

**Memorial Town Hall, 1 Library Street, Georgetown, MA 01833**  
**Ph. (978) 352-5755 □ Fax (978) 352-5727**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Memorial Town Hall**  
**10/21/13**  
**7:00 PM – General Meeting, 3<sup>rd</sup> floor meeting room**

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**Selectmen Present:** Stephen Smith, Chairman; C. David Surface; Philip Trapani; Gary Fowler; Stuart M. Egenberg, Clerk

**Others Present:** Michael Farrell, Town Administrator; Janet Pantano, Administrative Assistant

**Absent:**

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Pledge of Allegiance

**7:00 PM Public Hearing**

*Georgetown Liquors, Inc.-Change of Manager, New Officer/Director, Transfer of License*

**Mr. Surface moved to open the public hearing for Georgetown Liquors, Inc. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

Dana DeLorenzo, Manager Georgetown Liquors, 103 East Main Street business address was present. Mr. Surface asked if all the paperwork was in order. Ms. Pantano stated that it was. Mr. Fowler had a few questions on the answers on the ABCC form item #3 and #14. Mr. DeLorenzo answered the questions.

There were no questions from the audience.

**Mr. Surface moved to close the public hearing for Georgetown Liquors, Ins. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to approve the Change of Manager/Owner, New Officer/Director, and Transfer of License for Georgetown Liquors, Inc. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

**Warrant & Minutes**

Warrant to be signed

*Minutes of Executive Session September 23, 2013*

Mr. Fowler stated that the time on the minutes was incorrect.

**Mr. Egenberg moved to approve the *Executive Session* minutes of *September 23, 2013* with the amendment of time of the meeting to 8:30PM and to remove the recess**

**time. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**7:15 PM Public Hearing**

*All Alcohol License Transfer-Coach's Locker, LLC to Clifford Ullah, LLC dba Par 97*

**Mr. Trapani moved to open the Public Hearing for the All Alcohol License Transfer-Coach's Locker Room, LLC to Clifford Ullah, LLC dba Par 97. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

Attorney Martin Arsenault and Terrance Clifford applicant were present  
Attorney Arsenault stated that the applicant is looking to transfer the All Alcohol from Coach's to himself and has paid all bills on the restaurant. He stated that Mr. Clifford and family operate Pub 97 and Café 97 and there have been no complaints from neighbors. He stated that they have never had the police present. He stated that Pub 97 has been on Phantom Gourmet. He stated that the owner has updated the parking lot and landscaping. He stated that they will have 40 seats for dining, 28 seats for the golf simulators, with 6 high tops in the bar and 25 seats at the bar. He explained that Mr. Clifford plans to have Golf simulators in the front room. He stated that there will be 7 simulators and 1 jute box and Keno 7 days a week. He stated that at this time he plans to be open from 10AM-Midnight or later if needed. He stated that they would like to keep the hours that are there now. He stated that they would like to add 10AM on Sunday and will have a full service Pub menu and does not want an Entertainment License.

Mr. Smith asked if all bills are paid and looks forward to the new business. Mr. Surface asked if the lease is contingent on the approval. Mr. Clifford stated that all bills have been paid and they need the liquor license approval. Mr. Surface asked if plans to own the building eventually. Mr. Clifford stated he hopes to in the future. Mr. Surface stated that they had some issues with noise in the parking lot with the previous owners. Mr. Clifford stated that the patrons will not be leaving at the same time as with a show. Discussion on the Sunday early open times from 12noon to 10AM. Mr. Clifford stated that they would serve breakfast if they had the earlier opening time. Discussion that this would need a separate hearing to request to change the opening hours.

Mr. Fowler asked if there would be any major changes to the building. Mr. Clifford stated that he has talked to the Building Inspector and that they are downsizing from 200 guests to 100 guests. He explained the changes would be minor some half walls and divider walls. He stated that there would be no video games. Mr. Trapani thanked him for opening a business in Georgetown and hoped he would hire some staff from Georgetown. Mr. Smith asked him to keep and open dialogue with the neighbors on the noise. Mr. Egenberg asked when they plan to open. Mr. Clifford stated that it depends on the license and that a month is the plan maybe by Nov 18<sup>th</sup>.

*Public Questions*

Doug Dawes, 4 Dodge Ave asked if he had any plans for the theater. Mr. Clifford stated that he did not at this time.

Mr. Surface stated that the Police Chief is present and it would be good for him to get to know the Chief.

**Mr. Surface moved to close the Public Hearing for the *All Alcohol License Transfer-Coach's Locker Room, LLC to Clifford Ullah, LLC dba Par 97*. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Trapani moved to approve the transfer with the two sentence description on question 20 for the *All Alcohol License Transfer-Coach's Locker Room, LLC to Clifford Ullah, LLC dba Par 97*. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

### **Board Business**

*Par 97-Automatic Amusement License*

**Mr. Surface moved to approve the *Automatic Amusement License* for *Par 97*. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

### **7:30 PM Public Hearing**

*Georgetown Realty Trust dba Townsend Oil-Application for Amended License for storage of Flammable liquids and gases*

The public hearing was canceled due to a technical error by the applicant. The public hearing will be rescheduled and readvertised.

### **Board Business**

*Country Gardeners Proclamation-60 years*

Shirley Robbins and Country Gardner member were present

Mr. Smith asked about the projects the Gardeners do in town. Ms. Robbins listed projects that they have and do participate in here in town. She stated that the first project was the Civil War Monument, and they now put up the Christmas decorations outside Town Hall, they maintain the flowers in front of Town Hall and the traffic area in front of the building, the window boxes at the Mason building, the Welcome to Georgetown planter, Park & Ride, and monuments at Harry Murch Park. Mr. Smith read the 60<sup>th</sup> year Proclamation.

**Mr. Trapani moved to approve the *Country Gardeners 60<sup>th</sup> year Proclamation*. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.**

*Request to hold the Halloween Horribles Parade Saturday, October 26, 1:30PM*

**Mr. Surface moved to approve the *Halloween Horribles Parade Saturday, October 26, at 1:30PM*. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.**

### **Appointments & Approvals**

*Request from Chief Cudmore to appoint Eric Cochrane as a Reserve Police Officer term to expire June 30, 2014*

Chief Cudmore gave background information on Officer Cochrane and stated he was a former Georgetown resident.

**Mr. Surface moved to appoint *Eric Cochrane* as a *Reserve Police Officer* term to expire **June 30, 2014**. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

*Update from the Police Chief*

1. *Solicitation Bylaw*

Chief Cudmore stated that on November 1<sup>st</sup> they would officially initiate the bylaw.

2. *NEMLEC Proposal (SRO Grant)*

Chief Cudmore stated that we did not receive a SRO grant this year and handed out a pamphlet on NEMLEC. He explained that this program would be used at the school and he is trying to have the Schools share the cost. He stated that there is a mutual aid portion. He stated that there is also a SWAT portion and he is looking at the STARS program. He stated that Georgetown does stay in control of any incident under these programs. Mr. Smith stated that with these programs we still have mutual aid. Mr. Trapani asked how they will cover the School Resource Officer. Chief Cudmore stated that they will cover the position with current staff. He stated that they have an older force and will supplement with reserves and this is a tough position. He stated that they are running the program piece mail. He stated the Detective Dejoy comes in before his shift as a volunteer at Perley School every morning. Mr. Trapani asked the minimal budget for the SRO. Chief Cudmore stated that for a full time position it would cost \$59K for base salary plus benefits from the town. He stated that they have a pending retirement in a year and a half. He stated that he would like to have someone in the academy so they have an officer ready to step in. He stated that he will have a 5 year plan with his next budget as he sees another retirement after that.

He stated that the septic system at the Public Safety Building is done and they were able to save some funds for paving. He stated that the separation of sight and sound of the men's and women's locker rooms is 90% done.

He stated that he is working on the Hawkers and Peddlers and Vendor bylaw.

**Board Business**

*Conservation Restriction Wheeler Brook Farm-ConCom*

Vanessa Johnson, Essex County Greenbelt and Steve Przyjemski, ConCom agent were present

Ms. Johnson stated that the Conservation Restriction has been reviewed by three attorneys, the Town, USDA, and Consumer Affairs.

Mr. Egenberg asked about the plan for the farm if there is one. Ms. Johnson stated that the Morehouse's have a plan and that it was recently updated. Mr. Egenberg asked about the septic system on page 9. Ms. Johnson stated that if they need to replace the septic it should be in their parcel but if unable to put it in the Morehouse's parcel they would be

able to put in the CR area. Mr. Egenberg stated that any changes must go to Essex Greenbelt. Ms. Johnson stated that is correct. Mr. Egenberg asked about the appeal process for the Morehouse family. Ms. Johnson stated that there is no appeal process. Mr. Morehouse stated that there is no appeal process in the document and a discussion would take place if any changes were requested. Mr. Egenberg stated that on Page 14 a proportional value is not stated. Ms. Johnson stated that a definition is in the paragraph before.

Mr. Fowler asked about the bonding. Mr. Przyjemski stated that the bond company is waiting for one more question to be answered. Mr. Farrell explained that the bond company is reviewing the documents. Ms. Johnson stated that the closing is scheduled for November 1<sup>st</sup>. Mr. Przyjemski stated that the Treasurer stated that they may be able to borrow from CPC and then when the bond is approved it would be replaced. Mr. Trapani asked what the consequences are if we do not have the funds. Ms. Johnson stated that the project would be on hold until we have the funds and then close. Mr. Fowler stated that on page 4 are the list of permitted and prohibited activities. She explained that everything is removed and then added in at the end.

Mr. Smith stated that a lot of effort and time has gone into this project.

**Mr. Trapani moved to accept the Conservation Restriction between the Morehouse's, Essex County Greenbelt and the Town of Georgetown. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

Mr. Morehouse thanked all for all they have done to move this forward.

### **Correspondence**

#### *Lungs for Scott Collin*

Mr. Smith read a flyer for fundraiser for Scott Collin a Water Department employee. He stated that he needs a double lung transplant. He stated that the event is on Saturday, November 16<sup>th</sup> at the VFW at 6:00PM.

#### *Request from the Town Clerk to surplus 2 computers/keyboards/mouse & 1 monitor*

Mr. Farrell explained that this is a part of the process of replacing computers

**Mr. Trapani moved to approve the surplus equipment request from the Town Clerk. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

### **Town Administrator's Report**

#### *Appointments to the Personnel Board*

Mr. Smith stated that they have 1 member staying and 2 new member request and need a meeting to make appointments. Mr. Farrell stated that they need the FinCom to meet and vote and then for both a member of the FinCom and the Moderator to attend a Selectmen's meeting for a final vote.

## **Selectmen's Report**

### *Financial Management Review from DoR for discussion*

#### *#20 Require departments to submit all contracts*

Mr. Smith stated that this item is to have all departments submit contracts. Mr. Farrell stated that we receive the procurement contracts but the smaller contracts with vendors we do not always receive. He stated that the minimum requiring procurement was \$5K and has been increased to \$10K. Discussion on procurement numbers. Mr. Trapani asked about contracts signed by the Town Administrator. Mr. Farrell stated that he does not sign contracts the BoS sign all contracts. He stated that the Town Accountant does not pay a bill if she does not have a contract. Discussion on contracts of smaller amounts. Mr. Smith stated that contracts of \$10K to \$25K the BoS sign. Discussion on contracts for the School. Mr. Farrell stated that he does not believe she sees the contracts from the Schools. This to be reviewed.

#### *#21 Review and Approval of Vendor Bills*

Mr. Farrell stated that this is being done already. He stated that the only one that does approve bills and should not is CPC. He stated that they have no spending authority. He stated that it creates an extra layer of over site and delays bills by a month at a time. Mr. Trapani stated that the departments should oversee the bills and CPC does not have to sign. Mr. Trapani stated that the issue is territorial. Mr. Fowler stated that as the CPC representative he asked at a meeting of the CPC about this and he stated he was told that some goes out as a Grants. He asked if there have been complaints of a delay. He asked if Mr. Farrell had a ruling by counsel. Mr. Farrell stated that he does and will forward to the board. Mr. Surface stated at Town Meeting the town approves the funds to be appropriated. Mr. Farrell stated that they should track the spending but after it is spent not before. Mr. Smith asked Mr. Fowler to look into this as CPC representative.

#### *#22 Remove Original or Copies of invoices from warrant*

Mr. Farrell stated that he looks at every invoice and he does not understand this item. Mr. Smith stated that the board are not professional accountants and do not know what is there. Mr. Fowler stated that he would like for them to hold a workshop on policy and procedures on this and that it has never been explained what is the best practice. He stated that the workshop does not need to be on TV but would still be public.

#### *# 23 Develop Standardized Payroll Cover Sheet and Approval of Payroll*

Mr. Farrell stated everyone does their own thing and has their own process. Mr. Trapani asked if Munis is used by the town departments. Mr. Farrell stated not on the town side. Mr. Egenberg asked if this is a training issue. Mr. Farrell stated that it is. Mr. Fowler asked about the training. Mr. Farrell stated that they did have an analysis and have to put the funding together. Mr. Smith stated that could have a warrant article for training. Mr. Farrell stated that he does have \$3K for Munis training in the budget. Mr. Trapani asked if we are using the training funds. Mr. Farrell stated that they have been using the funds for training.

#### *# 24 Develop a Monthly Cash Flow Budget*

Mr. Farrell stated that he gets reports from the Treasurer every month. He stated that with the School they will have to look closely.

Mr. Surface stated that as we go through this review are we keeping a list of what is done and to be done. Mr. Smith stated that his plan was to go through each item first and then he will sit with Mike and prioritize the list. Mr. Surface stated that he just wants to see a list. Mr. Trapani asked if we would have a public hearing on what changes they plan on and is there a plan for a timeline, etc. Mr. Surface stated that they also need to bring in the FinCom. Mr. Trapani stated that we need a subcommittee. Mr. Smith stated he does not want a subcommittee as this stalls the process. He stated as for public hearing for bylaw or major changes they can hold but for other procedures they would come before this board. He stated that Mr. Trapani asked for a timeline. Mr. Smith stated that anything they feel needs a change he would like to have ready for Town Meeting in May 2014. He stated some items are internal changes. Mr. Surface stated that the short term would be to have all done by the end of November. Mr. Trapani stated as a resident need to have a long range plan of the town before changes to government. Mr. Smith stated that if something is not working then let's get it them working. Mr. Surface stated that they need to classify what is on the list. Mr. Smith stated that the list is small except for the change to Government structure. Mr. Fowler stated that we did not start until September and are moving good and there is not much left to review.

#### *Town Administrator's Report*

Mr. Farrell stated he sent an email to the board regarding Free Cash and they will have \$734,000. He stated that Free Cash is still growing even though he does not see an increase each year. He stated that this is good management by departments and not a use it or loose it. He stated that the Assessors have come up with new money and with new values and not much new growth. Mr. Surface stated that the Treasurer/Tax Collector has done a great job with collections.

Mr. Farrell stated that the town is moments away from the start of construction of the new school. He stated that they had a challenge from one vendor and had a hearing at the AG's office. He stated not a major issue but an issue. He stated that this could change the budget by \$100K. Mr. Farrell explained the challenge. Mr. Surface asked about the errors and emissions of the OPM.

Mr. Smith stated that the town is fortunate to have the employees and boards that we do and wants them to know we are not trying to change but to move forward.

**Mr. Surface moved to adjourn. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.**

Meeting adjourned at 9:20PM.

#### **Next Meeting**

Monday, November 4, 2013 at 7:00PM, 3<sup>rd</sup> floor meeting room, Town Hall

Minutes transcribed by J. Pantano.