



TOWN OF WAKEFIELD

TOWN COUNCIL

Ann Santos, Chair
Julie Smith-Galvin, Vice Chair

Mehreen N. Butt
Jonathan P. Chines

Paul R. DiNocco
Edward F. Dombroski, Jr.

Peter J. May
Sherri Dalton, Clerk

NOTICE OF MEETING

October 26th, 2020 | 7:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/89906880510>

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://us02web.zoom.us/j/89906880510>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-301-715-8592 Meeting ID 899 0688 0510. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

Item 1 | Call to Order

Item 2 | Pledge of Allegiance

Item 3 | Attendance

Item 4 | Public Engagement

Any member of the public who wishes to address the Town Council is asked to submit any comments or concerns to <https://www.wakefield.ma.us/public-participation> at least two hours prior to the start of the meeting. Alternatively, members of the public are invited to participate via the Zoom virtual meeting, using the instructions listed above.

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

Item 5 | Approval of Minutes

Approval of October 15th, 2020 Town Council regular meeting minutes.

Item 6 | Personnel

Introduction of Erin Kokinda, Community and Economic Development Director.

Item 7 | Regular Town Meeting

Update regarding November 07th, 2020 Regular Town Meeting.



Item 8 | Outdoor Dining

Extension of outdoor dining through “60-days after the ending of the State of Emergency” COVID Order No. 50.

Item 9 | COVID-19 Update

Item 10 | Gift Acceptance

Request from Library to approve gifts from various donors with thanks.

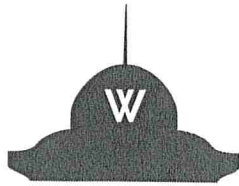
Item 11 | Announcements

Item 12 | Matters Not Anticipated for Agenda

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

Item 13 | Adjournment

Next Regular Town Council Meeting: Monday, November 09th, 2020 at 7:00 p.m. via Zoom.



TOWN OF WAKEFIELD

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

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

Memo to: Town Council
Re: Community and Economic Development Director appointment.
From: Stephen P. Maio Town Administrator
Date: October 26, 2020

It is with great pleasure, that I introduce to you Erin Kokinda who has been appointed Community and Economic Development Director for the Town of Wakefield. I am very impressed with Ms. Kokinda's, knowledge, contacts, experience, passion and energy for this position. She is also very familiar with Wakefield.

As the Council is aware, after the position was approved, I appointed a screening committee to review the close to twenty applications we received for the position. Also, due to our close ties to Mass Business Development and Former State Secretary of Housing and Economic Development Jay Ash, we were able to achieve real insight into the candidates that applied.

After a number of rounds of interviews, we had narrowed our choices to two candidates, one being Ms. Kokinda. Because, I saw both candidates as potential superstars, and as the Council is aware, I was trying to conceive of a way Wakefield could utilize both candidates. In the interim, Massachusetts Business Development hired away one of our candidates proving at a minimum that we have an eye for talent.

Ms. Kokinda brings a vast level of experience to the table.

She earned and received a Bachelor of Arts in Geography, Urban & Regional Planning from Bloomsburg University of Pennsylvania. Where she also minored in Political Science. Ms. Kokinda worked for 7 years as an Economic Development Assistant in the City of Lowell, where she worked closely with the business community providing outreach and support, as well as maintaining a data base of over 200 potential commercial properties in Lowell available for development. Another area of focus was her participation on a planning committee to revitalize underutilized areas near UMASS.

Since 2016 Ms. Kokinda has worked with the Middlesex 3 Coalition, most recently as it's Deputy Director. At the Middlesex 3 Coalition, Ms. Kokinda, cultivated relationships with all stakeholders including members of the business, non-profit, Regional, State, and municipal communities to among other goals promote and attract new business to the Middlesex 3 Region. Ms. Kokinda is also a Wakefield resident.

Please join me in welcoming Ms. Erin Kokinda to Wakefield's team.



ERIN KOKINDA

ECONOMIC DEVELOPMENT PROFESSIONAL

PERSONAL PROFILE

Experienced economic development professional with a passion of driving economic growth for both municipalities and businesses in the Commonwealth.

CORE STRENGTHS

- Strong advocate in addressing economic and business concerns
- Business Development
- Relationship builder and networker
- Strategic Planning
- Brand Marketing
- Website Creation and Troubleshooting
- Transportation Planning
- Social Marketing
- Event Planning

ACADEMIC HISTORY

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

BLOOMSBURG, PA

Bachelor of Arts in Geography, Urban & Regional Planning Major; Political Science Minor, 2009

JAMES COOK UNIVERSITY

TOWNSVILLE, AUSTRALIA

Study Abroad, Fall 2008

CONTACT DETAILS

Cell: (484) 678-1404

Email: erinfindlen@gmail.com

LinkedIn: www.linkedin.com/in/erinfindlen/

Address: 43 Fairmount Ave, Wakefield, MA 01880

WORK EXPERIENCE

MIDDLESEX 3 COALITION

Deputy Director

September 2019-Present

- Support Middlesex 3 Coalition in its growth and drive awareness of the organization.
- Cultivate relationships with stakeholders, including local government, business, education, finance, real estate development, non-profits, business assistance centers, and institutions to maintain and expand the Rt. 3 business community and Middlesex 3 Coalition membership.
- Connect with local, state, and federal representatives to spread awareness of Middlesex 3 Coalition's initiatives and inform them of the Middlesex 3 Coalition's business community concerns.
- Work closely with our ten communities Planning Departments specifically other Economic Development Directors to streamline zoning and permitting practices in our region.
- Act as a liaison between the Middlesex 3 business community and the Massachusetts Office of Business Development.
- Provide marketing services for the organization to market the Middlesex 3 Coalition brand to recruit new members to the organization and attract new businesses to the Rt. 3 region this includes flyers, brochures, and guides.
- Produce content for our social media, newsletters, press releases, and other content to highlight our initiatives, ongoing economic development projects and businesses within the Rt. 3 region; distributed to over 3,000 businesses and organization in M3 region and Great Boston area.
- Plan and manage over 30 Middlesex 3 Coalition events and committee meetings throughout the year in coordination with a variety of external vendors and our business community. Our events attract 50-225 attendees.
- Maintain our internal business development database (HubSpot) for recruiting new members to the Coalition and assisting in business growth in our region.
- Outreach to all businesses in the Rt. 3 region to educate on the resources our organization and our partners provide.
- Manage the Middlesex 3 Transportation Management Association (TMA), a TMA that provides transportation services and advocates for transportation concerns.

Marketing and Membership Coordinator

July 2016-September 2019

- Developed a strategic plan for the Middlesex 3 Coalition that highlighted our mission, vision, values, and goals for the next five years.
- Proactive in membership acquisition and retention to support and grow the organization, in July 2016 there were only 40 members, as of July 2020 we have 120 members ranging from 1-10 employee businesses to over 1,000 + employee businesses.
- Coordinated all membership activation and renewals through the membership database, including billing.
- Managed the Middlesex 3 Coalition and Middlesex 3 TMA websites, page views for the sites have increased 175% since July 2016.
- Provided operational support to the Executive Director including data collection, grant writing and reporting.
- Assisted in securing \$50,000 of Regional Economic Development Organization (REDO) funding from the state of Massachusetts to support our organization and provide economic development support to the Rt. 3 region.
- Assisted in the administration of the Middlesex 3 TMA, a non-profit that was formed by the Middlesex 3 Coalition to address transportation issues in the Rt. 3 region.

ERIN KOKINDA

ECONOMIC DEVELOPMENT PROFESSIONAL

LEADERSHIP EXPERIENCE

LOWELL TELECOMMUNICATIONS

BOARD MEMBER

2014-2016

BLOOMSBURG UNIVERSITY

Chi Sigma Rho

RUSH CHAIR

2007-2009

SKILLS

- Access
- Adobe Photo Shop
- Adobe Image Shop
- Adobe Illustrator
- HubSpot
- GIS
- WordPress
- Microsoft Office
- Constant Contact
- Familiar with CAD and SharePoint

ACTIVITIES

- Shipyard Old Port Virtual Half Marathon 2020
- Carlsbad Half Marathon 2015
- Lake Winnepesaukee Half Marathon 2014
- Boston Triathlon Series 2013,
- Newport Marathon 2012

CONTACT DETAILS

Cell: (484) 678-1404

Email: erinfindlen@gmail.com

LinkedIn: www.linkedin.com/in/erinfindlen/

Address: 43 Fairmount Ave, Wakefield, MA 01880

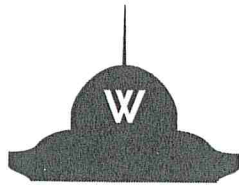
WORK EXPERIENCE

CITY OF LOWELL

Economic Development Assistant

May 2009-July 2016

- Outreached to all businesses in Lowell to educate on resources the Economic Development Office provides.
- Facilitated communication between new businesses and the Development Services department regarding permitting and licensing.
- Created a new "Licensing and Permitting Guide," which included a step-by-step process on how to open a business in the city.
- Participated in a planning committee to revitalize an underutilized area adjacent to University of Massachusetts-Lowell.
- Maintained internal (SiteFinder) and external (Co-Star) commercial database of over 200 available properties in the City of Lowell through prospecting to brokers, property managers, and business owners.
- Conducted commercial real estate searches in Lowell's Site Finder and Co-Star for over 100 prospective businesses annually.
- Assisted prospective and new business owners in obtaining resources to start, market and drive success for their business.
- Maintained the city's database of business, non-profits, and institution contacts by in conjunction with the Clerk's office and through community outreach.
- Liaised between other city departments, especially the Assessor's and Development Services office, to strengthen relationships between the city and the community.
- Prepared quarterly newsletters to highlight ongoing economic development projects and businesses within Lowell; Distributed to over 1,800 businesses and organizations in the Greater Lowell and Greater Boston area via Constant Contacts program.
- Organized the city's "Commercial/Residential Development" report in conjunction with the Development Services department.
- Event coordinator for Lowell's top two annual events: Made in Lowell and Lowell Small Business Week.
- Represented the city's Economic Development department at multiple local and state events.
- Outreached and assisted with the City's business recruitment and retention grant programs, providing grant money to small retail businesses to make improvements to their stores.
- Launched new advertising campaign with UMass Lowell advertising class on behalf of the City Manager and the Special Events/Cultural Affairs Director; campaign was featured on over 15 MBTA bus shelters, 50 bus tails and 3 banners at Burlington Mall.
- Administrator of Economic Development Office's Facebook page providing community updates.



TOWN OF WAKEFIELD

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

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

Memo to: Town Council
Re: Phase III (Out Door Dining)
From: Stephen P. Maio Town Administrator
Date: October 26, 2020



Back in June, the Town Council wisely voted to allow out-door dining and table service for participating restaurants. This option was created by Governor Baker's Executive Order Number 35. By its own terms, Executive order Number 35 expires on November 1, 2020.

In order to allow restaurants to continue to utilize their outdoor spaces, Governor Baker issued Executive Order Number 50. Executive Order Number 50 extends the expansion of outside table service through "60 days past the end of the State of the Emergency or such earlier date as the Town establishes". This order is important for a number of reasons as it allows the restaurants to increase their capacity outside where the majority of restaurant goers feel more comfortable, but it also allows the restaurants to expand the approved areas of use via their zoning and/or Alcohol License approvals.

Specifically, the order allows:

- 1) Restaurants to utilize their own (or public) parking areas for table service despite the fact that the reduction in available parking may be a violation of their underlying zoning approval.
- 2) Restaurants that enjoy liquor licenses to expand the footprint of the area that they are allowed to serve alcohol despite that fact that the extra area does not match the approved area for alcohol service per their approved liquor license.

I would request that the Council adopt Executive order 50 so the restaurants can continue to take advantage of the additional outdoor space.

A second question (somewhat independent of the executive order) is our local allowance (via temporary licenses) of Restaurants to utilize the Public Ways for expansion of their operations. As we all know, some Restaurants have really embraced the use of public spaces, while others quite frankly have not. In this regard, I would like to have the authority to meet (along with DPW) with those restaurants still in the public way to see what their plans are as we may shrink some areas and/or completely remove as the winter storms come. Flexibility here would be key as each situation is a little different as we look to extend their licenses.

I think that the adoption of Executive Order Number 35 provided great relief to the Restaurants, adoption this evening will continue to provide relief.



Temporary License Agreement

This Temporary License Agreement (this "Agreement") by and between the Town of Wakefield, Massachusetts, a Massachusetts municipal corporation having a usual place of business at 1 Lafayette Street, Wakefield, Massachusetts 01880, acting by and through its Town Administrator, pursuant to authorization granted by the Town Council (the "Town"), and

the owner of a restaurant located at _____, (the "Licensee")

Witnesseth that:

Whereas, pursuant to the Governor's COVID-19 Order No. 35, the Town has authority to permit outdoor table service for restaurants on a temporary basis notwithstanding any general or special law or bylaw to the contrary; and

Whereas, pursuant to Chapter 175 of the Code of the Town, the Town Council has authority to permit temporary, private use of the public way, including both the sidewalk and the parking area adjacent thereto; and

Whereas, the Licensee has requested that the Town grant a temporary license for the use and occupancy of a part of the public way immediately in front of the Licensee's restaurant premises for outdoor table service;

Now, therefore, in consideration of the premises set forth above and the mutual promises set forth below, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the undersigned hereby agree as follows:

1. Grant of License. The Town hereby grants and the Licensee hereby accepts, subject to all of the terms and conditions hereof, a temporary, revocable, non-transferable, license (the "License") to use and occupy a portion of the public way immediately in front of the Licensee's restaurant premises, as described textually and shown in a sketch on Exhibit "A" hereto (the "Licensed Area"). The License shall be exclusive as to other restaurants and retail shops, but not with respect to:

- (a) the public, which must at all times have the right to pass and re-pass over a portion of the sidewalk broad enough to provide, and so located as to ensure, free passage for all persons, including the handicapped, as shown on the said sketch; and
- (b) the Town, which retains the right to access all parts of the public way at all times.

2. Purpose of License. The sole purpose of the License and this Agreement is to permit and encourage the temporary alteration of the Licensee's restaurant operations by allowing expansion into the Licensed Area during the pendency of the COVID-19 pandemic. Food and alcohol may be served in the Licensed Area so long as the appropriate state and local permits and licenses are acquired and maintained.

3. Dates and Times. The License shall be effective from the date hereof until the earliest of (a) its revocation by the Town; (b) November 1, 2020; or (c) the Governor's revocation of the said COVID-19 Order No 35. License rights granted under this Agreement may be exercised during the days and hours set forth below:

Normal Business Hours

4. Forbidden Activities. The following activities are not permitted under this Agreement: (i) placing any structure, sign, bulletin board, post, pole, or advertising device of any kind whatever upon the public way (including the Licensed Area) or attaching any notice, bill, poster, sign, wire, rope, or cord to any tree, shrub, fence, railing, post or structure in such areas, except as previously authorized by the Town in writing; (ii) use of combustibles or fire in any fashion or the discharge of weapons or fireworks, or consumption or having possession of any alcoholic beverages whatsoever unless the same is included in an alcoholic beverages license issued by the Town; (iii) engaging in any activity which is contrary to any federal, state or local law; (iv) engaging in any noisome, noxious or disturbing activity, having due regard for the neighborhood; and (v) making any other use of the Licensed Area other than that allowed hereunder.

5. Indemnification. The Licensee shall defend and indemnify the Town and each and all of its elected and appointed officials, employees, servants, agents and insurers, and shall hold each and all of them harmless, from and against any and all claims, suits, demands, liabilities, actions, causes of action, damages, costs and expenses, including reasonable attorneys' fees, arising directly or indirectly from or in connection with the Licensee's use and/or occupancy of the Licensed Area and/or from any negligent or willful act or omission by the Licensee, its servants, agents, employees or invitees.

6. Maintenance of Licensed Area. The Licensee shall be responsible to maintain the Licensed Area in a neat, clean and safe condition during the hours of licensed use set forth in § 3, above, free from all trash and debris, and shall, immediately following every such period of licensed use, clean the Licensed Area and remove all of the Licensee's personal property, trash and debris therefrom, leaving the Licensed Area in at least as good condition as it was prior to such licensed use. Nothing shall be placed or left on the public way outside the Licensed Area at any time, or left on the Licensed Area outside the said hours of licensed use.

7. Licensee Responsible for Area. The License granted hereby is not transferable or assignable. The Licensee shall be solely responsible for any uses permitted by it within the Licensed Area. The Licensee shall supervise and oversee all use of the Licensed Area during the periods of licensed use and shall be solely responsible for the Licensed Area during such times. The Licensee shall take all reasonable steps necessary to secure and protect the Licensed Area and to prevent access to it by those not authorized.

8. Revocation. The Town may revoke the License at any time for any reason or no reason. The Licensee acknowledges that it has no property interest in this Agreement or the License, and no right to use the public way beyond that of the public generally.

9. No Liability for Town. The Town shall have no liability for any damage or loss of the property of the Licensee or others and no claim shall be made therefor against the Town. The use of the License and the Licensed Area is at the sole risk of the Licensee and not the Town. The Licensee acknowledges that it has inspected the Licensed Area and is satisfied as to the suitability thereof for the Licensee's purposes. No warranty or representations as to the site or its suitability for any particular purpose is made by the Town. The Licensee accepts the Licensed Area in its current condition, "as-is, where-is." No act or omission of the Town shall constitute or be construed to be an explicit and specific assurance of safety or assistance. The Town may inspect the Licensed Area at any time.

10. Insurance. The Licensee further agrees to have the Licensed Area included in its business operations and liability insurance coverage during the term of this Agreement and to name the Town as an additional insured thereunder, or to provide other insurance coverage acceptable to the Town, and to promptly deliver to the Town Administrator an insurance certificate reflecting coverage in at least the sum of \$1,000,000 per occurrence and with insurers satisfactory to the Town and authorized to do business in the Commonwealth of Massachusetts. If alcohol is served, the Licensee shall include the Town as an additional insured on its liquor liability insurance under terms and conditions acceptable to the Town.

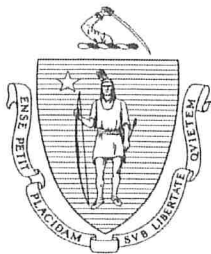
WITNESS OUR HANDS AND SEALS as of this ____ day of _____, 2020.

TOWN OF WAKEFIELD

LICENSEE:

Stephen P. Maio,
Town Administrator,
Duly Authorized

By: _____
Name: _____
Title: _____



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ORDER MAKING CERTAIN PHASE III ADJUSTMENTS

COVID-19 Order No. 50

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19");

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the Federal Centers for Disease Control and Prevention ("CDC") have advised that COVID-19 is spread mainly by person-to-person contact and that the best means of slowing the spread of the virus is through practicing social distancing and by minimizing personal contact with large groups and with environments where this potentially deadly virus may be transmitted including, in particular, spaces that present enhanced risks because of the large number of persons present or passing through the area who may spread the virus through respiratory activity or surface contacts;

WHEREAS, on March 23, 2020, in order to restrict all non-essential person-to-person contact, non-essential movement outside the home, and reduce opportunities for spreading the COVID-19 virus within the Commonwealth, I issued COVID-19 Order No. 13, which temporarily closed the brick-and-mortar premises of businesses and organizations that do not provide COVID-19 Essential Services;

WHEREAS, in response to gradual improvements in the public health data, on May 18, 2020, June 6, 2020, and July 2, 2020, I issued COVID-19 Orders No. 33, 37, and 43, respectively, which designated certain businesses and other organizations as Phase I, II, III, or IV

enterprises and initiated a progressive, phased plan for re-opening workplaces and other facilities across the Commonwealth;

WHEREAS, the Commonwealth has maintained a continuing trend of improvement in public health data during the phased re-opening of workplaces and other facilities, which permits continuing, gradual relaxation of restrictions on businesses and other organizations, provided that any adjustment can only be maintained or expanded on the basis of continuing improvements in the public health data;

WHEREAS, expanded opportunities for outdoor dining, as approved by local authorities, have provided valuable support to restaurants and a popular amenity to the public that should be permitted to continue during the state of emergency without interruption or undue complication;

WHEREAS, the CDC, the Department of Public Health, and other public health authorities continue to improve their understanding of how COVID-19 is spread, where the risk of spread is greatest, and how best to mitigate the risk of transmission which permits periodic adjustments to safety measures addressing commercial, recreational, and social activities; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over assemblages in order to protect the health and safety of persons, variance of the terms and conditions of licenses, permits, and certificates of registration issued by the Commonwealth or by any of its agencies or political subdivisions, and regulation of the sale of articles of food and household articles;

NOW, THEREFORE, I hereby Order the following:

1. Extension of Outdoor Dining Provisions

Notwithstanding chapter 40A of the general laws, or any special permit, variance or other approval thereunder, or any other general or special law to the contrary, a city or town may approve requests for expansion of outdoor table service or extensions of earlier granted approvals, including a local licensing authority ("LLA") approving a request for a change in the description of licensed premises for the purpose of permitting outdoor alcohol service, until a date beyond November 1, 2020, as specified in this Section. For the purposes of this Order, "outdoor table service" shall mean restaurant service that includes food prepared on-site and under food permits issued by municipal authorities pursuant to 105 CMR 590.00 that is served to seated diners outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area, or other outdoor space.

Before approving any request made under this Order or extending a prior approval issued pursuant to Section 4 of COVID-19 Order No. 35, a city, town, or LLA may modify the scope of any prior approval issued pursuant to Section 4 of COVID-19 Order No. 35 as the city, town, or LLA deems proper and appropriate including, without limitation, modifying the terms of an earlier granted approval to address potential issues with snow removal, pedestrian traffic, or similar concerns.

The provisions of Section 4 of COVID-19 Order No. 35 shall apply to any request for an extension of an earlier granted approval or an expansion of outdoor table service or for approval of a change in the description of the licensed premises for the purpose of permitting outdoor alcohol service made pursuant to this Section except that (i) the definition of outdoor table service adopted in paragraph 1 of this Section shall apply; and (ii) such approvals may extend until the date specified below.

Any approval issued under this Section shall remain in effect until 60 days past the end of the state of emergency or such earlier date the city or town establishes in granting the approval, whichever is sooner, at which time any approval issued under this Section, including any amended license issued by an LLA as a result of this Order, shall automatically revert back to its status prior to any approval issued under either this Section or Section 4 of COVID-19 Order No. 35.

Any approval issued under Section 4 of COVID-19 Order No. 35 for expanded outdoor table service, including any amended license issued by an LLA changing the description of the licensed premises for the purpose of permitting outdoor alcohol service as a result of COVID-19 Order No. 35 shall remain in effect until November 1, 2020, unless the city or town approves a request to extend such approval pursuant to this Order or otherwise deems such approval automatically extended consistent with all other provisions of this Order.

2. Opening of Indoor and Outdoor Gaming Arcades

Effective at 12:01 am on September 17, 2020, indoor and outdoor gaming arcades may open their brick-and-mortar premises to workers, customers, and the public, and restaurants, indoor and outdoor recreational facilities, and other enterprises with gaming devices on their premises may permit these devices to be used by patrons. Schedule A to COVID-19 Order No. 43 is hereby amended, as attached, to reflect this adjustment.

The Director of the Department of Labor Standards (“DLS”) shall issue, subject to my approval, COVID-19 workplace safety rules to address the particular circumstances and operational needs of indoor and outdoor gaming arcades and other enterprises with gaming devices on their premises that are made available for use by patrons. These rules shall serve as “Sector-Specific Rules” for such activities and facilities as that term is defined in Section 4 of COVID-19 Order No. 43.

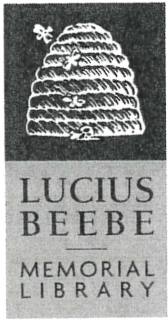
Schedule A to COVID-19 Order No. 43
as revised by COVID-19 Order No. 50, effective September 17, 2020

	All Phase I, II, III, and IV enterprises are required to comply with general and, where applicable, sector-specific COVID-19 workplace safety rules administered by DPL, DPH, EEA, and local boards of health. Workplace safety rules include a variety of mandatory context-specific COVID-19 safety measures such as occupancy limitations, operational modifications, social distancing rules, and specialized cleaning requirements.
Phase I	<p>As specified in COVID-19 Order No. 33:</p> <ul style="list-style-type: none"> • Businesses and other organizations providing products and services identified as “COVID-19 Essential Services” in COVID-19 Order No. 13 • Manufacturing • Construction • Places of Worship • Firearms retailers and shooting ranges • General Use Offices • Car Washes • Hair Salons and Barber Shops • Pet Groomers • Drive-In Movie Theaters • Laboratories • Certain Outdoor Recreational Facilities and Activities as specified in <u>Exhibit I</u> to COVID-19 Order No. 33
Phase II	<p>As specified in COVID-19 Order No. 37 and including specifically:</p> <ul style="list-style-type: none"> • Retail Stores including stores in enclosed shopping malls • Restaurants providing seated food service prepared on-site and under retail food permits issued by municipal authorities pursuant to 105 CMR 590.000, including beer gardens/wineries/distilleries meeting these criteria <ul style="list-style-type: none"> ○ <u>Step 1</u>: outdoor table service ○ <u>Step 2</u>: indoor table service • Hotels, motels, inns, and other short-term lodgings (no events, functions, or meetings) • Limited organized youth and adult amateur sports activities and programs—no contact and no games or scrimmages, and indoor facilities limited to youth programs • Professional sports practice and training programs--no inter-team games and no admission for the public • Personal Services provided at a fixed place of business or at a client location <ul style="list-style-type: none"> ○ <u>Step 1</u>: Services involving no close personal contact (photography, window washers, individual tutoring, home cleaning, etc.) ○ <u>Step 2</u>: Services involving close personal contact (massage, nail salons, personal training for individuals or no more than 2 persons from same household, etc.) • Non-athletic instructional classes in arts/education/life skills for youths under 18 years of age in groups of fewer than 10 • Driving schools and flight schools • Outdoor historical spaces—no functions or gatherings and no guided tours • Funeral homes—increased capacity to permit 40% occupancy for one service at a time within the facility • Warehouses and distribution centers • Golf facilities including outdoor driving ranges • Other outdoor recreational facilities <ul style="list-style-type: none"> ○ pools, playgrounds and spray decks

	<ul style="list-style-type: none"> o mini golf, go karts, batting cages, climbing walls, ropes courses • Post-Secondary/Higher Ed/Vocational-Tech/Trade/Occupational Schools <ul style="list-style-type: none"> o for the limited purposes of permitting students to complete a degree, program, or prerequisite for employment, or other similar requirement for completion, for summer youth programming including athletic facilities, and any necessary supporting services • Day Camps including sports and arts camps • Public libraries
Phase III	<p><u>Step 1</u></p> <ul style="list-style-type: none"> • Post-Secondary/Higher Ed/Vocational-Tech/Trade/Occupational Schools—general operations • Casino gaming floors • Horse racing tracks and simulcast facilities • Indoor recreational and athletic facilities for general use (not limited to youth programs) • Fitness centers and health clubs including <ul style="list-style-type: none"> o cardio/weight rooms/locker rooms/inside facilities o fitness studios (yoga, barre, cross-fit, spin classes, general fitness studios) o indoor common areas o indoor swimming pools o indoor racquet courts and gymnasiums o locker rooms o excluding saunas, hot-tubs, steam rooms • Museums • Indoor historic spaces/sites • Aquariums • Outdoor theatres and other outdoor performance venues not designated as Phase IV enterprises • Movie theatres • Sightseeing and other organized tours (bus tours, duck tours, harbor cruises, whale watching) • Motion picture, television, and video streaming production • Fishing and hunting tournaments and other amateur or professional derbies • Outdoor event spaces used for gatherings and celebrations including those in parks, reservations, and other outdoor spaces not designated as Phase IV enterprises • Indoor event spaces such as meeting rooms, ballrooms, and private party rooms--only when used for functions or events permitted under Sector-Specific Rules for Indoor and Outdoor Events • Indoor non-athletic instructional classes in arts/education/life skills for persons 18 years or older • Indoor recreational activities with low potential for contact: batting cages, driving ranges, go karts, bowling alleys, rock-climbing walls • Indoor and outdoor gaming arcades and associated gaming devices [a] <p><u>Step 2</u></p> <ul style="list-style-type: none"> • Indoor performance venues used for live performances such as concert halls, theaters, and other indoor performance spaces not designated as Phase IV enterprises • Indoor recreational activities with greater potential for contact: laser tag, roller skating, trampolines, obstacle courses
Phase IV	<ul style="list-style-type: none"> • Amusement parks, theme parks, indoor or outdoor water parks and indoor or outdoor ball pits [a] • Saunas, hot-tubs, steam rooms at fitness centers, health clubs, and other facilities • Bars, dance clubs, and nightclubs—venues offering entertainment, beverages, or

	<p>dancing and not providing seated food service prepared on-site and under retail food permits issued by municipal authorities pursuant to 105 CMR 590.000</p> <ul style="list-style-type: none"> • Beer gardens/breweries/wineries/distilleries not providing seated food service prepared on-site and under retail food permits issued by municipal authorities pursuant to 105 CMR 590.000 • Large capacity venues used for group or spectator sports, entertainment, business, and cultural events including <ul style="list-style-type: none"> ○ Stadiums, arenas, and ballparks ○ Dance floors ○ Exhibition and convention halls • Street festivals and parades and agricultural festivals • Road races and other large, outdoor organized amateur or professional group athletic events • Overnight camps (Summer 2021) <p>This listing is subject to amendment.</p>
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Note: Amendment from the version of Exhibit A adopted in COVID-19 Order No. 43 (July 2, 2020) designated by the marker “[a].”



345 Main Street
Wakefield, MA 01880-5093
www.wakefieldlibrary.org

VOICE 781-246-6335
FAX 781-246-6385
EMAIL email@wakefieldlibrary.org

Date:

10/19/20

Town Council
William J. Lee Memorial Town Hall
1 Lafayette Street
Wakefield, MA 01880

Dear Councilors:

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

Thank you for your consideration.

Very truly yours,

Catherine McDonald
Library Director

cc: Accounting



@wakefield.library



@Beebe_Library



@beebelibrary

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

10/19/2020				
SOURCE	DONOR INTENT	DETAIL	AMOUNT	ACCOUNT TOTAL
VARIOUS GIFTS - ORG 20610290, OBJECT 483000				\$ 25,174.77
Constance C. Murray Estate	Donation	Unrestricted	\$ 25,000.00	
Wakefield Arts & Crafts Society	Donation	Memorial Books	\$ 174.77	
MAGAZINE GIFTS - ORG 20610295, OBJECT 483000				0.00
FRIENDS OF BEEBE LIBRARY GIFTS - ORG 20610291, OBJECT 483000				0.00
GIFT BOOKS - ORG 20610296, OBJECT 483000				0.00
AMERICAN CREED GRANT - ORG 20610902, OBJECT 483000				0.00
TOTAL DONATIONS			25,174.77	25,174.77