

**SELECT BOARD
MINUTES
December 6, 2022
Town Hall, 17 Main Street and via ZOOM**

Members present: Michael-Ray Jeffreys, Chairman via ZOOM; Tom Alonzo, Vice Chairman; Lou Franco, Clerk; Todd Dwyer, Heather Sroka
Also Present: Heather Lemieux, Town Manager; Karen Brochu, Town Accountant/Finance Director; Timothy Willsmer; Adam Burney, Land Use Director via ZOOM,
Planning Board Members present: Matt Allison, Chair, Matthew Brenner, Amanda Reid

Vice Chairman Alonzo called the meeting to order at 7:00 p.m. as Mr. Jeffreys was participating via ZOOM from home due to his not feeling well. He asked everyone to stand for the Pledge of Allegiance. He announced in accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and broadcast live over the Lunenburg public access channel and Facebook Live and it will be uploaded to the Lunenburg public access YouTube channel within 24 hours after the meeting. The agenda lists all the topics which may be discussed at this meeting and are those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by the Open Meeting Law.

PUBLIC COMMENT- Ms. Lemieux announced the passing away of resident Genevieve Nass. Ms. Nass was a dance teacher and physical education teacher and worked at the Town Beach as Director, lifeguard, swimming instructor and lifeguard trainer.

Sign Right of Entry Agreement for 45 Parmenter Road

The board signed the previously agreed upon right of entry agreement for 45 Parmenter Road so the septic system could be installed by crossing abutting town property.

1st Quarter FY23 Financial Report from Finance Director

Ms. Brochu presented her report. Summarized as below:

Revenues:

Total collections to date are \$14,799,680.70, or 31.13% of FY23 estimates through 9/30/22. Below is a summary of the individual categories:

Local Receipts: The local receipt estimate for FY23 is \$3,168,990.50. We have collected \$695,049.26 or 22% of that estimate through 9/30/2022.

Taxes: Based on votes from the 5/7/22 ATM, the total tax levy for FY23, net of the overlay, is \$30,548,749.95. At this time we have collected \$7,854,265.95 (26%) of the levy. We have also received \$33,225.29 in tax lien revenue.

State Aid: The total state aid (Cherry Sheet) estimate based on the Governor's proposed budget for FY2023 is \$10,258,395.00, net of school choice and library state aid. We have received \$2,682,222.63 (26%) of our state aid estimate.

Expenditures: The total budgeted expenditures for FY23 are \$47,544,278.31. We have expended \$12,789,627.75 (26.9%) of budgeted expenditures as of 9/30/22. All expenditures appear to be at the level they should be at this point in the fiscal year.

Approval of Minutes of October 18, and November 1, November 15, 2022

Motion: L. Franco

2nd:T. Dwyer

To approve the Minutes of October 18, 2022 as presented

Vote: Ms. Sroka- abstain, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo- aye

Motion: L. Franco

2nd: T. Dwyer

To approve the Minutes of November 1 and November 15, 2022

Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo- aye

Warrants

The Board signed a payroll deductions warrant in the amount of \$59,340.13; an accounts warrant in the amount of \$651,569.04; a payroll warrant in the amount of \$1256.00 and another payroll warrant in the amount of \$991,696.03.

Action Items: Mr. Alonzo inquired about the status of the road line painting. Ms. Lemieux reported the Main Street and Memorial Drive crosswalks and handicapped parking spot had been completed. The line painting for the center was supposed to happen last Thursday but the vendor did show up, so there's no update on that. Mr. Alonzo noted this is just not a problem in Lunenburg but statewide.

Status Update on Town Manager Goals

Ms. Lemieux reported she and Asst. Town Manager Belliveau met with the company regarding the culture survey for an overview of what are the next steps. She and I will need to do a lot of uploading of data and reviewing videos before a survey gets sent out. Ms. Lemieux hopes to get the survey out before the end of the year.

Select Board Goals

Objective 1. 30 School Street- Architect Ray Dunetz has been corresponding with Ms. Lemieux since the resignation of the Facilities Director on the bid specifications and she hopes to have something by next week.

Objective 2. Senior Citizen Property Tax Exemption or Abatement- Mr. Alonzo reported that he and Mr. Franco met and finalized what we would like to propose as a framework. We are hoping we can have it ready for a meeting for board review and then we'll be scheduling a meeting with the Town Manager, the Finance Director our Principal Assessor and a member of the Board of Assessors to review. It is still our intention that this will be on the 2023 Annual Town Meeting warrant.

Objective 3. Review Select Board Bylaws- Mr. Alonzo noted we have done many of these already and I know the Chair intends to pick up on that at the New Year.

Joint Interview/appointment by Select Board and Planning Board to Planning Board of Timothy Willsmer, 762 Northfield Road

Mr. Willsmer stated I work as an engineer for Mass DOT doing materials engineering. Before that I was with the Right-of-Way department. I think that a lot of the skills I have would translate over nicely to the Planning Board and it feels like a good way to be involved in the community. He had attended one of their meetings last week and was interviewed by them there. The board thanked him for stepping forward. Mr. Willsmer anticipated running for election to the Planning Board at the next annual election. Planning Board Chair Allison called their meeting to order at 7:36 p.m.

Motion: H. Sroka

2nd: T. Dwyer

To appoint Timothy Willsmer to the Planning Board until the next annual town election

Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye, Mr. Allison-aye, Mr. Brenner- aye, Ms. Reid-aye

Mr. Willsmer thanked the board members and exited the meeting. Mr. Allison closed the meeting at 7:37 p.m. and the Planning board exited the meeting.

TOWN MANAGER REPORT

Announcement on Existing Vacancies

The following is a list of current vacancies on the following committees:

300th Anniversary Committee (11 vacancies)

- Council on Aging (2 Vacancies)
- Finance Committee (2 vacancies)
- Green Communities Committee (2 Associate vacancies)
- Historical Commission (2 vacancies)
- Open Space Committee (1 Member at Large vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

Interested persons can find application forms on the Town Website and completed forms can be sent to the Select Board's Office. Anyone that has any questions on volunteer opportunities can contact the Select Board's Office at (978) 582-4130 x 144.

Current Employment Opportunities with the Town

The following is a list of current employment opportunities with the Town:

- Administrative Assistant IT (Part Time Non-Benefitted)
- Heavy Equipment Operator (Full Time Benefitted)
- Library Assistant (Part Time Non-Benefitted)
- Library Page (Part-Time Non-benefitted)
- Police Officer (Full Time Benefitted)
- Production Technician (Part Time Benefitted)
- Public Safety Front Desk Clerk (Full Time Benefitted)
- Recreation Director (Part Time Non-Benefitted)
- Videographers (Part Time Non-Benefitted)

Facilities and Parks

- Since Paul Visconti's last day, I have been handling any day to day oversight issues that are Facilities and Parks related, including fall cleanup of our facilities and grounds, correspondence with Ray Dunetz on the 30 School Street project, correspondence with the contractor and architect on the PSB Chiller project, approving certain sprinkler system repairs at buildings, working with the COA Director and McCarty Engineering on the ADA Patio project, any follow-up needed on Facilities and Grounds capital requests, reviewing and approving invoices to be processed, corresponding with Monty Tech on the Ritter Breakroom project, daily meetings with the interim Facilities Superintendent, and corresponding and meeting with the Parks Commission Chair on a variety of parks related items. The Assistant Town Manager is handling the assignment of work orders through our facilities management software.
- The Assistant Town Manager and I have been conducting interviews for the Facilities Director position and have conducted interviews for the Recreation Director position as well, so as not to potentially lose good candidates.

Flat Hill Road Drainage Study

As part of the next steps after receiving the drainage study report from McCarty Engineering, Brian Marchetti, the Land Use Director, the DPW Director and I met with one of the trustees of the Village at Flat Hill Association and a couple of their association members. Brian reviewed the findings in the report and discussed the recommendations raised in the report that would be on the property of the

Village at Flat Hill. The Trustees are currently seeking advice and possible bids from contractors on what steps to take in the near and longer term.

Invitation for Bids and Request for Proposals

- Invitation for Bids for Alterations to the Town Beach Building: Bids were received on December 1st and are currently being reviewed, as well as if sufficient funds are available.
- RFP for Master Plan: This will be advertised starting next week and bids will be due in January 2023.
- 30 School Street Abatement and Demolition Bid: Still on schedule to be advertised in January 2023.

Employee Highlights

- There was a great article in November 18th Ledger on the Elder Connect program that is a collaboration between the COA Director Sue Doherty, Police Chief Gammel and Fire Chief Sullivan. The program is a resource to assist the Police and Fire Departments when responding to emergencies involving elders that has vital information about the individual. This is a great example of departments working together to help others.
- I recently received an email from a resident about the DPW Director's excellent service and responsiveness to residents. This resident contacted him on three different occasions about different issues and Bill responded immediately. One of the issues was replacing the Mulpus Road street sign, which had been damaged and lost. This past spring the resident contacted him regarding the breakdown of the pavement on Mulpus Road and the potholes were filled within a few weeks.

Grants

The Town was notified we received the Recycling Dividends Grant under the DEP's Sustainable Materials Recovery Program: The Town received \$7,800 based on our efforts to reduce waste and increase recycling. This is a grant we receive annually.

Meetings, Events, and Other Announcements:

- The Giving Tree is currently up at the Town Hall, 2nd floor with Christmas Angels. Anyone that wishes to donate can take a tag that has items for boys and girls aged 1 month to 12 years old and return those gifts unwrapped to the Town Hall by the close of business on Monday, December 12th.
- The Zoning Board of Appeals will be having the next hearing on the Pond View Commons 40B comprehensive permit application on December 14th at 7 PM in the Town Hall meeting room.

Mr. Alonzo thanked everyone involved with the town tree lighting event.

OLD BUSINESS

Review American Rescue Plan Act (ARPA) Funding Requests, Evaluation Criteria & Process-this was tabled until another meeting

Mr. Alonzo noted there was discussion at the Capital Planning Committee about asking the Municipal Building Design Committee to provide guidance about what items they may look at because it may influence the capital planning requests. Some are also on the ARPA list as requests and some of them such as the replacement ambulance which was noted that given that vehicles orders placed today are a year or so out; it may be in our best interest as a town to use that money and get a six or seven month head start on that funding. I bring that to you that was discussed at significant length.

Ms. Lemieux provided an update on the Senior Center ADA patio. \$80,000 additional funds will be needed for engineering and construction start to finish.

CURRENT BUSINESS

1. Special Town Meeting Recap

Ms. Sroka asked if the Select Board would have to refile the Certificate to Alter to the APDC for the Ritter Building windows. Ms. Lemieux stated no because we would have to alter our entire bid specifications and the architect who did the work has retired. That means securing another architect to update those bid specifications. It's just an expansion of the number of windows beyond what was originally submitted. We did provide them the costs prior to Town Meeting and I haven't heard back from them about their next meeting date. I was looking for a couple other items from the APDC as far as meeting minutes. It would be a new application just for the windows. Further discussion ensued about the process going forward and what the APDC would require. It was suggested to request a meeting with the APDC for the December 20th meeting to find out what they want to see going forward.

Ms. Lemieux stated that some articles being deferred as far as the board providing recommendations before next Town Meeting; even though you know what's printed in the warrant, we may not have all the information at that time. There were certain articles that we did have all the information prior to Town Meeting that the board could have taken votes at one of their meetings. That would just be announced rather than having a discussion on the Town Meeting floor and would save some time on a couple of things. It was suggested to meet prior to the meeting to iron out final recommendations as well as placing a time limit speaking on the board's recommendations. It was noted that historically the board has met a half hour before town meetings but some items were put on hold as the board was waiting for the presentation on the article. Generally the board felt the meeting went well.

Mr. Dwyer referring back to the upcoming meeting with the APDC wanted to know if other projects in town center were held to the same standards as the Ritter Building project.

Committee Reports

Mr. Dwyer reported the Storm Water Task Force met in November and went over priorities and what we want to tackle for 2023. They meet again in January. He attended the Water District meeting concerning the Hickory Hills well proposed pilot study. It was a good discussion between all parties. The engineering firm as well as the consulting hydrogeologist were present to answer questions for the Hickory Hills Homeowners Association and others. The next step is for the engineering firm to finalize their proposal.

Mr. Alonzo reported the Capital Planning Committee met yesterday and started the ranking of the 30 requests and are now awaiting the ranking from one member who was ill and could not attend. We are hoping by our next meeting on Wednesday we will have completed our ranking.

He reported there has been an application for one of the Finance Committee vacancies and the Finance Committee Appointing Committee will be meeting on the 13th to interview the person.

Mr. Jeffreys reported the Municipal Building Committee meets in two weeks.

He added that he had a conversation with Senator Cronin, and they were talking about the Pathways Program. We're having a skills gap in the marketplace, you have kids who are in a traditional school such as Lunenburg where the academic path in terms of college is not for them and they're too late or ineligible to get into a trade school. This program creates opportunity for students to get direct pipelines for training in certain careers. The good news is that the program funding has been expanded to \$5 million. I've reached out to the Superintendent's office and the School Committee Chair to try to coordinate a meeting

between Senator Cronin, Representative Kushmerek, myself and the School Committee Chair to discuss this program and try to identify any opportunities.

Mr. Alonzo informed Mr. Jeffreys the Capital Planning Committee had a lengthy discussion about as we do our rankings it's difficult because there are some items that are requests for some buildings that are part of your study; TC Passios, Brooks House, Town Hall, Ritter Building. I realize this is premature, but without the full picture of what buildings are being proposed to be reused and not knowing which one Town Meeting will choose, it increases our difficulty of rating and ranking projects. It may not matter because your committee is going to be done well after ours, but I did figure I'd share that with you. Mr. Jeffreys stated the committee could discuss that on the 19th and he would report back on the 20th.

Annual License Renewals

Mr. Alonzo read Executive Assistant Peterson's memorandum aloud:

Tonight you have before you the first round of annual license renewals. All that are listed have submitted required paperwork and paid their application fees. All taxes and municipal fees, if applicable, are current.

The alcohol licensees have submitted their applications and the Section 12 (on-premises) alcohol licenses have provided the required proof of liquor liability and DOR Certificates of Good Standing. Only two alcohol licensees have not met the requirements; they have been notified of a hearing date two weeks from tonight via email and certified mail of their deficiencies. One has not had a completed Fire Safety Inspection and one has not submitted their DOR Certificate of Good Standing. They have been informed that if they provide the required items before the hearing date of December 20th, their hearing will be canceled.

All Class II auto dealers have provided proof of \$25,000 bond or a line of sufficient credit to cover the required amount of \$25,000, if needed.

2023 Weekly Entertainment Licenses

LICENSEE NAME	DBA	ADDRESS	Fee paid
Il Forno Lunenburg Bar Inc	Il Forno Restaurant & Catering	494 Electric Ave.	\$100.00
Smokestack Roasters LLC	Smokestack Roasters	39 Massachusetts Ave.	\$100.00
Lunenburg Zedas Inc.	Bad Larry's	1 Main St. #4	\$100.00

Motion: M. Jeffreys

2nd: T. Dwyer

To approve the weekly entertainment licenses as presented

Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye

2023 Miscellaneous License Renewals

LICENSEE NAME	DBA	ADDRESS	License Type	Fee paid
449 Corp	Lakeview Club	449 Whalom Road	Automatic Amusement Devices (4)	\$140.
Carol A & Henry A. Baker	Baker's Whalom Variety	423 Electric Avenue	Automatic Amusement Devices (3)	\$105.
449 Corp	Lakeview Club	449 Whalom Road	Jukebox	\$35.

American Graffiti Inc.	American Graffiti	113 Summer Street	Jukebox	\$35.
Lunenburg Zedas Inc.	Bad Larry's	1 Main St. #4	Jukebox	\$35.
J K Waterfront Inc.	On the Rocks	96 Lakefront Ave.	Jukebox	\$35.
Mark Testa	Lakeview Golf Driving Range	15 Carr Avenue	Base	\$60.
First Choice Limousine & Transportation Service Inc.	First Choice Limousine	555 Chase Road	Limousine	\$25.
Thomas L. Crounse	Lloyd's Limousine Service	P O Box 502	Limousine	\$25.

Question was asked about the limousine license with a post office box. It was noted that last year's limousine license also had the post office box. A physical address was requested.

Motion: L. Franco

2nd: T. Dwyer

To approve the miscellaneous license renewals as presented

Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye

2023 Common Victualler License Renewals

LICENSEE NAME	DBA	ADDRESS	Fee
449 Corporation	Lakeview Club	449 Whalom Road	\$25.00
Aayan Corporation	Hilltop Farms	1 Main St.	\$25.00
Alan Sousa	Stella's Coffee Shop	466 Electric Avenue	\$25.00
American Graffiti, Inc.	American Graffiti	113 Summer Street	\$25.00
Carol A. & Henry A. Baker	Baker's Whalom Variety	423 Electric Avenue	\$25.00
Embers Lounge & Restaurant LLC	Embers Pizzeria	84 Lakefront Street	\$25.00
Global Montello Group Corp.	Honey Farms #3829	134 Leominster Shirley Road	\$25.00
IL Forno Restaurant Inc.	Il Forno Restaurant & Catering	494 Electric Avenue	\$25.00
J K Waterfront Inc.	On the Rocks	96 Lakefront Ave.	\$25.00
J. D. Enterprises Inc.	Shady Point Beach & Campground	701 Reservoir Road	\$25.00
Jiang Jun Lou Inc.	Asian Imperial	5 Electric Ave.	\$25.00
KCM Donuts, Inc.	Dunkin Donuts	451 Massachusetts Ave.	\$25.00
KCM Donuts, Inc.	Dunkin Donuts	400 Electric Avenue	\$25.00
Lanni Orchards Inc	Lanni Orchards	294 Chase Road	\$25.00
Lunenburg Gas and Market LLC	Lunenburg Gas and Market	400 Electric Avenue	\$25.00
Lunenburg Zedas Inc.	Bad Larry's	1 Main Street # 4	\$25.00
Melendez Magano Inc.	Dario's	310 Massachusetts Ave.	\$25.00
Nashoba Valley Donuts LLC	Dunkin Donuts	134 Leominster- Shirley Road	\$25.00
Presto Pizza, Inc.	Presto Pizza	429 Electric Avenue	\$25.00
Red Pepper Inc.	Ixtapa Cantina	308 Massachusetts Ave.	\$25.00
Settlers Crossing Enterprises Inc.	Settlers Pub	994 Northfield Road	\$25.00
Smokestack Roasters LLC	Smokestack Roasters	39 Massachusetts Ave.	\$25.00

Victory Distributors LLC	Hannaford Supermarket & Pharmacy #8388	333 Massachusetts Ave.	\$25.00
White Farm Ltd.	Cherry Hill Ice Cream	826 Leominster Road	\$25.00
Yatim Central Convenience Lunenburg	Lunenburg Gulf	451 Mass. Ave.	\$25.00

Motion: M. Jeffreys

2nd: L. Franco

To approve the 2023 Common Victualler licenses as presented

Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye

2023 Auto Dealer License Renewals

CLASS I

NAME	DBA	ADDRESS	FEE PAID
COLONIAL IMPORTS, INC	NORTH END SUBARU	757 CHASE ROAD	\$100.
COLONIAL IMPORTS WEST INC.	NORTH END MAZDA	747 CHASE ROAD	\$100.
RECREATIONAL DIMENSIONS INC.	CENTRAL MASS POWER SPORTS	19 MASSACHUSETTS AVE.	\$100.
JOE SMALLEY AUTO SALES INC.	DAEWOO NORTH	30 SUMMER STREET	\$100.

CLASS II

NAME	DBA	ADDRESS	
CAROL & HENRY BAKER	BAKER'S TOWING	421 ELECTRIC AVENUE	\$100.
K B AGYEMAN	K B CARS LLC	555 CHASE ROAD	\$100.
JOSE IRIS DE OLIVEIRA JR.	LUNENBURG AUTO CENTER	36 SUMMER STREET	\$100.
MASS AVE. MOTORS INC	MASS AVE MOTORS INC	381 MASSACHUSETTS AVE	\$100.
JOHN V. GOGUEN	J G SERVICE	346 ELECTRIC AVENUE	\$100.
COLONIAL IMPORTS INC	NORTH END SUBARU	44 CHASE ROAD	\$100.
ROBERT C. & MICHAEL LOVEWELL	R C MOTORS	9 KIRBY AVE & 480 ELECTRIC AVE	\$100.
BAKER ENTERPRISES CO, INC	THE AUTO BARN	53 CHASE ROAD	\$100.
MICHAEL BARTNOWSKI	K C SALES AND SERVICES LLC	1312 MASSACHUSETTS AVE.	\$100.
JOSE IRIS DE OLIVEIRA JR.	MAXI AUTO INC.	40 SUMMER STREET	\$100.
CHAPDELAINE AUTO CENTER INC	CHAPDELAINE TRUCK CENTER INC	199 MASS. AVE.	\$100.

CLASS III

NAME	DBA	ADDRESS	
MICHAEL R. CHAPDELAINE	CHAPDELAINE AUTO SALVAGE	RR199 MASS. AVE.	\$100.

Motion: M. Jeffreys

2nd: T. Dwyer

To approve the 2023 Auto Dealer licenses for Class I, II III as read
 Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye

2023 Alcohol License Renewals

LICENSEE NAME	DBA	ADDRESS	License Type	FEE
449 Corporation	Lakeview Club	449 Whalom Road	General On Premises-All Alcohol	\$1,450
Aayan Corporation	Hilltop Farms	1 Main St.	Package Store-Wine & Malt	\$700.
American Graffiti, Inc.	American Graffiti	113 Summer Street	Restaurant-All Alcohol	\$1,450.
Central Mass Garden Center	Central Mass Gardens	621 Chase Road	Package Store-Wine & Malt	\$700.
Elena's Gourmet Grocery Inc.	Elena's Gourmet Grocery	1 Main St. #8	Package Store-All Alcohol	\$1,450.
Embers Lounge & Restaurant LLC	Embers Pizzeria	84 Lakefront Drive 1353	Restaurant All Alcohol	\$1,450.
Genghis Inc.	Jaxx Country Variety	Massachusetts Ave.	Package Store-All Alcohol	\$1,450.
Global Montello Group Corp.	Honey Farms #3829	134 Leominster Shirley Rd.	Package Store-Wine & Malt	\$700.00
Il Forno Lunenburg Bar Inc.	Il Forno Lunenburg Bar	494 Electric Avenue	Restaurant- All Alcohol	\$1,450.
Jiang Jun Lou, Inc.	Asian Imperial	5 Electric Avenue	Restaurant All Alcohol	\$1,450.
JK Waterfront Inc.	On The Rocks	96 Lakefront Drive	Restaurant All Alcohol	\$1,450.
Lanni Orchards Inc.	Lanni Orchards	294 Chase Road	Package Store-Wine & Malt	\$700.
Lunenburg Zeda's Inc.	Bad Larry's	1 Main St. #4 310	Restaurant- All Alcohol	\$1,450.
Melendez Magana Inc.	Dario's	Massachusetts Avenue 308	Restaurant All Alcohol	\$1,450.
Red Pepper, Inc.	Ixtapa Cantina	Massachusetts Avenue	Restaurant- All Alcohol	\$1,450.
Sarjudas LLC	Lunenburg Liquors	433 Electric Avenue	Package Store-All Alcohol	\$1,450.
Settler's Crossing Enterprises Inc.	Settlers Pub	994 Northfield Road 39	General On Premises-All Alcohol	\$1,450.
Smokestack Roasters LLC	Smokestack Roasters	Massachusetts Ave.	Restaurant Wine & Malt	\$700.

Victory Distributors LLC	Hannaford Supermarket & Pharmacy #8388	333 Massachusetts Ave.	Package Store- All Alcohol	\$1,450.
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Mr. Jeffreys noted Police Chief Gammel's letter regarding an incident at *On The Rocks* in September involving a 19 year old female and requested some clarification about an underage person on the premises. He also requested clarification on the alleged assault victim who appeared intoxicated in the report. He requested holding that license until he gets more information.

Motion: L. Franco

2nd: T. Dwyer

To approve the alcohol licenses with the exception of J K Waterfront Inc.

Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye

Mr. Alonzo announced their next meetings are December 13 and 20.

PUBLIC COMMENT:

Mr. Jeffreys thanked Mr. Alonzo for chairing the meeting this evening and standing in for him at the town tree lighting ceremony. He also thanked him for providing advice when he has asked.

Mr. Alonzo reminded all about the Salvation Army toll booth fundraiser happening in town this Saturday. Funds collected will be going towards local aid to families in need.

Motion: T. Dwyer

2nd: L. Franco

To adjourn the meeting

Vote: All in Favor

Vote: Ms. Sroka- aye, Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye

The meeting adjourned at 8:36 P.M.

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager