



Georgetown Substance Abuse Advisory Panel

Town Hall
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Douglas Dawes, Chairman
Pamela Lundquist, Clerk
Chief Donald Cudmore
Chief Fred Mitchell
Superintendent Carol Jacobs

Georgetown Substance Abuse Advisory Panel **(the SAAP)**

Meeting Minutes

Friday, March 24, 2017

Georgetown Public Safety Building

In attendance: Selectman Doug Dawes, Police Chief Donald Cudmore, Fire Chief Fred Mitchell, School Committee Vice Chair Pam Lundquist

Meeting called to order at 10:00 A.M.

Re: Regional Services to Promote Community Protective Factors -

Superintendent Jacobs emailed that she had met with Newburyport's Director of Youth Services, Andrea Egmont, who has written a large federal grant for regional services to promote protective factors. Andrea has invited Georgetown to participate if she wins it. The majority of the funds would pay for a regional coordinator who would work with a coalition in each participating community. Funds would be available to support initiatives to reduce risk factors and could potentially supplement and support our goals for this committee. In fact, we could be the start of that coalition so we could coordinate efforts better. Carol has signed a letter of support for the district and so has Chief Cudmore so we will see where this opportunity goes.

Re: Vendor Approval & Payment Procedures – Chief Cudmore wants to be sure that the vendor payment (Accounts Payable) procedures are clear, agreed upon and understood by all users. Vendors should need to present a W-9 to the Town Accountant's office to become an approved vendor by the town. Doug believes that the SAAP, upon being presented with an invoice, would verify services and then deliver the approved invoices to Janet Pantano. She would then bring them to the Town Accountant's office (Mary McMenemy). Funding should go into an SAAP revolving account, remaining in the account for the next year, earmarked for SAAP spending, rather than go into free cash. Doug will look into this and verify the process for the next meeting.

Re: Mission Statement & Goals – Everyone will email their ideas to Pam and she will align them into one statement and list of goals for the committee to consider at our next meeting. Chief Cudmore believes it is important for the SAAP to do/have something this panel creates, supports and sustains every year that the community can count on, such as a speaker series or something else, a Gold Star, signature program that people will come to know us by.

Re: SAP's Online Presence – The committee agreed to explore getting a link on the new town website for this panel. We would need a welcome page, a mission statement, resource page, etc. It could also link to the school district website and to the GeorgetownCARES website. We might be able to ask students at the high school to create a logo.

Re: Social Host Liability Workshop – Will be the SAAP's first event. Chief Cudmore will be pleased to conduct this at any time. Pam will help to coordinate with the schools. We are looking at the last week in April or the first in May, before the Prom and Graduation.

Re: Upcoming Meetings Scheduled – Future meetings will include Friday, April 14th & 28th, 10am, at the Perley School.

Meeting Adjourned at 11:10 am.

Respectfully Submitted, *Pam Lundquist*