

**TOWN OF CONCORD
SELECT BOARD
AGENDA
November 16, 2020
4:00PM
VIDEO CONFERENCE CALL**

Join Zoom Meeting

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBla21CczdQM0EvWVVFZz09>

Meeting ID: 840 9239 5810

Passcode: 865209

One tap mobile

+16465588656,,84092395810# US (New York)

Dial by your location

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 840 9239 5810

Find your local number: <https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBla21CczdQM0EvWVVFZz09>

1.	Call to Order
2.	Consent Agenda <ul style="list-style-type: none">- Minutes to approve: October 26, 2020- Town Accountant Warrants – November 12, 2020
3.	Town Manager’s Report
4.	Chair’s Remarks
5.	Public Hearing: Application by National Grid for Grant of Location to install and maintain approximately 2173 feet of 12-inch gas main on Walden Street
6.	Election Follow-up – Town Clerk Kaari Tari
7.	Minuteman Technical Regional High School Playing Field Project and Assessment
8.	Community COVID-19 Update from Public Health Director Susan Rask
9.	Committee Nominations: John Cooley of 80 Highland Street to the West Concord Advisory Committee for terms to expire on April 30, 2023.
10.	Committee Appointments: Susan O’Shea-Folgar of 72 Shore Drive, and Jeff Parker of 315 Plainfield Road to the White Pond Advisory Committee for a term to expire on April 30, 2023.
11.	Committee Liaison Reports
12.	Miscellaneous Correspondence
13.	Public Comments
14.	Adjourn

**TOWN OF CONCORD
SELECT BOARD
MINUTES
October 26, 2020
4:00PM
VIDEO CONFERENCE CALL**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on October 26, 2020 at 4:00pm.

Present were Linda Escobedo, Chair; Susan Bates, Clerk; Terri Ackerman, Jane Hotchkiss, and Matthew Johnson. Also present was Stephen Crane, Town Manager.

Call to Order

Select Board Chair Linda Escobedo called the meeting to order at 4:00pm.

Roll call vote

Ms. Escobedo: Present
Ms. Ackerman: Present
Ms. Bates: Present
Ms. Hotchkiss: Present
Mr. Johnson: Present

Consent Agenda

- Minutes to approve: September 13, 2020; September 21, 2020; September 28, 2020; September 28, 2020 Executive Session #1 (not to be released)

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the consent agenda as amended.

Roll call vote

Ms. Escobedo: Aye
Ms. Ackerman: Aye
Ms. Bates: Aye
Ms. Hotchkiss: Aye
Mr. Johnson: Aye

Town Manager's Report

There will be a White Pond public forum on Wednesday at 6:00pm via Zoom.

The Cambridge Turnpike project is expected to be finished in December. Residents can view construction updates on the [Town website](#).

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Early voting will take place at the Town House through Friday, October 30th. Residents can view the early voting schedule on the [Town website](#).

The Town has hired new Chief Information Officer Jason Bulger. Mr. Bulger was previously the Chief Information Officer with the Town of Tyngsboro, and the IT Director with the Town of Groton. Mr. Bulger will start in mid-November.

Police Chief Joseph O'Connor attended to explain that the Town has been listening to resident concerns and monitoring current events regarding the Presidential Election. Chief O'Connor assured the Select Board and community that the Police have been in constant daily contact with state, local and federal partners. At this time, there has been no information to lead the Town to believe that there will be any issues with voting. Out of abundance of caution, the Police are constantly reassessing plans to ensure that the voting process in Concord is free, fair, and safe. There will be officers at the polls as there have been in every other election. The Police have increased their presence at the ballot box during non-business hours. Chief O'Connor urged residents to call the Police Department if they see something suspicious.

Chair's Remarks

Ms. Escobedo noted that the Select Board received many letters and emails regarding the liquor license application, and thanked the public for their input.

Public Hearing: Application by GJC Brothers Inc d/b/a Concord Gas, located at 686 Elm Street, for an off-premise package store liquor license to sell wines and malt beverages only

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to reopen the public hearing for the application by GJC Brothers Inc d/b/a Concord Gas, located at 686 Elm Street, for an off-premise package store liquor license to sell wines and malt beverages only

Roll call vote

Ms. Escobedo: Aye
Ms. Ackerman: Aye
Ms. Bates: Aye
Ms. Hotchkiss: Aye
Mr. Johnson: Aye

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Pamela Brown of Brown & Brown in Bedford attended to represent the applicant. Charlie Audi of Concord Gas also attended.

Ms. Brown explained that Mr. Audi applied for and was granted a ZBA permit in 2015 to convert the garage bays into retail space. The permit has since expired and he will need to reapply.

Ms. Brown noted that board members and the public had stated concerns about traffic, but claimed that this location is suited for passerby trips, and would not be a destination spot.

Ms. Escobedo noted the concerns stated amongst residents regarding adding traffic, potential youth access to alcohol, and the isolated nature of the area.

Ms. Hotchkiss explained that she has nothing but positive things to say about the current owner and gas station, but has not been persuaded that the town needs another liquor store in this location in particular. Ms. Hotchkiss also noted that she feels comfortable rejecting the application since the applicant assured that this license isn't required to expand or continue his business.

Ms. Bates explained her support for the application, noting that at peak hours Elm Street and Route 2 will always be backed up, and doesn't think a liquor store in this location would cause additional traffic.

Mr. Johnson expressed concern that the Town's stated goal is to create pedestrian friendly business, and this is clearly would be an automobile-oriented establishment.

Ms. Brown countered concerns expressed from the public, stating that she does not think that the concern over drinking and driving or youth sales are founded, noting the Police Chief's support of the application. Ms. Brown offered that issuing this license would be a way to support a small business during a challenging time.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to close the public hearing.

Roll call vote

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

**TOWN OF CONCORD
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Upon a motion duly made and seconded, by a vote of 1 aye and 4 nay

VOTED: to approve the application by GJC Brothers Inc d/b/a Concord Gas, located at 686 Elm Street, for an off-premise package store liquor license to sell wines and malt beverages only to be valid through December 31, 2020.

Roll call vote

Ms. Escobedo: nay

Ms. Ackerman: nay

Ms. Bates: aye

Ms. Hotchkiss: nay

Mr. Johnson: nay

Public Hearing: Application by Comcast of Massachusetts III, Inc to install new coaxial cable along and across Annursnac Hill Road, College Road and Strawberry Hill Road

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to open the public hearing for the application by Comcast of Massachusetts III, Inc to install new coaxial cable along and across Annursnac Hill Road, College Road and Strawberry Hill Road.

Roll call vote

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

Gregory Franks of Comcast attended on behalf of the application. Mr. Franks explained that this project would bring internet service to Nashoba Brooks School.

Justin Richardson of Concord Public Works attended to explain they supported the application with conditions as outlined in a memo from Concord Public Works sent to the Select Board.

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to close the public hearing.

Roll call vote

Ms. Escobedo: Aye

Ms. Ackerman: Aye

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Ms. Bates: Aye
Ms. Hotchkiss: Aye
Mr. Johnson: Aye

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to approve the application by Comcast of Massachusetts III, Inc to install new coaxial cable along and across Annursnac Hill Road, College Road and Strawberry Hill Road, with conditions as specified in the memo from Concord Public Works dated September 22, 2020.

Roll call vote

Ms. Escobedo: Aye
Ms. Ackerman: Aye
Ms. Bates: Aye
Ms. Hotchkiss: Aye
Mr. Johnson: Aye

PACE Resolution

Sustainability Director Kate Hanley did a presentation to the Select Board on the resolution, which can be found in the [meeting materials](#).

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to adopt the Resolution Authorizing the Town of Concord to Participate in the Massachusetts Commercial Property Assessed Clean Energy Program (PACE Massachusetts).

Roll call vote

Ms. Escobedo: Aye
Ms. Ackerman: Aye
Ms. Bates: Aye
Ms. Hotchkiss: Aye
Mr. Johnson: Aye

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**Discussion of the Open Meeting Law Complaint dated October 8, 2020 regarding the
Transportation Advisory Committee – Town Counsel, Mina Makarios**

Town Counsel Mina Makarios reviewed the complaint filed against the Transportation Advisory Committee for failing to take steps to meet under Massachusetts Open Meeting Law. The issue in question is whether or not the TAC is a public body. Mr. Makarios stated that upon his initial review, he does not think it is a public body. The Transportation Advisory Committee has agreed to post agendas and minutes moving forward while the complaint is being reviewed.

Select Board members noted that although it was a Town Manager committee, the Select Board developed the charge. With this information, Mr. Makarios asked for an additional two weeks to develop a response to the OML complaint from the individual who submitted it, Tanya Gailus. Ms. Gailus stated that the Town could file an extension with the state, but she does not want to grant an extension. Mr. Makarios stated that he will provide a response to the Attorney General's Office by the deadline.

Committee Nominations

Dan Schmid of 44 Baker Farm Road to the Agricultural Committee for a term to expire on April 30, 2023.

Committee Reappointments

Upon a motion duly made and seconded, it was UNANIMOUSLY

VOTED: to reappoint Steven Verrill of 415 Wheeler Road to the Agricultural Committee for a term to expire on April 30, 2023.

Roll call vote

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

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Committee Liaison Reports

Ms. Ackerman attended the Library Committee, where they discussed the library groundbreaking. Construction on the library will take approximately 15 months and hopefully be done by December 2021. The library plans to stay open throughout the construction. The Select Board will be receiving a letter or email from the Library Committee with their proposed changes to the administrative code in the coming weeks. The Capital Planning Task Force is seeking public input and will hold a forum on December 2nd 7:30pm via Zoom.

Ms. Bates attended the Planning Board, where they discussed the Thoreau Depot Business District and potential changes in zoning regulations for that area with a representative from MAPC. The Planning Board will hold a hearing on 1440 Main Street on December 10th at 7:30pm. The Planning Board is developing their goals for the year. The Board of Assessors will come to the Select Board on November 2nd for a tax classification hearing for FY21. The Council on Aging has reported a successful flu clinic so far.

Mr. Johnson reported that the Public Ceremonies and Celebrations Committee has fine-tuned their plans for Veterans' Day, and they are planning a calendar for future events. The Community Preservation Committee has continued to hold hearings regarding projects for CPC funding. There CPC is about 1/3 of the way through the hearing process for projects.

Ms. Hotchkiss attended the Board of Health where they discussed the Concord Bikes efforts for fun and safe biking. The BOH discussed the current status of COVID-19 in the community and in the state. The BOH is writing a letter in support of the SAFE act. The Natural Resources Commission welcomed a new chair, and reviewed applications for tree removal.

Ms. Escobedo held the Chairs' Breakfast over Zoom, where they discussed vacancies for boards and committees, reviewed Select Board goals, and identified two warrants for the 2021 Town Meeting. The Historical Commission is looking to change the Demolition Delay Bylaw, and the Planning Board is looking at an article regarding two-family dwellings.

Miscellaneous Correspondence

The Select Board received correspondence included in the meeting materials regarding Estabrook Road, and the liquor license application by Concord Gas.

Public Comments

There were no public comments.

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Adjourn

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to adjourn.

Roll call vote

Ms. Escobedo: Aye

Ms. Ackerman: Aye

Ms. Bates: Aye

Ms. Hotchkiss: Aye

Mr. Johnson: Aye

Meeting Documents: <https://concordma.gov/DocumentCenter/View/26679/October-26-SB-Packet>

Minuteman Media Network Coverage:

<https://www.youtube.com/watch?v=Xa3HW7rge90&list=PL1TTzrWEKOOkHKXNLQprEz0f0ofHYKj8-&index=2>

**133 Keyes Road
Concord, MA 01742**



DATE: 10/01/2020

MEMORANDUM

**TO: Jeremy Romanul, Senior Administrative Assistant
c/o Select Board**

VIA: Stephen Crane, Town Manager

VIA: Alan Cathcart, Director of Public Works

FROM: Stephen Dookran PE, Town Engineer

PREPARED BY: Justin Richardson, PE, Assistant Town Engineer

**SUBJECT: Petition by National Grid for Gas Main Location – Walden Street
(Concord Turnpike [Route 2] to Lincoln Town Line)**

Concord Public Works (CPW) Engineering Division has reviewed the attached Grant of Location petition and proposed plan from National Grid for the above referenced project in the Walden Street public right-of-way in which National Grid requests to install 2,173 feet of 12” transmission and distribution gas main all of which will replace and abandon the existing 8” main (the “Abandoned Main”) in the same corridor. National Grid stated that the existing gas main presents a bottleneck for transmission where the existing pipe north of Route 2 is already 12” in diameter. National Grid is also proposing to replace and abandon its contiguous gas main in Concord Road in the Town of Lincoln for the same reason.

CPW Engineering has been working with National Grid staff since the beginning of 2020 in reviewing the project design and providing comments. Progress was delayed by a disagreement on how the existing 8” main was to be abandoned. National Grid Clams that it is customary to install the new main along a new path in the corridor while keeping the existing main active. After the new main is activated, the old main is cut and capped and left in place. CPW requested because of the large size of the pipe, that it be filled with flowable fill to prevent future collapses when the pipe loses its structural integrity. National Grid argued that this request is unreasonable, it has not been done in other parts of the State and it can have legal ramifications. In order for the project to move forward, CPW has withdrawn its request to fill the Abandoned Main but asks that if the Select Board approves the petition, the following understandings, conditions and recommendations are made part of the approval:

- 1. Mass Gen Laws Ch. 164, §145** - In reference to the foregoing request, National Grid thereby represents to the Town that the Abandoned Main is not and will not be categorized as an “eligible infrastructure replacement” as such term is defined in the Massachusetts General Laws Chapter 164 145(a) for which cost recovery may be sought under §145(e) of said Chapter 164 in any “plan” as such term is defined in said §145(a) of said Chapter 164 filed with or to be filed with the Department of Public Utilities.
- 2. Structural Failure of Abandoned Main** – The Abandoned Main is owned by National Grid or its successors in perpetuity. If the Abandoned Main fails

structurally as evidenced by sinkholes or by appreciable road settlement along the path of the main, National Grid shall excavate and remove it in its entirety.

- 3. Conflicts with Abandoned Main** – Should the Abandoned Main present conflicts with future improvements to the public street infrastructure including but not limited to sidewalk, drainage or public utilities, National Grid shall remove the Abandoned Main or portions thereof in a timely fashion upon notification to eliminate such conflicts.
- 4. End of Service Life of New Main** – National Grid will remove the new 2173-foot 12-inch CS gas main upon completion of its service life.
- 5. Right of Way Permit** – A right of way (ROW) permit issued by CPW Engineering is required to perform work in the public street. CPW Engineering reserves the right to add and/or adjust permit stipulations related to construction standards, work quality, work site maintenance, schedule adjustments, etc. when these become necessary to address new information and conditions related to the project or project site.
- 6. Life Cycle Maintenance Fee** – A Life Cycle Maintenance Fee (LCMF) related to the degradation of pavement cut for trenching is required by the ROW permit. The LCMF is calculated as follows:

$$\text{LCMF} = [(\text{UC} \times \text{L} \times \text{W}) + \$400.00] \times \text{PCI}$$

L = Length of trench in feet

W = Width of trench in feet = 4.0 feet for new main

UC = Unit cost to reconstruct the roadway (dollars per square foot) UC= \$4.00/sf

PCI = Pavement Condition Index expressed as a percentage = 0.81

The constant \$400.00 is to cover the mobilization costs for maintenance. The cost assumes a 4 man crew (1 driver, 1 foreman, and 2 laborers) will visit the trench twice over the life of the trench for a total of 8 man hours.

For the new 12” CS gas main on the west side of Walden Street, the total trench length is 2,173 feet and the trench width is 4 feet. Utilizing the equation above the LCMF was assessed at \$28,693.44 from the calculations as followed:

$$\text{LCMF} = [(\$4.00/\text{sf} \times 2173\text{ft} \times 4.0\text{ft}) + \$400.00] \times 0.81$$

$$\text{LCMF} = \mathbf{\$28,486.08}$$

The Right of Way (ROW) permit will not be issued until LCMF has been paid in full. It should be noted that if actual dimensions in trench length or width differ substantially from the plan, the LCMF will be adjusted accordingly.



- 7. Final Plan Review** – National Grid has submitted their stamped construction plans and ROW Permit application to CPW Engineering that show topographical survey plan with the horizontal and vertical location of the proposed gas main. The plans and application will be reviewed by CPW and other Utility owners to ensure that the proposed gas main will not conflict with other utilities and meets the separation requirements from said utilities. No work shall commence until CPW has completed its review and issued the ROW Permit.
- 8. Traffic Control Plan** – As part of the ROW permit a traffic mitigation plan meeting the Manual of Uniform Control Traffic Devices (MUTCD) shall be submitted to the Concord Police Department Traffic Safety Officer and CPW Engineering. It appears from the plan provided thus far, that the work will require partial or full closure of the roadway and sidewalk. A sketch shall be provided detailing how the anticipated vehicular and pedestrian movements will be managed for the duration of the job. The construction hours shall be limited to 9 AM-4 PM, any changes to work hours shall be approved by the Town Engineer. The roadway and sidewalk shall be secured at the end of each work day to ensure safe and adequate passage. The temporary pedestrian route shall conform to ADA Regulations. Work shall not commence until the review and approval of the traffic mitigation plan are completed.
- 9. Trench Plates** – CPW understands that work is to be performed during the winter months and during this time no steel plates will be allowed to secure trenches. If the use of steel plates becomes absolutely necessary because of a critical change in the work plan, CPW shall be immediately notified and the installation of the plates will strictly follow the requirements to allow safe and proper snow removal. National Grid will be held liable for any incidents due to inadequate removal of snow and ice in the work area related to improperly installed trench plates and/or obstructions caused by their work in the work area. The plates shall be in place for no more than 24 hours or the duration of a snow or ice event. They shall be monitored to make sure they remain secure.
- 10. Tree Protection** – Contractors shall adhere to the CPW Construction and Tree Protection Standard Operating Procedures including the protection of public shade trees: “No person may plant, trim, cut, or remove a public shade tree without the prior permission of the Tree Warden and Engineering Division. This control includes the cutting of roots during construction.” The contractor shall be responsible for installing wooden tree guards with orange snow fencing on public shade trees located within the work zone.
- 11. Final Project Design and Layout Meeting** – CPW requires that National Grid meet with CPW and other Town Divisions prior to the issuance of the ROW Permit. This requirement is to verify the exact location of the new gas main, to ensure that separation from other utilities, future ROW corridors and other

important features of the Town are protected, and to finalize traffic control during construction. The meeting shall occur two weeks prior to commencement of construction.

- 12. Preconstruction Meeting** - National Grid shall schedule a preconstruction meeting with all Town Divisions and stake holders two weeks prior to the commencement of construction.
- 13. Trench and Pavement Restoration** – The asphalt (a minimum of 5-inches of binder placed in two lifts) patch of the proposed utility trench shall be completed with daily patching to Town standards. The patch shall be considered temporary within the 2020/2021 permit season. The asphalt concrete mix to be used during cold temperatures should be recommended for that condition by a reputable asphalt supplier. During this period any settlement or delamination of pavement within the patch or unacceptable deterioration of adjacent pavement caused by the construction shall be rectified by the contractor within two days of notice of defect. National Grid will have a Geotechnical Engineer certify that the material inside the trench and the compaction of the material meets Town of Concord Design and Construction Standards. If construction activities occur outside of CPW Engineering’s working hours, National Grid shall provide weekly reports documenting their daily progress that include photographs and sketches showing the trenching, material compaction and depth of asphalt patch and gravel being applied.

Walden Street is in good condition and the construction will result in significant destruction of the pavement. The contractor will be required to mill the top 2” of the width of the travel lane where the gas main is proposed and repave the lane during the following construction season. All work shall be completed to the satisfaction of the Town Engineer. The mill and repave work shall be completed no later than two weeks after the commencement of the 2022 ROW Permit season.

- 14. Adjustment of Structures** – The excavated trench for the new gas main is likely to settle during the freeze/thaw cycle of the winter, National Grid will adjust any structures as necessary within the temporary patch limits trench limits to prevent any issues when plowing the roadway over the winter. The structures should be re-adjusted during the mill and final paving in the 2022 season.
- 15. Pavement Markings** – All pavement markings that are damaged during construction of the new 12” CS main shall be replaced in kind both during the patching in the 2020/2021 season, and after the final mill and repave in the 2022 season.
- 16. Construction Notifications** – The applicant shall notify emergency services, the school district, the post office, CPW Solid Waste for trash pickup services via

email one week prior to the start of construction. The applicant shall also notify neighborhood residents with door hangers two weeks prior to the start of construction. Additionally, the applicant is required to give prior notice to CPW Engineering regarding daily work in the ROW as specified in the ROW permit.

- 17. As-Built Plans** – An as-built plan of the new main and all appurtenances as well as a record drawing of the Abandoned Main and all its appurtenances shall be provided to CPW Engineering prior to the final closeout of the ROW Permit.

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Concord / Board of Selectmen:

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Concord** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

To install and maintain approximately 2173 feet more or less of 12-inch gas main in Walden Street, Concord. From the Lincoln Town line All of which to replace and abandon the existing 8-inch gas main in Walden Street and Concord Road, Concord.

Date: April 22, 2020

By: _____
Mary Mulroney
Permit Representative

Town of Concord / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Concord** substantially as described in the petition date April 22, 2020 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Concord** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20 ____.

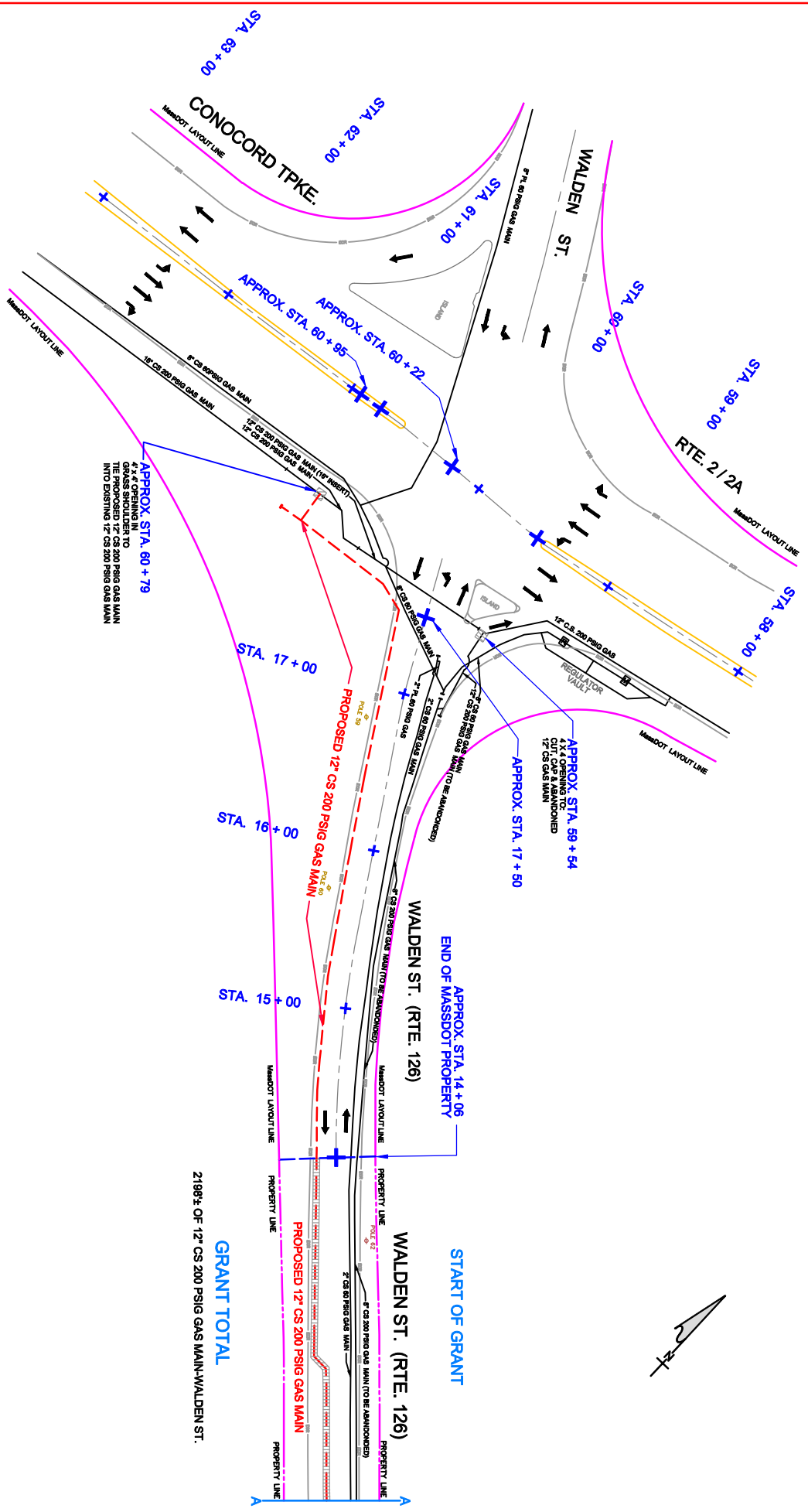
I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20 ____.

By: _____

Title

WO #90000195350

**RETURN ORIGINAL TO THE PERMIT SECTION
NATIONAL GRID
40 SYLVAN RD, WALTHAM, MA 02451
RETAIN DUPLICATE FOR YOUR RECORDS**



LEGEND

- PROPOSED GAS
- EXISTING GAS
- PROPERTY LINE
- EDGE OF ROADWAY
- MASSDOT LAYOUT LINE
- PROPOSED OPENING

NOTE:
 THE LOCATION OF SURFACE AND ARE NOT WARRANTED TO BE CORRECT.
 CALL 811 BEFORE YOU DIG
 UTILITIES AND STREET LINES COMPARED FROM AVAILABLE DATA SOURCES AND NO FIELD VERIFICATION PERFORMED

REVISIONS

NO.	DESCRIPTION	DATE	DRW	APP'BY

nationalgrid
 40 SYLVAN ROAD
 WALTHAM, MA 02451

GRANT OF LOCATION
PROPOSED LOCATION OF 12" GAS MAIN (RELAY)
WALDEN ST., (RTE. 126), CONCORD, MA 01742

ENGR./DRFT/IN	DATE	SIZE	PRESSURE	MATERIAL	LENGTH	WORK ORDER NO.
JPT/JAC	04/14/2020	12"	200 PSIG	COAT STEEL, AS NOTED	8000/15550	

SCALE: N.T.S.
 SHEET 1 OF 3
 DRAWING NO. **GP-CON**
 90000195350-20-110

APPROX. STA. 60 + 79
 4' x 4' OPENING IN GRASS SHOULDER TO THE PROPOSED 12" CS 200 PSIG GAS MAIN INTO EXISTING 12" CS 200 PSIG GAS MAIN

2198'± OF 12" CS 200 PSIG GAS MAIN-WALDEN ST.

GRANT TOTAL

END OF MASSDOT PROPERTY

START OF GRANT

APPROX. STA. 59 + 54
 4' x 4' OPENING IN GRASS SHOULDER TO THE PROPOSED 12" CS GAS MAIN

APPROX. STA. 17 + 50

WALDEN ST. (RTE. 126)

WALDEN ST. (RTE. 126)

STA. 17 + 00

STA. 16 + 00

STA. 15 + 00

STA. 14 + 00

STA. 13 + 00

STA. 63 + 00

STA. 62 + 00

STA. 61 + 00

STA. 60 + 22

STA. 60 + 95

STA. 59 + 00

STA. 58 + 00

STA. 57 + 00

STA. 56 + 00

CONCORD TPKE.

WALDEN ST.

RTE. 2/2A

REGULATOR VAULT

ISLAND

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

MASSDOT LAYOUT LINE

8" CS 200 PSIG GAS MAIN

8" CS 200 PSIG GAS MAIN

12" CS 200 PSIG GAS MAIN

12" CS 200 PSIG GAS MAIN

12" CS 200 PSIG GAS MAIN

12" CS 200 PSIG GAS MAIN

12" CS 200 PSIG GAS MAIN

12" CS 200 PSIG GAS MAIN

12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN

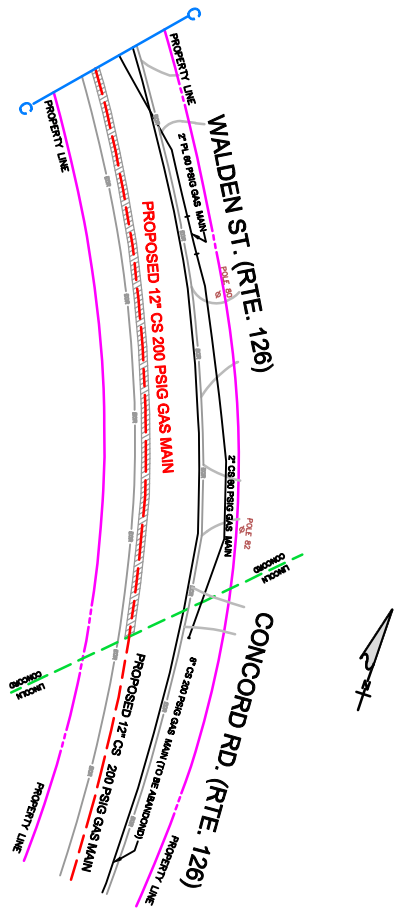
PROPOSED 12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN

PROPOSED 12" CS 200 PSIG GAS MAIN



LEGEND

- PROPOSED GAS
- EXISTING GAS
- PROPERTY LINE
- EDGE OF ROADWAY
- MASSDOT LAQC/T LINE
- PROPOSED OPENING

NOTE:
 THE LOCATION OF SURFACE AND UNDERGROUND UTILITIES ARE NOT GUARANTEED TO BE CORRECT. CALL 811 BEFORE YOU DIG
 UTILITIES AND STREET LINES COMPARED FROM AVAILABLE DATA SOURCES. NO FIELD VERIFICATION PERFORMED

REVISIONS

NO.	DESCRIPTION	DATE	BY	APP'BY

40 SULLIVAN ROAD
 WALTHAM, MA 02461

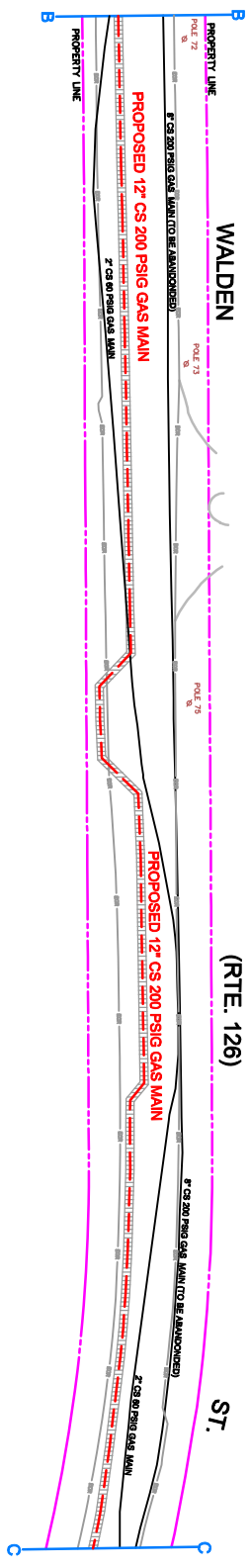
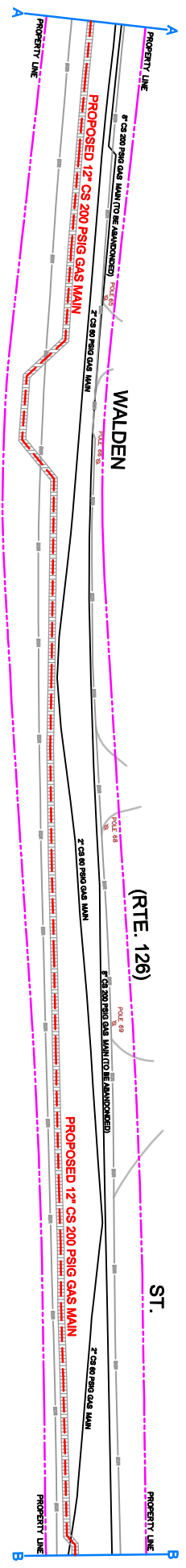
GRANT OF LOCATION

PROPOSED LOCATION OF 12" GAS MAIN (RELAY)

WALDEN ST. (RTE. 126), CONCORD MA 01742

ENGR / DRT/ I/ M/	DATE	SIZE	PRESSURE	MATERIAL	LENGTH	WORK ORDER NO.
J.P./T.M.C.	04/14/2020	12"	200 PSIG	COAT STEEL	AS NOTED	80007195350

SCALE: N.T.S.
 SHEET 3 OF 3
 DRAWING NO.
GP-CON
 90000195350-20-110



<p>LEGEND</p> <ul style="list-style-type: none"> --- PROPOSED GAS --- EXISTING GAS --- PROPERTY LINE --- EDGE OF ROADWAY --- MASSDOT LAYOUT LINE --- PROPOSED OPENING 	<p>NOTE:</p> <p>THE LOCATION OF SURFACE AND ARE NOT WARRANTED TO BE CORRECT. CALL 811 BEFORE YOU DIG</p> <p>UTILITIES AND STREET LINES COMPARED FROM AVAILABLE DATA SOURCES AND FIELD VERIFICATION PERFORMED</p>	<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> <th>ORBY</th> <th>APPBY</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	DESCRIPTION	DATE	ORBY	APPBY						<p style="text-align: center;">nationalgrid</p> <p style="text-align: center;">40 STUYVAN ROAD WALTHAM, MA 02451</p>	<p style="text-align: center;">GRANT OF LOCATION</p> <p style="text-align: center;">PROPOSED LOCATION OF 12" GAS MAIN (RELAY)</p> <p style="text-align: center;">WALDEN ST. (RTE. 126), CONCORD, MA 01742</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ENGR / DRTN / M</th> <th>DATE</th> <th>SIZE</th> <th>PRESSURE</th> <th>MATERIAL</th> <th>LENGTH</th> <th>WORK ORDER NO.</th> </tr> </thead> <tbody> <tr> <td>JPT/JAC</td> <td>04/14/2020</td> <td>12"</td> <td>200 PSIG</td> <td>COAT STEEL</td> <td>AS NOTED</td> <td>8000195350</td> </tr> </tbody> </table>	ENGR / DRTN / M	DATE	SIZE	PRESSURE	MATERIAL	LENGTH	WORK ORDER NO.	JPT/JAC	04/14/2020	12"	200 PSIG	COAT STEEL	AS NOTED	8000195350	<p style="text-align: center;">SCALE: N.T.S.</p> <p style="text-align: center;">SHEET 2 OF 3</p> <p style="text-align: center;">DRAWING NO. GP-CON</p> <p style="text-align: center;">90000195350-20-110</p>
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TOWN OF CONCORD

State Election

November 3, 2020

Unofficial Results

	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	TOTAL
Electors of President and Vice President (Vote for One)						
Blanks	19	17	19	19	13	87
Biden and Harris	1927	2251	2056	2334	1434	10002
Hawkins and Walker	10	12	13	14	4	53
Jorgenson and Cohen	33	33	31	41	21	159
Trump and Pence	352	442	435	475	268	1972
Write-Ins	17	20	19	20	14	90
CARROLL and PATEL	2	0	0	0	0	2
TOTALS	2360	2775	2573	2903	1754	12365
Senator in Congress (Vote for One)						
Blanks	28	39	45	52	31	195
Edward J. Markey	1820	2164	1961	2220	1336	9501
Kevin J. O'Connor	494	551	551	612	382	2590
Write-Ins	3	1	3	2	4	13
SHIVA AYYADURAI	15	20	13	17	1	66
TOTALS	2360	2775	2573	2903	1754	12365
Representative in Congress (Vote for One)						
Blanks	431	489	529	543	310	2302
Lori Loureiro Trahan	1895	2243	1999	2324	1422	9883
Write-Ins	34	43	45	36	22	180
TOTALS	2360	2775	2573	2903	1754	12365
Councilor (Vote for One)						
Blanks	566	620	693	717	387	2983
Marilyn M. Petitto Devaney	1773	2114	1846	2149	1351	9233
Write-Ins	21	41	34	37	16	149
TOTALS	2360	2775	2573	2903	1754	12365
Senator in General Court (Vote for One)						
Blanks	484	540	606	622	340	2592
Michael J. Barrett	1855	2198	1932	2254	1401	9640
Write-Ins	21	37	35	27	13	133
TOTALS	2360	2775	2573	2903	1754	12365
Representative in General Court (Vote for One)						
Blanks	497	544	610	645	354	2650
Tami L. Gouveia	1845	2192	1927	2232	1388	9584
Write-Ins	18	39	36	26	12	131
TOTALS	2360	2775	2573	2903	1754	12365
Register of Probate (Vote for One)						
Blanks	808	873	945	981	554	4161
Tara E. DeCristofaro	1540	1873	1606	1896	1191	8106
Write-Ins	12	29	22	26	9	98
TOTALS	2360	2775	2573	2903	1754	12365
QUESTION 1:						
Blanks	110	113	141	124	86	574
Yes	1720	2083	1870	2128	1273	9074
No	530	579	562	651	395	2717
TOTALS	2360	2775	2573	2903	1754	12365
QUESTION 2:						
Blanks	105	103	128	115	73	524
Yes	1398	1683	1428	1726	1039	7274
No	857	989	1017	1062	642	4567
TOTALS	2360	2775	2573	2903	1754	12365
Total Registered Voters	2765	3426	2933	3191	2000	14315
Precinct Totals	2360	2775	2573	2903	1754	12365
Total Voter Turnout	85%	81%	88%	91%	88%	86%



MINUTEMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Athletic Complex Project Phase I Update



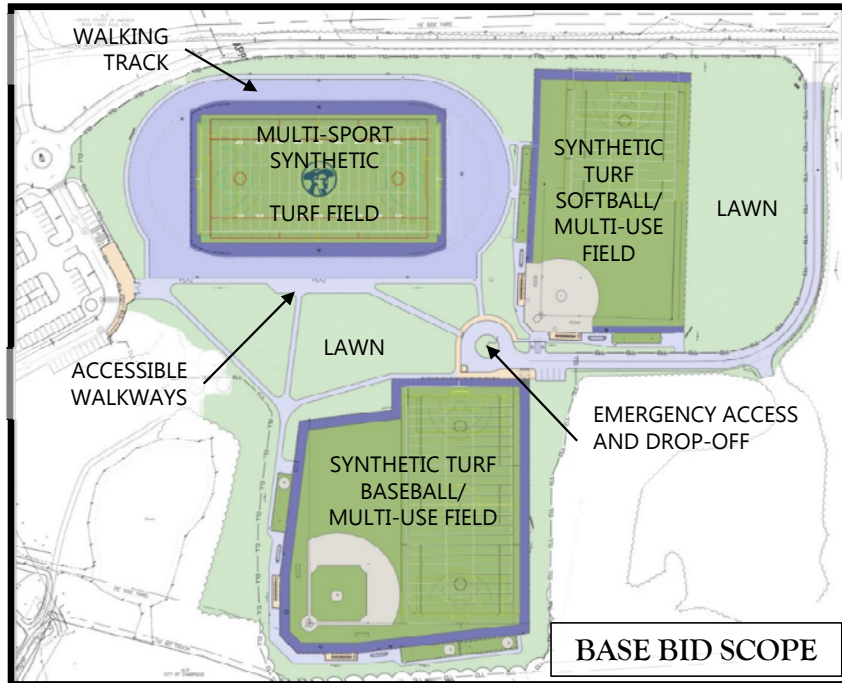
TOWN REVIEW

November 2020

TO REVIEW

- MSBA Project 1 year early and ON Budget
- Original MSBA Budget Included minimal fields (<\$1M)
- Exemplary Project Management = \$4M available for fields
- Competitive Bidding = Great Pricing
- Economic/COVID Crisis = Low Interest Rates
- Small Incremental Investment = Greater Revenue Opportunity
 - All reports and data are available for review
 - Compressed time to act

ATHLETIC FIELDS PROJECT: BASE BID SCOPE



Estimated \leq \$5,915,000

- MULTI-SPORT SYNTHETIC TURF STADIUM FIELD & EQUIPMENT
- ASPHALT WALKING TRACK & SPECTATOR FENCING
- SYNTHETIC TURF SOFTBALL/ MULTI-USE FIELD, DUGOUTS, BULLPENS, & BATTING CAGE
- SYNTHETIC TURF BASEBALL/ MULTI-USE FIELD, DUGOUTS, BULLPENS, & BATTING CAGE
- EMERGENCY VEHICLE ACCESS & VISITOR VEHICLE DROP-OFF/ PICK-UP LOOP
- ACCESSIBLE WALKWAYS, SAFETY NETTING, & SPECTATOR VIEWING AREAS
- MAINTENANCE EQUIPMENT
- SCOREBOARDS & UTILITIES FOR EACH FIELD

PROJECT BASE BID PLUS ALTERNATES

ALTERNATE #1/#2/#3

- STADIUM FIELD LIGHTING
- SOFTBALL/ MULTI-USE FIELD LIGHTING
- BASEBALL/ MULTI-USE FIELD LIGHTING

ALTERNATE #4

- COMPETITIVE RUNNING TRACK AND TRACK EVENTS

ALTERNATE #5

- NON-FIXED TRACK EQUIPMENT

ALTERNATE #6

- PERIMETER FENCING



FUNDING THE BASE BID SCOPE OF WORK

<u>Source of Funds</u>	<u>Amount</u>	<u>Comments</u>
MSBA Building Project	\$ 4,100,000	Pending Verified Close out
MM Facilities Rental Rev. Acct.	\$ 615,000	Current balance - \$725K
MM Stabilization Account	\$ 1,215,000	Current balance plus \$85k in FY22
	\$ 5,930,000	

BID RESULTS (NOT INCLUDING CONSTRUCTION SOFT COSTS): OCT 7, 2020

Company	Bid Price	Alt 1 Stadium Lighting	Sub-Total W/Alts 1	Alt 2 Softball Lighting	Sub-Total W/Alts 1 -2	Alt 3 Baseball Lighting	Sub-Total W/Alts 1 -3	Alt 4 Track & Field	Sub-Total W/Alts 1 -4	Alt 5 Equip	Sub-Total W/Alts 1 -5	Alt 6 Fence	Total W/Alts 1 -6
Heimlich Construction	\$4,444,000	\$400,000	\$4,844,000	\$259,000	\$5,103,000	\$360,000	\$5,463,000	\$614,000	\$6,077,000	\$283,000	\$6,360,000	\$90,000	\$6,450,000
Quirk Construction	\$5,350,000	\$400,000	\$5,750,000	\$240,000	\$5,990,000	\$353,000	\$6,343,000	\$720,000	\$7,063,000	\$250,000	\$7,313,000	\$95,000	\$7,408,000
D.W. White & Son	\$5,610,000	\$425,810	\$6,035,810	\$253,857	\$6,289,667	\$375,390	\$6,665,057	\$719,260	\$7,384,317	\$265,065	\$7,649,382	\$109,367	\$7,758,749
Argus Construction	\$5,760,000	\$440,000	\$6,200,000	\$270,000	\$6,470,000	\$405,000	\$6,875,000	\$650,000	\$7,525,000	\$310,000	\$7,835,000	\$99,000	\$7,934,000
R.A.D. Sports	\$5,979,000	\$471,145	\$6,450,145	\$288,392	\$6,738,537	\$427,046	\$7,165,583	\$926,714	\$8,092,297	\$90,857	\$8,183,154	\$105,070	\$8,288,224
Green Acres Construction	\$6,355,406	\$423,573	\$6,778,979	\$264,219	\$7,043,198	\$403,112	\$7,446,310	\$850,244	\$8,296,554	\$278,494	\$8,575,048	\$98,435	\$8,673,483
FieldTurf USA	\$6,414,528	\$461,265	\$6,875,793	\$310,160	\$7,185,953	\$413,052	\$7,599,005	\$1,483,003	\$9,082,008	\$229,510	\$9,311,518	\$142,380	\$9,453,898
H.I. Stone & Son	\$6,419,000	\$495,000	\$6,914,000	\$294,000	\$7,208,000	\$424,000	\$7,632,000	\$1,021,000	\$8,653,000	\$278,000	\$8,931,000	\$105,000	\$9,036,000

PROJECT BASE BID PLUS ALTERNATES

ALTERNATE #1/#2/#3

- STADIUM FIELD LIGHTING (\$400K)
- SOFTBALL/ MULTI-USE FIELD LIGHTING (\$259K)
- BASEBALL/ MULTI-USE FIELD LIGHTING (\$360K)

ALTERNATE #4 (\$614K)

- COMPETITIVE RUNNING TRACK AND TRACK EVENTS

ALTERNATE #5 (\$283K)

- NON-FIXED TRACK EQUIPMENT

ALTERNATE #6 (\$90K)

- PERIMETER FENCING



FUNDING THE BASE BID SCOPE PLUS ALTERNATES

<u>Source of Funds</u>	<u>Amount</u>	<u>Comments</u>
MSBA Building Project	\$ 4,100,000	Pending Verified Close out
MM Facilities Rental Revolving Acct.	\$ 615,000	Current balance - \$725K
MM Stabilization Account	\$ 1,215,000	Current balance plus \$85k in FY22
	\$ 5,930,000	
ALL ALTERNATES PHASE 1 FUNDS REQUIRED	(\$1,909,000)	BORROW @ Rate favorable < 1.7%

REVENUE POTENTIAL PHASE 1 WITH LIGHTS ON ATHLETIC FIELDS

- **ANNUAL PHASE I FIELDS RENTAL REVENUE** (per Ballard-King report. CONSERVATIVE ESTIMATES)
 - **\$340,000 – Year 1 (partial year FY22)**
 - **\$400,000 – Year 2 (established FY23)**
- **PHASE I REDUCES EXPENSES FOR RENTAL FEES & TRANSPORTATION COSTS FOR MINUTEMAN ATHLETIC PROGRAMS: \$75,000 - \$100,000/YR.**
- **LIGHTED ATHLETIC FIELDS WILL COMPLIMENT RENTAL REVENUE WITH OTHER DISTRICT RESOURCES (Theatre, gymnasium, corporate meeting rooms, courtyard, student union, restaurant, training areas and common spaces)**

**MEMBER TOWN SHARE AND ANNUAL OPERATING CAPITAL COST
ASSESSMENT INCREASE**

FISCAL YEAR	ANNUAL PAYMENT	Acton 9.8%	Arlington 34.6%	Bolton 3.6%	Concord 8.0%	Dover 2.0%	Lancaster 10.9%	Lexington 16.0%	Needham 7.1%	Stow 8.1%
2021										
2022	223,250.00	21,858	77,130	8,018	17,865	4,352	24,338	35,634	15,915	18,140
2023	219,925.00	21,533	75,981	7,898	17,599	4,288	23,975	35,103	15,678	17,870
2024	216,600.00	21,207	74,832	7,779	17,333	4,223	23,613	34,572	15,441	17,600
2025	213,275.00	20,882	73,684	7,659	17,067	4,158	23,250	34,041	15,204	17,329
2026	209,950.00	20,556	72,535	7,540	16,801	4,093	22,888	33,511	14,967	17,059
2027	206,625.00	20,230	71,386	7,421	16,535	4,028	22,525	32,980	14,730	16,789
2028	203,300.00	19,905	70,237	7,301	16,269	3,963	22,163	32,449	14,493	16,519
2029	199,975.00	19,579	69,089	7,182	16,003	3,899	21,800	31,919	14,256	16,249
2030	196,650.00	19,254	67,940	7,062	15,737	3,834	21,438	31,388	14,019	15,979
2031	193,325.00	18,928	66,791	6,943	15,471	3,769	21,075	30,857	13,782	15,708

PROJECT SCOPE – PHASING 1

ANTICIPATED PROJECT CONSTRUCTION SCHEDULE

- PROJECT AWARD 10/28/2020
- SUBMITTALS 10/29/2020 – 12/18/2020
- MOBILIZATION 11/16/2020
- SITE & BASE WORK WINTER 2020 – SPRING 2021
- SYNTHETIC TURF SUMMER 2021
- MISC. SITE & LANDSCAPING FALL 2021
- SUBSTANTIAL COMPLETION OCTOBER 2021





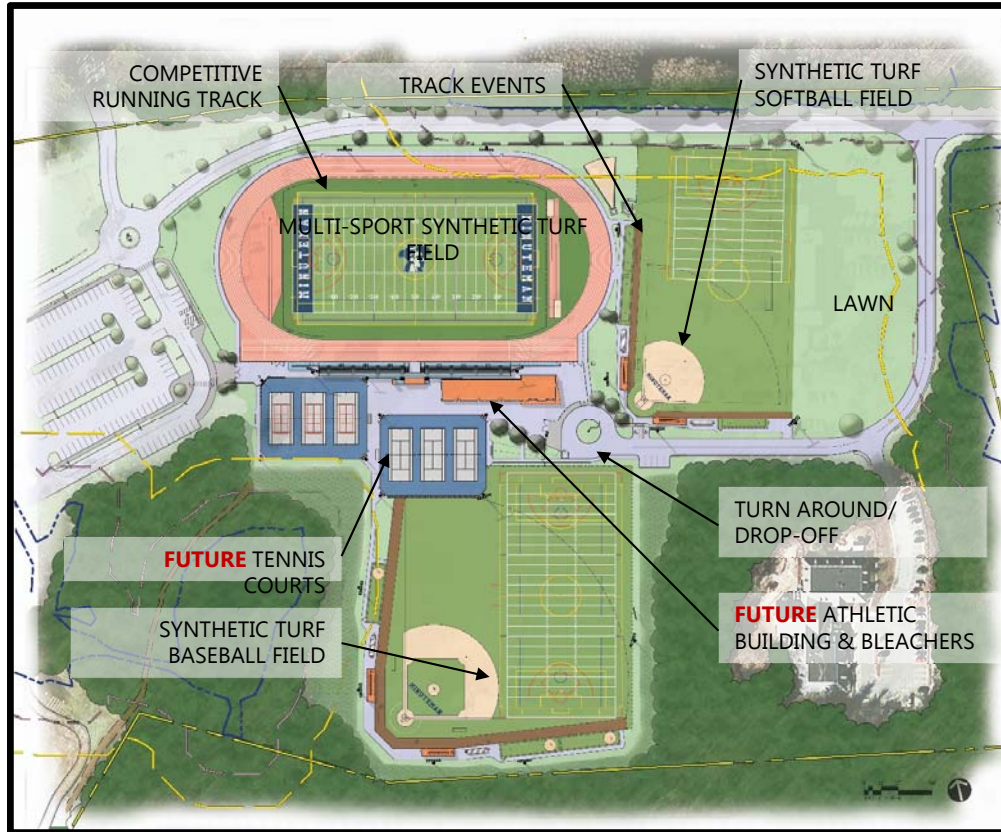
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Athletic Complex Project Update



Thank You!
QUESTIONS?

LATER PROJECT SCOPE: MORE EXPENSIVE BUT.....



- ✓ **SCOPE OF WORK COMPLETED**
- ✓ MULTI-SPORT SYNTHETIC TURF FIELD
- ✓ COMPETITIVE RUNNING TRACK
- ✓ TRACK EVENTS
- ✓ TRACK AND FIELD LIGHTING
- ✓ VEHICLE TURN AROUND/ DROP-OFF LOOP
- ✓ SYNTHETIC TURF VARSITY SOFTBALL FIELD
- ✓ SYNTHETIC TURF VARSITY BASEBALL FIELD
- ✓ BASEBALL AND SOFTBALL FIELD LIGHTING

❑ **SCOPE OF WORK NOT BUILT BUT PERMITTED**

- ❑ **ATHLETIC BUILDING**
- ❑ **1,200 SEAT STADIUM BLEACHERS**
- ❑ **TENNIS COURTS AND LIGHTING**

ESTIMATED ADDITIONAL PROJECT COST

▪ CONSTRUCTION	\$ 5,500,000
▪ ESCALATION (10%/YR)	\$ 1,650,000
▪ OWNER SOFT COSTS	\$ 1,150,000
▪ TOTAL	\$ 8,300,000

ANTICIPATED PROJECT SCHEDULE

▪ DESIGN	JUNE - JULY 2024
▪ BIDDING	AUGUST 2024
▪ CONSTRUCTION	SEPT. 2024 – SEPT. 2024 (12 MONTHS)

Table of Contents

Section	I	Review of Existing Information	1
Section	II	Recommendations for Field Use and Revenue.....	3



BALLARD * KING
& ASSOCIATES LTD



Section I – Review of Existing Information

Ballard*King & Associates has been tasked with completing a review of existing information and the planning efforts for the utilization of the new Minuteman Athletic Fields. This review is based on information provided by Minuteman Regional Vocational Technical High School (MRVTSD) staff. This review does not include any assessment of the actual design or specifications for construction of the athletic fields complex.

Project Definition: This review is based on the planned development of the following amenities in the complex:

- Stadium that includes a lighted synthetic football/soccer/lacrosse field, all-weather track and seating areas, press box and scoreboard.
- One rectangular lighted synthetic cricket/rugby/multi-use field with an overlay for softball (includes dugouts, bullpens, batting cages, backstops and scoreboard).
- One rectangular lighted synthetic multi-use field with an overlay for baseball (includes dugouts, bullpens, batting cages, backstops and scoreboard).
- Six lighted tennis courts, three that could also be used for pickleball.
- Support building that includes restrooms, team rooms and concessions.

The fields will be used not only by the high school but also by the local community on a fee for use basis.

The ability to utilize all of the fields at the same time will be critical to maximizing utilization and revenues that will be generated by the complex. The sharing of two fields for both rectangular field uses, and diamond field sports will place more pressure on scheduling and maintenance.

Athletic Complex Usage Guidelines: There is a preliminary field usage document that has been developed for the project. This provides a solid foundation to build on for determining use. Key aspects of the guidelines include:

- A definition of what constitutes resident and non-resident status.
- A prioritization of use into six groups.
- Procedures for obtaining permits for field use.
- Specific allocation procedures for field use.
- Field use rules and regulations.
- Event/Tournament use procedures.
- Guidelines for use of support facilities, security and parking.
- Field maintenance and closure procedures.
- Description of the “three strikes rule”.
- Preliminary forms

Minuteman Athletic Fields Utilization Study

Minuteman Regional Vocational Technical High School



Many of these sections will require further development and editing as the project and operations requirements move forward. Missing from this work is a detailed fee schedule for use of the different aspects of the complex.

Proposed Complex Use Schedules and Revenue Projections: Staff has developed a detailed possible schedule of use for each of the field/court amenities in the complex and calculated out possible use and revenues by outside groups and organizations. This includes:

- Estimated level of use of each field by school related sports and activities on a seasonal basis.
- A calculation of available “leasable time” for each field and the tennis courts.
- A calculation of revenue based on a fee for use and the leasable time available.
- A determination of total anticipated revenue that could be generated from the complex.

This information provides a template for use and revenue calculations for the complex in the future.

Summary: Some great work has been done on the utilization and revenue estimates for the Minuteman Athletic Fields Complex as well as the usage guidelines. However, there are some missing pieces to this material and some refinements that are necessary to provide more accurate information.



Section II – Recommendations for Field Use and Revenue

This section contains some specific recommendations for determining field use and revenue projections for the complex.

Project Definition: The following are some specific project recommendations and concerns.

- There needs to be the ability to control access to the three main sports field areas as well as the tennis/pickleball courts, to limit access to only the authorized (and paying) users.
- If there is a large spectator-based event in the stadium or all of the different complex amenities are being utilized simultaneously then there may not be adequate restrooms or other support spaces available. This could include parking depending on the magnitude of the event. Completing a peak demand use analysis would aid in this analysis.
- The main support building has an extensive food service/concessions area. Having outside user groups accessing this space may not be advisable due to the amount and type of equipment that is present. MRVTSD may want to consider being the provider/operator of all formal concession services as a result.
- There may need to be additional family change (universal restrooms) for the facility and some provision for a changing area specifically for game officials.
- There appears to be limited indoor storage for the complex and having a small maintenance building and yard is highly recommended.
- The tennis/pickleball courts are located right in the middle of the complex where there will be a great deal of activity and noise. This may not be the best location for these courts as a result.
- If any physical improvements are made to the complex by user groups, it needs to be clear that they become the property of MRVTSD and can be modified or eliminated at any point in the future.

Athletic Complex Usage Guidelines: Utilize the existing basic guidelines as written, as the template for the following changes and additions.

- Serious consideration should be given to establishing a Minuteman User Group Committee. This would be made up of representatives of the different user groups that utilize the complex on a regular basis, and they would meet quarterly to go over scheduling, maintenance and other operational issues. Attendance at these meetings would be mandatory to keep their priority status.

Minuteman Athletic Fields Utilization Study

Minuteman Regional Vocational Technical High School



- The complex scheduling method is a form of “block scheduling” where user groups are given use of fields on certain days and times and it is up to the organization to determine how best to use the time. It is recommended that actual uses be scheduled to maximize the use of all fields and facilities at all times. This will require continued priorities of use, but actual times will be scheduled by the MRVTSD staff. This approach may well require at least a part-time complex scheduler for this to be effective.
- Establish priority seasons by sport and field to help provide a framework for use. This is especially important for the two fields that can be used for diamond or rectangular sports.
- Determine an annual timeline (deadlines) for scheduling fields and courts by season. As an example, fall sports – Needs of user groups submitted by May 1, scheduled by June 1; Spring sports – Needs of user groups submitted by November 1, scheduled by December 1.
- Establish a well-defined fee schedule for use of the various fields and courts based on resident/non-resident status and type of use (game/tournament/practice). The fee schedule should be based on the fees charged for comparable facilities in the area and should be updated at least every two years. Specific fees should be set for each individual amenity with the stadium/field/track having the highest hourly rate.

Fees should be noted for diamond field prep, field lining, plowing or brushing of fields during the winter, and the use of lights. Fees for these tasks should at minimum cover the direct cost of the service.

There should be specific fee guidelines regarding factors such as charging for parking, concessions (food trucks), sale of goods, etc. Ideally the complex should receive a percentage of any such fees collected by the user groups.

- There needs to be a greater emphasis on security and safety requirements for field users. This should include law enforcement officials for events and tournaments, emergency action plans for all activities, and a code of conduct for all participants and spectators.
- It is not unusual for the owners of field complexes to have other requirements for youth sports organizations to utilize their facilities. This often includes the following:
 - Background checks for all coaches and league officials.
 - Having a coaches training program in place.
 - Having a strict code of conduct for coaches, players, and spectators.
 - Having an emergency action plan and a concussion protocol in place.
 - The presence of certified athletic trainers at all games.
- It will be absolutely critical that actual use of the complex by all user groups and the MRVTSD is tracked on a seasonal and yearly basis.

Minuteman Athletic Fields Utilization Study

Minuteman Regional Vocational Technical High School



Proposed Complex Use Schedules and Revenue Projections: While a great deal of time and effort has gone into developing a basic use schedule and revenue projections for the complex, there are a significant number of issues with this work.

- The projections for overall utilization of the complex and the athletic fields and tennis/pickleball courts are overly aggressive for this point in the planning process. Use in the spring, summer and fall is based on nearly 100% of the available time being utilized by some user group. This should be reduced by a factor of 20% to 25% to be more conservative. For the winter season the rate of use vs. available time has been reduced to 30%. This is probably still too aggressive and a rate closer to 20% is probably more realistic.

The projections for use of the tennis/pickleball courts is definitely way too high and should be reduced by at least 50% and more realistically by 75%.

It is important to remember that the use of outdoor athletic fields and courts is highly impacted by weather and as a result a more conservative approach to estimating use is recommended.

- All revenue is based on an hourly rate of \$125. This is impractical for all the different types of facilities that are available. This rate for use of the stadium is acceptable but is likely too high for the other two fields and would need to be reduced by 50%. This rate for use of the tennis/pickleball courts is exceedingly high and should probably be closer to \$5-\$10 per court per hour.
- The projected revenue numbers for rental of all of the amenities in the complex is estimated to be just over \$1 million per year. This is unrealistic and should be reduced to approximately \$300,000 to a high of \$400,000 per year for at least the first two years of operation. After this time revenues could be higher but will likely never exceed \$500,000.
- Of the \$1 million in revenue nearly one-third of this amount (\$314,000) is projected to come from the rental of the 6 tennis/pickleball courts. Understanding that the user fee of \$125 is too high by at least 50% and the rate of utilization is also unrealistic for paid use, revenues from this amenity should probably be closer to \$50,000 per year at best.
- The only way to accurately project expected revenues from the rental of the different amenities in the complex is by having the proposed user groups sign individual letters of intent to rent a predetermined number of hours annually at a specified rate. This often results in a lower estimated level of use by the user groups when the total cost of renting the facility is factored in. This process will help to finalize the realistic market for the complex.

Other: In addition to the issues that have been raised above, there are a number of other considerations.

- There needs to be a detailed maintenance plan developed for the complex and each individual field or court area. This should include time that is necessary for maintenance and cleaning

Minuteman Athletic Fields Utilization Study

Minuteman Regional Vocational Technical High School



of all facilities. There is concern that not enough time has been allocated in the seasonal schedules for maintenance to occur.

- It is critical that there is long-term funding for capital replacement, this includes the ability to replace the “rug” portion of the synthetic turf for each field every 10-12 years. This will require a significant amount of money to be invested on a regular basis.
- Some consideration should be given to negotiating a yearly payment to the MRVTSD by the local towns for use and maintenance of the complex for community uses rather than charging these entities actual user fees.

LIFE CYCLE AND MAINTENANCE COST ANALYSIS								
Minuteman RVTHS Athletic Facility		Lincoln/Lexington, MA			Date: January 04, 2019			
Expense	Base Bid Design				Alternate Design			
	Natural Grass Fields (2)	Synthetic Turf Field (1)	Track (1)	Tennis Courts (0)	Natural Grass Fields (0)	Synthetic Turf Field (3)	Track (1)	Tennis Courts (2 Batteries)
Annual Costs								
Maintenance Cost (Natural Grass - mowing, over seeding, fertilizing, and minor repairs) (Synthetic Turf - grooming and infill replenishment) (Track - leaf removal and power washing) (Tennis Courts - leaf removal, power washing, and netting)	\$49,000	\$4,500	\$2,500	\$0	\$0	\$13,500	\$2,500	\$0
Infield Clay Maintenance	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0
Water (Irrigation) and Repairs Cost	\$11,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Athletic Field Painting and Infield Lining	\$30,000	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0
Annual Maintenance Costs	\$95,000	\$4,500	\$2,500	\$0	\$0	\$28,500	\$2,500	\$0
Total Maintenance Costs Over 15 Years	\$1,425,000	\$67,500	\$37,500	\$0	\$0	\$427,500	\$37,500	\$0
Surfacing Replacement Costs (over 15 years)								
Natural Grass - Decompact, Aerate, and Re-Seed (4 times)	\$230,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Synthetic Turf - Top-dress Infill (1 time)	\$0	\$35,000	\$0	\$0	\$0	\$105,000	\$0	\$0
New Synthetic Turf Surface (after 10-12 years)	\$0	\$550,000	\$0	\$0	\$0	\$1,650,000	\$0	\$0
Track Surfacing and Markings (wearing coarse every 6-7 years) (full replacement after 20 years, not included) (2 times)	\$0	\$0	\$130,000	\$0	\$0	\$0	\$130,000	\$0
Tennis Court Coating (2 times)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Replacement Costs	\$230,000	\$585,000	\$130,000	\$0	\$0	\$1,755,000	\$130,000	\$0
Total Maintenance Cost (over a 15 year period)	\$1,655,000	\$652,500	\$167,500	\$0	\$0	\$2,182,500	\$167,500	\$0
Total Cost Per Year				\$2,475,000				\$2,350,000
Number of Available Field Hours Per Year				2700				4500
Number of Events/Practices Available Per Year (assumed 3 hour per event)				900				1500
Average Cost Per Event				\$183				\$104

KAESTLE BOOS
associates, inc

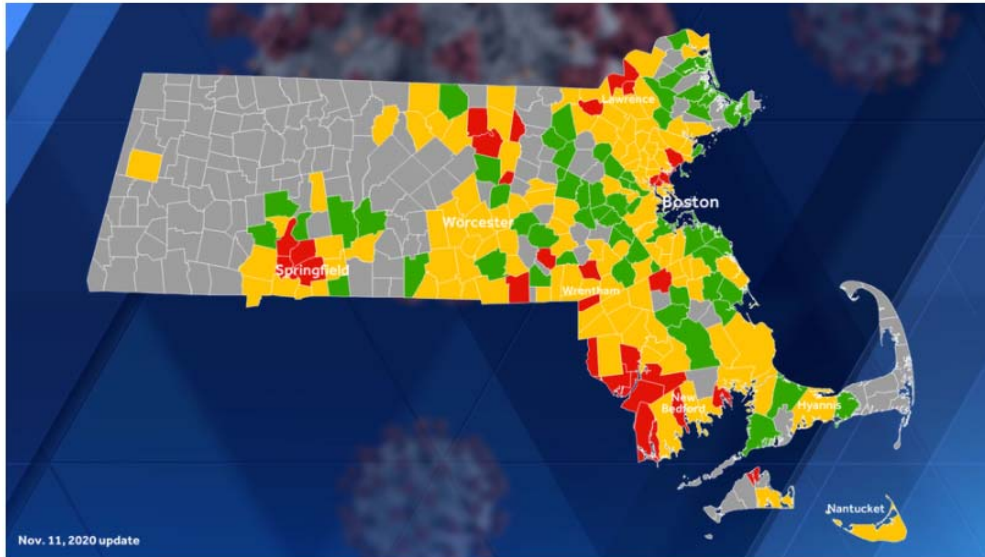
CONCORD, CARLISLE, LINCOLN, SUDBURY COVID DASHBOARD as of November 12, 2020

TOWN	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) (1)	Relative Change in Case Counts (2)	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity (3)
Carlisle	34	5	7.6	No Change	3054	448	5	1.12%	Lower
Concord	220	10*	3.8	Higher	18034	2847	14	0.49%	Higher
Lincoln	60	6	4.9	Higher	4691	576	6	1.04%	Higher
Sudbury	261	11	4.4	Lower	13066	1715	11	0.64%	Lower

1. Gray:<5 reported cases in the last 14 days; Green: Average daily case rate over the last 14 days: <4 cases per 100,000 population; Yellow: Average daily case rate over the last 14 days: 4-8 cases per 100,000 population; Red: Average daily case rate over the last 14 days: >8 cases per 100,000 population.. 2. Number of new cases occurring over the current two-week period compared to the previous two-week period. Higher=number of new cases in the current two-week period higher than the number of new cases during the last two-week period. Lower=number of new cases in the current two-week period lower than number of new cases during the last two-week period. No change=number of new cases in current two-week period is equal to the number of new cases during the last two-week period. 3. Change in percent positivity compared to the previous week's report. No Change=<0.10% difference in the percent positivity.

Total and Active Confirmed Cases by Age Group (Active cases noted in red)

TOWN	0-10 yr.	11-20 yr.	21-30 yr.	31-40 yr.	41-50 yr.	51-60 yr.	61-70 yr.	70+ yr.	
Carlisle	0	8	2 (1)	2	2	9	2	6	
Concord	1	11	18 (3)	7	20 (1)	29 (2)	23	106	Many MCI cases
Lincoln	0	5	3	4	4	7	5	25	



MDPH is no longer issuing the Risk Map color-coded by town but WCVB TV is producing a similar weekly map shown above. See link to map below.

<https://www.wcvb.com/article/massachusetts-coronavirus-covid-19-community-spread-risk-map-color-coded/33646711>

Data source: <https://www.mass.gov/doc/weekly-covid-19-public-health-report-november-12-2020/download>

New MDPH metric for color coding of Risk Level

Group	Population		
	Under 10K	10K-50K	Over 50K
Grey	Less than or equal to 10 total cases	Less than or equal to 10 total cases	Less than or equal to 15 total cases
Green	Less than or equal to 15 total cases	<10 avg cases/100k AND >10 total cases	<10 avg cases/100k AND >15 total cases
Yellow	Less than or equal to 25 total cases	≥10 avg cases/100k OR ≥5% pos rate	≥10 avg cases/100k OR ≥ 4% pos rate
Red	More than 25 total cases	≥10 avg cases/100k AND ≥5% pos rate	≥10 avg cases/100k AND ≥4% pos rate

New risk metrics better account for differences in population in different towns. In the previous metric, a small increase in the number of cases in smaller towns quickly elevated that town to a yellow or red status. The new metric also accounts for test positivity rate in the Yellow and Red and categories. The new metric aligns more closely with how other jurisdictions are assigning risk category.

Massachusetts Department of Public Health COVID-19 Dashboard - Thursday, November 12, 2020

Active COVID Clusters by Exposure Setting Type

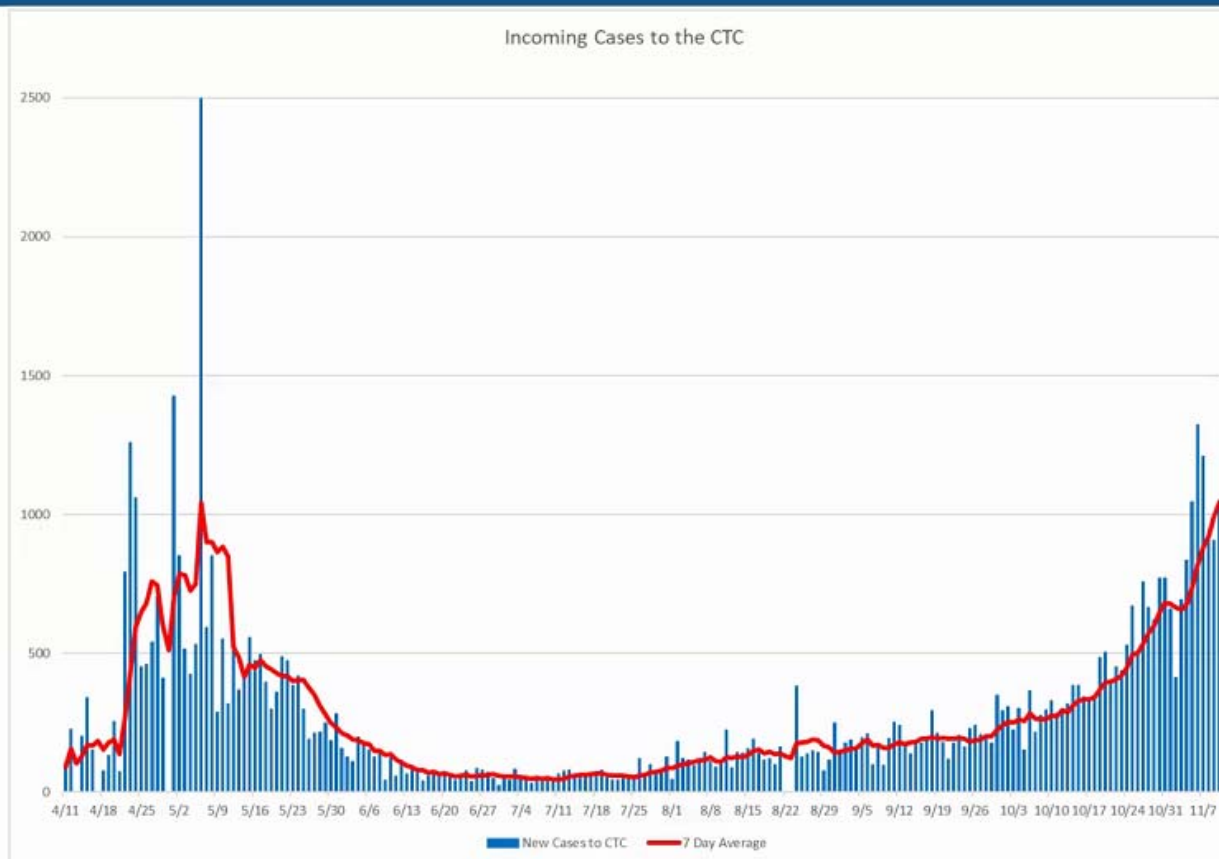
Exposure Setting	New Clusters (Identified 10/11 – 11/7)			Ongoing Clusters (Cluster Identified Prior to 10/11 But Not Meeting Criteria for Closing)			Total		
	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts
24/7 Congregate Settings	33	124	59	12	35	17	45	159	76
Child Care	47	115	273	34	14	90	81	129	363
Colleges & Universities	13	69	47	9	5	4	22	74	51
Corrections	6	228	14	5	21	1	11	249	15
Hospitals	10	92	84	14	27	118	24	119	202
Household	4,469	11,268		1,721	772		6,190	12,040	
Industrial Settings	23	108	52	32	18	20	55	126	72
K-12 Schools	22	60	175	21	27	54	43	87	229
Long Term Care Facilities	70	518		100	679		170	1,197	
Offices	8	26	10	4	0	0	12	26	10
Organized Athletics/Camps	14	41	119	24	17	128	38	58	247
Other	2	6	0	5	4	21	7	10	21
Other Food Establishments	5	24	18	5	0	0	10	24	18
Other Healthcare	9	41	6	11	6	1	20	47	7
Other Workplaces	8	33	0	11	24	11	19	57	11
Places of Worship	6	88	26	10	24	44	16	112	70
Recreation/Cultural	3	18	36	7	0	0	10	18	36
Restaurants & Food Courts	22	87	84	17	7	8	39	94	92
Retail & Services	13	39	6	11	21	2	24	60	8
Senior Living	11	61	29	18	53	4	29	114	33
Shelters	2	13	25	1	0	0	3	13	25
Social Gatherings	21	114	63	20	1	6	41	115	69
Travel & Lodging	1	5	0	3	0	0	4	5	0
Total	4,818	13,178	1,126	2,095	1,755	529	6,913	14,933	1,655

Updated Incoming Cases to the April 11, 2020-Nov 10, 2020

Community Tracing Collaborative



Partners
In Health



Statewide Picture

- Case numbers are rising statewide. 2482 new cases diagnosed statewide on 11/12/20 (compared to about 600 new cases/day in early October). State test positivity rate is now almost 3%.
- MDPH is advising that the Community Tracing Collaborative may not be able to handle the increase in cases, and towns should think about bringing in additional resources to do case tracing in their own towns.
- Governor Baker considering re-opening field hospitals
- Household and small informal gatherings and some sports are foci of disease transmission.

Concord Picture

- 6 active COVID cases in Concord residents for week ending 11/13. 90 inmate cases at MCI. Due to MCI cases, Concord will likely show up in the Yellow category for week ending 11/20.
- 10 cases in Concord public schools to date. No Close Contacts of these cases have become ill. Reassuring that schools can operate safely without spread of disease in schools
- 1-2 new cases in the public schools and childcare centers every week
- Although the Concord metrics are good, Concord will not be immune from what is happening statewide.
- Concern around pandemic fatigue, upcoming holidays, return of college students.

RESTAURANTS

Subject to state industry-specific COVID Safety Guidance

- Tables must be positioned so to maintain at least a 6 foot distance from all other tables and any high foot traffic areas (e.g., routes to bathrooms, entrances, exits); tables may be positioned closer if separated by protective / non-porous barriers (e.g., structural walls or plexi-glass dividers) not less than 6 feet high installed between tables and high foot traffic areas
- The size of a party seated at a table cannot exceed 10 people
- Bar seating allowed for customers with seated food service only.
- All customers must be seated; eat-in service to standing customers (e.g., around bar areas) is prohibited

- Outdoor dining must follow same rules.

Restaurants

Mandatory Closing Period Special Rules:

- Food and beverages cannot be served after 9:30pm, except takeout.
- In-person dining is not allowed between 9:30pm to 5am, indoor or outdoor.
- Patrons may not be admitted after 9:30, except for take-out.
- Patrons who are still present at 9:30pm may remain to finish any food and beverages they have ordered and been served prior to 9:30pm. They may not order any additional food or beverage after 9:30 and must leave no later than 10pm.
- Events, performances, and other activities must all be concluded and participants must disperse by 9:30pm.
- No restaurant may sell or provide alcohol of any kind during mandatory closing.
- Restaurants may permit employees to stay on premises during the mandatory closing period.

Restaurants Include:

- Restaurants, social clubs, college cafeteria, food courts (e.g. at malls) must close any seating areas
- Rest stops and drive through must close any seating areas, but can offer take-out food sales

Order 53 – Mandatory Closing Period effective 11/6/2020

MANDATORY closing period for certain businesses

- Close premises to public between 9:30pm-5am. Public must disperse by 9:30pm.
- May keep business open for employees only as long as customers and the public are not admitted.

- Restaurants (special rules)
- Arcade and Indoor/Outdoor Recreation
- Indoor/Outdoor Events
- Theaters, Performance Venues, Movie Theaters (Indoor and Outdoor)
- Drive Ins
- Youth and Amateur Sports; Outdoor Recreation
- Golf
- Recreational Boating and Boating Businesses

- Outdoor Recreational Experiences and Educational Activities
- Casino, Horse Racing tracks, and Simulcast Facilities
- Driving and Flight Schools
- Zoos, Botanical Gardens, Wildlife Reserves, and Nature Centers
- Close Contact Personal Services
- Fitness Centers and Health Clubs
- Indoor and Outdoor Pools
- Museums/Cultural & Historical Facilities/Guided Tours

Governor and MDPH Stay-at-Home Advisory:

Beginning on Friday, November 6, 2020, all residents of Massachusetts are advised to stay home between the hours of 10pm and 5am. During these hours, only leave home to go to work or school, or for essential needs. Do not have gatherings in your home with anybody outside of your household.

Order No. 54 - Gatherings

Event Venue	Status of Municipality	
	Step 1 of Phase 3	Step 2 of Phase 3
Indoor Gatherings at Private Residences	10 persons	10 persons
Indoor Gatherings at Event Venues and in Public Settings	25 persons	25 persons
Outdoor Gatherings at Private Residences	25 persons	25 persons
Outdoor Gatherings at Event Venues and in Public Settings	50 persons	100 persons

Order 54- Gatherings

Indoor Max of 25 persons does not apply to any sector with its own capacity limit, including the following.¹

Use 50% or 10 persons per 1000 SF.

- Manufacturing
- Office
- Movie Theater, Performance Venue
- Warehouse, such as Amazon
- Place of Worship
- Restaurant seating (but an event held at restaurant is limited to 25)
- Indoor recreation (bowling, arcade, darts, etc)

Note 1: Order 54 §1

Order 55 – Face Coverings

effective 11/6/2020

- **Where**
 - All public locations, even if no one else is closer than 6ft *NEW*
 - Carpool with non-household members *NEW*
 - Public transportation and taxi/ridesharing
 - All locations that host indoor/outdoor events or performances *NEW in the order*
 - Note that any sector guidance that permits the removal of a face covering under certain circumstances still applies (e.g. removing it at a restaurant while eating; removing it at a gym during strenuous fitness activity with appropriate distancing)
- **Proof of medical exemption**
 - Employer can require documentation from employees who request an accommodation *NEW*
 - School can require documentation from employees and students *NEW*
 - Business cannot require documentation from customers
- **Deny Entry**
 - A business can deny entry to someone who refuses to wear a face mask over nose and mouth for non-medical reasons
 - Note: a business may determine that it is necessary for employee safety that customers are not confronted about masks. Business still needs signage and distance markings.

Posted on: November 10, 2020

Thanksgiving COVID-19 Guidance from MDPH

The Town of Concord is asking our community to help us stop the spread of COVID-19 during the upcoming holiday celebrations. Please look for additional guidance and information in the coming days on keeping your family and your community safe.

Guidance from the Massachusetts Department of Public Health:

As Massachusetts residents plan for the Thanksgiving holiday, we offer the following considerations to help keep our friends, families, and communities safe during COVID-19. If you host a holiday celebration, keep it small. If you are considering travel, be aware of Massachusetts [travel orders](#). If you participate in a celebration, follow public health guidance.

Any time you're near people you don't live with:

- [Wear a mask](#) when not eating or drinking
- Wash your hands often with soap and water
- Stay at least six feet apart from others
- Consider if those around you may be at higher risk of severe illness from COVID-19, such as older adults or those with certain medical conditions, and take extra precautions
- If gathering indoors, improve ventilation by opening windows and doors

Lower Risk Celebrations

- Limit in-person holiday gatherings to only people you live with or limit to a small group of individuals with whom you are regularly in contact.
- Gatherings with more people pose more risks. As a reminder, gatherings in Massachusetts are subject to [gathering size limits](#).
- Keep visits short – gatherings that last longer pose more risk than short gatherings.
- Host a **virtual** holiday dinner with extended family or friends, especially if they are at higher risk for illness from COVID-19. Prepare traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and deliver them in a way that doesn't involve contact with others.

Higher Risk Celebrations

Including people who are not in your household or limited social network increases the risk of contracting or spreading illness. If you plan on celebrating the holidays in person with people you don't live with:

- Wear your mask and watch your distance at all times.
- Do not share food, drink, or any utensils.
- Encourage guests to bring food and drinks for themselves and for members of their own household only.
- Wear a mask while preparing or serving food to others who don't live in your household.
- Consider having one person serve all the food so that multiple people are not handling the serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, plates and utensils, and condiments.
- Avoid any self-serve food or drink options, such as buffets or buffet-style potlucks, salad bars, and condiment or drink stations.
- For 14 days before and after holiday gatherings, minimize contact with other people, and leave home for essential services like going to work, buying groceries, and appointments with doctors; OR,
- Obtain a negative result from a molecular (PCR) SARS-CoV2 test, on a sample obtained within 72 hours of the celebration. Information about where to obtain a test can be found at www.mass.gov/GetTested.
- Seat people with plenty of space from one another while dining.
- Consider small seating table arrangements in multiple rooms with plenty of spacing, instead of a large family table.
- If gathering indoors, improve ventilation by opening windows and doors.

Avoid these activities

- Avoid sharing food and drinks.
- Avoid shaking hands and hugging. Wave and verbally greet others instead.
- Avoid singing, dancing, and shouting. These activities increase your chances of catching COVID-19 through the air.
- Avoid in-person gatherings with people at a higher risk for severe illness from COVID-19, such as older adults and people with certain medical conditions.

Other Important Considerations

- **Community levels of COVID-19** – Higher levels of COVID-19 cases and community spread in the gathering location, as well as where attendees are coming from, increase the risk of infection and spread among attendees. Consider the number and rate of COVID-19 cases in your community and in the community where you plan to celebrate when deciding whether to host or attend a holiday celebration. Find information on [cases in Massachusetts cities and towns](#) and information on [cases across the United States](#).
- **People with or exposed to COVID-19 should avoid attending in-person celebrations.** Do not host or participate in any in-person festivities if you or anyone in your household:
 - Has been diagnosed with COVID-19 and has not met the criteria for when it is safe to be around others
 - Has [symptoms of COVID-19](#)
 - Is awaiting COVID-19 viral test results
 - May have been exposed to someone with COVID-19 in the last 14 days
 - Is at increased risk of severe illness from COVID-19, such as older adults or those with certain medical conditions

All residents are also encouraged to get the flu vaccine. For additional information, please refer to the holiday guidance provided by the CDC at www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html#thanksgiving.

Posted on: November 12, 2020

COVID-19 and College Students Returning to Concord

COVID-19 and College Students Returning to Concord

Many college students will be returning home to Concord for Thanksgiving, either to celebrate the holiday with family or because college campuses are sending students home to finish their semesters remotely. As college students return home, the Concord Board of Health offers the following guidance to help keep our friends, families, and community safe during COVID-19.

Massachusetts Travel Order. Everyone who will be returning home to Massachusetts from a higher risk state must get a COVID test. Tests should use a molecular (PCR) SARS-CoV2 test on a sample obtained within 72 hours of arrival. Information about where to obtain a test can be found at www.mass.gov/GetTested.

Per the Massachusetts Travel Order, all visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:

- Complete the Massachusetts Travel Form prior to arrival, unless you are visiting from a lower-risk state designated by the Department of Public Health.
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.
- If your COVID-19 test result has not been received prior to arrival, **visitors and residents must quarantine until they receive a negative test result.**

Why are we concerned about returning college students?

Public Health authorities believe many college-aged individuals who contract COVID-19 can be asymptomatic or mildly symptomatic and may inadvertently infect others. Every returning college student should be tested to catch asymptomatic people before they are able to spread the disease to friends and family during the holidays. Anyone returning to the State must quarantine for 14 days or until a negative result is produced.

There is increasing recognition that COVID-19 is often being spread by via informal gatherings, especially among young people. At his recent November 2 press conference, Governor Charlie Baker said that inter-household social gatherings are “driving a significant, sustained increase” in new COVID-19 cases and hospitalizations. “Residents should postpone or rethink any indoor get-togethers like birthday parties, baby showers or even watching football or some other sporting event with neighbors” Baker said. “These are places where COVID spreads even if they’re small, where people let down their guard,” he said. “Too many of us have become complacent in our daily lives.”

Although we understand returning college students are eager to see their friends, the Board of Health is asking Concord parents to discourage their college-age students from casual socialization with friends indoors and in groups. Masks must also be worn if outdoors per the new Massachusetts guidance which went into effect on November 6th.

Many college age students have younger siblings who attend Concord Public Schools, so any spread of COVID-19 amongst college age students and their families has the potential to impact our ability to keep schools open. School Superintendent Dr. Laurie Hunter said “The best way for us to protect our students and our community is for us to remain vigilant and encourage safe and healthy behaviors.”

Please be reminded that Governor Baker's November 2 Stay-At-Home Advisory and revised COVID Orders require the following:

- All Massachusetts residents should remain home from 10 p.m. to 5 a.m., meaning that residents are instructed to stay home between those hours unless running critical errands. "We're telling people to go home, and not ... to go to their friend's house or their neighbor's house or somebody else — we're telling them to go home," said Baker.
- Indoor gatherings at private residences are limited to a maximum of 10 people indoors and 25 people outdoors.
- All entertainment-related businesses — including theaters, casinos, event venues, museums, salons and gyms — must close by 9:30 p.m.