

**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**  
**6/26/17**  
**7:00PM-General Meeting~3<sup>rd</sup> floor meeting room, Town Hall**

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**Selectmen Present:** Joseph Bonavita, Chairman; Steven Sadler, Clerk; Douglas W. Dawes, Gary C. Fowler, and C. David Surface

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

**Absent:**

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**7:00PM Call to order**

Invocation-Douglas W. Dawes  
Pledge of Allegiance

**6:00PM-EXECUTIVE SESSION**

KP Law update

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body and the Chair so declares ...;

**PUBLIC HEARING**

7:00PM Rybo's Bistro II, Inc. Alteration of Premises ABCC License

7:15PM Georgetown Flatbread, LLC-New All Alcohol License

Mr. Bonavita opened the two Public Hearings.

Jill Mann, Peter Brown, and Michael Brooks were present

Ms. Mann explained what they are doing she listed all areas that Rybo's serves Alcohol. She stated Mr. Swansburg met with Mr. Brooks and they have joined and separating the functions and restaurant. She stated how they want to do this is an Alteration of Premises to approve functions on 2<sup>nd</sup> floor and then a separate license for Georgetown Flatbread. She stated that Georgetown Flatbread license would cover the restaurant, patio, golf course, and pool and patio area. She explained the documents that she presented to the board and for ABCC

Ms. Mann explained the documents for Georgetown Flatbread and information on Mr. Brooks.

Mr. Bonavita read a letter from an abutter regarding the licenses.

Mr. Surface stated that this goes back a long way concerning early hours and serving alcohol early for functions and alcohol on the carts. He stated at the time he was told only one license at a building. Ms. Mann stated that at the time there was only one business but now they want to separate the entities. Mr. Surface asked what time the golf carts serve alcohol in the morning. Ms. Mann stated that they do not start before 10AM. Mr. Brooks stated stock at 10am and go out around 11Am. He asked hours for early hours. Mr. Brooks stated that they load the carts at

10AM and they go out at 11AM 7 days a week. Mr. Surface asked if that could move to 12PM on Sundays. Discussion on beverage carts on golf course.

Mr. Sadler asked who the pool would be a part of. Ms. Mann stated Flatbreads.

Mr. Dawes asked if they removed golf carts what the applicant would do. Ms. Mann stated that they would withdraw their request.

Mr. Surface asked if the carts could go out 11AM to 11PM Mon – Sat. and start at 12PM on Sunday. Mr. Brown asked if they have had any complaints. Mr. Surface stated he has heard from a homeowner with complaints of language and urinating. He stated if he could remove alcohol on Sundays he would.

Mr. Bonavita asked if someone could police the course. Mr. Brown stated that they do have rangers who go around the course and keep things moving and watch people's behavior. He stated that they do not have a lot of abutters.

Mr. Dawes asked how many portable toilets. Mr. Brown explained locations and they are spaced appropriately about 3 and then at the clubhouse. He asked if 2-3 more would help to alleviate the issue with neighbors. Mr. Brown stated that they can look at this and they did add one last year. He stated that they have to be sure a truck can access the toilet to empty.

Mr. Bonavita asked if there is any signage to use portable toilets. Mr. Brown stated that they would be open to posting a sign. Mr. Surface asked to put a notice on the cards and at the clubhouse to remind golfers. Mr. Bonavita stated that there should also be a consequence to be removed if caught.

Mr. Fowler asked how many licenses are we allowed. Ms. Pantano stated 14 restaurant and have available licenses. He asked if zoned for two businesses and if allowed in this area. Ms. Mann stated that the business can have multiple businesses in one location. She stated that it is most certainly permitted. Mr. Fowler stated that you should have something from the Building Inspector.

Mr. Surface stated that they already have the two businesses on site and are just separating them.

Mr. Fowler stated that there was a policy for the use of carts and it was not included in the packet. Mr. Sadler asked if town counsel looked at this. Mr. Farrell stated that we do not usually sent these to counsel. Mr. Surface stated can they have an internal policy to have carts start at 1pm on Sunday. If they would consider this he would be okay with the change. He stated 11AM Monday to Saturday and on Sunday 1PM start for the carts. Discussion

Ms. Mann stated that hours are not on the application as they are negotiated at the meeting. She stated they wanted to keep hours all the same. She stated that they have had no complaints.

Mr. Sadler stated that he has never had any complaints. Mr. Surface stated that there have been complaints in the past. Mr. Brown stated that it is not fair to penalize them for issues 10 years ago and with a different owner. He stated that they have functions and the board is asking them to penalize themselves. He stated that if not approved then they will withdraw and keep to the same as is now.

Mr. Sadler stated that sometimes we ask the Police Department for comment. He stated that if no complaints that is good in his book. He stated that he would be in favor of pushing out hours on a Sunday but has no issue with how it is now. Mr. Surface stated that he is trying to minimize the risk and stuff is still going on as we can hear from the letter received today.

Mr. Bonavita stated that no business can say that out of 30,000 rounds they have no incidents. He stated if he voted he would require the sign and that could help.

Mr. Fowler stated he has an issue with the permitting and cannot vote on this and on new license would want to see occupancy permit and would want to see cart policy. He stated wants the business in town and would say okay if his questions answered.

Police Chief Cudmore stated that in past they had some issues and with new owner they always have details for functions. He stated that he did not have data with him. He stated that they have changed course to alleviate some issues.

**Mr. Surface moved to approve the All Alcohol Liquor License for Georgetown Flatbread, LLC 11AM to 11PM Monday to Saturday 12PM to 11PM Sunday. Mr. Sadler seconded the motion.**

Mr. Bonavita asked for public comment.

Chief Cudmore stated that if any neighbors had concerns to call and they will respond and they work with the golf course. He stated that there is signage on the course to use the portable toilets.

Ms. Mann stated that to change the hours is an issue for Mr. Swansburg and the 11AM to 12PM will be an issue as is changing the business dynamic.

Mr. Maguire, 340 Andover St stated that he has had a good and bad relationship with the golf course. He stated that he does not see why they serve alcohol on course. He stated that they have the rangers but urination and language is still an issue. He stated that Ms. L'Hommidieu is scared to use her yard and she should not be. He stated there is still a lack of control. He stated that they were there first and a lack of control on golf course and drinking should be at the clubhouse.

Mr. Trapani, 10 Hillside Drive stated when he was on the board they addressed this issue. He stated that he likes to have a drink on the course. He stated most golfers are professional and do not get out often and this is a social event. He stated that they will not get a zero issue. He stated that this is a great business for the town and they contribute to the town.

Mr. Dawes asked if they limit the amount of alcohol. Mr. Brown stated that the staff is trained to not serve to intoxicated guests. Mr. Dawes stated as long as properly controlled he is okay.

Mr. Bonavita stated that Flatbread has been a friend to fundraising in town as is the entire business. He stated that this hearing alerts them to some issues on the course. He stated that they do not have to be here to make the change they can operate as they are.

Mr. Brown stated that they just are trying to be open and transparent.

Mr. Fowler stated that the ABCC stated that they cannot give different hours to the business and the beverage cart.

Ms. Mann explained what they do and how the business runs.

Mr. Brooks stated that the beverage carts are quiet and only one cart goes around the course.

Mr. Surface stated that he understands the business model and when you open up a new license you open the discussion and he has a physiological view.

**The motion was not approved by a unanimous vote.**

**Mr. Dawes moved to approve the All Alcohol Liquor License for Georgetown Flatbread, LLC hours 8AM to 1AM Monday to Saturday, and early opening on Sunday as adopted by the town 10AM to 1AM Sunday. Mr. Sadler seconded the motion and the motion was approved by a 3-2 vote.**

**Mr. Surfaces moved to approve the *Alteration of Premises of Rybo's Bistro II, Inc. All Alcohol License* hours 8AM to 1AM Monday to Saturday, and early opening on Sunday as adopted by the town 10AM to 1AM Sunday. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

Mr. Bonavita closed the Public Hearing.

## **OLD BUSINESS**

### *45 Central Street Discussion-Police Chief and Highway Surveyor to be present*

Police Chief Cudmore and Fire Chief Mitchell were present

Chief Cudmore stated that he has a plan of the land from 1986. He showed how the entrance is not perpendicular. He stated that the Fire Chief had someone at the School draw a plan on what they propose to do with the lot and the Public Safety Building. He stated that the plan shows that they demolish 45 Central Street for extra parking with a new entrance and addition to the building. He stated that they would like to work with CVS to acquire some land to straighten the driveway. He explained issues and space for the Fire Department, new stairs for the PD. He stated cost would be a lot.

Chief Mitchell stated that the Fire Department needs space he has no space for his staff. Chief Cudmore stated that they would have a combined dispatch, and quiet area.

Mr. Sadler asked if space for fire staff.

Chief Mitchell stated it would have a dorm area, kitchen, etc. He stated that the Fire Department does not have a secure area. He stated that you are buzzed in and come right in. Chief Cudmore stated that we need to look at the big picture.

Mr. Sadler asked about other areas to be expanded. Chief Cudmore stated that there are no other areas and cannot add a second story.

Mr. Bonavita asked if anyone has come forward with ideas for space. Mr. Farrell stated no we have not had any other proposals.

Chief Cudmore stated that the plan will give more parking to town hall. He stated that this project will take years. Mr. Dawes stated 2024 for plan. Chief Cudmore stated he was looking at 2020. Chief Mitchell stated that Rowley and Merrimac are both doing renovations or new buildings. He stated that the longer this is prolonged the more it will cost and they need to meet the needs in the future.

### *Brook Street One-Way to a Two-Way Street*

Police Chief Cudmore and Peter Durkee, Highway Surveyor were present

Chief Cudmore stated Elm Street is under construction and logistics to have Brook Street back to a two-way street have to be done.

Mr. Dawes asked the speed limit on the road. Chief stated 30mph is the usual speed and he did not think you could reach 30 on the street. Mr. Dawes asked if it would be wider. Mr. Durkee stated the street will stay the same width. He stated Elm and Brook would be a T, and Brook and Central Street. Chief Cudmore stated that telephone poles are an issue but in this case the poles are not in the way.

Mr. Farrell stated that in the past the Traffic Study committee has made a recommendation. He stated that he believes you need a public hearing.

**Mr. Sadler moved to approve Brook Street to be returned from a One-way Street to a Two-Way Street from Central Street to Elm Street both ways. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

Mr. Durkee stated that they started Elm Street and explained the work to be done. Mr. Sadler asked about a tree on Nelson Street. Mr. Durkee stated that this would be looked at under Complete Streets.

## **NEW BUSINESS**

*Radio Systems - Police Chief Cudmore to be present*

Chief Cudmore stated that the department improved system a few years ago. He gave a confidential report to the board on the system. He stated that the radios go over Verizon copper wires same as a home system. He stated that they will be eliminated soon. He stated that they have to move to a new system at a total cost of \$52K and will need a \$10K patch in this fall and by 2018 will have to do this. Mr. Sadler asked if we determined if we will be eligible for IT Grant next year. Mr. Farrell stated that he has not determined that yet.

## **SELECTMEN'S REPORT**

*Strategic Plan Goals*

Mr. Trapani was present

Mr. Bonavita stated that he handed out goals for each member. He stated that Mr. Dawes presented some. He stated he just gave some to Mr. Fowler. Mr. Surface and Mr. Sadler stated that they were not sure what they need to do with the goals.

Mr. Trapani stated that he waited until budget season was over to come in and now is back. He explained what he is looking for, a smart goal. He stated he gave guidance on smart goals and gave information. He stated that he wants them to come up with a high action plan.

Mr. Bonavita explained the process that all will fill out the goals for action items and then have a workshop and then he would put all of them together.

Mr. Dawes stated he did not know if we are at the point to prioritize the goals. Mr. Trapani stated that after all the goals received then we will get together and prioritize which are the most important and where is the funding coming from.

Mr. Bonavita read a goal that he worked on as an example.

Mr. Fowler stated that he is asking them to put in a lot of time and a board to carry on, but how do we know if a goal is a vision or wish list of individuals who attended.

Mr. Trapani stated at the community meetings easels and committee put together a list and also met with town employees and then a report was given to the boards and committees.

Discussion

Mr. Bonavita stated that he hopes to have everything back from the board by July 5<sup>th</sup> and then hold a workshop, and then get goals to Mr. Trapani.

## **WARRANT and MINUTES**

Minutes of June 12, 2107

**Mr. Fowler moved to approve the Minutes of June 12, 2017 as presented. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

### **CORRESPONDENCE**

*Town Clerk notice of resignation of Ashley Pierson, Finance & Advisory Board*

Mr. Bonavita thanked Mr. Pierson for his service to the Finance & Advisory Board.

### **TOWN ADMINISTRATOR'S REPORT**

*Committee Handbook update*

Mr. Farrell explained the handbook updates to procurement and email use by boards.

Mr. Surface stated that we need to send a letter to boards and committees to use town email.

Mr. Bonavita stated if our member does not use email how do we enforce. Mr. Fowler stated that it should be if using email you should use the town email.

Discussion

**Mr. Fowler moved to approve the Committee Handbook with revised updates as presented. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

*P-Card Policy adoption*

Mr. Bonavita asked to move this to the July 10<sup>th</sup> meeting.

*Line Item Transfers*

Mr. Farrell explained the transfers: From account 01312570, Essex North Shore Tech \$42,172, to account 01122570, Selectmen/Town Hall Expense \$42,172. From account 01541510, Council on Aging Salary \$22,480, to account 01541570, Council on Aging Expense \$22,480. From account 01917570, Dental Insurance \$510, to account 01914570, Medical Insurance \$510.

**Mr. Surface moved to approve the *Line Item Transfers* as presented. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

### **APPOINTMENTS and APPROVALS**

*Board and Committee Appointments*

**Mr. Surface moved to appoint *Chris Ruest, James DiMento, David Schauer, and Al Kitchin* to the *Park & Recreation Committee* term to expire June 30, 2018. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *John Dunleavy* to the *Park & Recreation Committee* term to expire June 30, 2018. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *Michael Farrell* as the *Sexual Harassment Grievance Officer* term to expire June 30, 2018. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *Donald Cudmore, Police Chief, Lt. Scott Hatch, and Fred A. Mitchell, Jr. Fire Chief to the Statewide Anti-Terrorism Unified Response Network (SATURN)* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *Douglas Dawes, Selectmen; Donald Cudmore, Police Chief; Fred A. Mitchell, Jr. Fire Chief; Pamela Lundquist, public member; Carol Jacobs, Superintendent to the Substance Abuse Advisory Panel* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *Ian DeWeese-Boyd, Julie Coolidge, Jeff Wade, Christian Roop, and Sandra Martin* to the *Recreational Path Committee* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *Joseph Bonavita, Tillie Evangelista, Pamela Lundquist, Peter Durkee, Jeff Wade, George Comiskey, Ellie Sinkewicz, Michelle Smith, Kerry Stauss, and Eric Zadina* to the *School Building Committee* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a by a 4-0 vote. Mr. Bonavita abstained.**

**Mr. Surface moved to reappoint *Michael Farrell, Carol Jacobs, Margaret Maher, Peter Lucia, and Suzanne Sutherland* as *Non-Voting members of the School Building Committee* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *Deborah Rogers, Health Agent; Steven Przyjemski, ConCom Agent; Peter Durkee, Highway Surveyor; John Cashell, Town Planner.; and Michael Farrell, Town Administrator* as *Stormwater Management Committee* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to reappoint *Kopelman & Paige, P. C.* as *Town Counsel* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

Mr. Sadler asked if it would be good to go out to bid for legal services next year. The Board agreed to look into this next year.

**Mr. Surface moved to appoint *Gary Fowler, Selectman; Kevin M. DeFeo, Police Department; Peter Durkee, Highway Surveyor* as *Traffic Review Committee* term to expire June 30, 2018. Mr. Sadler seconded the motion and the motion was approved by a by a 4-0 vote. Mr. Fowler abstained.**

**Mr. Surface moved to reappoint *Pam Rogers* as *Assistant Town Treasurer/Collector* term to expire June 30, 2020. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to appoint *Douglas W. Dawes* as the *Veterans' District Representative* term to expire **June 30, 2018**. Mr. Sadler seconded the motion and the motion was approved by a 4-0 vote. Mr. Dawes abstained**

Mr. Dawes state that the Veterans' graves are deplorable he stated that the town funds are used for mowing and not for maintaining the Veterans' graves as they should be. He stated stones need to be edged and plaques raised. Mr. Fowler stated that they had some plaques raised in South Byfield cemetery. He stated the town is giving the cemetery funds and not being fully utilized as should be.

**Mr. Surface moved to appoint *Jeffery Moore* as a *Zoning Board of Appeals member* term to expire **June 30, 2022**. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Dawes moved to appoint *Sharon Freeman* as an *Alternate Zoning Board of Appeals member* term to expire **June 30, 2018**. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

Mr. Fowler asked about the Comley/NRC letter discussion. Mr. Bonavita stated he moved the discussion to the August 21<sup>st</sup> meeting.

#### *Economic Development Committee*

Mr. Sadler stated that he sent a spreadsheet to Mr. Surface and Mr. Bonavita from the EDC and asked if they could vote on it at the next meeting.

#### **NEXT MEETING**

July 10, 2017 at 7:00PM, 3rd floor meeting room

August 21, 2017 at 7:00PM, 3rd floor meeting room

#### **ADJOURNMENT**

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

Meeting adjourned at 10:35PM.

Minutes transcribed by J. Pantano.

Minutes approved July 10, 2017.

Documents used in this meeting:

- Rybo's Bistro II, Inc. Alteration of Premises ABCC License
- Georgetown Flatbread, LLC-New All Alcohol License
- Minutes of June 12, 2107
- Town Clerk notice of resignation of Ashley Pierson, Finance & Advisory Committee
- P-Card Policy adoption
- Brook Street One-Way to a Two-Way Street
- Strategic Plan Goals
- Committee Handbook update



BoS Minutes  
June 26, 2017

- Line Item Transfers
- Board and Committee Appointments