

**TOWN OF CONCORD
SELECT BOARD MEETING
APRIL 30, 2023 | 12:15 PM**

**CONCORD-CARLISLE HIGH SCHOOL
CAFETERIA
500 WALDEN STREET**

AGENDA

#	Time*	Agenda Item
1.	12:15 PM	<p>Consent Agenda</p> <p>Proclamation honoring Marcia Rasmussen, Director of Planning and Land Management, 37 years of service to the Town</p> <p>One Day Liquor Licenses</p> <ul style="list-style-type: none"> • Runway for Recovery – Love Local event for Wine and Malt Beverages Only on May 25, 2023 from 6:30 PM to 8:30 PM to take place on Walden Street between Main Street and Hubbard Street • Think Give, Incorporated – 10th Anniversary event for All Alcoholic Beverages on May 12, 2023 from 7:00 PM to 10:00 PM to take place at the Nashoba School Discovery Barn at 200 Strawberry Hill Road
2.	12:20 PM	Seasonal Outdoor Dining License for Fiorella’s at 24 Walden Street
3.	12:25 PM	Discuss Annual Town Meeting Warrant Articles and Draft Select Board Statements
4.	12:35 PM	<p>Committee Appointments</p> <p><u>2229 Main Street Advisory Task Force:</u> Paul Boehm of 11 Ridgewood Road, Gary Kleiman of 57 Central Street, Pamela Hill of 15 Whittemore Street, David Ropeik of 21 Baker Avenue, Carrie Flood of 1289 Main Street, Karl Seidman of 93 Wright Avenue, Kurt Herman of 86 Whittemore Street, Frank “Rich” Feeley of 347 Lexington Road, and Court Booth of 144 Wright Road for terms to expire May 31, 2026 or at the completion of their work on the Task Force</p> <p><u>Board of Registrars:</u> Connie Benn of 747 Old Marlborough Road for a second term to expire May 31, 2026</p> <p><u>Concord Cultural Council:</u> Robert Gross of 401 Main Street for a term to expire May 31, 2026</p> <p><u>Diversity, Equity, and Inclusion Commission:</u> Nancy Brown of 96 Forest Ridge for a term to expire May 31, 2026</p> <p><u>Economic Vitality Committee:</u> Mark Martines of 66 Alford Circle for a term to expire May 31, 2026</p> <p><u>Historical Commission:</u> Francesca Cataldo of 40 Homer Road as an Associate Member for a second term to expire May 31, 2026, Nancy Nelson of 1695 Lowell Road for a third term to expire May 31, 2026 with an exemption from APP #10 Section VII(b), and Melissa Saalfield of 7 Concord Greene, Unit 7 for a third term to expire May 31, 2026 with an exemption from APP #10 Section VII(b)</p>

		<p><u>Hugh Cargill Trust Committee:</u> Hester Schnipper of 631 Main Street for a term to expire May 31, 2026</p> <p><u>PEG Access Advisory Committee:</u> Megan Carroll of 277 Old Bedford Road to complete an unexpired term to expire on May 31, 2024</p>
5.	12:40 PM	Appoint Concord Middle School Building Committee Select Board Member
6.	12:45 PM	Relocate to Gymnasium at Concord-Carlisle High School for Annual Town Meeting

**Times are approximate and subject to change*

Current Board and Committee Vacancies
Agricultural Committee – Associate Member
Bruce Freeman Rail Trail Advisory Committee
Cemetery Committee
Commission on Disability
Concord 2025 Executive Committee
Conservation Restriction Stewardship Committee
Council on Aging
Diversity, Equity, and Inclusion Commission
Financial Audit Advisory Committee
Historic Districts Commission – Associate Member
Municipal Light Board
PEG Access Advisory Committee
Personnel Board
Planning Board
Pollinator Health Advisory Committee
Transportation Advisory Committee
Trustees of Donations
West Concord Advisory Committee
West Concord Junction Cultural District
Zoning Board of Appeals – Associate Member

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CONCORD
PROCLAMATION

HONORING MARCIA RASMUSSEN

WHEREAS

Marcia Rasmussen began working in 1986 for the Town of Concord as a project planner and then in 2002 was promoted to the title of director of planning and land management and served in this role until May 31, 2023;

WHEREAS

In her 37 years with the Town, Marcia has implemented an integrated, strategic approach to planning across economic, housing, cultural, historical, recreational and open space needs, and worked on a multitude of projects that have enhanced the Town. Building on three Comprehensive Long-Range Plans (1987, 2005, 2018), four Housing Production Plans (2005, 2010, 2015, 2023), and the West Concord Master Plan (2010), she helped create two cultural districts, funded four mural projects in West Concord, and managed numerous open space projects, including White Pond Woods/Unisys Land (1989), Walden Woods (1986-2007), Virginia Road (1994/1995), and Gerow Park (2017);

WHEREAS

Marcia has contributed profoundly to bringing new housing, mixed-use development, and especially affordable housing to the Town, including Wilson Lumber/Concord Crossing (1994), Monument Farm (1991/1992), New England Deaconess/Newbury Court (1993/1994), Anderson Farm/Quail Run housing (1994), Elm Brook Homes (1995/1996), Concord Homes on Virginia Road (1994), Concord Park Assisted Living (1998), Fisher Land/Warner Woods 40B (2002/2003), Burke Land Acquisition/Finigan Way development (2004-2007), Concord Mews/The Prescott 40B housing (2007-2008), and secured the Junction Village (2013), Brookside Village (2017), and Assabet Bluffs (2022) sites for future affordable housing;

WHEREAS

Marcia has enhanced cultural and recreational opportunities as well as preserved Concord's historical heritage through numerous projects, including the Bruce Freeman Rail Trail (1987-2023), Forest Ridge Road rezoning (1989), rezoning initiative on Virginia Road (1994/1995), Barrett Farmhouse/McGrath Farm/Minute Man National Park expansion (2002-2014). She has also been instrumental in saving Our Lady Help of Christians Church and shepherding its new role as the Kay DeFord Center for the Performing Arts (2004-2019), saving the Robbins House (2010), restoring Thoreau's birth house to become Thoreau Farm, and launching the effort to build a bridge over the Assabet River;

WHEREAS

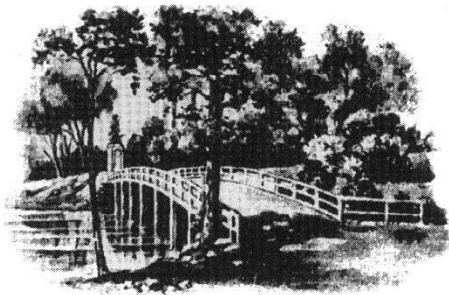
Marcia has worked tirelessly on behalf of the people of Concord and, through her perseverance and commitment, has made the Town a better place for all residents and visitors to live and work;

NOW THEREFORE

We, as the Select Board and the Town Manager of the Town of Concord, Massachusetts, on behalf of Concord's employees, committees, community partners, and citizens, do hereby recognize Marcia Rasmussen, with deep gratitude, for her countless contributions to our community.

Proclaimed this 30th day of April 2023

Kerry A. Lafleur, Town Manager; Matt Johnson,
Terri Ackerman, Linda Escobedo, Henry Dane,
Mary Hartman, Select Board Members



OLD NORTH BRIDGE

TOWN OF CONCORD

TOWN HOUSE - P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

To: Concord Select Board

From: Megan Zammuto, Deputy Town Manager

Date: April 30, 2023


Re: Love Local Concord

Included in your packet is a One Day Liquor License application for Runway to Recovery, a nonprofit organization seeking to hold a fundraiser event on May 25th from 6:30 – 8:30 PM on Walden Street between Main Street and Hubbard Street. The applicant is seeking to close the public way during the event, and if approved, will be provided support from both Concord Public Works and the Concord Police Department. Town staff including the Police Department, Fire Department, Public Works, and Department of Land Use and Planning reviewed the application for use of town property, and are comfortable proceeding pending the approval of the license.

CONCORD POLICE DEPARTMENT

MEMORANDUM

TO: Select Board

FROM: Thomas M. Mulcahy, Chief of Police 

DATE: April 27, 2023

SUBJECT: *LICENSE REQUEST-RUNWAY FOR RECOVERY, INC.*

Select Board:

The following memo is submitted per your request as the Town of Concord's Alcohol Licensing Board for the Department to review the application for a one-day liquor license by Runway for Recovery, Inc. Runway for Recovery, Inc. is holding a fundraising event referred to as Love Local, Concord on Walden Street, May 25, 2023, from 6:30PM-8:30PM. This same event was held in Concord in 2022, and there were no issues. Detective Keith Harrington, the Department's Licensing Officer, conducted a thorough examination of the application, and a check of records. No issues were found with **Hayden Hood**, **Sofia Neri**, or **Leo Lafarge**, providing service for the event, that would disqualify the application.

If the Select Board moves in favor of granting a one-day liquor license for this event, I respectfully suggest the following for consideration:

1. Two (2) police details are hired for the duration of the event, as wine will be served.
2. Barricades be required at Walden Street at Main Street, as well as Walden Street at Hubbard Street.

Please contact me if you have any questions or need further information.

cc: Kerry A. Lafleur, Town Manager
Keith Harrington, Detective

 **PAID**

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

75.00

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only **Amount Paid \$**

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Olivia Boger

COMPANY or organization: Runway for Recovery

ADDRESS: 29 Water Street, Newburyport, MA
01950

TELEPHONE: 617-710-2172

DATE(S) APPLIED FOR: May 25, 2023

EVENT: Love Local, Concord

HOURS OF OPERATION: 6:30 - 8:30 p.m.

PREMISES TO BE LICENSED: Walden Street

ADDRESS OF PREMISE LICENSED: Between Main Street and Hubbard

License is for the Sale of:

All Alcoholic Beverages	<input type="checkbox"/>
Wines & Malt Beverages Only	<input checked="" type="checkbox"/>
Wines Only	<input type="checkbox"/>
Malt Beverages Only	<input type="checkbox"/>

The Licensed Activity or Enterprise is:

For Profit	<input type="checkbox"/>
Non-Profit	<input checked="" type="checkbox"/>

Are the bartenders TIPS or equivalently trained? Yes No

Will there be people in attendance that are under the age of 21? Yes No

Is this the first one day special license secured by this organization? Yes No

If no, number of consecutive years licensed? 2

Will there be more than 100 people in attendance? Yes No

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: Olivia M. Boger Date: February 7, 2023



TOWN OF CONCORD Board of Selectmen

One Day Special Licenses

TIPS TRAINING (OR EQUIVALENT)

Applicant Name:	Runway for Recovery, Olivia Boger
Location of Event:	Walden Street, Concord, MA (Between Hubbard & Main Street)
Date of Event:	May 25, 2023

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses


Under 21 Policy

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

Applicant Name:	Runway for Recovery, Olivia Boger
Location of Event:	Walden Street, Concord, MA (Between Hubbard & Main Street)
Date of Event:	May 25, 2023

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's Under 21 policy requirement for the event stated in this application will be followed.

Signature of Applicant:	
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RETURN TO THE PORTAL

PRINT CERTIFICATE



USA

Maine

Secretary of State
Shenna Bellows

DRIVER'S LICENSE

**NOT INTENDED
FOR FEDERAL
PURPOSES**



4d DL NO. [REDACTED]

4b EXPIRES **08/18/2028** 3 DOB [REDACTED]

1 **HOOD**
2 **HAYDEN HUMISTON**

8 [REDACTED]

4a ISSUED **08/12/2022** 15 GENDER **M**

16 HEIGHT 17 WEIGHT 18 EYES 19 HAIR

9 [REDACTED]
12 [REDACTED]
5 [REDACTED]



Hayden H Hood

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.1
For coursework completed on April 24, 2022
provided by Health Communications, Inc.
is hereby granted to:

Sofia Neri

Certification to be sent to:



HEALTH COMMUNICATIONS, INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

MASSACHUSETTS

DRIVER'S LICENSE

NOT FOR FEDERAL ID



Sofia Neri
REGISTRATION

4a ISS 06/14/2021

4b EXP 06/21/2026

CLASS D 12 REST NONE

1 NERI
2 SOFIA MARIE

8 [REDACTED]

[REDACTED]

Sofia Neri



eTIPS On Premise 3.0

CERTIFIED

Issued: 7/9/2020

Expires: 7/9/2023

ID#: 5356001

**Leo LaFarge
Lafarge Bartending Services
Leo Lafarge**



For service visit us online at www.gettips.com

MASSACHUSETTS

DRIVER'S LICENSE



Colleen Spilline REGISTRAR



4a ISS

06/15/2022

4b EXP

06/25/2027

4d NUMBER

3

9 CLASS
D.

12 REST
B

5a END
NONE

1 LAFARGE

2 LEO JAMES

8

Leo James Lafarge

LOVE LOCAL

an evening to sip, shop, and support



Walden Street, Concord June 2, 2022 | 6-8 PM

\$50 per ticket (includes light bites and 2 drinks)

Purchase tickets at runwayforrecovery.org/lovelocal



Committee Members: Olivia Achtmeyer Boger, Ashley Cohane, Katie Fahey, Becca Muse-Orlinoff, Abbey Redmond, Dish Woodard

Special remarks about Runway from Dish Woodard, Lindsay McGloughlin, and Olivia Boger

Participating Businesses: Fat Face | Jack + Toba | French Lessons | J. McLaughlin
Blue Dry Goods | Holiday | Nesting | Revolutionary Road | Sara Campbell | Dotted | Comina
Cheese Shop | Fiorella's | The Concord Book Shop | Three Stones Art Gallery | Patina Green
Brine | The Concord Toy Box | Albright Art Supply | Thoreau's Antiques

Runway for Recovery is a breast cancer non-profit that honors survivors and funds families.



PAID

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 75.00

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Melissa KARCZEWSKI
COMPANY or organization: Think Give, INC.
ADDRESS: P.O. Box 92, Concord, MA 01742
TELEPHONE: (773) 470-6663
DATE(S) APPLIED FOR: Friday, May 12, 2023
EVENT: Think Give Grows: 10th Anniversary Celebration
HOURS OF OPERATION: 7-10 pm.
PREMISES TO BE LICENSED: Nashoba Brooks School: Surena Discovery Room
ADDRESS OF PREMISE LICENSED: 200 Strawberry Hill Rd. Concord MA 01742

License is for the Sale of: All Alcoholic Beverages [X]
Wines & Malt Beverages Only []
Wines Only []
Malt Beverages Only []

The Licensed Activity or Enterprise is: For Profit [X]
Non-Profit []

Are the bartenders TIPS or equivalently trained? Yes [X] No []

Will there be people in attendance that are under the age of 21? Yes [] No [X]

Is this the first one day special license secured by this organization? Yes [X] No []

If no, number of consecutive years licensed? _____

Will there be more than 100 people in attendance? Yes [X] No []

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary. The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: [Handwritten Signature] Date: 4/13/23

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

TIPS TRAINING (OR EQUIVALENT)

Applicant Name:	Melissa Karzewski working O/B/ @ THINIL GIVE, INC.
Location of Event:	Nashua Brook School: Sunroom Discovery Barn
Date of Event:	Friday, May 12, 2023

The Board of Selectmen require that any event for which they issue a One Day Special License the alcohol must be served by a TIPS trained or equivalent bartender.

TIPS training cards or the equivalent must accompany this application. These must show the photo and name of the bartender and must be current. If a photo is not on the TIPS training card, then a copy of a valid driver's license with a photo should be included as well. Proof of TIPS credential must be provided before this application is voted on by the Board of Selectmen.

**TOWN OF CONCORD
Board of Selectmen**

One Day Special Licenses

Under 21 Policy

The Town of Concord Board of Selectmen assumes that there may be guests or attendees under 21 at any event. Therefore this policy must be adhered to for all events.

Applicant Name:	Melissa Kurawski O/B/O Think Grow INC.
Location of Event:	Nashoba Brocks School - Sweeney Discovery Barn
Date of Event:	Friday, May 12, 2023

Applicants agree to check the ages of all guests at the door. If a person is under the age of twenty-one, his/her hand will be stamped to indicate that the person is underage to the bartender.

I certify that Concord's Under 21 policy requirement for the event stated in this application will be followed.

Signature of Applicant:	 4/13/23
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AA

hciscorm.certegrity.com



Soft Dresses, Skirts, Jumpsuits & Rompers | Aerie

Women's Seamless Fabric Halter Bodysuit | Women's Tops | Abe...

eTIPS On Premise 3.1



[RETURN TO THE PORTAL](#)

[PRINT CERTIFICATE](#)

USA

Maine

Secretary of State
Shenna Bellows

DRIVER'S LICENSE

**NOT INTENDED
FOR FEDERAL
PURPOSES**



4d DL NO. [REDACTED]

4b EXPIRES 08/18/2028

3 DOB [REDACTED]

1 HOOD

2 HAYDEN HUMISTON

8 [REDACTED]

4a [REDACTED]

16 [REDACTED]

9 [REDACTED]

12 [REDACTED]

5 DD 0000000000000000093854583



Hayden H Humiston

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.1
For coursework completed on April 24, 2022
provided by Health Communications, Inc.
is hereby granted to:

Sofia Neri

Certification to be sent to:



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



MASSACHUSETTS

DRIVER'S LICENSE

NOT FOR FEDERAL ID



4a ISS 06/14/2021

4b EXP 06/21/2026

CLASS 12 REST NONE

1 NERI
2 SOFIA MARIE

8 [REDACTED]

Sofia Neri

This is your TIPS certification card. Carry it with you as proof of your TIPS certification.

Congratulations.

This card certifies that you have successfully completed TIPS (Training for Intervention Procedures) and your participation and dedication to responsible service, and consumption of alcohol.

By using the techniques you have learned, you can help provide a safer environment for your patrons, colleagues and reduce the tragedies resulting from underage drinking, and drunk driving.

If you have any information that can help us enhance the TIPS program, or if you have any questions in any way, please contact us at 800-845-4373.

ID#: 5356001 Name: Leo LaFarge
Exam Date: 7/9/2020 Expiration Date: 7/9/2023

 eTIPS On Premise 3.0 **CERTIFIED**
Issued: 7/9/2020 Expires: 7/9/2023
ID#: 5356001

Leo LaFarge
Lafarge Bartending Services
Leo Lafarge

For service visit us online at www.gettips.com



Sincerely,

Adam F. Chafetz
HCI President



MASSACHUSETTS

DRIVER'S LICENSE



Colleen Spillane REGISTRAR

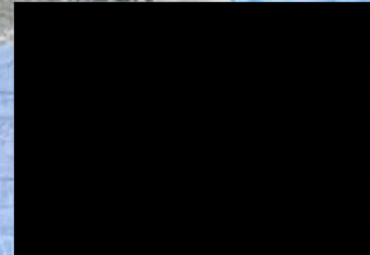


4a ISS
06/15/2022

4b EXP
06/25/2027

9 CLASS 12 REST
D B

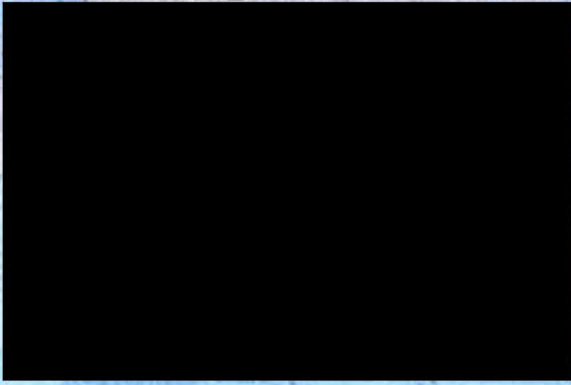
4d NUMBER



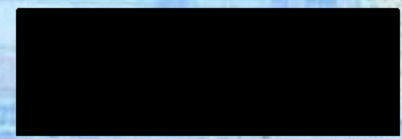
1 **LAFARGE**

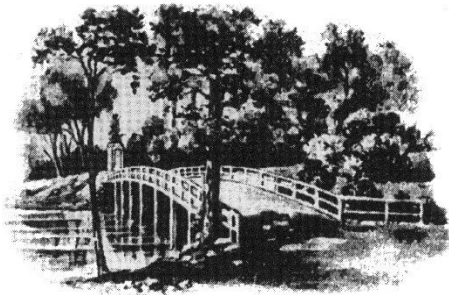
2 **LEO JAMES**

8



Leo Lafarge





OLD NORTH BRIDGE

TOWN OF CONCORD

TOWN HOUSE - P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

To: Concord Select Board

From: Megan Zammuto, Deputy Town Manager and Shannon McAndrew, Senior Administrative Assistant

Date: April 30, 2023

Re: Seasonal Outdoor Restaurant Seating License for Fiorella's of 24 Walden Street

Included in your packet is a Seasonal Outdoor Restaurant Seating application for Fiorella's of 24 Walden Street submitted by Leslie Palola, General Manager. On March 30, 2023, the Alcoholic Beverages Control Commission announced the extension of the patio service and takeaway/delivery of alcohol by on-premise licensees provision through April 1, 2024, which otherwise was slated to conclude on April 1, 2023.

Fiorella's application is complete and has been reviewed by the Deputy Town Manager, including a memorandum to the Select Board with their request of using the outdoor seating daily for dinner from 4:00 PM to 9:00 PM. Additionally, Fiorella's request includes the use of a speaker playing soft classic Italian dinner music. Also included with their application is a seating plan, COVID-19 safety protocols, and flow of business.

Should you have any further concerns or questions, please reach out to either Deputy Town Manager Megan Zammuto or Senior Administrative Assistant Shannon McAndrew.

RECEIVED
APR 25 2023

TOWN OF CONCORD
TOWN MANAGER'S OFFICE

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

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

Name of Applicant: Leslie A. Palola

Name of Business: Fiorellamore LLC

Business d/b/a: Fiorella's Cucina

Address: 24 Walden St

Business Phone: 978-374-9999 Home/Cell Phone: 603-566-6676

Email Address: Leslie@fiorellas.com

Applicant Signature: Leslie A. Palola

APPROVAL: Prior to the addition of seasonal outdoor restaurant seating, the applicant must receive final approval from the Select Board. Please return your completed application to Shannon McAndrew at smcandrew@concordma.gov or mail to the following address:

Town of Concord
ATTN: Shannon McAndrew
P.O. Box 535
Concord, MA 01742

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 hand sinks, 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.
- 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 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 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: Figueras's Cucina
Signature of Permittee: [Handwritten Signature]
Printed Name of Permittee: _____
Date: 4/25/23

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: _____

April 25, 2023

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 perfect for a patio especially for those guests who are still not comfortable with dining indoors. We have had an outdoor patio in our Newton location for over 12 years, and we have been very successful with our outdoor dining in Concord for the last 2 years, so we are very familiar with the operational process. There are no residential neighbors directly adjacent to the property and most of the retail businesses are closed in the evening in Concord Center. This area has a curb that separates it from the parking lot and the town has been generous enough to supply us with jersey barriers in the past.

We would like to use it for dinner from 4:00-9:00pm daily. We would be serving food and alcoholic beverages together. We would like to have a speaker playing soft classic Italian dinner music in the background.

We will remain vigilant in following all safety protocols and abide by all rules and regulations of the town. The patio is close to our back kitchen where we have a hand sink for our employees and hand sanitizer mounted at the back door.

Thank you for your consideration and attention to this matter.

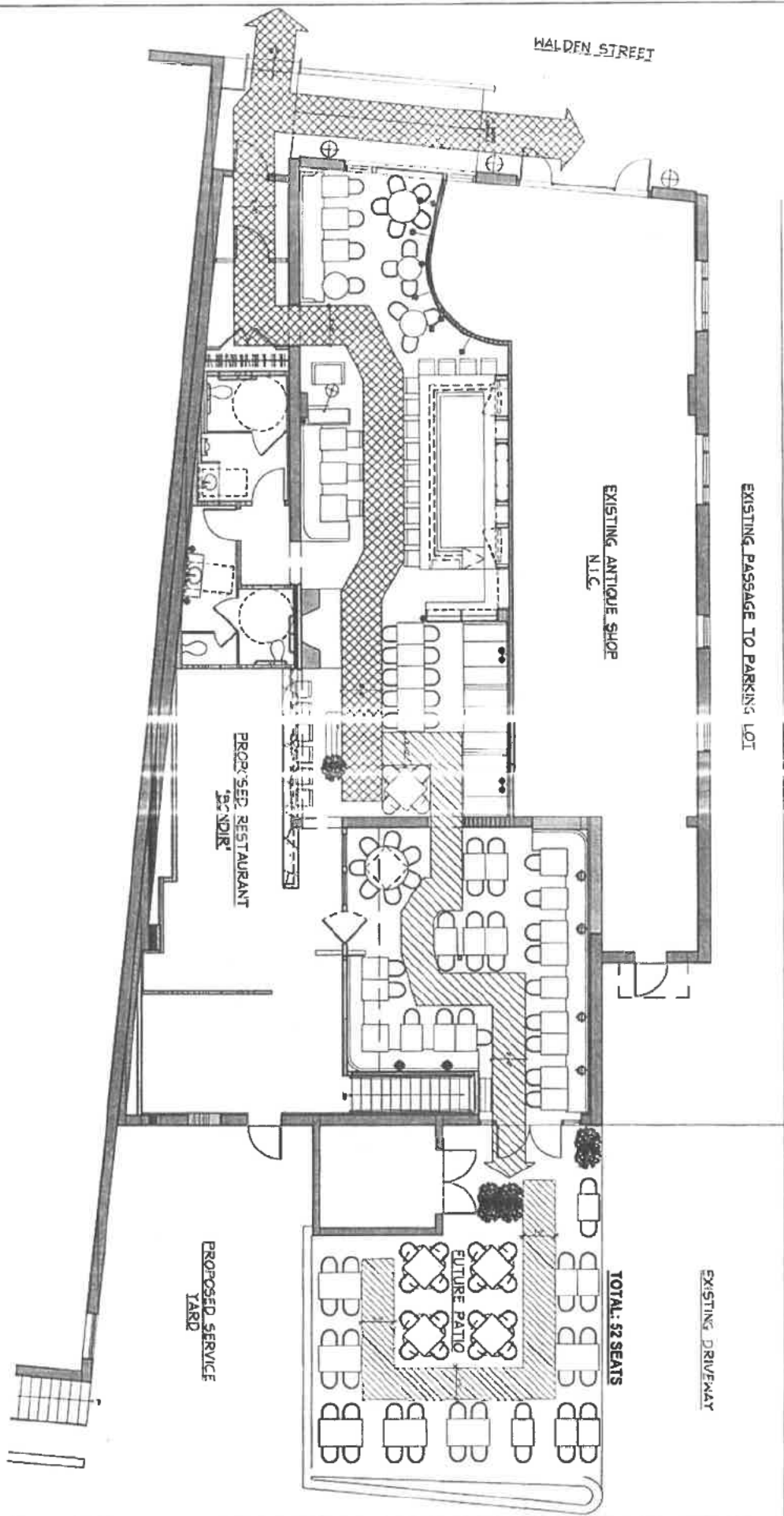
Kind regards,

Leslie Palola

General Manager

Fiorella's Cucina

978-341-9999



1 EGRESS PLAN LAYOUT 02

PROJECT	WALLEN'S EXPRESS	DATE	12/15/2010
CLIENT	WALLEN'S EXPRESS	SCALE	AS SHOWN
DESIGNER	ARCHITECTURAL EXPRESS	PROJECT NO.	12
DRAWN BY	ARCHITECTURAL EXPRESS	DATE	12/15/2010
CHECKED BY	ARCHITECTURAL EXPRESS	PROJECT NO.	12
DATE	12/15/2010	PROJECT NO.	12
SCALE	AS SHOWN	PROJECT NO.	12
PROJECT NO.	12	PROJECT NO.	12

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

High touch Item Spreadsheet
 Newton Fiorella's Cucina
 Covid 19
 Wash/Sanitizing/Disinfecting Spreadsheet

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 handle - front doors				X	High Level
door handles - bathroom doors and stall				X	High Level
toilet flushers - ladies/mens				X	High Level
employee restroom - door handle				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 - SIP, Sugar Caddies, O/V,	X		X		High Level

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.

2023 ANNUAL TOWN MEETING

Article #	Article Name	Sponsor	Recommendation of Affirmative Action	Speaker Assignment
1.	Choose Town Officers	Select Board	N/A	
2.	Hear Reports	Select Board	4-0-0	
3.	Meeting Procedure	Finance Committee	4-0-0	
4.	Ratify Personnel Board Classification Actions	Personnel Board	3-0-1	
5.	New Classification & Compensation Plan for Regular-Status Positions	Personnel Board	4-0-0	Terri Ackerman
6.	Amended Classification & Compensation Plan for Regular-Status Positions	Personnel Board	Article not to be moved	
7.	Use of Free Cash	Finance Committee	4-0-0	
8.	FY23 Budget Line Item Adjustments	Finance Director	N/A	
9.	FY24 Town Budget	Town Manager	4-0-0	
10.	Citizen Petition: DEI Director	Tanya Gailus	5-0-0	Matthew Johnson (if needed)
11.	Capital Improvement and Debt Plan	Town Manager	4-0-0	
12.	OPEB Trust Fund Appropriation	Finance Director	4-0-0	
13.	OPEB Trust Fund Expense	Finance Director	4-0-0	
14.	Appropriation of Opioid Settlement Funds Received from the State Settlement Fund	Finance Director	5-0-0	
15.	Minuteman Regional Technical High School District Budget	Minuteman Regional School Committee	4-0-0	
16.	Concord-Carlisle Regional High School Budget	CCRHS School Committee	4-0-0	
17.	Concord Public Schools Budget	CPS School Committee	4-1-0 in support of the FinCom Guideline	Henry Dane
18.	Concord Public Schools Capital Projects	CPS School Committee	4-1-0	
19.	Concord Public Schools Capital Projects – Fields & Landscaping	CPS School Committee	Report at Town Meeting	Matthew Johnson (if needed)

Article #	Article Name	Sponsor	Recommendation of Affirmative Action	Speaker Assignment
20.	Appropriation to Middle School Stabilization Fund	Finance Committee	4-0-0	
21.	Light Plan Solar Expansion – Middle School	Town Manager or Light Board	4-0-0	
22.	Citizen Petition: Municipal In-Town Solar Generation Task Force	Dean Banfield	5-0-0	Mary Hartman
23.	Adopt Specialized Stretch Energy Code	Climate Action Advisory Board	4-1-0	Matthew Johnson
24.	Light Plant Expenditures & Payment in Lieu of Taxes	Town Manager	4-0-0	
25.	Appropriation for 250 th Anniversary Celebration	Select Board	Article not to be moved	Henry Dane (2 min. statement)
26.	Community Preservation Committee Appropriation Recommendations	Community Preservation Committee	4-0-0	Linda Escobedo (Matthew Johnson as back up)
27.	Community Preservation Act – Rescind and Reappropriate Funds	Community Preservation Committee	4-0-0	
28.	Community Preservation Committee Appropriation Recommendations – Concord Municipal Affordable Housing Trust	Community Preservation Committee	4-0-0	
29.	Transfer of Housing Funds	Select Board	4-0-0	
30.	162 Plainfield Road Easement	Town Manager	5-0-0	
31.	Beede Swim & Fitness Center Enterprise Fund Expenditures	Town Manager	5-0-0	
32.	Demolition Review General Bylaw	Historical Commission	4-0-0	
33.	Zoning Bylaw Amendment – Restaurant -- Prohibited Uses -- Parking	Planning Board	5-0-0	
34.	Zoning Bylaw Amendment – Mobile Food Establishment	Planning Board	5-0-0	To Be Determined
35.	Zoning Bylaw Amendment – Combined Business/Residence	Planning Board	4-0-1	
36.	Citizen Petition: Update Concord Noise Bylaw	Sven Weber	Article not to be moved	

Article #	Article Name	Sponsor	Recommendation of Affirmative Action	Speaker Assignment
37.	Citizen Petition: Prohibition of Gas-Powered Leaf Blowers	Sven Weber	5-0-0	Mary Hartman
38.	Solid Waste Disposal Fund Expenditures	Town Manager	4-0-0	
39.	Sewer System Expenditures	Town Manager	4-0-0	
40.	Sewer Improvement Fund Expenditures	Town Manager	4-0-0	
41.	Water System Expenditures	Town Manager	4-0-0	
42.	Authorize Expenditure from PEG Access & Cable-Related Fund	Town Manager	4-0-0	
43.	Annual Appropriation of Parking Meter Receipts	Town Manager	Article not to be moved	
44.	Authorize Expenditure of Revolving Funds Under Mass. Gen. Laws c. 44, § 53E½	Town Manager	4-0-0	
45.	Unpaid Bills	Finance Director	N/A	
46.	Debt Rescission	Finance Director	N/A	