



## WAKEFIELD TOWN COUNCIL

**Monday, June 10, 2019**

**7:00 P.M.**

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

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**COUNCIL  
MEMBERS  
PRESENT:**

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

**ADMINISTRATION PRESENT:**

Executive Assistant Sherri A. Dalton  
Town Administrator Stephen P. Maio  
Town Counsel Thomas Mullen

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

<b>Call to Order</b>	Councilor Dombroski called the meeting to order at 7:00 p.m.
<b>Pledge of Allegiance</b>	Wakefield's Veterans Services Officer Staff Sergeant David Mangan led the body in the reciting of the Pledge of Allegiance. Councilor Dombroski stated that Staff Sergeant Mangan is the new Veterans Service Officer. His background entails service in the United States Air Force from 1968-1972. Councilor Dombroski stated that he would like the Pledge of Allegiance led by different members of the community this year and if anyone is interested to reach out to him or any member of the Council.
<b>Attendance</b>	Councilor Dombroski noted that all Town Councilors were present as well as Town Administrator Maio, Town Counsel Mullen and Clerk Dalton.
<b>Approve of Minutes – May 30, 2019</b>	Councilor Santos motioned to approve the May 30, 2019 Minutes as presented. Councilor May seconded. Motion passed 7-0-0.
<b>Public Engagement</b>	There was no public engagement.
<b>Chairman's Comments</b>	Chairman Dombroski spoke regarding the Envision Wakefield Downtown Revitalization project that has been going on for a several months with the focus on revitalizing downtown. Another focus group session with the community was recently conducted and on June 18, 2019 7:00 p.m. at the Americal Civic Center there will be a public forum for residents to learn more about the project and offer insights. The issue of parking is one of the fundamental considerations of the Envision Wakefield project and the parallel parking spots, similar to those painted across town already, are more than adequate to accommodate differently-sized vehicles. There have also been a lot of questions regarding parking enforcement and how the Town will go forward in that regard. Parking enforcement will be in effect as of July 1, 2019. There will be two (2) parking attendants to ensure parking is in

compliance with the posted time limitations. The Town Council has approved extending the time limits from one (1) hour parking to two (2) hour parking. There will be additional opportunities for four (4) hour and merchant parking. Going forward, parking is nimble and the Town Council can change signage as the demand might dictate. Over the next few weeks paving around town will begin and the DPW will be able to recycle a lot of the asphalt that is dug up and repurpose it for use next to Omelet Headquarters as a semi-permanent parking lot for merchants and four (4) hour parking. There has been a lot of discussions about bike lanes. With any new MassDOT project, bike lanes are a requirement with limited exception. The Town is exploring every option and will take advantage of any opportunities to readdress any routing or circulation of bike lanes. A series of videos have been created for the Envision project and they will be posted on the town's website as well as social media and an overview of the Middle Main project video was then shown. Councilor Chines asked for a plan to be laid out for the next several months for the public to engage in this process. Councilor Dombroski agreed and stated that there will be a lot of opportunities going forward for decisions to be made. Councilor Smith-Galvin commented that the town was not successful last year with Complete Streets and she knows there is funding available.

**Constituent  
Issues**

Councilors May and DiNocco had conversation with constituents regarding the intersection at North Avenue and Main Street due to morning activity at Dunkin Donuts and asked that the Traffic Advisory Committee look into the traffic in that area and report back.

**Notice of  
Events**

Councilor Smith-Galvin motion to approve the request from the Wakefield Soccer Association to hold their 50<sup>th</sup> Anniversary Celebration on the Walter and Mullen fields at the Galvin Middle School and parking lot on September 8, 2019 from 12:00 p.m. until 3:00 p.m. Councilor Santos seconded. Motion passed 7-0-0.

**Licenses &  
Permits**

Councilor May motioned to approve the request from the Beebe Library for an Entertainment License for Plaza Jazz on Thursday from 6:00 p.m. until 8:00 p.m. beginning July 11, 2019 through August 29, 2019. Councilor DiNocco seconded. Motion passed 7-0-0.

Councilor Santos motioned to approve the request for a One Day Liquor License for Susan Cheever Shea for a private event at the Crystal Community Club on September 7, 2019. Councilor May seconded. Motion passed 7-0-0.

Councilor DiNocco motioned to approve the request for a Second-Hand Dealer License for Rada Boutique at 394 Main Street. Councilor Santos seconded. Councilor Chines questioned the three (3) prior years in addition to the current year as noted on the application. Town Administrator Maio answered that the applicant has not paid for those years and it took this long to collect the money. Councilor Chines commented that at the last meeting he talked about policy and process along with late fees for applications and would like to discuss this at a Town Council meeting. Town Administrator

Maio noted that all fees will be brought up again at a Town Council meeting.

## **Updates**

Councilor DiNocco gave a brief overview on the progress of the Branding and Wayfinding Committee. The goals are to direct Wakefield visitors to the downtown and offer a brand that is unique to Wakefield and to communicate with the public in an effective and cohesive manner with what Wakefield's image and place should be. There were sessions and meeting inviting public input for types of signage. Favermann Design, the consultant to the committee, has been working with DPW looking to potentially place some signage at locations along with field testing that is still ongoing. Coordinating these initiatives into Envision Wakefield is ongoing. The initial design included a picture of the skyline with a church steeple that is no longer there due to the fire. A poll was taken whether to keep it in the picture and that issue remains outstanding. They also need to format and coordinate with the Town's website re-design. Updated elements will be brought before the Council as appropriate. Councilor Smith-Galvin questioned if the committee was still meeting since the last minutes she could find were from September of 2018 and the fire that destroyed the church steeple was in October of 2018. Councilor DiNocco stated that September 26, 2018 was the last meeting and that Mr. Favermann is working with other town departments right now. Councilor Smith-Galvin suggested a meeting be posted so that the public can have input and discussion but in the meantime have some of the signs installed rather than waiting for Envision to be completed. Councilor Dombroski indicated siting of certain signs, specifically for parking, was underway. Councilor Chines suggested accelerating the branding work so that there is no deviation of the fonts and color brand for meeting minutes before it is official. Councilor Dombroski noted that the font and color components are being independently worked on currently, with the Town's Communications Manager.

## **Public Hearings**

Councilor Santos motioned to set the date of June 24, 2019 at 7:10 p.m. for the Public Hearing of CNCMCC, LLC d/b/a Blue Moon Grill for an All Alcohol License at 955 Main Street. Councilor DiNocco seconded. Motion passed 7-0-0.

Councilor Santos motioned to set the date of June 24, 2019 at 7:20 p.m. for the Public Hearing of Water and Sewer rates for Fiscal Year 2020. Councilor DiNocco seconded. Motion passed 7-0-0.

## **Presentations & Action Items – Merchant and Longer Term Parking Issues**

Information was presented regarding the parking enforcement program starting July 1, 2019. The recommendation is to create around 70+ Merchant/4-hour parking spots in multiple parking areas in the downtown designated as "Merchant/4-hour parking" in the following areas: both the east and west side of Common Street (the west side will allow long-term parking from 5 Common Street to Yale Avenue, the east side will allow long-term parking from Church Street to the southern end of The Rockery); eight (8) parking spaces on the west side of Union Street between the exit from the rear of the Dollar Store and Princess Street. The other nine (9) parking spaces on the west side of Union Street shall remain two (2) hour parking; the

town owned parking lot adjacent to Omelet Headquarters will also be Merchant/4-hour parking; the three (3) Merchant parking spaces in the Smith Street lot; and the three (3) Merchant parking spaces on Main Street near the Americal Civic Center will remain. The goal of the enforced two-hour parking and 15-minute parking restrictions in the downtown will create better turnover which will benefit our local businesses to thrive. It is important to create long-term parking (especially for merchants) combined with easily accessible customer parking. Merchant parking is designated by having a placard that hangs from the rear view mirror. The seven (7) 15 minute parking spots are located at the end of each block on the east and west side of Main Street right next to the crosswalks with no changes to handicap parking. Councilor Santos motioned to adopt the Merchant/4-hour long-term parking on Union Street, Lincoln Street, three (3) spots on Main Street, the town owned parking lot adjacent to Omelet Headquarters and Common Street as presented. Councilor DiNocco seconded. Motion passed 7-0-0.

**2019 Hazard Mitigation Plan**

Representatives of the Department of Public Works presented what is the final 2019 Mitigation Plan that will be forwarded to MEMA and FEMA for approval to be eligible for grant funding. They noted that the report is the same report that was presented at the Town Council meeting of May 30, 2019 with the inclusion of additional public outreach survey information which is stated in the appendix and also one (1) or two (2) infrastructures were also added. Councilor May motioned to approve the 2019 Mitigation Plan as presented and to forward to MEMA and FEMA for approval. Councilor DiNocco seconded. Motion passed 7-0-0.

**Flying of Flag Policy**

The Councilors discussed the proposed Use of Flagpole at Americal Civic Center Policy. The Policy is strictly for use at the Americal Civic Center only. Councilor Santos motioned to accept the Use of Flagpole at Americal Civic Center Policy. Councilor DiNocco seconded. Councilor Chines amended section 3b Duration of Time of the Policy: not more than seven (7) days before such period commences and not more than seven (7) days after such period terminates. The flag or banner may not be flown on the flagpole during any time when the flag of the United States is not flown. Requests to fly a flag or banner longer than the time period set forth in this policy must be approved by the Town Administrator in no event shall exceed 30 days and the event shall fall within said period. Councilor Santos motioned to adopt the Policy as amended. Councilor DiNocco seconded. Motion passed 7-0-0.

**Kiosks Posting Policy**

The Councilors discussed the proposed Non-Digital Kiosk Display Policy for posting on the kiosks. Approved submissions may be placed in one or more locations at the discretion of the Town Administrator or designee. The non-digital kiosks are located at Main and Water Streets, North Avenue and Hall Park, Main and Albion Streets and Wakefield Common at Main Street and Lake Avenue. A completed request form and digital poster file must be submitted a minimum of thirty (30) days before the requested posting date to [kioskdisplay@wakefield.ma.us](mailto:kioskdisplay@wakefield.ma.us). If approved, postings will be showcased in one or more kiosks for 14 days. Posters will be added and removed on Mondays (Tuesdays in the event of a holiday). Requests for an extended

display period must be specified on the application and approval will be at the discretion of the Town Council. If demand is high and/or space limited, the Town Administrator or designee will determine the display locations for each poster. Approval of applications shall be preliminary, subject to final review of Town Administrator's office of the poster mockup or the final printed poster submitted to that office at least 14 days prior to the intended posting date. Four (4) approved posters must be printed on magnetic or poster-quality paper with the cost of printing to be the sole obligation of the requestor. Posters must measure 18 inches wide by 27 inches tall. Option for full-sized posters will also be considered. Postings will be considered for public, community events hosted by: a Wakefield-based organization holding its event in Wakefield; an out-of-town organization holding its event in Wakefield; a Wakefield-based organization holding its event locally, though outside of Wakefield. Postings will not be considered for any event that does not promote the Wakefield community as a whole, including but not limited to political events, business advertising, sales promotions, lost and found notices, or yard sales (unless community-wide). Wakefield Main Streets may provide the Town Administrator's Office with a rotating set of posters to fill in the spots when not enough requests/events have been submitted. These may include "Shop Local" promotions, Beebe Library events, and Arts Council events. Wakefield Main Streets may also provide video content for the digital kiosk. As the kiosks are Town property, the Town of Wakefield shall always maintain the authority to override this Policy for purposes of promoting information related to Town Departments, activities, or events. All postings will be approved by the Town Administrator or designee. Any party aggrieved by the decision of the Town Administrator or designee may appeal in writing to the Town Council at 1 Lafayette Street, Wakefield or to [sdalton@wakefield.ma.us](mailto:sdalton@wakefield.ma.us). The Town Council will review the appeal at its next regularly scheduled meeting. Councilor Smith-Galvin proposed adding this Policy to the June 24, 2019 meeting of the Town Council to give the community a chance to review and comment on the Policy, but in the interim postings can be added to the kiosks. Town Administrator Maio stated that there is a slight change to the maps and they should be ready for the kiosks within the next few days. Councilor Chines suggested that a poster of some kind that can be standard content that lists where handicap parking is located downtown be put in the kiosks. Councilor Dombroski noted that the Town is very grateful to Wakefield Main Streets for all the work they have done to raise money for the kiosks and the Town will continue to work with Main Streets to enhance them and going forward there will be more opportunity to work together. Councilor DiNocco suggested that Main Streets has a larger role going forward. Councilor Butt expressed the need for an Economic and Community Development Manager as that position would communicate with departments and organizations and the Town Council. She further stated that the application form should be something that can be filled out online as well as all applications by 2020. Councilor Chines suggested that any new business has the opportunity to post their location. The Policy will be posted on the website, social media and there will be hard copies available at the library, Senior Center and at Town Hall for public feedback. The Kiosk Posting Policy will be on the June 24, 2019 Town Council agenda for an

anticipated vote.

**Matters Not  
Anticipated  
for Agenda**

Councilor Smith-Galvin stated that the Environmental Sustainability Committee received a donation in the amount of \$125.00 from a business that was raffled off at the Festival by the Lake on June 8, 2019. Councilor Santos motioned to accept and expend the gift or gifts in the amount of \$125.00 with thanks. Councilor Smith-Galvin seconded. Motion passed 7-0-0.

Councilor DiNocco – asked that the Wakefield Community Partnership be added to the June 24, 2019 agenda for Festival Italia.

**Announcements &  
Acknowledgements**

Councilor Santos – thank you to the DPW for their help with the Pride Flag Ceremony.

Councilor DiNocco – thank you to the DPW for their help with Festival by the Lake; The Savings Bank will be celebrating their 150<sup>th</sup> Anniversary on June 22, 2019 from 2:00 p.m. until 8:00 p.m.

Councilor Butt – the Massachusetts Municipal Association had a Selectmen's Conference on Saturday, June 8, 2019 where she and Councilor Chines attended and had lots of great discussions; thank you to the delegation for the Governor signing the Ch. 90 bond bill where Wakefield is receiving \$673,000.00.

Councilor Chines – was grateful to have the opportunity to attend the Selectmen's Conference on Saturday, June 8, 2019 and learned that a lot of municipalities have planning forums and is hopeful that the Town Council will have them as well; Senator Lewis was the keynote speaker and did an excellent job representing Wakefield. He spoke about education funding reform initiative and he expects to report out a bill within the next month or so and the vision is to add 1 or 2 billion dollars to Ch. 70 over 5-7 year time period; received an update on the State Budget progress and there is a difference with the House and Senate versions of the Ch. 70 education funding for Fiscal 2020 with the Senate version being a little bit higher. The MMA talked about their advocacy work including making sure the legislature fully funds the special education circuit breaker this year. The Human Rights Commission's Taste of Pride Event is on Wednesday, June 12, 2019 at 7:00 p.m. at the Americal Civic Center. Congratulations to the Wakefield Interfaith Food Pantry on their annual breakfast last week.

Councilor Smith-Galvin – Happy Father's Day; Wakefield Rotary Club is sponsoring the annual Fishing Derby on Sunday.

Town Administrator Maio – June 11, 2019 at 1:00 p.m. at the State House the joint committee on revenue is having a hearing on Wakefield's Town Meeting action authorizing the Town of Wakefield to establish a means tested senior citizen property tax event exemption, thank you to Wakefield's delegation on keeping the Town informed.

Councilor Dombroski – noted that he likes to hear so much talk about

Wakefield's delegation because it is important to have that relationship; acknowledged the Bricks by the Lake event that was held earlier this month as it was a very moving tribute to the lives that were lost; acknowledged the 75<sup>th</sup> anniversary of D-Day; thank you to WCAT for tonight's viewing.

**Adjournment** At 9:13 p.m. Councilor Santos motioned to adjourn. Councilor DiNocco seconded. Motion passed 7-0-0.

**Next Council Meeting** The next regular Town Council meeting is June 24, 2019 at 7:00 p.m. at WCAT Studio – 24 Hemlock Road

Respectfully submitted,



Sherri A. Dalton, Executive Assistant