



TOWN OF WAKEFIELD

TOWN COUNCIL

Ann Santos, Chair
Julie Smith-Galvin, Vice Chair

Mehreen N. Butt
Jonathan P. Chines

Paul R. DiNocco
Edward F. Dombroski, Jr.

Peter J. May
Sherri Dalton, Clerk

NOTICE OF MEETING

November 09th, 2020 | 6:30 p.m.

Via Zoom: <https://us02web.zoom.us/j/88410521834>

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://us02web.zoom.us/j/88410521834>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 884 1052 1834. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

Item 1 | Call to Order

Item 2 | Pledge of Allegiance

Item 3 | Attendance

Item 4 | Executive Session

A. To discuss the deployment of security, personnel or strategies with respect thereto of the Town.

B. To discuss litigation strategies including the case *Renzullo v. Town of Wakefield*.

Returning to open session immediately after.

Item 5 | Public Engagement

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

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

Item 6 | Approval of Minutes

Approval of October 26th, 2020 Town Council regular meeting minutes.



Item 7 | COVID-19 Update

Item 8 | Envision Wakefield

Update regarding the Envision Project.

Item 9 | Bonds

Approval of the General Obligation Municipal Purpose Loan of 2020 Bonds of the Town dated November 19, 2020 to Raymond James and Associates, Inc.

Item 10 | Gift Acceptance

Request from Council on Aging to approve gifts from various donors with thanks.

Item 11 | License

Special license to sell wine at the Farmer's Market.

Item 12 | Announcements

Item 13 | Matters Not Anticipated for Agenda

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

Item 14 | Adjournment

Next Regular Town Council Meeting: Monday, November 23rd, 2020 at 7:00 p.m. via Zoom.



Inter-agency COVID-19 Local Boards of Health Webinar

November 2, 2020

Questions & Answers Process

Please note that we will be unable to take questions by phone today.

Please use the webinar Q&A function for questions or comments.

Thank you.

Inter-agency Staff on the Webinar

- Jana Ferguson, Assistant Commissioner, DPH
- Ron O'Connor, Office of Local and Regional Health, DPH
- Michael Flanagan, Department of Labor Standards

Webinar Agenda

- Welcome and Introductions
- Reminders
- Agency Announcements and Updates
- Questions and Answers

MEDIA AND RECORDING ADVISORY

- This webinar is intended for local boards of health. Any media who may have joined should disconnect.
- Recording is not consented to and not permitted.

PARTICIPANT REMINDER

- In addition to the questions that we have received in advance, we will take questions in the Q&A space on the webinar.
- Please include your name and city/town before entering your question.
- We welcome your questions on the webinar and we want to respond to as many of your questions as possible. Please keep your questions of general interest and concise.

UPDATE

Department of
Public Health
(DPH)

Governor's Orders - November 2, 2020

Order #53 – Early Closing and Alcohol Order

Order #54 – Further Revised Gatherings Order

Order #55 – Revised Face Coverings

Effective Friday, November 6, 12:01 a.m.

Stay at Home Advisory

- Beginning on Friday, November 6, 2020, all residents of Massachusetts are advised to stay home between the hours of 10pm and 5am.
 - Only leave home to go to work or school, or for essential needs such as seeking emergency medical care, going to the grocery store or pharmacy, picking up take-out food, or receiving deliveries. If you do leave home, practice social distancing by staying 6 feet away from others and wearing a face covering.
 - Do not have gatherings in your home with anybody outside of your household.
 - Comply with all Governor's Orders, including orders requiring face coverings, limiting gatherings, and mandating early closure of businesses.
 - Practice social distancing and avoid touching surfaces frequently touched by others if you go outside to get fresh air.
 - Use remote modes of communication (phone or video) instead of visiting friends or family.

Early Closure and Alcohol Order - #53

- Mandatory Night-time Closing Period – 9:30 pm – 5:00 am
 - Doesn't apply to religious services or political demonstrations
 - Businesses (other than retail) that are open to the public or admit customers, patrons, or members must close during those hours.
 - Restaurants may continue to sell take-out food with non-alcoholic beverages, but no diners may be seated or served.
 - No serving or sale of alcohol or sale of adult-use cannabis during the closing period.

Further Revised Gatherings Order- #54

- Required social distancing of at least 6 ft at all events (except between members of the same household).
- Gatherings at private residences:
 - Indoors, no more than 10 people;
 - Outdoors, no more than 25 people.
- Gatherings at event venues or in public spaces:
 - Indoors, no more than 25;
 - Outdoors, higher risk communities – not more than 50
 - Outdoors, lower risk communities – not more than 100

Further Revised Gatherings Order- #54

- If event exceeding 50 is organized in a Lower-risk Community, the event organizer or venue must notify the LBOH at least a week in advance, if possible.
- All gatherings – no matter the size or location – must end and people must disperse by 9:30.
 - Exceptions are religious gatherings and political gatherings
- Face coverings are required at all public gatherings in accordance with face covering order.
- Face coverings are encouraged in private residences but are only required where non-household members are present and gathering exceeds 10.

Further Revised Gatherings Order- #54

- Host and event venues must notify the LBOH if they learn an attendee or worker tests positive for COVID-19.
- Hosts and event venues must cooperate with contact tracing, including providing lists of attendees/contact information upon request.
- Hosts and event venues may be subject to penalties.
 - Enforcement by DPH, LBOH, State or municipal police

Further Revised Gatherings Order- #54

- Hosts and event venues may be subject to penalties.
 - Enforcement by DPH, LBOH, State or municipal police
 - May result in a civil fine of up to \$500. Each individual over the gathering size limit constitutes a separate violation.
 - Assessed on any person, business or organization that allows the gathering to be conducted in violation of the Order. The penalty can be issued against the owner/lessee with legal control of the property.

Revised Face Coverings Order #55

- All persons over the age of 5 must wear a face covering whenever in public, indoors or outdoors.
 - Face coverings are required when carpooling with non-household members.
 - The exclusion for social distance has been removed.
 - Children between the ages of 2-5 are encouraged, but not required to wear a face covering.
 - Medical and other exemptions still apply
 - Employers can require employees to provide proof of exempted conditions. Schools may require that students participating in in-person learning provide proof of such a medical or disabling condition.
 - Enforcement by DPH, LBOH, with assistance from state and local police with fines up to \$300.

Q&A

Next Webinar – Friday, November 6th at 9

No webinar on Tuesday, November 3rd – Election Day

Eviction Diversion Initiative

Massachusetts Department of Housing and Community Development

Please send questions in advance to

Mike Coughlin at michael.j.coughlin@mass.gov

Thank You!

We welcome your feedback on the webinar format and suggestions for future topics.



VOTE OF THE TOWN COUNCIL

I, Sherri A. Dalton, Clerk of the Town Council of the Town of Wakefield, Massachusetts, certify that at a meeting of the Council held November 09th, 2020, of which meeting all members of the Council were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Council in my custody:

Voted: that the sale of the \$8,090,000 General Obligation Municipal Purpose Loan of 2020 Bonds of the Town dated November 19, 2020 (the "Bonds"), to Raymond James & Associates, Inc., at the price of \$9,054,839.22 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on August 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2021	\$430,000	5.00%	2032	\$220,000	2.00%
2022	455,000	5.00	2033	220,000	2.00
2023	460,000	5.00	2034	220,000	2.00
2024	470,000	5.00	2035	220,000	2.00
2025	480,000	5.00	2036	220,000	2.00
2026	480,000	5.00	2037	220,000	2.00
2027	490,000	5.00	2038	220,000	2.00
2028	500,000	5.00	2039	220,000	2.00
2029	510,000	5.00	2040	220,000	2.00
2030	520,000	3.00	2041	220,000	2.00
2031	220,000	2.00	2045	875,000	2.25

Further Voted: that the Bonds maturing on August 15, 2045 shall be subject to mandatory redemption or mature as follows:



Term Bond due August 15th, 2045

<u>Year</u>	<u>Amount</u>
2042	\$220,000
2043	\$220,000
2044	\$220,000
2045*	\$215,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 20, 2020, and a final Official Statement dated October 28, 2020 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Town Council be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Town Council, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of

the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended, further suspended, supplemented or modified by the Executive Order of the Governor of The Commonwealth of Massachusetts Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, §20 dated March 12, 2020.

Dated: November 10th, 2020

Sherri A. Dalton
Clerk of the Town Council

Council on Aging

Wakefield, Massachusetts



October 21, 2020

Town Council
Ann Santos, Chairperson
1 Lafayette Street
Wakefield MA 01880

In accordance with Massachusetts General Laws Chapter 44 section 53A the Council on Aging submits the following gifts in the amount of \$3097.00 were received from January 2020 thru October 2020 for acceptance and expenditure.

Gary & Judith Eggleston	\$50.00	Carol Cerullo	\$25.00
Daniel Dwyer	\$40.00	Be Blackburn	\$89.00
Busy Hands	\$363.00	Hee Won Livingstone	\$50.00
Antonia Giannattasio	\$50.00	Irene Palumbo	\$30.00
Sylvia Bonomo	\$25.00	Florence Guerriero	\$30.00
Betty Williams	\$25.00	Carol Ervan	\$20.00
John O'Leary	\$25.00	Richard Tine	\$250.00
Charlotte Lane	\$100.00	Ruth Dobbins	\$15.00
Betty Gerace	\$20.00	Alice Hudson	\$5.00
Karen Surette	\$90.00	Sandra Defelice	\$25.00
Jane Good	\$50.00	Cynthia Newell	\$1,000.00
Rose Fabrizio	\$20.00	Clara Demarco	\$50.00
Elizabeth Paquette	\$50.00	Woodland Family	\$50.00
Marie Dwyer	\$25.00	Irene Chandler	\$200.00
Robert & Beverly Sheehan	\$25.00	Tom Coffin & Barbara Malek	\$50.00
Joseph Boy	\$25.00	Poker Group	\$10.00
Jo Lazzaro	\$50.00	Anne Ball	\$25.00
Harold Hawkes	\$50.00	Mr. & Mrs. Scanlon	\$50.00
Barbara Towers	\$15.00	Alfred Shwartzner	\$25.00

Respectfully submitted

Judy Luciano
Director

TOWN OF WAKEFIELD, MASSACHUSETTS
OFFICE OF THE TOWN COUNCIL

2020 APPLICATION FOR SPECIAL LICENSE TO SELL WINE AT AGRICULTURAL EVENT

Directions: Please fill in this form completely and return it to the Office of the Town Council, William J. Lee Memorial Town Hall, One Lafayette Street, Wakefield, MA 01880 together with (a) a check in the amount of \$50 made payable to the Town of Wakefield; (b) proof of certification that the applicant is a "Farm Winery" and that the event is an "Agricultural Event" within the meaning of G.L. c. 138, § 15F; and (c) proof of workers' compensation insurance. If samples of wine are to be served, please also furnish proof of alcohol awareness training for all serving personnel.

Farm/Winery Legal Name: _____ Aaronap Cellars LLC _____

Trade Name (if different): _____ Aaronap Cellars _____

Address: _____ 28 Carlisle Road _____

_____ Westford, MA 01886 _____

Telephone No. _____ 978-501-4495 _____

Email: _____ noel@aaronapcellars.com _____

Federal ID No. _____ 45-3749522 _____

Agricultural Event: Wakefield Farmers' Market

Address of Event: Hall Park, North Avenue, Wakefield, MA

Dates and Times of Event: Saturdays, November 21, 2020, and December 12, 2020,
11 a.m. to 2 p.m.

Noel A Powell

Authorized Signature

_____ Oct 26, 2020 _____
Date

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

KATHLEEN A. THEOHARIDES
Secretary

JOHN LEBEAUX
Commissioner

October 21, 2020

Noel Powell
Aaronap Cellars
28 Carlisle Road
Westford, MA 01886

Re: Wakefield Winter Holiday Market 2020

Dear Noel Powell:

Please be advised that your application for certification of the Wakefield Winter Holiday Market, on Saturdays from November 21, 2020 to December 12, 2020 and from 11:00am to 2:00pm, as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux".

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: Rebecca.Davidson@State.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products **for current year/season**
- Event operational guidelines or rules **for current year/season**
- Resume of event manager **or** description of experience
- Plan depicting the premises and specific location where the license will be exercised. **See Template 1.**
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. **See Template 2.**

1. Applicant Information

Name of Licensed Farm-Winery	Aaronap Cellars LLC				
Farm-Winery License Number	FW-LIC-000084	State of Issue	MA		
Contact Person	Noel A Powell				
Address	28 Carlisle Road				
City	Westford	State	MA	Zip	01886
Phone Number	978-501-4495	Email	noel@aaronapcellars.com		
Correspondence preference	<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email		
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input type="checkbox"/> Sample			

2. Event Information

Name of Agricultural Event	Wakefield Winter Holiday Market				
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	Hall Park (468 North Avenue)				
City	Wakefield	State	MA	Zip	018880
Event Phone Number	339-203-4019	Event Website	www.wakefieldfarmersmarket.org		

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	11 / 21 / 2020	End date	12 / 12 / 2020 Time 11:00am-2:00pm
	Month Day Year	Month Day Year	
If this is a weekly event, on what day of the week does the event occur? Saturday			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If yes, identify:		
4. Event Management			
Name of Event Manager	AnnMarie Gallivan		
Email Address	wakefieldfarmersmarket@gmail.com	Phone Number	339-203-4019
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, identify on-site manager (include contact information):			
If there are multiple managers, list them and include contact information:			
Attach on-site manager(s) resume(s) <u>or</u> list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i>			
Wakefield Farmers Market Manager June 2019-present (took over from Wendy Davis)			
CREATE Artisan Studio, Wakefield, business owner, workshop & event leader, 2013-present			

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

See attached premise plan

Noel A Powell

Signature of Applicant

10/17/2020

Date

Noel A Powell

Name (please print)

Owner/Winemaker

Title (please print)

FW-LIC-000084

Farm-Winery License Number

MA

State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C138, Sec. 15F.

John Rebeaf

Signature

10/21/2020

Date

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

Signature

Date



Wakefield Farmer's Market - at Hall Park on North Avenue

PO Box 1426

Wakefield MA 01880 339-203-4019

wakefieldfarmersmarket.com

wakefieldfarmersmarket@gmail.com

October 15, 2020

Mr. Noel Powell
28 Carlisle Rd
Westford MA 01886

Dear Mr. Powell:

We are delighted to accept Aaronap Cellars LLC as a vendor at the Wakefield Winter Holiday Markets for the 2020 season, open on Saturday, November 21 and Saturday, December 12 from 11:00 a.m. — 2:00 p.m. at the Hall Park location on North Avenue in Wakefield MA.

Thank you for completing your paperwork and submitting it to the Massachusetts Department of Agricultural Resources.

Thank you!

AnnMarie Gallivan
Market Manager

Location: Hall Park, North Avenue, Wakefield, MA 01880

Dates: Saturdays, November 21 and December 12, 2020 **Hours:** 11:00 a.m. – 2:00 p.m.

Market Manager: AnnMarie Gallivan cell and text: 339-203-4019 wakefieldfarmersmarket@gmail.com

I. Terms and Conditions of Sales

1. All persons desiring to sell items at the Market will submit a completed Farmers’ Market Application/Inventory List (“Application”) on a form provided by the Market and each person must sign a statement indicating that they have read, understand, and agree to abide by the rules of the Market. See sample Farmers’ Market Application/Inventory List attached.
2. All persons submitting an Application must provide an Inventory List of items to be sold at the Market (“List”). The submitted List will be examined at the time of application review and an approved List will be issued by the Market Manager. Persons approved to sell at the Market (“Vendors”) may only sell items from their List.
3. In the event that a Vendor would like to modify his/her List, an amended inventory list must be submitted to the Market Manager for approval. New items identified on the amended inventory list may not be sold prior to the Market Manager’s approval.
4. Only the following, New England farmer-grown or produced items that meet any and all applicable federal, state and local rules and regulations and approved by the Market Manager may be offered for sale:
 - A. Fresh fruits
 - B. Fresh vegetables and herbs
 - C. Plants and flowers
 - D. Honey and maple syrup
 - E. Fresh cider
 - F. Dairy products
 - G. Poultry, eggs, and meat products
 - I. Baked goods in which the majority of the ingredients are produced by the Vendor.
 - J. New England-produced specialty food and beverage products
 - K. Locally produced non-food items such as soaps, candles, sachets, balms, and unique crafts or services.
5. Farmer grown or produced shall mean the following:
 - A. Pertaining to all the items mentioned in Paragraph 4 above, all pruning, spraying, fertilizing, and harvesting is undertaken by the farmer, members of the farmer’s household or persons directly employed and paid by the farmer. This may include items grown on land under written lease or license, provided that the farmer who leased or licensed the land undertakes all of the above activities.
 - B. Any farmer intending to sell products grown on leased or licensed land must furnish a copy of the lease or license agreement to the Market Manager at the time of submitting his/her List.
6. All items offered for sale at the Market must be first quality, unless they are expressly posted as “seconds”.
7. Only products certified by the Northeast Organic Farmers’ Association (NOFA) as organic may be labeled “organic”.
8. All processed foods should comply with the requirements set forth by federal, state and local laws, regulations and rules.
9. Items may be sold by the pound, bunch, piece, or measured container.
10. Scales utilized at the Market must be inspected and sealed annually by a Sealer of Weights and Measures.

11. Vendors are required to carry insurance to cover the extent of their operations and liabilities.
12. Vendors are required to comply with all federal, state and/or local laws and regulations.
13. Vendors must have tents weighted (preferred) or staked at all times.

II. Prices and Signs

1. Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.
2. Prices for items shall be established only by individual Vendors.
3. Collusion among Vendors to raise or lower prices or to exert pressure or persuasion to cause any Vendor to increase or decrease selling prices is prohibited.
4. Each Vendor must clearly post the name and location of his/her farm or business at his/her assigned selling area in the Market.

III. Daily Operation

1. If a Vendor cannot attend the Market, the Market Manager must be notified at least 24 hours in advance via wakefieldfarmersmarket@gmail.com or via 339-203-4019. Failure to comply will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.
2. Selling at the Market shall begin promptly at 9:00 a.m., and no selling may take place before this time.
3. Vendors must agree to stay fully set up for the entire market day, through 1:00 p.m., even if out of product. Failure to do so will result in penalties that will include suspension or expulsion from participation in the future and forfeiture of any participation fee.
4. Vendors must vacate the selling area no later than 2 p.m. and all clean-up must be completed.
5. No Vendor shall engage in solicitation, collection drives, or political or religious activities in the market. No loud hawking of items is allowed.
6. Vendors must keep the vicinity in and around their selling area clean at all times, remove ALL refuse, **including food waste and cardboard and Styrofoam or other boxes or packing materials** and unsold items at the end of each Market day and leave their area "broom clean". **DO NOT PUT YOUR TRASH IN THE BARRELS IN THE MARKET AREA!**
7. Vendors cannot provide samples.
8. Vendors will clean and sanitize their displays (tables and the items used to display produce in) at the beginning and end of every market and at intervals during the market.
9. Vendors will discontinue the use of display items that cannot be sanitized.
10. Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
11. Vendors use masks and disposable gloves at all times during market. Wash hands before putting on gloves and between glove change-outs. Ideally vendors will supply employees with a hand washing station to limit trips to use the market washing station.

12. Vendors should set up a payment system in which ONE person is designated to handle payment and another handles produce/product. If only one person at that booth, set up system so that payment can be as touch-less as possible. Ideally, that vendor would also have a personal hand-washing station they could use.

Credit/debit: encourage payment apps like Venmo or Paypal

Cash: minimize cash transactions SNAP Transactions: SNAP Bucks will go into a container provided by the market

13. No table coverings unless plastic to wipe down.

14. Vendors must not allow customers to touch product. Customers will communicate with vendors and vendors will package according to market protocols.

15. No Vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the Market.

16. Set up should be completed prior to start time. Be aware to keep your tents 10 ft apart from your neighbor.

17. Spaces are reserved only for full-season vendors. All other spaces are assigned by the Market Manager each week.

18. All vendors will abide by market bucks and SNAP market buck rules and ensure that anyone working for them at the market are also aware of all rules and regulations.

IV. Grievances

1. In the event of a dispute regarding any aspect of the Market, the Market Manager shall make a decision. Any failure to abide by the Market Manager’s decision may be sufficient grounds for excluding the Vendor from the Market.

2. A Vendor may file an appeal from the Market Manager’s decision, in writing, to a committee made up of officials, Vendors, sponsors, community groups or like entities participating in the Market and established by the Market (“Grievance Committee”). Any appeal must be filed within ten (10) days of a decision.

3. Upon receipt of an appeal, the matter will be reviewed expeditiously.

4. If the Market does not establish a Grievance Committee, it shall make arrangements with the Massachusetts Office of Dispute Resolution or a similar organization to process complaints.

5. The Grievance Committee will take no more than ten (10) days from receipt of the appeal to make its decision. During this time, the Vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.

AG	food	state	#	Wakefield Farmers Market Vendor List
1		MA	1	Aaronap Cellars
1		VT	1	Ackermann Maple Farms
	1	MA	1	The Bread Shop
	1	MA	1	Coutts Specialty Foods
	1	MA	1	Deano's Pasta
	1	MA	1	Drive By Pies
	1	MA	1	Emmetts (pet treats)
1		MA	1	Farmer Dave's
1		MA	1	Flats Mentor Farm
	1	MA	1	Fork On a Road
	1	MA	1	Goodies Homemade
	1	MA	1	Habibi Gourmet Foods
	1	MA	1	Halvah Heaven
1		MA	1	Kelly's Farm
1		MA	1	Kettlebrook Farm
1		MA	1	Lilac Hedge Farm
	1	MA	1	Mamadou's Bread
1		MA	1	Pony Shack Cider
	1	MA	1	Roasted Granola
1	1	MA	1	Roberto's Seafood
	1	MA	1	Single Barrel Cellar
	1	MA	1	Tower Root Beer
1		VT	1	West River Ceamery
10	14		23	TOTAL Food Vendors (10 AG)
artisan		MA	1	All About Corks
artisan		MA	1	B-Organics (produce bags)
artisan		MA	1	Be U By Rumi
artisan		MA	1	E-Glassey Lady
artisan		MA	1	Hiller's Silver Studio
artisan		MA	1	Jennifer's Soap
artisan		MA	1	Kittredge Candles
artisan		MA	1	Sarah's Originals
artisan		MA	1	Sasquatch Woodworks
artisan		MA	1	Sheepshed
artisan		MA	1	Trow's Treasures (locally sourced herbal products)
artisan		MA	1	Zohref Firouzan
			12	TOTAL NON FOOD
			35	TOTAL VENDORS

NOTES

A number of food vendors are biweekly and some are occasional

23 per market day average

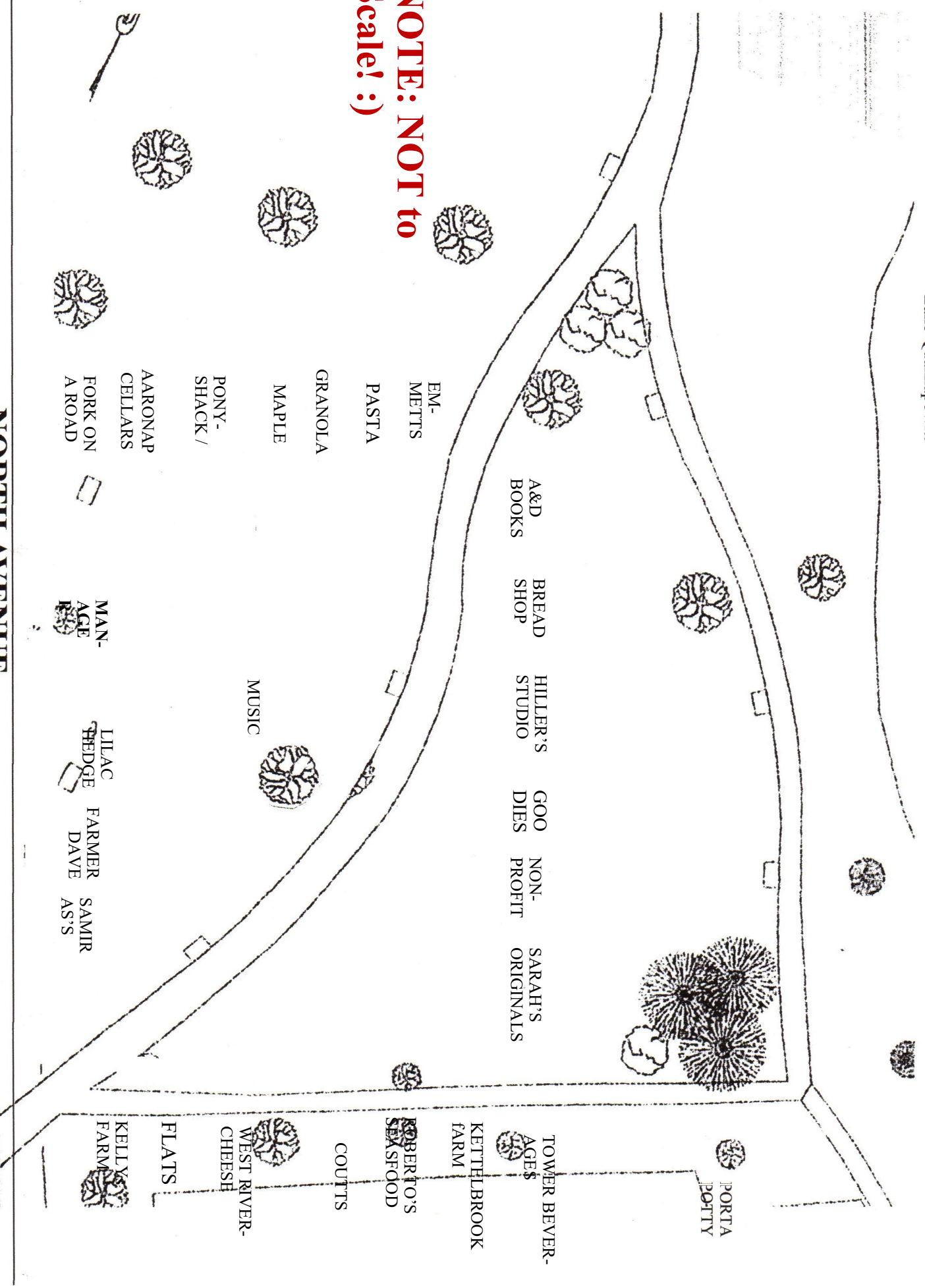
artisans are occasional with an average of 2-3 per week

NOTE: Not showing all alternating vendors

2020 SEASON DRAFT LAYOUT

Lake Quannapowitt

NOTE: NOT to Scale! :)



EM-METTS
PASTA
GRANOLA
MAPLE
PONY-SHACK /
AARONAP CELLARS
FORK ON A ROAD

A&D BOOKS

BREAD SHOP

HILLER'S STUDIO

GOO DIES

NON-PROFIT

SARAH'S ORIGINALS

MUSIC

MAN-AGE

LILAC HEDGE

FARMER DAVE

SAMIR AS'S

PORTA POTTY

TOWER BEVER-AGES

KETTLEBROOK FARM

ROBERTO'S SEAFOOD

COUTTS

WEST RIVER-CHEESE

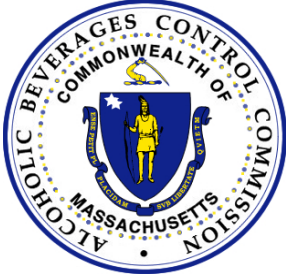
FLATS

KELLY FARM

NORTH AVENUE

Worker's Compensation Insurance Certificate

Aaronap Cellars LLC (hereafter referred to as The Company) is incorporated as a Limited Liability Company (LLC) in the Commonwealth of Massachusetts, with Noel A. Powell as the sole proprietor. The Company has no additional employees. As such, no worker's compensation insurance policy is required for The Company.



Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

FARMER-WINERY LICENSE

M.G.L. c. 138, § 19B

This Farmer-Winery License authorizes the following licensee to produce, rectify, blend, or fortify, keep and expose for sale and to sell wine containing not more than twenty-four percent alcohol by weight:

Aaronap Cellars LLC

28 Carlisle Rd.
Westford, MA 01886

Approved by the Alcoholic Beverages Control Commission on October 29, 2019

Jean Lorizio, Chairman

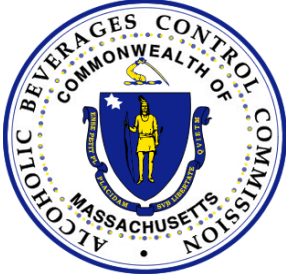
Crystal Matthews, Commissioner

Kathleen McNally, Commissioner

License Number: **FW-LIC-000084**
Record Number: **2019-000028-FW-REN**
Capacity: **5K Gallons or Less**

THIS LICENSE WILL EXPIRE DECEMBER 31, 2020 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ



Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

TRANSPORTATION & DELIVERY PERMIT

M.G.L. c. 138, § 22

This Permit hereby authorizes the use of the following vehicle for transportation and delivery of alcoholic beverages:

Vehicle Plate Number

2HN800

Related License:

Aaronap Cellars LLC

ABCC License Number: FW-LIC-000084

License Type: Farmer Winery

Approved by the Alcoholic Beverages Control Commission on October 29, 2019

Jean Lorizio, Chairman

Crystal Matthews, Commissioner

Kathleen McNally, Commissioner

License Number: **TR-LIC-001358**

Record Number: **2019-000028-FW-REN**

THIS PERMIT WILL EXPIRE DECEMBER 31, 2020 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS PERMIT SHALL BE CARRIED IN THE VEHICLE AT ALL TIMES