE:</b>	<b>800,000.00</b>	<b>799,997.86</b>	<b>2.14</b>	<b>2.14</b>	<b>0.00</b>

PUBLIC WORKS ENTERPRISE					
	Appropriation	Expenditure	Balance	DISPOSITION OF BALANCE	
	Fiscal 2019	Fiscal 2019	Fiscal 2019	Transfer to	Encumbered
				Town Revenue	Fiscal 2020
<b>WATER DIVISION:</b>					
Personal Services	1,134,887.00	950,331.06	184,555.94	184,555.94	
Purchase of Services	422,622.00	359,519.01	63,102.99	46,549.39	16,553.60
Materials and Supplies	254,638.00	253,550.07	1,087.93	1,087.93	
Sundry Charges	1,430.00	1,116.50	313.50	313.50	
Professional Medical Services	1,000.00	1,000.00	0.00	0.00	
Contributory Retire. Pensions	183,071.00	183,071.00	0.00	0.00	
Group Insurance	355,707.00	355,707.00	0.00	0.00	
Workers' Compensation Ins.	13,652.00	13,652.00	0.00	0.00	
General Insurance	20,350.00	20,350.00	0.00	0.00	
MWRA Water Assessment	2,159,037.00	2,139,746.00	19,291.00	19,291.00	
Admin Expense (P.S.)	54,217.00	54,217.00	0.00	0.00	
Capital Outlay	112,982.00	111,992.92	989.08	989.08	
Maturing Debt	413,383.00	413,289.94	93.06	93.06	
Medicare	16,140.00	16,140.00	0.00	0.00	
<b>TOTAL</b>	<b>5,143,116.00</b>	<b>4,873,682.50</b>	<b>269,433.50</b>	<b>252,879.90</b>	<b>16,553.60</b>
<b>SEWER DIVISION:</b>					
Personal Services	772,518.00	728,171.48	44,346.52	44,346.52	
Purchase of Services	313,358.00	284,630.17	28,727.83	7,827.83	20,900.00
Materials and Supplies	84,412.00	62,695.77	21,716.23	21,716.23	
Sundry Charges	1,200.00	206.25	993.75	993.75	
MWRA Sewer Assessment	6,340,929.00	6,290,285.00	50,644.00	50,644.00	
Workers' Compensation Ins.	8,787.00	8,787.00	0.00	0.00	
General Insurance	12,120.00	12,120.00	0.00	0.00	
Professional Medical Services	1,000.00	1,000.00	0.00	0.00	
Contributory Retire. Pensions	134,525.00	134,525.00	0.00	0.00	
Group Insurance	249,440.00	249,440.00	0.00	0.00	
Admin Expense (P.S.)	54,217.00	54,217.00	0.00	0.00	
Capital Outlay	168,750.00	113,050.67	55,699.33	0.00	55,699.33
Maturing Debt	263,101.00	263,101.00	0.00	0.00	
Medicare	10,884.00	10,884.00	0.00	0.00	
<b>TOTAL</b>	<b>8,415,241.00</b>	<b>8,213,113.34</b>	<b>202,127.66</b>	<b>125,528.33</b>	<b>76,599.33</b>

<b>EDUCATION</b>					
	Appropriation	Expenditure	Balance	DISPOSITION OF BALANCE	
	Fiscal 2019	Fiscal 2019	Fiscal 2019	Transfer to	Encumbered
				Town Revenue	Fiscal 2020
<b>SCHOOL DEPARTMENT:</b>					
Personal Services	32,252,921.00	32,596,054.65	-343,133.65	-343,133.65	
Purchase of Services	6,115,807.00	5,790,978.37	324,828.63	300,539.49	24,289.14
Materials and Supplies	1,744,381.00	1,693,704.42	50,676.58	39,924.96	10,751.62
Sundry Charges	30,215.00	26,985.80	3,229.20	3,229.20	
TOTAL	40,143,324.00	40,107,723.24	35,600.76	560.00	35,040.76
Phse:					
Capital Outlay	52,000.00	51,416.51	583.49	583.49	
Less:					
Offset Receipts Bus Fees	115,000.00	115,000.00	0.00	0.00	
<b>Total School</b>	<b>40,080,324.00</b>	<b>40,044,139.75</b>	<b>36,184.25</b>	<b>1,143.49</b>	<b>35,040.76</b>
<b>LIBRARY DEPARTMENT:</b>					
Personal Services	1,192,998.00	1,192,998.00	0.00	0.00	0.00
Purchase of Services	240,565.00	232,964.44	7,600.56	3,490.56	4,110.00
Materials and Supplies	218,909.00	218,417.94	491.06	491.06	0.00
TOTAL	1,652,472.00	1,644,380.38	8,091.62	3,981.62	4,110.00
Less:					
Library Trust Fund Income	41,624.00	41,624.00	0.00	0.00	
TOTAL	1,610,848.00	1,602,756.38	8,091.62	3,981.62	4,110.00
<b>CAPITAL OUTLAY</b>					
Masonry Improvement	6,500.00	6,500.00	0.00	0.00	
Building Improvement	7,500.00	6,292.31	1,207.69	1,207.69	
Building Improvement-HVAC	10,000.00	10,000.00	0.00	0.00	
	24,000.00	22,792.31	1,207.69	1,207.69	0.00
<b>TOTAL</b>	<b>1,634,848.00</b>	<b>1,625,548.69</b>	<b>9,299.31</b>	<b>5,189.31</b>	<b>4,110.00</b>
<b>NE MET. REG. VOC.</b>	<b>1,263,468.00</b>	<b>1,260,907.00</b>	<b>2,561.00</b>	<b>2,561.00</b>	
<b>Total Education</b>	<b>42,978,640.00</b>	<b>42,930,595.44</b>	<b>48,044.56</b>	<b>8,893.80</b>	<b>39,150.76</b>

UNCLASSIFIED	Appropriation Fiscal 2019	Expenditure Fiscal 2019	Balance Fiscal 2019	DISPOSITION OF BALANCE	
				Transfer to Town Revenue	Encumbered Fiscal 2020
STREET LIGHTS	188,131.00	188,131.00	0.00	0.00	
MISCELLANEOUS	25,125.00	15,977.47	9,147.53	9,147.53	
HISTORICAL COMMISSION	2,000.00	1,993.86	6.14	6.14	
GENERAL INSURANCE	360,375.00	360,375.00	0.00	0.00	
MEDICARE	709,000.00	709,000.00	0.00	0.00	
UNEMPLOYMENT INSURANCE	100,400.00	100,383.55	16.45	16.45	
RESERVE FUND	300,000.00	269,700.00	30,300.00	30,300.00	
<b>Total Unclassified</b>	<b>1,685,831.00</b>	<b>1,645,560.88</b>	<b>39,470.12</b>	<b>39,470.12</b>	<b>0.00</b>
<b>BENEFITS &amp; ADMINISTRATION</b>					
PERSONAL SERVICES	166,686.00	163,536.26	3,149.74	3,149.74	
WORKERS' COMPENSATION	421,605.00	421,605.00	0.00	0.00	
PROFESSIONAL MEDICAL	12,850.00	11,562.90	1,287.10	1,287.10	
<b>RETIREMENT SYSTEM:</b>					
Pension Accumulation Fund	4,606,659.00	4,606,659.00	0.00	0.00	
Non-Contributory Pension Fund	40,779.00	39,161.44	1,617.56	1,617.56	
Assessments, Non-Contributory	0.00	0.00			
Veterans Pension Fund	0.00	0.00			
<b>Total Benefits &amp; Admin.</b>	<b>5,248,579.00</b>	<b>5,242,524.60</b>	<b>6,054.40</b>	<b>6,054.40</b>	<b>0.00</b>
<b>CONTRIBUTORY GROUP HEALTH AND LIFE INSURANCE:</b>					
Town & School Appropriation	11,395,332.00	10,525,326.41	870,005.59	795,005.59	75,000.00
<b>Total Group Insurance</b>	<b>11,395,332.00</b>	<b>10,525,326.41</b>	<b>870,005.59</b>	<b>795,005.59</b>	<b>75,000.00</b>

**Town of Wakefield**  
**Fiscal 2019 Summary**

	<b>Appropriation</b>	<b>Expenditure</b>	<b>Balance</b>	<b>Transfer to Revenue</b>	<b>Encumbered</b>
General Government	3,034,867.25	2,566,853.97	468,013.28	117,913.71	350,099.57
Protection of Persons & Property	11,947,267.37	11,827,836.67	119,430.70	119,430.70	0.00
Human Services	821,392.98	771,128.97	50,264.01	50,264.01	0.00
Public Works Dept.	6,966,882.40	6,702,542.37	264,340.03	65,537.55	198,802.48
Education	42,978,640.00	42,930,595.44	48,044.56	8,893.80	39,150.76
Unclassified	1,685,031.00	1,645,560.88	39,470.12	39,470.12	0.00
Benefits & Admin.	5,248,579.00	5,242,524.60	6,054.40	6,054.40	0.00
Group Insurance	11,395,332.00	10,525,326.41	870,005.59	795,005.59	75,000.00
<b>TOTAL</b>	<b>84,077,992.00</b>	<b>82,212,369.31</b>	<b>1,865,622.69</b>	<b>1,202,569.88</b>	<b>663,052.81</b>
Snow & Ice	800,000.00	799,997.86	2.14	2.14	0.00
<b>Enterprise Funds</b>				<b>Balance</b>	<b>Encumbered</b>
Water Enterprise Fund	5,143,116.00	4,873,682.50	269,433.50	252,879.90	16,553.60
Sewer Enterprise Fund	8,415,241.00	8,213,113.34	202,127.66	125,528.33	76,599.33

Article Summary Fiscal 2019					
Dept.	Meeting Ref.	Description	Appropriation Fiscal 2019	Expenditure Fiscal 2019	Balance Fiscal 2019
DPW	4/30/2018	Eminent Domain Proceed	1.00	0.00	1.00
DPW	4/30/2018	Roadway Improvements	500,000.00	499,714.79	285.21
DPW	4/30/2018	New Sidewalks	100,000.00	39,046.30	60,953.70
DPW	4/30/2018	Radio System	125,000.00	118,945.93	6,054.07
DPW	4/30/2018	Trash Disposal	1,798,000.00	1,756,633.25	41,366.75
Interfund	4/30/2018	Capital Project Fund	4,552,000.00	4,552,000.00	0.00
DPW	11/12/2018	Main Street Upgrade	331,500.00	321,834.00	9,666.00
DPW	11/12/2018	Walsh Field	200,000.00	3,660.00	196,340.00
DPW	11/12/2018	Ortho Mapping	110,000.00	19,775.00	90,225.00
Water	11/12/2018	Water Mains	100,000.00	15,402.00	84,598.00
Sewer	11/12/2018	Sewer Mains	100,000.00	15,402.00	84,598.00
Payroll	4/29/2019	Pay Period Adjustment	300,000.00	191,406.87	108,593.13
Police	4/29/2019	Indemnification	15,000.00	0.00	15,000.00
Fire	4/29/2019	Indemnification	15,000.00	12,235.20	2,764.80
		Total:	8,246,501.00	7,546,055.34	700,445.66

Town of Wakefield  
Reserve Fund Transfer Analysis  
Fiscal 2019

<b>Available Fiscal 2019</b>	<b>\$300,000.00</b>
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**Voted June 27, 2019**

Legal	Expense-Outside Legal Services	143,300.00	
Legal	Expense-Legal Library	3,100.00	
Legal	Expense-Green Street Article	32,600.00	
Legal	Expense-Damages Potholes	2,600.00	181,600.00
Fire Alarm	Expense-Purchase of Services	4,220.00	
Fire Alarm	Expense-Supplies	2,780.00	7,000.00
Vocational Schools	Expense	36,000.00	
Unemployment	Expense	25,400.00	
Board of Appeals	Expense	4,200.00	
Professional Medical	Expense	5,000.00	
DPW	Expense	10,500.00	

<b>Total Requested</b>	<b>269,700.00</b>
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Remaining Balance	30,300.00
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Massachusetts Department of Revenue  
Bureau of Accounts

Division of Local Services  
Statement of Indebtedness

Wakefield, Massachusetts

FY 19

Long Term Debt Inside the Debt Limit*	Outstanding July 1, 2018	+ Issued	- Retired	= Outstanding June 30, 2019	Interest Paid in FY 19
Building	2,395,000	-	627,000	1,768,000	87,898
Departmental Equipment	-	1,322,050	-	1,322,050	-
School Buildings	274,000	5,968,400	50,000	6,192,400	8,373
School Other	-	-	-	-	-
Sewer	760,474	131,602	178,810	713,266	4,576
Solid Waste Landfill	-	-	-	-	-
Other Inside	4,430,000	851,050	405,000	4,876,050	148,438

SUB-TOTAL Inside	7,859,474	8,273,102	1,260,810	14,871,766	249,285
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Long Term Debt Outside the Debt Limit*					
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Airport	-	-	-	-	-
Gas/Electric Utility	-	-	-	-	-
Hospital	-	-	-	-	-
School Buildings	38,137,000	1,728,500	2,601,000	37,264,500	1,323,789
Sewer	-	-	-	-	-
Solid Waste Landfill	-	-	-	-	-
Water	2,188,625	1,548,750	507,625	3,229,750	52,591
Other Outside	58,621	-	10,331	48,290	1,043

SUB-TOTAL Outside	40,384,246	3,277,250	3,118,956	40,542,540	1,377,423
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GRAND TOTAL	48,243,720	11,550,352	4,379,766	55,414,306	1,626,708
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Short Term Debt*	Outstanding July 1, 2018	+ Issued	- Retired	= Outstanding June 30, 2019	Interest Paid in FY 19
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RANs - Revenue Anticipation	-	-	-	-	-
BANs - Bond Anticipation	-	-	-	-	-
Buildings	-	-	-	-	-
School	7,753,042	24,542	7,777,584	-	155,167
Water	-	250,000	-	250,000	-
Sewer	-	-	-	-	-
Other BANs	2,349,000	322,900	2,471,900	200,000	47,509
SAANs - State Grant Anticipation	-	-	-	-	-
FAANs - Federal Grant Anticipation	-	-	-	-	-
Other Short Term Debt	-	-	-	-	-

TOTAL SHORT TERM DEBT	10,102,042	597,442	10,249,484	450,000	202,676
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TOTAL ALL DEBT	58,345,762	12,147,794	14,629,250	55,864,306	1,829,384
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## **Council on Aging Form of Bequest**

I hereby give and bequeath to the Friends of the Council on Aging, Wakefield, Mass., the sum of ..... Dollars to have and to hold, to be used for the unrestricted purposes of the said Council.

## **Library Form of Bequest**

I hereby give and bequeath to the Trustees of the Lucius Beebe Memorial Library, Wakefield, Mass., the sum of ..... Dollars to have and to hold, to be used for the unrestricted purposes of the said library.

