

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING
MONDAY, FEBRUARY 24, 2020 – 7:00 PM
SALISBURY TOWN HALL, 5 BEACH ROAD
COLCHESTER ROOM**

PRESENT: Selectmen, Freeman J. Condon, Chairman; Donna Abdulla, Chuck Takesian, Wilma McDonald, and Ronalee Ray-Parrott

ALSO PRESENT: Neil J. Harrington, Town Manager and Janet Flannery, Secretary

I. Call to Order/Salute to the Flag

Chairman Condon called the meeting to order at 7:00 PM in the Colchester Room, Salisbury Town Hall. He then announced, per the Open Meeting Law, that this meeting is being recorded and broadcast live.

**II. Acceptance of Minutes
Minutes of Feb. 10, 2010**

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to approve the Minutes of February 10, 2020 as written.

III. Public Comment - none

IV. Old Business

General License – The Original Bob’s Shooting Range and Gun Shop – 90 Lafayette Rd.

Motion by Selectman, Second by Selectman, unanimously voted to remove from the table. Chairman Condon asked for a motion to keep this item on the table.

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to leave the item on the table.

V. New Business

a. License Renewals:

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to renew a **Sunday** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for: Cinemagic – 6 Merrill St.

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to renew a **General** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for: Itsy Bitsy Zone – 167 Elm St. and Beach Rose RV Park - 147 Beach Rd.

b. New Licenses

Motion by Selectman McDonald, Second by Selectman Ray-Parrott; unanimously voted to approve a **Common Victualer** license for Crossroads Pizza – 6 Merrill St. (new ownership)

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to approve a **General** license for Guinea Pig Sanctuary – 129 Bridge Rd. contingent on the applicant getting a special permit from the ZBA and approval from the Health Director.

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to approve a **Special Event Permit** to the Alzheimer’s Association for their annual cycling event on June 6, 2020.

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c. License Amendments - none

d. Liquor License Renewals - none

e. New Liquor Licenses - none

f. Committee Appointments - none

g. Update/Presentations: Assessor/Town Clerk

Cheryl Gorniewicz, Chief Assessorm reported that the first commitment for the 2020 motor vehicle excise tax has been mailed out and the bills are due March 4th. She announced that if anybody received a bill and they no longer have an automobile for which tax is due, do not ignore the bill or throw it away but call the Assessor's office and let them know. If payment is not received by March 4th a demand is placed on it. She also noted that boating season has started and e-mails will be sent out to boaters letting them know what they need to do to get their waterways permit for this year. If anyone is entitled to an abatement they are urged to call the Assessor's office. There are over 1,000 building permits where completed work needs to be inspected by the assessors. She noted that she has been working on different aspects of the Lafayette Road sewer project and will be looking for a recommendation to lay out Jak-Len Drive before the project starts. In closing, Ms. Gorniewicz mentioned that Kate White recently transferred to the Building/Health Department, and she thanked her for her hard work while in the Assessors' office.

Mindy Morrison, Town Clerk, reported her office has been very busy. Since her last report, there was the Fall Town Meeting in October, the Clerk's Office spent part of the Fall certifying nomination papers, and in January the annual town census, which included licensing dogs, was sent out. She also reported that the Federal 2020 U.S. census will be coming out and she reinforced the importance of both census forms being returned. Next, she reported that the Presidential Primary election is next Tuesday from 7AM – 8PM at the Senior Center. Early voting is being held this week during normal Town Hall working hours and those ballots are taken to the polls to be opened at the close of the polls on election day. In closing, she commended her assistant, Lynne Karpenko, for helping to keep the office organized and running smoothly.

h. Approve Purchase and Sale Agreement for Acquisition of Real Property Located at 26 Bayberry Lane for Purposes of Locating a Sewer Pump Station

Mr. Harrington said that in order to complete the Lafayette Road sewer project, three pump stations are required. One will be on the corner of True Road and Lafayette Road, and that land has been acquired. The other two locations are at Jak-Len Drive and Bayberry Lane. An agreement has been reached on the purchase price for a parcel of land on Bayberry Lane, Purchase and Sale agreement was included in the packets for tonight's meeting, and he recommended that the Board vote to approve the P&S.

Motion by Selectman McDonald, Second by Selectman Ray-Parrott; unanimously voted pursuant to the votes taken under Article 5 of the May 20, 2019 Annual Town Meeting, to purchase from Nicole Ousler, Personal Representative for the Estate of Joseph E. Mannix, for sewer purposes, the parcel of land located at 26 Bayberry Lane for consideration of \$50,000.00, and to execute any and all documents pertaining thereto, including, without limitations, purchase and sale agreements, acceptances and affidavits.

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**i. Presentation and Discussion of Draft Renewal Contract between the Town and SCTV –
Town Manager**

Mr. Harrington reported that the Town has a contract with SCTV and also one with Comcast. Both are supposed to run concurrently, but the Town is behind in renewing its contract with SCTV. He and Mr. Wisniewski, the Executive Director of SCTV, have been discussing terms of a renewal agreement, and he noted that he had provided potential amendments to the existing agreement, drafted by Mr. Wisniewski, which he outlined for the Board to consider. He asked the Board to provide comments to him on these proposed changes, noting that he did not intend for the Board to vote tonight. Chairman Condon agreed that the Board should take the proposed changes under advisement and relay any concerns or suggestions for additional contract language to Mr. Harrington. The Manager suggested that once the Board gets a draft new contract with which they are comfortable, he will present it to Mr. Wisniewski for review, with the goal of reaching a final renewal agreement sometime soon.

j. Approve New Contract for Town Manager, FY2021-2023

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to table this item until after the Executive Session.

VI. Sewer/Water

VII. Correspondence - none

VIII. Hearings - none

IX. Town Manager's Report

Mr. Harrington gave a brief overview of his written report, a copy of which is available in the Selectmen's office.

X. Selectmen's Report

a. Ratification of Signing of Weekly Warrants:

Motion by Selectman McDonald, Second by Selectman Ray-Parrott; unanimously voted to ratify the signing of the following weekly warrants: W20-85 through W20-90.

Selectman Takesian asked if something could be done with the lights at the intersection of Lafayette Road and Elm Street, explaining that two lanes turn onto Elm and one lane cuts into the other creating near accidents. Chairman Condon said the Town has asked the State in the past to do something about the light to no avail, but he did ask the Manager to speak with the DPW Director to have someone from District 4 of the State DPW come out to see what can be done. He then urged the public to come out to early voting during normal business hours this week.

XI. Executive Session

Chairman Condon announced that the Board will go into executive session for the purpose of considering the terms of a new employment contract with the Town Manager, as a discussion of this issue in open session may have a detrimental effect on the negotiating position of the Board.

Motion by Selectman Abdulla, Second by Selectman Takesian; unanimously voted to move into executive session for the purpose of considering the terms of a new employment contract between the

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Town and the Town Manager. Those present at the executive session will be members of the Board and the Secretary to the Board. Following the executive session, the Board will reconvene in open session. Roll vote: Selectman Takesian – yes; Selectman Ray-Parrott – yes; Selectman Abdulla – yes; Selectman McDonald – yes; Chairman Condon – yes.

j. Approve New Contract for Town Manager, FY2021-2023

Chairman Condon called the meeting back to order at 8:10 PM.

Motion by Selectman McDonald, Second by Selectman Ray-Parrott; unanimously voted to remove this item from the table.

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to approve a new contract for the Town Manager for FY2021 through FY2023, as presented by the sub-committee.

Selectman Abdulla said she and Selectman McDonald met as a sub-committee with the Manager several times to negotiate a new contract. She and Selectman McDonald did a compensation survey of surrounding cities and towns and found that the Manager has been underpaid compared to his peers in other communities, many of which have a lower population than Salisbury. They noted that he has accomplished a great deal for the Town and puts in many hours of extra work. They recommended that the Board approve a new three-year contract for Mr. Harrington, with a merit increase of 10% followed by a 4% increase for FY2021 and a 3% increase for each of the following two years, along with an increase in his formal work week from 38 to 40 hours, beginning in July.

Chairman Condon thanked Selectmen Abdulla and McDonald for engaging in the contract negotiations and for doing their due diligence regarding the compensation survey. He said that he is in complete agreement with the recommendation, noting that the Manager's performance evaluation scores over the years have gone up. He also commented that he appreciates everything the Manager does for the Town, noting that his work ethic is excellent, and he believes the Town is better off since Mr. Harrington has been Town Manger. Selectman Takesian mentioned the fact that the survey done of the surrounding towns have a population lower than Salisbury clearly reflects that the Manager has been underpaid. He stated that Mr. Harrington manages the Town very effectively, has done a great job and has made Salisbury great again.

XII. Adjournment

Motion by Selectman Abdulla, Second by Selectman Takesian; unanimously voted to adjourn at 8:15 PM.

Documents provided at the meeting and on file in the Selectmen's Office:

Minutes of Feb. 10, 2020

Copies of licenses as listed

Town Manager's Report

Respectfully submitted:

Janet E. Flannery, Secretary


Approved: _____



Chuck Takesian, Clerk

MEMORANDUM

To: Members of the Board of Selectmen

From: Neil J. Harrington, Town Manager 

Date: February 24, 2020

Re: February 24th Report to the Board

Outlined below is a summary of activities over the past two weeks. Please let me know if you have questions about any of these items.

1) Lafayette Road Sewer Project

The study committee has been meeting frequently over the past several months, in order to get ready for the project to be bid this spring. Most recently, the main topic of discussion has been the need to acquire parcels on which the necessary pump stations can be located. One parcel on the corner of Lafayette Road and True Road was purchased following the Fall 2019 Town Meeting, the terms of the sale of a second parcel (on Bayberry Lane) have been agreed upon and are awaiting a vote of the Board this evening, and discussions have begun with property owners on Jak-Len Drive for the third and final parcel that the Town needs to acquire. If all goes well, we anticipate that the project will be ready to go out to bid approximately at the end of March.

2) Warrant Advisory Committee

The Committee met on Feb. 11 with me and Finance Director Karen Snow to review the mid-year financial numbers for FY2020 and to receive preliminary information about the upcoming FY2021 budget process. There is an expectation that the WAC will meet again once in March and once or twice in April in advance of the warrant for the Annual Town Meeting being posted on May 1, and then will meet during the week of May 4-9 to hold its public hearing on the budget and all warrant articles. I will keep the Board informed of the WAC's meeting schedule.

3) Public Service Announcement for Census

In conjunction with the YWCA of Greater Newburyport, I taped a public service announcement on Feb. 20, urging Salisbury residents to take part in this year's 2020 federal census. As you know, every 10 years, there is a requirement that a federal census of all persons living in the U.S. be undertaken. As was noted in the announcement, it is vitally important that residents participate in the census. Hundreds of millions of dollars of federal aid for programs that benefit towns such as Salisbury get distributed on the basis of U.S. Census counts, so I again urge everyone living in town to participate.