



**TOWN OF  
WAKEFIELD**

**WAKEFIELD TOWN COUNCIL**

**Monday, February 24, 2020**

**6:45 P.M.**

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

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

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

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

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

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

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

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

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

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

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

**White Ribbon Campaign**

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

**PSA & Poster Project  
"RESPECTfully"**

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

**Presentation  
of Fiscal Year  
2021 Budgets**

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

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

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

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

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

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

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

**Strategic Road  
Repair &  
Maintenance  
Plan**

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

**Solar-Powered  
Initiative**

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

**WCNA  
Playground  
Entrance  
Proposal**

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

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

### **Wakefield Youth Council Proposal**

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

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

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

**Community  
Garden  
Proposal**

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

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

**Constituent  
Issues**

There were no constituent issues.

**Town Owned  
Land**

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

**License**

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

**Banner  
Request**

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

**Chairman's  
Comments**

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

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

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

**Matters Not  
Anticipated for  
Agenda**

There were no unanticipated matters.

**Announcements &  
Acknowledgements**

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

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

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

**Adjournment**

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

**Next Council  
Meeting**

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

Respectfully submitted,



Sherri A. Dalton  
Town Council Clerk