

NEW BUSINESS

6/29/15

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

070000007

LICENSEE NAME:

Middleboro Lodge of Elks

ADDRESS:

24 High Street

CITY/TOWN:

Middleboro

STATE

MA

ZIP CODE

02346

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

Change to 10:00AM on Sundays

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396

Change of Hours Checklist

This application will be returned if the following documentation is not submitted:

Vote of Corporate Board or LLC

Note: No fee is required for this transaction as formal ABCC approval is not necessary



Middleboro Lodge of Elks - Board of Directors Meeting

Meeting held on: June 3rd, 2015 at the Middleboro Lodge of Elks #1274
24 High Street in Middleboro, MA 02346 (The Cranberry Room)

Board Attendees: Frank Needham, Laurie LeFebvre, Pat Rooney, Shawn O'Connor, Andrew Craig & Sean Noel

Absent: Serge Loiselle, Doug Bates & Andrew McAlarney

Guests: None

Meeting called to order: 6:24 pm

Topics of Discussion:

A. Meeting Minutes

After a review of the Board of Directors minutes, a motion was made, seconded, and passed to accept the minutes from May 20th, 2015.

B. Old Business

- 1. Bills against the Lodge:** Were reviewed by the Board of Directors. A motion was made, seconded and passed to approve the payment of all outstanding bills that were reviewed.
- 2. Phones:** Board Member Shawn O'Connor reported to the BOD that he was actively seeking bids to replace the current outdated phone system. Shawn reported to the BOD that he made contact with General Communications out of Woburn, MA, American Voice & Data out of Bridgewater, MA and Cisco Communications of New England and would be setting up appointments with all three vendors to review our current phone system and to furnish a bid to replace the system with a modern phone that will meet both the current and future needs of the Lodge. Item is still pending.
- 3. Alarm System Upgrade:** The BOD briefly discussed this item with the consensus being to contact our current provider, Patriot Alarm Systems for recommendations and pricing to upgrade the current alarm system for the BOD to consider at a later date. Item is tabled for future consideration.
- 4. Defibrillator (AED):** A motion was made, seconded and passed for a not to exceed amount of \$220.00 to pay for the replacement battery and adult electrode package for the Lodge Defibrillator (AED) System to be charged to the Safety Account. Item is now closed.
- 5. Security Cameras:** Board Member Shawn O'Connor informed the BOD that bids have been solicited and received from Atlas Alarm Corporation and Phoenix Security, Inc to furnish and install security cameras throughout the Lodge Building. One bid received proposes the use of IP cameras and the second bid receives proposes the use of high resolution analog cameras. Shawn told the BOD that due to the high cost of this item that he would actively seek at least one additional bid before bringing the bids to the BOD for discussion. Item is still pending.
- 6. State Convention Raffle Ticket Purchase:** A motion was made, seconded and passed for \$200.00 to purchase (10) books of raffle tickets from the MA Elks Association, Inc. for the State Convention raffle to be taken from the Dues account and charged to the Charity Account.



7. **HVAC Preventative Maintenance Contract:** Board Member Shawn O'Connor informed the BOD that HVAC preventative maintenance bids have been solicited and received from SS Corporation; Taunton, MA and Tech Mechanical Systems; W. Bridgewater, MA. An additional HVAC preventative maintenance bid was pending from City Side Service Company; Randolph, MA who has recently provided emergency service on our A/C system and has provided reliable and dependable service to the Lodge in the past. Item is still pending.
8. **Cleaning of Lounge/ Pool Room Carpet:** Board Member Shawn O'Connor informed the BOD that steam cleaning of the carpets in the Members Lounge and Pool Room has been scheduled for Monday, 6/22/15. The cleaning will be done by Ultimate Carpet Cleaning of Middleboro who has cleaned the carpets in the past. Shawn reported to the BOD that the approximate cost to clean the carpets should not exceed \$550.00; however the final cost will not be known until the work is complete. Item is still pending.

C. New Business

1. **Liquor License Change of Hours:** The BOD discussed the HC request to consider changing the Sunday hours on the liquor license to 10:00 AM. to accommodate special functions such as Father's Day and Mothers day breakfast/brunches. BOD Chairman Frank Needham wanted to confirm that this request was for special functions only and would not change standard Sunday liquor serving hours. Shawn confirmed to the BOD that a serving time of 10:00 would only be for special events. A motion was made, seconded and passed to approve the HC request to serve liquor starting at 10:00 AM for special functions at the discretion of the HC.
2. **Ceiling Tile and Grid Replacement in Downstairs' Men's & Ladies Rest Rooms:** Board Member Shawn O'Connor reported to the BOD that HC Chairman Wally Glendye has volunteered to replace the grid system and all ceiling tiles in the both the downstairs men's and ladies rooms. This would include cutting of the ceiling tiles to accommodate sprinkler heads, vents, heat sensors, etc. Shawn further noted to the BOD that sincere efforts have been made in the last year to replace some ceiling tiles and make repairs as needed but the results have not necessarily been what we hoped for and that the replacement of the entire suspended ceilings in both restrooms are recommended while a volunteer was willing to do this work. The BOD discussed this item and agreed that the bathroom ceilings should be completely replaced. A motion was made, seconded and passed for a not to exceed amount of \$400.00 to purchase the materials needed to do this work to be charged to the Building Account.
3. **Paint Material for Bar Manager's Office:** ER Laurie LeFebvre informed the BOD that Bar Manager Tina has requested paint & miscellaneous materials to re-paint her office. A motion was made, seconded and passed for a not to exceed amount of \$100.00 to purchase paint and miscellaneous materials to be charged to the Building Account.
4. **Leak in Ceiling Above Bar Off Cranberry Function Room:** Board Member Andrew Craig informed the BOD that there was a leak in the ceiling above the bar off the Cranberry function room. Board Member Shawn O'Connor informed the BOD that he will contact a contractor to investigate the leak and try to identify the source of the leak. Shawn will report his findings to the Board at a future BOD Meeting.
5. **ER Report to the BOD:**
 - ER Laurie LeFebvre reported to the BOD that 5 year Trustee Serge Loiselle and 4 year Trustee Doug Bates have both submitted their Letter of Resignation. ER Laurie LeFebvre will read their letters of resignation at the Member's Meeting and will call for any nominations at the next scheduled Member's Meeting on June 17th, 2015.
7. **Treasurer Report to the BOD:**



- None
- 8. Grants Report to the BOD:**
 - None
- 14. HC Report to the BOD:**
 - None
- 9. Secretary Report to the BOD:**
 - None
- 10. Auditor Report to the BOD:**
 - None

D. Charitable and other Considerations:

1. **Massachusetts Elks Association Inc 17th Annual Walk for ENF Area 2 Walk Along the Canal:** The BOD discussed this charitable request and decided to table it until the next scheduled meeting.
2. **Verizon Bill:** Board Member Shawn O'Connor reported to the BOD that he spoke with Verizon about the slow internet response and to also see if we were getting the best possible pricing with our Verizon bundle package. Verizon offered to double our internet speed from 25 megabytes to 50 megabytes at no additional charge. In addition, Verizon applied an additional loyalty customer discount of \$40.00/ month starting with the June, 2015 billing period for the remainder of our contract that expires on July 9, 2016. This equates to an overall savings to the Lodge of approximately \$520.00.

A motion was made and passed to adjourn @ 7:24 pm

Meeting Adjourned

Next meeting; June 17th @ 6:00pm.

Respectfully submitted,

Shawn O'Connor

BOD Secretary