

**TOWN OF CONCORD
SELECT BOARD MEETING
May 16, 2022 | 7:00 PM
TOWN HOUSE
22 MONUMENT SQUARE**

SECOND FLOOR MEETING ROOM AND VIA ZOOM

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBlaz1CzdQM0EvWVVFZz09>

Meeting ID: 840 9239 5810

Passcode: 865209

AGENDA

(Revised May 13, 2022)

#	Time*	Agenda Item
1.	7:00pm	Call to Order
2.		Consent Agenda <ul style="list-style-type: none"> • Town Accountant Warrant: May 12, 2022 • Minutes: May 9, 2022 • Gift Acceptance: <ul style="list-style-type: none"> ○ \$1,250 from the Concord Lions Club to the Concord Fire Department • Proclamations: <ul style="list-style-type: none"> ○ National Police Week
3.	7:05pm	Interim Town Manager's report
4.	7:15pm	Chair's Report
5.	7:20pm	Debrief on Town Meeting with Town Moderator Carmin Reiss
6.	7:35pm	<ul style="list-style-type: none"> • Vote on Annual Town Meeting Warrant Article 23, Citizen Petition: Ranked Choice Voting for Concord Election, approved by voters at Annual Town Meeting • Vote on Annual Town Meeting Warrant Article 37, Citizen Petition: Authorize Select Board to Petition to Impose a Checkout Bag Charge, approved by voters at Annual Town Meeting
7.	7:45pm	Outdoor Dining Policy and Review Submitted Applications <ul style="list-style-type: none"> • Fiorella's Concord • Paparazzi
8.	8:00pm	Trolley/Shuttle Pilot Update
9.	8:15pm	Tour Guide License Applications Update
10.	8:30pm	Committee Nominations, Appointed by the Town Manager with Approval of the Select Board: Arry Charles of 654 Old Bedford Road to the Board of Assessors for a term to expire in 2025; David Karr of 82 Laws Brook Road to the Board of Assessors for a term to expire in 2024; William Kemeza of 28 Davis Court to the Natural Resources Commission for a term to expire in 2025; Joshua Lee of 65 Everett Street to the Transportation Advisory Committee
11.	8:35pm	Committee Nominations, Appointed by the Select Board: Kristen Hagerty to the Diversity, Equity, and Inclusion Commission
12.	8:40pm	Committee Appointments: Sue Felshin of 19 Sunnyside Lane to the Planning Board, term expiring April 30, 2027.

13.	8:45pm	Select Board Liaison Reports
14.		Correspondence
15.	8:50pm	Public Comment
16.	9:00pm	Executive Session in accordance with M.G.L. 30A, Section 21(a)(6), to consider the purchase, exchange, lease or value of real property, as the chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town, not to return to regular session.

**Times are approximate and subject to change*

Current Board and Committee Vacancies
Board of Assessors
Board of Health
Comprehensive Sustainability and Energy Committee
Concord 2025 Executive Committee
Concord Housing Development Corporation (CHDC)
Concord Local Cultural Council
Conservation Restriction Stewardship Committee
Council on Aging
Cultural Council
Economic Vitality Committee
Historic Districts Commission
Library Board
Natural Resources Commission
Personnel Board
Planning Board
Public Ceremonies and Celebrations Committee
Transportation Advisory Committee
Trustees of Donations
West Concord Advisory Committee
West Concord Junction Cultural District
White Pond Advisory Committee (WPAC)
Zoning Board of Appeals

**Town of Concord
Select Board
Minutes
May 9, 2022**

Pursuant to a notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting in the Second Floor Meeting Room and via Zoom on May 9, 2022 at 6:30pm.

Present were Terri Ackerman; Chair, Matthew Johnson; Clerk; Henry Dane, Linda Escobedo, and Mary Hartman. Also present was Kerry Lafleur, Interim Town Manager

Call to Order

Chair Ackerman called the meeting to order at 6:30 p.m.

Welcome New Member, Mary Hartman

Chair Ackerman and the Board welcomed Mary Hartman, who had been elected to the Select Board at the April 12, 2022 Annual Town Election. Ms. Hartman thanked the Board for their welcome and stated that she looked forward to working with the Board.

Consent Agenda

- Town Accountant Warrant: April 28, 2022
- Minutes: May 1, 2022
- One Day Liquor License Applications:
 - Gaining Ground Donor Appreciation party at 341 Virginia Road on June 16, 2022 from 5pm to 7pm, all alcoholic beverages
- Extension of Hours for Saltbox Kitchen on May 21st (from 9:30PM) to 10PM
- Extension of Hours to Trails Ends Café, LLC (dba Nosh) on May 20th (from 11PM) to 1AM
- Proclamations:
 - May 15-21: Concord Public Works Week
 - June 12: Race Amity Day

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to approve the consent agenda.

Interim Town Manager's Report

Ms. Lafleur reviewed the Interim Town Manager's report included as part of the Select Board's meeting packet. Ms. Lafleur welcomed two new employees, Michael Gibbons, who had been hired as the Senior Administrative Assistant in the Town Manager's Office, and Melanie Dineen, who had recently been appointed to the position of Public Health Director.

Introduce New Health Director

Ms. Lafleur introduced the New Health Director Melanie Dineen to the Board. Ms. Dineen explained her experience which included approximately 7 years working as a public health official. Ms. Dineen noted her gratitude to have been appointed to the position and her desire to continue to better Concord's public health efforts.

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Chair's Report

Chair Ackerman thanked the Board for their spirit of cooperation and their dedication as her appointment as Chair was ending. Mr. Johnson thanked Chair Ackerman for her leadership despite the challenges she and the Board faced throughout her tenure as Chair, including those brought on by the ongoing COVID-19 pandemic.

Choose Officers

The Board discussed the need to elect officers to serve for the next year, specifically a Chair and a Clerk.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to elect Matthew Johnson as Chair of the Town of Concord's Select Board.

Chair Johnson nominated Ms. Ackerman to serve as Clerk, citing her recent experience as Chair and her knowledge of Select Board procedures.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to elect Terri Ackerman as Clerk of the Town of Concord's Select Board.

Meet with Tax Fairness Committee to Decide Next Steps

Chair Johnson invited David Karr, Chair of the Tax Fairness Committee, to explain his committee's desire to be dissolved. Mr. Karr explained that the Tax Fairness Committee felt that they had accomplished their initial charge, and goal, of trying to create a more equitable taxation system in Concord. The Committee had presented legislation to Town Meeting in 2020 which aimed to petition the State legislature to ratify the Senior Means Tested Exemption. He explained that the exemption allowed senior residents of Concord to apply for some real estate tax relief based on a series of criteria that the Committee and staff of the Assessing Division had come up with. Mr. Karr noted that the Home Rule Petition, which he previously described, was still pending at the State level, but that he was hopeful that it would be passed.

Reinier Beeuwkes, of 1360 Monument Street, and member of the Tax Relief Committee, reviewed the original charge of the Tax Fairness Committee, and noted some of the work the Committee had undertaken since they were established. Mr. Beeuwkes noted that they had explored the establishment of a local income tax but added that a constitutional amendment would be needed at the State level, which would require the cooperation of several communities and local officials. Mr. Beeuwkes stated his belief that a local income tax could combat some of the tax inequity in Concord and thought the pursuit of such an amendment was worthwhile.

Virginia McIntyre, of 26 Simon Willard Road and member of the Tax Relief Committee, shared Mr. Beeuwkes desire for the Town and State to explore a constitutional amendment to allow municipalities to levy a local income tax, noting that income taxes can be much more indicative of a citizens ability to pay as compared to property taxes. Both Ms. McIntyre and Mr. Beeuwkes encouraged the Select Board to closely consider adopting the Residential Exemption at the

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Classification Hearing held in conjuncture with the Board of Assessors in the Fall.

Chair Johnson thanked past and present members of the Tax Fairness Committee for their work in establishing the Senior Means Tested Exemption and noted that the Select Board could consider adding a proponent of tax fairness considerations to their annual goals. Ms. Ackerman thanked the Committee for raising the consciousness of Town residents regarding tax fairness and noted that representatives from the Massachusetts Municipal Association may be contacting the members of the Tax Fairness Committee to discuss state-wide efforts on tax fairness, such as the Senior Means Tested Exemption.

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to dissolve the Tax Fairness Committee, with great thanks for their service to the Town.

Review 2022 General Obligation Bond Issue

Ms. Lafleur reviewed the memo included in the Select Board's meeting packet regarding the 2022 General Obligation Bond Sale. Ms. Lafleur noted that interest rates had risen sharply, giving the example that the "true interest cost" was 0.68% this time last year, while this year's "true interest cost" was 3.25%. The Board and Ms. Lafleur discussed the potential impacts of the rising interest rates on borrowing, especially as it related to the upcoming Middle School Building project. Ms. Lafleur reminded the Board that they had used an interest rate of 4.0% in their estimates for the project, and that the increasing rate were not likely to have a large impact on the project.

Ms. Lafleur also informed the Board that the bond rating institution Moody's had completed their review of the Town's financial position and would be issuing the Town's bond rating in the coming week. Ms. Lafleur noted that following their meeting with representatives from Moody's, the Town was informed that the Town's draw down of reserve funds was something they had taken note of.

The Board and Ms. Lafleur also discussed the process by which items approved at Town Meeting were then financed, and how financing through bonding affected the Town.

Discuss Proposed Liaison Assignments

Mr. Johnson presented the proposed Select Board liaison assignments to the Board and asked if any members would prefer to take on an additional board or committee or seek reassignment of any of their proposed assignments. After discussion, the Board approved of the proposed assignments with the following amendments:

- Mr. Johnson would become the liaison to the Council on Aging and would not be the liaison to the White Pond Advisory Committee
- Ms. Escobedo would become the liaison to the West Concord Advisory Committee and would not be the liaison to the Council on Aging.
- Ms. Hartman would become the liaison to the White Pond Advisory Committee and would not be the liaison to the West Concord Advisory Committee. Additionally, Ms. Hartman would not be the representative to the MAPC or the MBTA, as the Select Board had recently appointed Keith Bergman and Ira Goldman to those committees, respectively.

Additionally, the Board discussed their roles as liaisons, and how best to present their reports to

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their fellow members at Select Board meetings. Finally, Chair Johnson asked Ms. Lafleur and the Town Managers Office to inform all Boards and Committees of their new assigned Select Board liaisons.

Discuss Draft 2022-2023 Select Board Goals

The Board reviewed the 2022-2023 Select Board Goals Draft which was included as part of the Select Board's meeting packet. As part of their considerations the Board reviewed the previous year's goals and discussed which items should be included in the goals for the coming year. The Board discussed various items which they believed should be included or amended as part of their goals for 2022-2023, and Chair Johnson asked that each member send him what they considered to be their top ten goals for the year. Ms. Lafleur noted that the Select Board goals were likely to be more achievable if their top ten items tended to be in alignment and were generally agreed upon.

The Board decided that each member would forward their top ten goals to be included to Chair Johnson, who would compile them for consideration at their next meeting, where it was his hope that the Board would vote to approve their 2022-2023 goals.

Discuss Town Manager Transition Progress to Date and Next Steps

Chair Johnson stated that Ms. Lafleur had been serving as Interim Town Manager for several months and that the contract that the Board and Ms. Lafleur had agreed upon was set to expire on June 30, 2022. He noted that, unlike the process for a full-time appointed Town Manager, there was no formal review process for an Interim Town Manager and asked the Board to consider next steps in the search for, and hiring of, Concord's permanent Town Manager.

Mr. Dane stated that he had worked with Ms. Lafleur extensively and that she had always dealt with any concerns responsively, maturely, and effectively. Mr. Dane shared his opinion that Ms. Lafleur was exactly the type of Town Manager Concord needed.

Ms. Hartman added that she had worked with Ms. Lafleur and appreciated Ms. Lafleur's understanding of Concord's citizenry.

Ms. Ackerman stated that Ms. Lafleur had been incredibly accessible, transparent, and honest and had dealt with difficult issues creatively. She added that she has received positive feedback from staff and from the public.

Ms. Escobedo noted Ms. Lafleur's ability to creatively handle staff transitions and turnover. Ms. Escobedo added that while she was very comfortable with Ms. Lafleur and her performance as Interim Town Manager, she had not yet heard from staff on their opinion of Ms. Lafleur as Town Manager.

Chair Johnson stated that Ms. Lafleur had helped the Town while they were in crisis and added that the last three years had helped the Town to realize the qualities they were seeking in a Town Manager.

Chair Johnson asked the Board if they would like to move to forward with contract negotiations with Ms. Lafleur, should she be interested, to fill the permanent position of Town Manager. The Board confirmed that they would be interested in entering negotiations with Ms. Lafleur.

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Ms. Lafleur stated her interest in filling the position of Concord's Town Manager, and that she looked forward to continuing to serve the Town.

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to enter contact negotiations with Ms. Lafleur to fill the position of Town Manager and to designate Chair Johnson to negotiate on behalf of the Select Board.

Committee Nominations

Sue Felshin, of 19 Sunnyside Lane to the Planning Board.

Committee Appointments

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to appoint Vincent Carlson of 34 Everett Street to the PEG Access Advisory Committee

Select Board Member Liaison Reports

Ms. Ackerman reported that she had attended the Finance Committee and that they had appointed a new Chair. Ms. Ackerman also attended the Bruce Freeman Rail Trail Committee meeting and noted that the Committee would be coming before the Select Board soon to report their recommendations on Junction Park; she added that the Select Board will likely be invited to perform a site walk. Ms. Ackerman also reported that the Personnel Study Task Force had one member resign, and that they were hoping to finish their work by June of this year.

Mr. Dane reported on his attendance at the Civil War Monument Task Force meeting, noting that they had undertaken extensive research and had compiled a list of names that may be added to the monument. He added that the Task Force estimated the cost to recast the bronze plaque was \$25,000. Mr. Dane also reported that the 250th Executive Committee would be holding their first meeting on Thursday May 12, 2022.

Ms. Escobedo reported that she had attended the Economic Vitality Committee meeting where it was noted that the communication between committees and the Town had improved greatly.

Mr. Johnson reported that he had attended the meetings for the Trails Committee, Municipal Light Board, and Tax Fairness Committee.

Public Comment

Diane Proctor, of 57 Sudbury Road and Chair of the Community Preservation Committee, asked if there would be a chance for public comment regarding ARPA funding in the future. The Board assured Ms. Proctor that there would be.

Mary Hartman, of 16 Concord Greene Unit 6, informed the Board that the Superintendent of Concord Public Schools had filed a complaint against the school committee. She advised the Town

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to allow the process to be handled through the proper channels.

Adjournment

Upon a motion duly made and seconded, it was UNANIMOUSLY
VOTED: to adjourn at 9:28 p.m.

Meeting Materials: <https://concordma.gov/DocumentCenter/View/36576/Select-Board-packet-May-9-2022>

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
SELECT BOARD

PROCLAMATION
NATIONAL POLICE WEEK

WHEREAS There are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Town of Concord's Police Department;

WHEREAS Since the first recorded death in 1786, more than 23,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

WHEREAS The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC;

WHEREAS 619 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring;

WHEREAS The service and sacrifice of all officers killed in the line of duty was honored during the National Law Enforcement Officers Memorial Fund's 34th Candlelight Vigil, on May 13, 2022;

WHEREAS The Candlelight Vigil is part of National Police Week, which we observe this year May 11-17;

WHEREAS May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families; and

NOW THEREFORE That the Town of Concord observe May 11-17, 2022, as National Police Week in Concord, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Proclaimed this 16th day of May 2022

CONCORD SELECT BOARD



Town of Concord
Office of the Town Clerk
22 Monument Square
Concord, Massachusetts 01742-0535

ANNUAL TOWN MEETING
May 1 and 2, 2022

Ranked Choice Voting – Special Legislation

ARTICLE 23.

On a Motion duly made by Ms. Kavanagh and seconded, it was

VOTED That the Town take affirmative action on Article 23 Ranked Choice Voting for Concord Elections (as printed in the handout).

Article 23 Handout

ARTICLE 23: CITIZEN PETITION: RANKED CHOICE VOTING FOR CONCORD ELECTIONS

Ms. Kavanagh moves that the Town take affirmative action on Article 23 to authorize the Select Board to petition the General Court to enact Home Rule legislation to implement a Ranked Choice Voting system for local elections substantially in the following form ***with the “definitions” section moved to paragraph (a) and additional changes from the language as printed in the Warrant shown in bold italics and strike-through.***

AN ACT RELATIVE TO RANKED CHOICE VOTING IN THE TOWN OF CONCORD

~~SECTION 1. The Charter of the Town of Concord, is hereby amended by inserting the following section:~~

RANKED CHOICE VOTING

(a) The terms below shall have the following meanings in this section.

“Batch elimination” is the simultaneous defeat of multiple candidates ***for whom it is mathematically impossible to be elected.***

“Concluded ballot,” a ballot that does not rank any continuing candidate or contains an overvote at the highest-ranked continuing candidate.

“Continuing candidate,” a candidate who has not been defeated or elected.

“Election threshold,” the number of votes sufficient for a candidate to be elected in a multi-seat election. It is calculated by dividing the total number of votes counting for continuing candidates in the first round by the sum of the number of seats to be elected and 1, disregarding any fractions, and then adding 1.

“Highest-ranked continuing candidate,” the continuing candidate with the highest ranking on a voter's ballot. ***Where a ballot omits one or more rankings, the next highest ranking shall be used for determining the highest-ranked continuing candidate.***

"Plurality voting," the voting system in which the candidate receiving the most votes is declared the winner, even if such candidate does not receive a majority of the votes cast in the election.

"Ranked choice voting," a method of casting and tabulating ballots in which voters rank candidates for office in order of preference.

"Last-place candidate," (i) the candidate with the lowest vote total in a round of the ranked-choice voting tabulation; or (ii) a candidate that is defeated in batch elimination.

"Overvote," a circumstance in which a voter ranks more than 1 candidate at the same ranking.

"Ranking" means the number ***or the numeric ranking*** assigned on a ballot by a voter to a candidate to express the voter's preference for that candidate. Ranking number 1 shall be the highest ranking, ranking number 2 shall be the next-highest ranking, and so on.

"Surplus fraction," the number equal to the difference between an elected candidate's vote total and the election threshold, divided by the candidate's vote total.

"Transfer value," the proportion of a vote that a ballot will count to its highest-ranked continuing candidate. Each ballot shall begin with a transfer value of 1. If a ballot counts to the election of a candidate under subsection ***(d)***, it receives a lower transfer value.

(b) All town offices shall be elected by ranked choice voting, except for a single-seat office when the number of certified candidates is less than or equal to 2, or a multi-seat office when the number of certified candidates is less than or equal to the number of seats to be elected. ***Plurality voting shall be used when ranked choice voting cannot be conducted.*** Ranked choice voting elections shall be tabulated in rounds pursuant to this section.

(c) In any single-seat election ***with ranked choice voting***, each round shall begin by counting the number of votes for each continuing candidate. Each ballot shall count as 1 vote for its highest-ranked continuing candidate. Concluded ballots shall not be counted for any continuing candidate. ***If no candidate receives a majority of the first-choice votes cast, an instant runoff shall be conducted. In each round of the instant runoff, the vote on each continuing ballot for each continuing candidate shall be counted. Each continuing ballot shall count as one vote for the highest-ranked continuing candidate on that continuing ballot.*** Each round shall end with 1 of the following 2 outcomes:

(1) If there are more than 2 continuing candidates, the last-place candidate shall be defeated or the last-place candidates shall be defeated in batch elimination and a new round shall begin; or

(2) If there are 2 continuing candidates, the candidate with the fewest votes shall be defeated, the candidate with the most votes shall be elected, and tabulation shall be complete.

(d) In any multi-seat election ***with ranked choice voting***, each round shall begin by counting the number of votes for each continuing candidate. Each ballot shall count for its highest-ranked continuing candidate. Concluded ballots shall not count for any continuing candidate. In the first round only, the election threshold shall then be calculated. ***If no candidate reaches the election threshold, an instant runoff shall be conducted. In each round of the instant runoff, the vote on each continuing ballot for each continuing candidate shall be counted at its current transfer value. Each continuing ballot shall count as one vote for the highest-ranked continuing candidate on that continuing ballot.*** Each round shall end with 1 of the following 3 outcomes:

(1) If at least 1 continuing candidate has more votes than the election threshold, then all such candidates shall be elected. Each ballot counting for an elected candidate shall be assigned a new

transfer value by multiplying the ballot's current transfer value by the surplus fraction for the candidate. Each elected candidate shall be deemed to have a number of votes equal to the election threshold in all future rounds. **If the number of elected candidates is equal to the number of seats to be filled then tabulation is complete. Otherwise,** a new round shall begin;

(2) If no continuing candidate has more votes than the election threshold and the sum of the number of elected candidates and continuing candidates is more than the sum of the number of seats to be elected and 1, the last-place candidate shall be defeated or the last-place candidates shall be defeated in batch elimination, and a new round shall begin; or

(3) Otherwise, the continuing candidate with fewest votes shall be defeated, all other continuing candidates shall be elected, and tabulation is complete.

(e) Batch elimination shall apply to the largest possible group of continuing candidates such that the sum of the votes of candidates in the group is less than the individual number of votes of every continuing candidate not in the group, and provided that the number of continuing candidates not in the group is at least 1 more than the remaining number of positions to elect.

(f) If there is a tie between the continuing candidates receiving the fewest votes in any round other than the first round, the candidate with the fewest votes in the prior round shall be defeated. If the continuing candidates remain tied, this process shall be repeated using the votes from the next closest previous round, until either one continuing candidate has fewer votes or there are no more previous rounds to examine.

(g) The Town Clerk may make any changes to the ranked choice voting ballot and tabulation process necessary to ensure the integrity and smooth functioning of the election, provided that ranked choice voting shall still be used and the fewest number of changes are made to achieve such purpose.

SECTION 2. This act shall take effect upon its passage, **with the provision there are at least 64 days till the next election, to allow for proper implementation.**

Passed by majority vote

May 1, 2022

A True Copy Attest:



Kaari Mai Tari
Town Clerk



Town of Concord
Office of the Town Clerk
22 Monument Square
Concord, Massachusetts 01742-0535

ANNUAL TOWN MEETING
May 1 and 2, 2022

Authorize Select Board to Petition to Impose a Check-out Bag Charge (by petition)

ARTICLE 37.

On a Motion duly made by Mr. Stein and seconded, it was

VOTED That the Town take affirmative action on Article 37 as printed in the handout.

Article 37 Handout

**ARTICLE 37: CITIZEN PETITION: AUTHORIZE SELECT BOARD
TO PETITION TO IMPOSE A CHECK OUT BAG CHARGE**

Mr. Stein moves that the Town authorize the Select Board to petition the General Court to adopt legislation, as set forth below with changes from the language printed in the Warrant shown in bold italics and strike-through, to implement a minimum charge of \$0.10 for all new checkout bags distributed in the Town of Concord, which legislation would have the underlying purposes of 1) incentivizing consumers to reuse checkout bags, the most environmentally sustainable and economical option, 2) allowing consumers to have the choice of not paying for unwanted or unneeded new checkout bags, 3) allowing collected money to be retained by the retailer so as to help businesses defray the costs of switching to more environmentally sustainable checkout bag options, and 4) reducing the generation of waste and associated costs of disposal and recycling that must be borne by the Town and its residents; provided, however, that the General Court may make clerical and editorial changes of form only to said bill, unless the Select Board approves amendments to the bill prior to enactment by the General Court; and provided further that the Select Board shall be authorized to approve any such amendments which shall be within the scope of the general public purposes of this petition.

**AN ACT AUTHORIZING THE TOWN OF CONCORD TO
ESTABLISH A FEE FOR CHECKOUT BAGS**

SECTION 1. The following words, unless the context clearly requires otherwise, shall have the following meanings:

“Checkout Bag” shall mean a bag provided by a retail establishment to a customer at the point of sale. Checkout bags shall not include: (i) bags, whether plastic or not, in which loose

produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store; *(ii) a paper bag provided by a pharmacy to a customer purchasing a prescription medication; (iii) a non-handled bag used to protect items from damaging or contaminating other purchased items; or (iv) a non-handled bag that is designed to be placed over articles of clothing on a hanger.*

“Retail Establishment” shall mean any business facility that sells goods directly to the consumer whether for or not for profit, including but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, and seasonal and temporary businesses.

SECTION 2. (a) Notwithstanding any general or special law to the contrary, any retail establishment which makes available checkout bags in the Town of Concord shall charge for each such bag equal to or greater than \$0.10 per checkout bag, as established by regulations to be duly promulgated by the ~~Concord Board of Health~~ **Town Manager** or his/her designee.

(b) All monies collected pursuant to this section shall be retained by the retail establishment.

(c) Any charge for a checkout bag shall be separately stated on a receipt provided to the customer at the time of sale and shall be identified as the “checkout bag charge” thereon.

SECTION 3. (a) The ~~health agent for the Concord Board of Health~~ **Town Manager** or his/her designee shall have authority to enforce this law and any regulations promulgated thereunder. This law may be enforced through any lawful means in law or in equity, including but not limited to, noncriminal disposition pursuant to G.L. c. 40 § 21D.

(b) The ~~health agent for the Concord Board of Health~~ **Town Manager or his/her designee** may adopt and amend rules and regulations to effectuate the purposes of this law.

SECTION 4. If any provision of this law is declared to be invalid or unenforceable, the other provisions shall be severable and shall not be affected thereby.

SECTION 5. This act shall take effect three months after its passage.

Passed by a clear majority vote

May 2, 2022

A True Copy Attest:



Kaari Mai Tari
Town Clerk

TOWN OF CONCORD
SEASONAL TEMPORARY OUTDOOR RESTAURANT
SEATING APPLICATION

The undersigned hereby applies for the addition of seasonal temporary outdoor restaurant seating in accordance with the Town's policies and regulations provisions of the State relating thereto.

Name of Applicant: _____

Name of Business: _____

Business d/b/a: _____

Address: _____

Business Phone: _____

Home/Cell Phone: _____

Email Address: _____

Applicant Signature: _____

APPROVAL: Prior to the addition of seasonal temporary outdoor restaurant seating, the applicant must receive final approval from the Select Board. Please return your completed application to Michael Gibbons at mgibbons@concordma.gov ~~Jeremy Romanul, jromanul@concordma.gov.~~

REQUIRED MATERIALS

Applications will not be accepted without each of the following items. Please include this completed checklist with your application.

- A completed copy of the outdoor seating application.
- A written description of what the restaurant is proposing for outside seating, operating hours, serving alcohol, and any entertainment.
- ~~A floor plan showing the existing inside seating and the number of seats.~~
- A plan for the proposed outdoor seating showing the location, spacing and number of seats, tables, umbrellas, tents, barriers, planters, and adjacent features. A drawing of the proposed seating to scale (such as ¼-inch equals 1-foot). Staff will evaluate the plan for pedestrian accessibility, access for fire and emergency response and sight lines for pedestrians and vehicles. Use of parking lots will show the impact on existing parking spaces and that proper circulation is retained.
- ~~Comprehensive written COVID Safety plan. In addition to the standard template checklist, the applicant must submit Massachusetts COVID-19 Restaurant Checklist information that specifically relates to outdoor food service, provision of additional handsinks, service table material and placement, and routes for patrons to use to access bathrooms.~~
- ~~Plan to address cleaning of high touch areas and surfaces.~~
- Describe plan to clean public spaces occupied and remove trash.
- ~~Schematic showing 6 ft. between tables and clear open path for patrons and waitstaff to access building, bathrooms and check-out area, to show all areas are adequate to provides 6 ft. separation distance to other patrons.~~
- ~~Copy of all outdoor signage related to COVID protocols, e.g. guests must wear masks unless seated; maintain 6 ft. distance between patrons waiting to use restrooms or handsinks, etc.~~
- Any new signage being proposed. Additional signage must comply with [existing zoning regulations](#). Signs in the right-of-way must be limited to menu boards. Advertising of products and services other than those provided by the establishment are prohibited in the public space occupied.
- Written authorization from the owner of the property approving the applicants plan for outdoor restaurant dining.
- A proposed traffic flow plan, and any safety barriers that would be put in place (If requesting use of the public right of way or parking lots).
- Insurance/bond certificate (if using public land).
- A signed Hold Harmless Agreement (on page 4).

Additional Resources

[Safety standards for Massachusetts Restaurants](#)

[Massachusetts COVID-19 Restaurant Checklist](#)

[Alcoholic Beverages Control Commission Guidelines for Extension of Premises to
Patio and Outdoor Areas](#)

TOWN OF CONCORD
Hold Harmless Agreement

For ~~Seasonal~~Temporary Outdoor Restaurant Seating

In consideration of being issued a permit for the use of the public right-of-way (hereinafter referred to as the "property" for an outdoor restaurant, the undersigned applicant (hereinafter referred to as the "permittee") agrees to indemnify, defend, save, and hold harmless the Town of Concord (hereinafter referred to as the, "Town") its officers and employees, from any and all claims, lawsuits, damages, and cause of action, which may arise out of the permittee's activity on the outdoor premises, and for any loss or damage arising out of the use, or the discontinuance of any use.

The undersigned agrees and understands that the use of the property is temporary, ~~on a day to day basis for the season (April 1 through October 31 unless otherwise extended by the Select Board)~~; that the undersigned does not acquire any right, title, or interest in such property, that the undersigned may be required by the Town at any time to vacate all or any part of the property that the undersigned has been given permission to use; that upon demand to vacate such property, the undersigned agrees to properly remove any personal property placed thereon by the undersigned and to return the property to the same condition that it was in prior to commencement of such use or to reimburse the Town for the cost of removing such property and restoring the property to its prior condition and that the undersigned has no recourse against either the Town or its officers, employees or agents, either for any loss or damage occasioned by his or her being required to vacate all or any part of the property which the undersigned has been granted permission to use.

The undersigned further agrees at all times hereafter to comply with all municipal ordinances, rules, and regulations of the Town of Concord, Massachusetts.

Name of Business:

Signature of Permittee:

Printed Name of Permittee:

Date:

TOWN STAFF USE ONLY

Town Manager: _____

Recommend
Approval:

Recommend
Additional Town
Staff Review:

Remarks: _____

**Building
Commissioner:** _____

Approved:

Disapproved:

Number of Approved Seats _____

Remarks: _____

Public Health Director: _____

Approved:

Disapproved:

Remarks: _____

CPW – Town Engineer: _____

Approved:

Disapproved:

Remarks: _____

Police Chief: _____

Approved:

Disapproved:

Remarks: _____

Fire Chief: _____

Approved:

Disapproved:

Remarks: _____

**TOWN OF CONCORD
TEMPORARY OUTDOOR RESTAURANT SEATING
APPLICATION**

The undersigned hereby applies for the addition of temporary outdoor restaurant seating in accordance with the provisions of the State relating thereto.

Name of Applicant: Remon Karian

Name of Business: Fiorellamore LLC

Business d/b/a: Fiorella's Cucina

Address: 24 Walden Street

Business Phone: 978-341-9999 **Home/Cell Phone:** 617-593-0306

Email Address: Remon@fiorellascucina.com

Applicant Signature: 

APPROVAL: Prior to the addition of temporary outdoor restaurant seating, the applicant must receive final approval from the Select Board. Please return your completed application to Jeremy Romanul, jromanul@concordma.gov.

REQUIRED MATERIALS

Applications will not be accepted without each of the following items. Please include this completed checklist with your application.

- A completed copy of the outdoor seating application.
- A written description of what the restaurant is proposing for outside seating, operating hours, serving alcohol, and any entertainment.
- A floor plan showing the existing inside seating and the number of seats.
- A plan for the proposed outdoor seating showing the location, spacing and number of seats, tables, umbrellas, tents, barriers, planters, and adjacent features. A drawing of the proposed seating to scale (such as ¼-inch equals 1-foot). Staff will evaluate the plan for pedestrian accessibility, access for fire and emergency response and sight lines for pedestrians and vehicles. Use of parking lots will show the impact on existing parking spaces and that proper circulation is retained.
- Comprehensive written COVID Safety plan. In addition to the standard template checklist, the applicant must submit Massachusetts COVID-19 Restaurant Checklist information that specifically relates to outdoor food service, provision of additional handsinks, service table material and placement, and routes for patrons to use to access bathrooms.
- Plan to address cleaning of high touch areas and surfaces.
- Describe plan to clean public spaces occupied and remove trash.
- Schematic showing 6 ft. between tables and clear open path for patrons and waitstaff to access building, bathrooms and check-out area, to show all areas are adequate to provides 6 ft. separation distance to other patrons.
- Copy of all outdoor signage related to COVID protocols, e.g. guests must wear masks unless seated; maintain 6 ft. distance between patrons waiting to use restrooms or handsinks, etc.
- Any new signage being proposed. Additional signage must comply with existing zoning regulations. Signs in the right-of-way must be limited to menu boards. Advertising of products and services other than those provided by the establishment are prohibited in the public space occupied.
- Written authorization from the owner of the property approving the applicants plan for outdoor restaurant dining.
- A proposed traffic flow plan, and any safety barriers that would be put in place (If requesting use of the public right of way or parking lots).
- Insurance/bond certificate (if using public land).
- A signed Hold Harmless Agreement (on page 4).

TOWN OF CONCORD

Hold Harmless Agreement

For Temporary Outdoor Restaurant Seating

In consideration of being issued a permit for the use of the public right-of-way (hereinafter referred to as the "property" for an outdoor restaurant, the undersigned applicant (hereinafter referred to as the "permittee") agrees to indemnify, defend, save, and hold harmless the Town of Concord (hereinafter referred to as the, "Town") its officers and employees, from any and all claims, lawsuits, damages, and cause of action, which may arise out of the permittee's activity on the outdoor premises, and for any loss or damage arising out of the use, or the discontinuance of any use.

The undersigned agrees and understands that the use of the property is temporary, on a day to day basis; that the undersigned does not acquire any right, title, or interest in such property, that the undersigned may be required by the Town at any time to vacate all or any part of the property that the undersigned has been given permission to use; that upon demand to vacate such property, the undersigned agrees to properly remove any personal property placed thereon by the undersigned and to return the property to the same condition that it was in prior to commencement of such use or to reimburse the Town for the cost of removing such property and restoring the property to its prior condition and that the undersigned has no recourse against either the Town or its officers, employees or agents, either for any loss or damage occasioned by his or her being required to vacate all or any part of the property which the undersigned has been granted permission to use.

The undersigned further agrees at all times hereafter to comply with all municipal ordinances, rules, and regulations of the Town of Concord, Massachusetts.

Name of Business: Fiorella's Cucina
Signature of Permittee: Reimon M Karigan
Printed Name of Permittee: Reimon M Karigan
Date: August 10, 2020

TOWN STAFF USE ONLY

Town Manager: _____

Recommend
Select Board
Approval:

Recommend
Additional Town
Staff Review:

Remarks: _____

**Building
Commissioner:** _____

Approved:

Disapproved:

Number of Approved Seats _____

Remarks: _____

Public Health Director: _____

Approved:

Disapproved:

Remarks: _____

CPW – Town Engineer: _____

Approved:

Disapproved:

Remarks: _____

Police Chief: _____

Approved:

Disapproved:

Remarks: _____

Fire Chief: _____

Approved:

Disapproved:

Remarks: _____

August 6, 2020

We are submitting this application to apply for outdoor dining at Fiorella's Cucina in concord center. We would like to use the small private parking area in the rear of our building for outdoor seating. It's a private area that's perfect for a patio. We have had an outdoor patio in our Newton location for over 10 years, so we are very familiar with the operational process. There are no residential neighbors directly adjacent to the property and most other retail businesses are closed in the evening in concord center. This area has a curb that separates it from the public parking lot and we will rope off the area from public access.

We would like to use it for dinner from 4:00-10:00pm daily. We would be serving food and alcoholic beverages together. We would like to have a speaker playing classic Italian dinner music in the background.

We will remain vigilant in following safety protocols and procedure indoors and outdoors. We disinfect all high touch surfaces after every use. Each table is disinfected with an alcohol-based disinfectant between seating.

We have set up a covid committee that meets weekly to discuss any new developments and/or policy and procedures that need to be implemented. We have checklists and assigned team members with specific areas to be cleaned and sanitized. We have a covid binder with all forms and posting about safety and sanitation that we use to onboard team members about safety and sanitation. We have been working with Berger food safety to help with all of our safety protocols and procedures. They also come in for routine safety audits to ensure compliance and further training.

The patio is close to our back kitchen where we have a hand sink for our employees and hand sanitizer is mounted at the back door.

Thank you,

Remon Karian

Covid-19 Protocols

TAKE OUT ORDERS- CASHIERS:

1. ALL cashiers must be wearing gloves changing them frequently and still washing their hands when they can. (20 seconds, sing happy birthday to yourself, wash with 100 degree temperature, once done turn the faucet off with a paper towel)
2. ALL cashiers should be using the disinfecting wipes every hour. They should be disinfecting any surfaces that we touch.
3. Phone in orders: After taking the order from the Guest, repeat the order back to the guest before sending and then give them their total. Ask if they would like to pay with a credit card now. If they have cash, they can pay once they arrive.
4. Online orders: Remove the credit card slips from the printer. Highlight that the guest has paid for the order. Hang one slip on the dupe rail while keeping the other next to the register.
 - Once their food is ready label the bag with the guests full name and order number. If there is more than one bag with the order make sure to label the bag 1 of 2, 2 of 2 with their name and ticket number on both bags.
 - Match the Guest check on the dupe rail with the slip on the bag and staple the Guest check to the bag. Place their food on the table listed pre-paid orders.
 - Make sure to label their pizza box as well!! Place their bags on top of the pizza to help the guest not forget unless the bag is too heavy, place them next to each other.
 - If a guest is paying when they arrive keep the order behind the counter like normal. There is still no signature required by the guest.
5. Curbside Pick-Up: All guests must be greeted immediately when they pull into the parking spot, regardless if the order is ready or not.
 1. If the order is ready bring the bag out and repeat the order back to the Guest. Thank the Guest and collect payment if needed. If the guest already paid with a credit card just hand them their food.
 2. If the order is not ready, greet the Guest, let them know you are working on their order. Let the Guest know you will have their order out as soon as possible. Be aware of time and don't let the Guest sit in their car waiting too long. Utilize the Quality Guarantee if the order is taking too long.

DELIVERY ORDERS- CASHIERS:

1. We are now required to ask a guest when paying with a card if they would like to leave a tip for the driver. Explain to the guest we are trying to have less contact between you and the driver. The driver will drop off the food not needing a signature.
2. If a guest asks for a non-contact delivery, make sure to get specific directions on where they would like the food and how the driver should contact them once the food has been delivered.
 - Non-contact deliveries require a card payment. If a guest is being persistent about paying in cash they should have exact change left in the designated drop off spot so the driver does not have to make any contact with the guest.
3. Make sure to be as thorough with the details given to you by a guest, we want to make this as easy as possible on the drivers.

DELIVERY ORDERS- DRIVERS:

1. ALL drivers should have disinfecting wipes in their cars so they can disinfect their steering wheels, door handles, and anything else after a potential exposure.
2. ALL drivers must be wearing gloves changing them frequently and still washing their hands when they can. (20 seconds, sing happy birthday to yourself, wash with 100 degree temperature, once done turn the faucet off with a paper towel)
3. Drivers are no longer allowed to have the guest touch their phones. Simply tell the guest that we are no longer allowing them to touch their phones to eliminate the spread of germs. If a tip has not already been added ask the guest if they would like to add one in. Make sure the guest watches what you click so they feel like we are not taking any money away from the.
4. If an order has already been paid for you with a tip added, you just need to drop off the food.
 - *We are requiring that no deliveries need a signature at this time. Just draw a line through on your app to close out the order.
5. If a guest asks for a no contact delivery you drop off the food at their house (make sure to read the delivery instructions on where), text or call them letting them know the food is there. Go back out to your car and make sure they come out to grab the food before leaving.

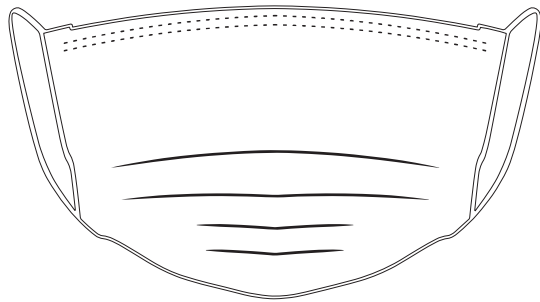
Flow of Business - Steps of Service

All Team members must wear masks and gloves at all times in service.- Please be mindful not to touch your face. Change your gloves frequently and wash hands.

- Reservations
 - When taking reservations - We are using the Resys app
 - When taking the reservations please make sure we ask for full names, phone numbers, (optional: email address), day/date for reservations and time of reservation. We will be keeping these reservations papers please give to Guy when done
 - A guest should be told the following information
 - We ask that when you arrive in the parking lot to please call to make sure your table is ready as it takes time to clean, sanitize and disinfect a table between seatings.
 - In case of inclement weather we will have to close the patio we do our best to place you in the dining room or will call you with an alternative date/time for your reservation or help you place a curbside pickup.
- Host Greeting
 - Make sure to keep up on side work in downtimes - cleaning/sanitizing, bathroom checks,. Check patio/dining room frequently to keep accurate wait times
 - Reservation
 - Seat table immediately; remind guests moving thru dining room to bathroom - please wear a mask
 - Between seating the table must be cleaned and dis-infected - this will take a few minutes; The table will be marked with Hand Sanitizer on it when clean and able to be seated.
 - Place one menu down per guest; single use menus...
 - Waitlist
 - Take name and cell phone number; quote wait - guests are permitted to wait in their car - The name and cell phone number should be taken for all walkin parties - This is done for Covid Tracing.
 - Encourage reservations; call them into store or use the RESY app
 - Make sure to keep a record of when they were seated - this is done with the app on the IPADs; Note early reservations generally leave earlier - if we think the current party is running over; please call the next party and alert them to the delay.
 - party of 2 roughly 1.25 hours to 1.5 hours
 - Party of 4 roughly 1.5 hours to 2 hours
 - Party of 6 roughly 1.5 hours to 2 hours
- Server/Bar (working on one person is bringing food, bevs, clean silverware, plateware)

- Normal Greet - Bring silverware and plate set up; keep in mind social distancing; explanation the menu is reduced but still delicious; minimize your time at each table per visit
- Offer drinks - water is not automatic - offer water bottled or tap - sparkling or still - soft drinks, ice tea (Sweetened), Lemonade - **tea, coffee is served now**
- Wine service; open at the bar bring to table; wine cooler if needed. Place the wine bottle and glasses on the table for the guest to self serv - please explain prior that this is done for safety and social distancing
- Servers/bar - bring bread
 - Refill waters; **water pitchers are permissible**
- Apps, soups salads
- Check backs on bevs
- Pre-sets - with condiments they must be sanitized before they go back on a table - side work between tables - keeping stocked and cleaned
- If a guest needs a pen - please give them **a Fiorella's Pen leave it at the table**
- Manage your tables. Try to minimize contact but make sure the guests receive top notch service
- Keep an eye on the window for food running
- Guests pack their own food at the table
- Busser/designated cleaner - Keep up on table maintenance - ask the busser(s) to help when needed - usually they know and are on it.
- Remember dish decoy method when in the dish room
- Desserts are served for to go and dine in during non peak or heavier guest flow times - when in doubt ask a manager
- Check presentation - new check QR code - check payment system
- Thank them for coming in...
- Busser
 - Cleaning all tables with soapy water, then disinfect with spray; after table is ready for the next guest place hand sanitizer on the center of the table
 - Cleaning/sanitizing condiments
 - Ice for bar
 - Replace: plates - Rollups
 - Bussing/Sweeping
 - Sanitize/Disinfect

Area/Item	Wash	Rinse	Sanitizer	Disinfect	Frequency
POS x 5				X	High Level
Tablet - Door Dash				X	Medium level
Phones x 3				X	Medium level
Laptop - Sonos				X	Low level
Chip Reader				X	High Level
Gift Card/Phantom Gourmet Reader				X	Medium level
Printers x 3				X	High Level
Pens				X	High Level
Check Presenter if used (parking lot / Patio)				X	High Level
highlighters				X	High Level
staplers (all - including the line)				X	High Level
tape dispensers x 2				X	High Level
door handlese - front doors				X	High Level
door handles - bathroom doors and stall				X	High Level
toilet flushers - ladies/mens				X	High Level
employee restroom - door handles				X	High Level
employee restroom - flusher/faucet fixtures				X	High Level
Food racks	X		X		High Level
soda gun			X		High Level
ice scoop			X		High Level
coffee pot / coffee machine / coffee bean grinder	X	x	x		High Level
cabinet doors - service station , cup lid, candle				X	High Level
service fridge	X		X		Medium level
server drawers				X	High Level
bar fridge handles - 4 doors	X		X		High Level
bar stools				X	Medium level
FOH - Brooms & Dust pan - handles				X	High Level
Ticket rail (take out)				X	High Level
Radios				X	High Level
Middle table	X		X		High Level
Patio Door				X	High Level
Patio Tables	X		X		High Level
Patio Chairs				X	High Level
Condiments - S/P, Sugar Caddies, O/V,	X		X		High Level



PLEASE:
FACE MASKS
REQUIRED
WHEN NOT
SEATED AT
YOUR TABLE

Fiorella's

IMPORTANT NOTICE

Please read before entering

MAINTAIN SOCIAL DISTANCING

Please stand 6 feet apart from other people

WEAR MANDATORY FACE COVERING

PLEASE DO NOT ENTER IF:

*You have a fever, cough or shortness of breath.
You are waiting for Covid-19 test results from a medical provider*

*We continue to follow Servsafe, CDC and the Health Department's safety protocols to ensure the utmost safety for our guests and team members.
Thank you for your continued support and understanding.*

**TOWN OF CONCORD
TEMPORARY OUTDOOR RESTAURANT SEATING
APPLICATION**

The undersigned hereby applies for the addition of temporary outdoor restaurant seating in accordance with the provisions of the State relating thereto.

Name of Applicant: Julian Maria

Name of Business: Paparazzi Trattoria of Concord

Business d/b/a: Paparazzi

Address: 768 Elm St, Concord, MA 01742

Business Phone: 978 371 0030 **Home/Cell Phone:** 617 990 2436

Email Address: jmaria@paparazzirestaurants.com

Applicant Signature: _____

APPROVAL: Prior to the addition of temporary outdoor restaurant seating, the applicant must receive final approval from the Select Board. Please return your completed application to Jeremy Romanul, jromanul@concordma.gov.

Outdoor Dining Proposal and Explanation of Operations

Paparazzi Trattoria wishes to create a 30' X45" enclosure to accommodate outdoor dining. The space will be surrounded by jersey barriers to protect guests from any vehicles in the parking area.

Hours of operation: Mondays thru Saturdays 11:30am to 10pm, Sundays 11:30am to 9pm.

Signage will welcome all guests outside front door and direct them to check them with host before being seated. Guests will be escorted to their tables by host.

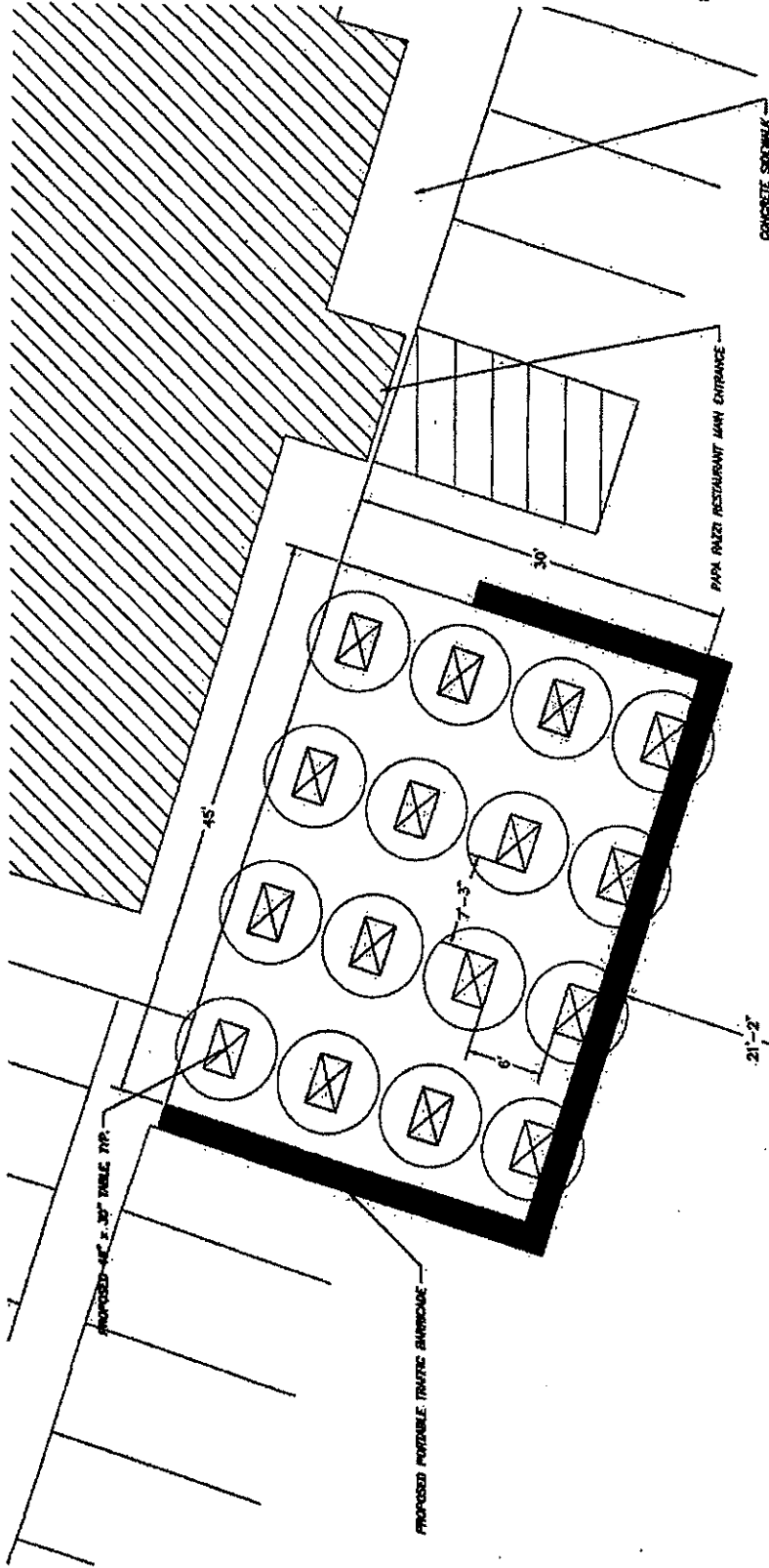
Alcohol will be served to seated dining patrons during hours of operation in accordance with our liquor license and all other applicable licenses.

Currently, we have no plans for any entertainment. Should we feel the need, it will be in accordance with our Entertainment License and Town of Concord's approval. We will submit a request should we see such need.

Cleaning of high touch areas will be performed according to SOP. Please see attached SOP.

All tables will be disinfected thoroughly and allowed to be air dried between patrons.

Outdoor seating area and parking lot will be kept clean and maintained by designated staff member. All trash will be bagged and disposed of in our dumpster that is maintained by Lawrence Waste Services.



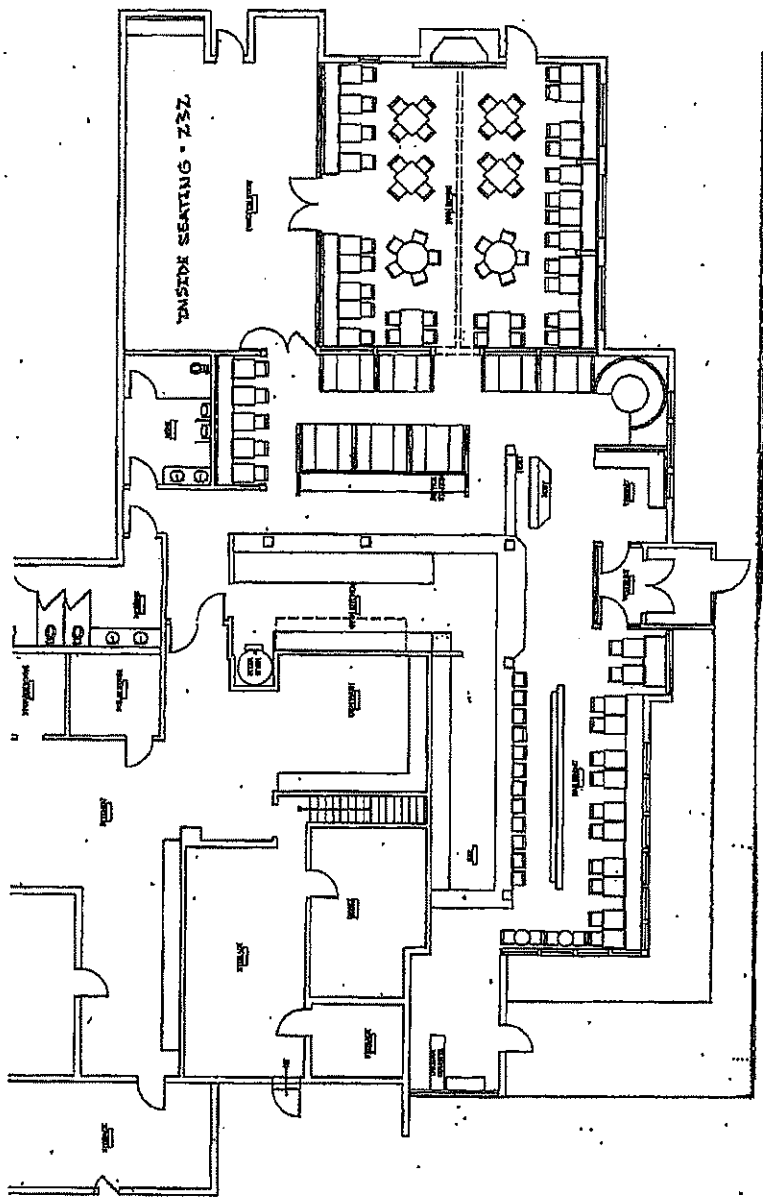
PLAN
Scale 1/8" = 1'-0"

NOTES

1. CUSTOMER SEATING AREA TO INCLUDE 21 TABLES AND 21 SEATERS. SEATING TO ALLOW FOR 4'-0" TABLE SPACING AND 4'-0" SEATER SPACING.

PROPOSED OUTDOOR SEATING

Nemeritz 1000 State Street, Suite 100 Concord, MA 01742 Tel: 603-271-1111 Fax: 603-271-1112	PAPA RAZZI 768 ELM STREET CONCORD, MA	SHEET TITLE EXISTING CONDITIONS SCALE: 1/8" = 1'-0" DATE: 10/20/00	ID-1-0-1



EXISTING FLOOR PLAN

**Standard Operating Procedure
Newport Harbor Corporation**

Policy Name: Cleaning High Touch Areas	SOP Number: CON00202
---	-----------------------------

Category(s): <input type="checkbox"/> Accounting <input checked="" type="checkbox"/> Operations <input type="checkbox"/> Administration <input type="checkbox"/> Central Marketing Division <input type="checkbox"/> HarborForce <input type="checkbox"/> Human Resources <input type="checkbox"/> IT <input type="checkbox"/> Job Descriptions <input checked="" type="checkbox"/> Training
--

Purpose and Scope: To maintain a safe environment for our guest and employees
Permitted Personnel to Perform SOP: All Employees
Required Approvals: None
Guidelines: High touch areas including and not limited to All door handles, phones, POS terminal, restrooms sink and doors, handrails and partition walls will be disinfected using the EcoLab disinfectant wipes and air dried every 20 minutes. The point person in charge will be named at the beginning of each shift.
Restrictions/Exceptions: There are no restrictions or exceptions. This is a mandatory practice
Procedural Steps: Using the Ecolab Disinfectant wipes, wipe down all described high touch points every 20 minutes. Use a clean new wipe for each item and give time for air dry.
Effective Date: May 3rd 2022
Date Amended:

June 15, 2020

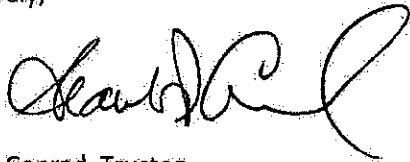
Town of Concord
22 Monument Square
Concord, MA 01742

Re-Papa Razzi- 768 Elm Street

To Whom it may concern,

Please accept this as authorization for Papa Razzi Trattoria of Concord, Inc. dba Papa Razzi to host outdoor dining at the location.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank Conrad". The signature is fluid and cursive, with a large loop at the end.

Frank Conrad, Trustee
Elm Street Realty Trust
8 Cedar Road
Weston, MA 02493



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/9/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Newport Insurance Agency 460 East Main Road Middletown RI 02842		CONTACT NAME: Deborah Palmer PHONE (A/C No. Ext): (401) 619-1660 FAX (A/C, No): (401) 619-2889 E-MAIL ADDRESS: dpalmer@newportinsuranceagency.com	
INSURED Newport Harbor Corporation 300 Metro Center Boulevard, Suite 100 Warwick RI 02886		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Zurich Insurance Services	NAIC # ZUR001
		INSURER B: Argonaut Insurance Co	14095
		INSURER C: Beacon Mutual Insurance Co.	24017
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** master 2019 with WC upd **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> LIQUOR LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CP00219820-02	8/1/2019	8/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CP00219820-02	8/1/2019	8/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ HIRPD \$ 50,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			AUC0236052-02	8/1/2019	8/1/2020	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	WC928338351564	12/1/2019	12/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
C			N/A	29760	12/1/2019	12/1/2020	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	LIQUOR LIABILITY			CP00219820-02	8/1/2019	8/1/2020	EACH COMMON CAUSE LIMIT 1,000,000 AGGREGATE LIMIT 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Papa Razzi Concord - 768 Elm St, Concord Ma 01742 is a named insured on the Newport Harbor Policy.
 Outdoor Dining/Sidewalk Cafe'

CERTIFICATE HOLDER**CANCELLATION**

Town of Concord Concord, MA 01742	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Deborah Palmer/NEWGS1 <i>Deborah A. Palmer</i>
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Town of Concord Trolley Pilot

The Town of Concord is requesting funding for one (1) trolley to operate in Concord Massachusetts from approximately June 1, 2022, through October 31st, 2022. The trolley will operate on a loop through Concord Center and tourist destinations as noted in the specifications below. While requesting a one season contract as a PILOT program, the Town may consider renewal of the program and potential for additional vehicles, subject to funding and interest level.

This trolley is to be operated in a “hop-on, hop-off” capacity serving five (5) tourist destinations beginning at the MBTA Concord Center Commuter Rail stop to allow visitors and locals alike to be less car dependent while in Concord Center and viewing the historic sites. This aligns with the Town’s Envision Concord - Bridge to 2030 Long Range Plan, Concord’s Climate Action Plan, and Town goals to be a more inclusive community.

The trolley operator will be providing full service, turnkey operation. Operating hours are to be 9:00 AM – 4:00 PM on a continuous route, 7 days per week during the operation season and cost \$4 per passenger. This fee will be collected using an online web-based payment software, several were considered and FareHarbor was selected based on their integration with the Visit Concord Website, ease of use, and ability to have a flexible contract.

Based on the number of visitors who walk through the Visitor Center we estimate that a quarter of the people who go to the Visitor Center, or roughly 4,000 people, will ride the trolley in its first pilot year. This is a revenue stream of approximately \$16,000 and will offset the cost to the Town, using the \$4 per passenger fee.

The following quotes were received in response to the Town’s RFQ.

Joseph’s Transportation	<ul style="list-style-type: none"> • 20 passenger ADA accessible minibus with bike rack (1 available) • Can begin as of May 30, drivers available • GPS tracking via website and app available 	<ul style="list-style-type: none"> • \$96.45/hour (roughly \$18,904/month) • \$700 for trolley tracking software • Automated passenger counting \$1200
Transaction Associates	<ul style="list-style-type: none"> • 14-passenger (2 available), may be ADA accessible, dependent on available inventory • Can begin as of May 30, *will need to hire drivers 	<ul style="list-style-type: none"> • Cost is estimated at \$21,785/month per vehicle



Trolley Tours	• Did not provide quote	•

Due to the higher than predicted cost, the quotes have triggered the need for a bid process to be completed, bids will be due May 31st. It is expected that this process will be complete by the beginning of June when an award can be made. Trolley to begin operation mid-late June.

Additional Information:

- Stops include:
 - Concord Visitor Center
 - Old Manse/Robbins House/Bridge
 - North Bridge Visitor Center
 - Concord Museum/Emerson House
 - Meriam's Corner
 - Orchard House/Wayside Home of Authors
 - Concord Center MBTA

- Approximate distance of route is 7 miles, route breakdown is below

Trolley Route

Depart Concord Center MBTA: Visitors get on/off here for MBTA train service.
Schedule timing based on MBTA commuter rail schedule

Stop 1: Drive .5 miles to 58 Main Street (Visitor Center)

Stop 2: Drive 1.7 miles to North Bridge lower parking lot: Visitors get off here to visit the Old North Bridge, Old Manse and Robbins House

Stop 3: Drive .2 miles to North Bridge Visitor Center: Visitors get off here to visit the Visitor Center and walk down to Bridge, Old Manse and Robbins House

Stop 4: Drive 1.4 miles to the Concord Museum: Visitors can go to the Museum or Emerson's House

Stop 5: Drive 1.1 miles to Meriam's Corner, Visitors can visit Meriam's corner or get off here to walk the Battle Road

Stop 6: Drive .6 miles to Orchard House, Visitors get off here for Orchard House and Wayside home of Authors

(If Additional Time) Stop at the Concord Visitor's Center



Stop 7: Drive 1.4 miles to Concord Center MBTA, Visitors get off here for MBTA

Total distance 7 miles, approximately 45-60 minutes

Alternate Route:

Depart Concord Center MBTA: Visitors get on/off here for MBTA train service.
Schedule timing based on MBTA commuter rail schedule

Stop 1: Drive .5 miles to 58 Main Street (Visitor Center)

Stop 2: Drive 1.4 miles to the Concord Museum: Visitors can go to the Museum or Emerson's House

Stop 3: Drive 1.1 miles to Meriam's Corner, Visitors can visit Meriam's corner or get off here to walk the Battle Road

Stop 4: Drive .6 miles to Orchard House, Visitors get off here for Orchard House and Wayside home of Authors

Stop 5: Drive 1.7 miles to North Bridge lower parking lot: Visitors get off here to visit the Old North Bridge, Old Manse and Robbins House

Stop 6: Drive .2 miles to North Bridge Visitor Center: Visitors get off here to visit the Visitor Center and walk down to Bridge, Old Manse and Robbins House

(If Additional Time) Stop at the Concord Visitor's Center

Stop 7: Drive 1.4 miles to Concord Center MBTA, Visitors get off here for MBTA

Total distance 7 miles, approximately 45-60 minutes

Town of Concord

SELECT BOARD'S OFFICE

Memorandum

DATE: May 13, 2022
TO: Concord Select Board
FROM: Michael Gibbons, Senior Administrative Assistant
SUBJECT: Tourist Guide Licenses

The following is a list of applicants seeking Tour Guide Licenses. Each applicant has fulfilled the requirements and paid the requisite fees. I recommend the Select Board approve each application.

Tour Guide License

Zagaria	Holly Marie
Muller	Hannah
Muller	Marcus
Ellis	Douglas
MacIntosh	David
Powell Daley	Nancy
Piccarreto	Richard
Corkum	Ann
Heath	Anita
Parise	Elizabeth

2022-2023 Select Board Liaison Assignments

Terri Ackerman

2229 Main Street Oversight Committee
Acton-Concord RECC
Bruce Freeman Rail Trail Committee
Fiber Broadband Completion Task Force
Hugh Cargill Trust Committee
MMA Fiscal Policy Committee
Multi-Town Gas Leaks Initiative
PEG Access Advisory Committee
Personnel Board
Personnel Bylaw Study Task Force
Tax Relief Committee
Transportation Advisory Committee

Henry Dane

250th Executive Committee
Agriculture Committee
Board of Assessors
Board of Health
Board of Registrars
Cemetery Committee
Civil War Monument Task Force
Historic Districts Commission
Historical Commission
Library Committee
Public Ceremonies & Celebrations
Committee

Linda Escobedo

Commission on Disability
Community Preservation Committee
Concord Housing Development Corporation
Concord Municipal Affordable Housing
Trust
Hanscom Area Town Selectmen (HATS)
Housing Authority
MAGIC Representative
Planning Board
Retirement Board
Trustees of Town Donations
West Concord Advisory Committee
Zoning Board of Appeals

Mary Hartman

Concord Local Cultural Council
Economic Vitality Committee
Junction Village Open Space Task Force
Municipal Light Board
Natural Resources Commission
Public Works Commission
Recreation Commission
Trails Committee
West Concord Junction Cultural District
Committee
White Pond Advisory Committee

Matt Johnson

Climate Action Advisory Board
Comprehensive Sustainability and Energy
Committee
Concord Center Cultural District Committee
Council On Aging Board
DEI Commission
Finance Committee
Financial Audit Advisory Committee
Middle School Building Committee
Pollinator Health Advisory Committee
School Committee

Non-Select-Board-Member Assignments:

Keith Bergman

Metropolitan Area Planning Council

Mark Giddings

Hanscom Field Advisory Commission

Ira Goldman

Massport Community Advisory Committee

Michael Lawson

Battle Road 250
Massachusetts 250th American Revolution
Anniversary Commission

May 13, 2022
Electronic Submission

Terri Ackerman, Chair
Select Board, Town of Concord

Dear Chair Ackerman,

The Concord Business Partnership (CBP) writes to thank Select Board members Matt Johnson, Mary Hartman, Henry Dane and Linda Escobedo for their attendance and participation at the April 6th CBP meeting, which featured a panel of economic development staff from Lexington, Bedford and Burlington. We hope this forum provided the Select Board and Town Manager with information and compelling evidence for why Concord should create the position of Economic Development Director.

CBP was established in 1992 to unite business interests and town government in support of mutually beneficial objectives. Our members are commercial property owners and business principles in Concord. We all have a passion for and a deep interest in the wellbeing of our community. It is this strength of community that draws us together. The pandemic has highlighted the importance, and fragility, of the Town's commercial sector.

Concord is poised to strengthen this business/town partnership with a full-time position dedicated to promoting the business community as it relates to the town and in Concord's competition with other towns. A primary goal is to enhance business opportunities to increase local tax contributions generated by enhanced business value. (i.e. lodging and meals taxes etc.)

As there is currently no specific representation of the business sector at the table of the Town's Senior Management Team (SMT), this sector's needs are often bypassed for other town interests. This lack of representation creates a vacuum of expertise and focus when Town leaders make decisions on transportation, zoning, health, permitting, planning, business sustainability, public safety and more.

Attracting and keeping business in Concord is a complex and important job. Our neighboring towns recognize this by having economic development teams. These teams serve as one-stop shops to help businesses start quickly and efficiently. This includes locating a site, helping with permitting, and locating available financial incentives and resources. These are valuable, cost-saving, high-impact functions currently not available in Concord.

Strategic economic development builds a strong, resilient and equitable commercial sector that serves our citizens and supports long-term health and opportunity for the Town of Concord. We look forward to further collaboration with the Select Board and Town Manager to make this a reality for Concord.

Sincerely,

Board of Directors, Concord Business Partnership
Submitted by CBP Executive Director, Jennifer Clarke

cc: Kerry LaFleur, Town Manager

Christine Reynolds, Finance Committee Chair

Jennifer Schunermann, Economic Vitality Committee Chair

Marie Foley, Concord Chamber of Commerce Board Chair