

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, APRIL 11, 2022 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**PRESENT:** Selectmen Wilma McDonald, Chairman; Chuck Takesian, Ronalee Ray-Parrott, Freeman J. Condon and Donna Abdulla  
**ALSO PRESENT:** Neil J. Harrington, Town Manager and Janet Flannery, Secretary

**I. Call to Order/Salute to the Flag**

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

**II. Acceptance of Minutes  
Minutes of March 28, 2022**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve the Minutes of March 28, 2022 as written.

**III. Public Comment - none**

**IV. Old Business**

**Vote re: Right of First Refusal for Sale of 135 Beach Road, Unit 312**

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

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted that the Board not exercise its right of first refusal for the proposed sale of 135 Beach Road, Unit 312.

**V. New Business**

**a. License Renewals:**

**Common Victualer** - Nancy's Marshview Café – 155 Bridge Road

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to renew with the same conditions/restrictions that may have been on the original license and all subsequent renewals.

**b. New Licenses**

**General** – Hogg Tied Tackle Marine – 61 Elm Street

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to approve a **General License** for Hogg Tied Tackle Marine – 61 Elm Street for the sale of bait and tackle, boat sales, boat storage and repair, with the following hours of operation and conditions:

Bait & Tackle: Sun-Sat: 4AM – 11PM

Boat storage – Sun-Sat: 8AM – 8PM

Boat Sales, Repair & Storage: Mon-Sat: 8AM – 5PM; Sun: 8AM – 4PM

No more than 35 boats may be stored at any time.

**Special Event Permits**

**Ride to End ALZ – Annual Event Benefitting the Alzheimer's Association – 6-4-22**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve.

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**King Fish Film Shoot at the Town Pier – April 21, 2022 through April 24, 2022 – 6 PM – 6 AM**

The applicant addressed the Board, explaining that the filming is scheduled to take place on April 21 through the 24 from 6:00 PM – 6:00 AM. No cars will be parked on the road or on the pier. He met with the abutting neighbors who gave their full support. Noise will be kept to a minimum and he will be following all the requirements of the DPW Director and Police Chief. They will be using an RV for electricity instead of a generator.

Motion by Selectman Ray-Parrott, Second by Selectman Abdulla; unanimously voted to approve.

**Tortoise & The Hare – 10K, 5K, 1-mile Color Run – Lions Park on April 16 from 10AM – 1PM**

Ms. Roketenetz stated that this is the 11<sup>th</sup> year of this race and registration has doubled, bringing the total of 275 runners.

Motion by Selectman Abdulla, Second by Selectman Takesian; unanimously voted to approve.

**5<sup>th</sup> Gear on the Lawn – July 9 from 4PM – 7PM sponsored by 5<sup>th</sup> Gear and Parks & Recreation**

Ms. Roketenetz explained that this is a proposed fundraiser for the Susan Komen Center. They intend to set up on the lawn area on Broadway and there will also be raffles.

Motion by Selectman Abdulla, Second by Selectman Takesian; unanimously voted to approve.

**c. License Amendments - none**

**d. Liquor License Renewals - none**

**e. New Liquor Licenses**

**One Day Special Liquor License Permit – Beer Reception to follow the Tortoise & the Hare Race**

This reception will be at the end of the race, where recipients will be served one beer.

Motion by Selectman Takesian, Second by Selectman Condon; voted to approve. VOTE: 4 yeas, 1 abstention (Ms. Ray-Parrott). Motion carried.

**f. Committee Appointments**

**Vote to Re-approve the Re-appointment of Karen Parent to the Board of Registrars for a term to expire 3/31/25**

Mr. Harrington explained that the term for the re-appointment of Karen Parent made at the last meeting was incorrect and he suggested that another vote with the correct expiration date be taken this evening.

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to re-approve the appointment of Karen Parent to the Board of Registrars for a term to expire March 31, 2025.

**g. Update/Presentations: COA Director/Library Director/Housing Authority – Kate Maguire**

Liz Pettis, COA Director, stated that this has been a challenging year. Throughout COVID the goal was to stay connected with the community and assist those in need. She and her staff worked with the COA Friends Group as well as Triton and Whittier schools to have students create cards, pies and small gifts that could be delivered to the homebound seniors, along with books and puzzles. The COA stayed open throughout COVID, conducting Wellness Checks with phone assurance. Group activities were only postponed for 3 months. She then offered further updates:

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- Food Security: brown bags full of staple items from the Greater Boston Food Bank were delivered to 57 residents monthly.
- Premade lunches from St. Basil's were and are delivered each Monday.
- Restaurant dinners were delivered occasionally throughout the year through donors. This is a great program for those who cannot cook.
- Last year over 12,000 meals were delivered through Meals on Wheels. 885 grocery orders were delivered directly from Our Neighbor's Table (ONT) in Amesbury to homebound seniors here in Salisbury.
- Through the partnership with ONT, the COA opened their food pantry in September of 2021 and over 20,000 pounds of food has been distributed since then.
- The food pantry operates on Wednesdays from 1:00 – 3:00 and on Fridays from 11:00 – 1:00 and averages 1,000 lbs. of food being checked out weekly. All of these food options are free.

**Transportation:** Over 1,800 rides were provided last year for medical appointments, grocery and meal deliveries, and many for transporting to and from the vaccine clinics. The COA recently recognized Andy DiMarca, their "front line" hero, for going above and beyond throughout COVID, ensuring the seniors got to and from vaccine appointments and had food.

Even with COVID, Emily held over 700 office, phone or in-home consultations for those needing assistance either in home or help with insurance.

**Tax Assistance** – over 100 seniors were assisted with tax preparation with volunteers through AARP.

**The Walking Group** resumed today (4/11) meeting each Monday and Wednesday at 9AM.

Mahjong, BINGO, and 45's, quilting, knitting and art classes continue each week.

May is Older Americans Month. The focus is on aging in place and how older adults can stay in their homes and live independently for as long as possible.

On the first day of Summer, the COA will be hosting a field day at Lion's Park. The Fire Dept. will be grilling and there will be music, games, etc.

**Fire Fund Update:** Ms. Pettis said the response from the community was overwhelming. People from near and far stepped up offering donations, funding, gift cards, household items and clothing. Almost \$42,000 in gift cards was distributed among 20 families. She worked in cooperation with the Red Cross, TZU Chi Foundation, MEMA, Salisbury Housing, Community Action, Salvation Army, Pettengill House, PTA, Fire Dept., Building Inspection, Board of Selectmen, community members and landlords to secure either permanent or temporary housing or secure safe return to their original apartments. Six families were relocated to community housing, six returned home following cleanup, two families found housing on their own, three individuals moved out of the area, and two individuals are staying with friends.

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**Terry Kyrios, Library Director**, reported that on January 17 a frozen sprinkler pipe burst in the meeting room, resulting in significant flooding of the first floor, with the exception of the children's room. This emergency caused a serious setback for planning programming. However, the bulk of the clean-up and repairs has been completed. Other information included the following:

- Attendance for March was 3,658, which is up from December (3,007) and circulation was 3,024 books, which was up from 2771 in December. There were 275 audios downloaded, 357 E-Books, 117 magazines and 80 movies used.
- The Children's Librarian, Joan Cox, has been making plans for the Summer program and Beach story hours. She will be reading at the Fairy Walk on April 23<sup>rd</sup> and 24<sup>th</sup> from 12:00 – 2:00. Nicole Kramer is making a fairy house entry for the library.
- Ms. Kyrios reminded the public about getting museum passes now for school vacation. Kristen Packer has been assisting people on the computers and assisting with IRS forms. The conference room is back to pre-pandemic use, with the copier and fax being back in their original locations.
- In closing, Ms. Kyrios took a moment to acknowledge the passing of Nick Sullivan, who was a longtime Library Trustee, saying she was grateful that she got a chance to know him and had an opportunity to work with him through the many years he served as a Trustee. When he was writing his obituary with his daughter, he wrote that he was the proudest of his 34 years on the Board of Trustees of the Salisbury Public Library.

**Kate Maguire, Housing Authority Director**, stated she also serves as the Director of the Ipswich Housing Authority. She then updated the Selectmen on the following:

- Since she has been here in Salisbury, a large number of administrative issues were being worked out when the pandemic hit and she had to re-focus, as the tenants were very vulnerable; however, there were no cases of communicable diseases spread. She noted that many tenants don't have any family support and they depend on the Housing Authority for everything.
- There have been a number of capital improvements made. For example, ADA upgrades, cameras installed in the common area, a complete fire detector upgrade, and new storm doors have been installed. She worked closely with the COA on the fire disaster at the beach, and set up vaccine clinics at the Housing Authority.

Selectman Ray-Parrott asked for an update on the waiting list and renovations. Ms. Maguire reported that there were several vacancies when she took over, a large amount of renovations needed to be done, and there was a very long waiting list. However, at present the buildings are at high occupancy, with only two vacant units.

Selectman Condon said he knows that Ms. Maguire went above and beyond in trying to place some of the fire victims and he thanked her for her efforts.

Mr. Harrington announced that there is a need for 2 additional members for the Housing Authority and he appealed to the community for volunteers.

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**h. Presentation by Finance Director Karen Snow re: New Financial Policies for the Town**

Ms. Snow said that presentation of new policies is a little behind schedule because of the pandemic. She noted that the Town had received a grant from the State to hire a consultant to assist in preparing a draft of the new policies, and she has been working with that person over the past year to prepare the proposed policies that are before the Selectmen for consideration. She noted that the policies have been reviewed by the Town Manager and Selectman Condon, as well as the Town's Financial Advisor. What is being presented is the final draft, and she requested that the Selectmen vote to adopt the policies, noting that they can be changed when and if needed. Finally, she said the goals are realistic for Salisbury, and if adopted, will be helpful to the Town in terms of how the bond rating agencies view the Town's overall financial situation.

Selectman Condon said that Ms. Snow is owed a debt of gratitude for all that she has accomplished, and he thanked her for how hard she has worked on the financial policies.

**i. Vote to Adopt New Financial Policies for the Town**

Motion by Selectman Takesian, Second by Selectman Condon; unanimously voted to adopt the new Financial Policies for the Town of Salisbury.

Before the next 3 items were addressed, the Town Manager said these were recommended by the Planning Director. Under the law, the Board of Selectmen is required to refer all zoning amendments to the Planning Board before being placed on the Warrant for Town Meeting.

**j. Vote to Refer to the Planning Board a Zoning Amendment to the Inclusionary Housing Requirements (Article XIII, §300-79(B))**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to refer to the Planning Board, in accordance with Mass. General Laws Chapter 40A, §5, a Zoning Amendment to the Inclusionary Housing Requirements (Article XIII, §300-79(B)).

**k. Vote to Refer to the Planning Board a Zoning Amendment to Site Plan Review Requirements (Article XVIII, §300-111.B(a)(b))**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to refer to the Planning Board, in accordance with Mass. General Laws Chapter 40A, §5, a Zoning Amendment to Site Plan Review Requirements (Article XVIII, §300-111.B(a)(b)).

**l. Vote to Refer to the Planning Board a Zoning Amendment to the Commercial 1 District in the Area of Elm Street (Article 2, §300-7)**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to refer to the Planning Board, in accordance with Mass. General Laws Chapter 40A, §5, a Zoning Amendment to the Commercial 1 District in the Area of Elm Street (Article 2, §300-7).

**m. Vote to Designate the Position of Triton School Committee Member as a Special Municipal Employee Position**

Mr. Harrington said this was brought up after the last Board meeting when Triton re-appointed the Town's representative to the Whittier School Committee. He informed the Board that he had spoken to the Triton Superintendent and it was suggested that the Board take this vote.

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Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to designate the position of Triton School Committee Member as a Special Municipal Employee Position.

**VI. Sewer/Water**

**VII. Correspondence**

**VIII. Hearings**

**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 Takesian, Second by Selectman Ray-Parrott; unanimously voted to ratify the signing of the following weekly warrants: W22-84 through W22-86.

At one of the last meeting Selectman Condon mentioned Robert (Boots) Chouinard, a well-known citizen in town, and that he had suggested that the Salisbury Beach State Reservation be re-named in honor of Mr. Chouinard. At that time, it was suggested that he draft a letter to send to DCR and present it to the Board for their approval. The following is what was handed out to the Board:

"Commissioner Cooper, we write today, unanimously, as the Board of Selectmen, to request that you rename the Salisbury State Reservation to honor Robert "Boots" Chouinard. This request has the strong support of Senators Tarr and DiZoglio, as well as Representative Kelcourse.

Mr. Chouinard is a 98 year-old combat veteran of World War Two. After landing at Normandy he saw action in France, Belgium and Germany. He was an outstanding athlete and played varsity football at Boston College. He enjoyed a long career as a teacher and a coach. He served as head lifeguard at the Salisbury Reservation where his training and conditioning of his staff was legendary.

This request is somewhat time sensitive, as we wish Mr. Chouinard to be able to enjoy the honor. Thank you for your prompt attention."

**XI. Executive Session - none**

**XII. Adjournment**

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to adjourn at 8:35 PM.

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

Minutes of

Copies of licenses as listed

Town Manager's Report

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Respectfully submitted:  
Janet E. Flannery, Secretary

Approved: \_\_\_\_\_

  
Ronalee Ray-Parrott, Clerk

## MEMORANDUM

To: Members of the Board of Selectmen

From: Neil J. Harrington, Town Manager 

Date: April 11, 2022

Re: April 11<sup>th</sup> Report to the Board

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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

Over the winter, the new pump station at the corner of Lafayette Road and True Road was installed. Now that spring has arrived, the project has moved back to Lafayette Road itself. Starting today and continuing over the next three weeks, the contractor will be installing the new sewer line underneath the Smallpox Brook culvert bridge via a method known as directional drilling. This will require a narrowing of the traffic lanes on the street, with temporary pauses during the day to allow for one-way traffic only, according to construction needs. Signs, traffic control devices, detours and enforcement details will be used to guide drivers through or around this work Zone. The Town requests that drivers be patient and maneuver safely through this area while the directional drilling is taking place. The remainder of the project is still on schedule to be completed by the fall of 2022.

2) Contract Negotiations

I have spent a great deal of time recently in contract negotiations with five of the Town's seven unions, and I believe we are close to reaching agreements on new 3-year contracts that would take effect on July 1. I hope to have these contracts on the agenda for your approval at the next Board meeting on April 25; however, it may be advisable to have a special executive session meeting before then to go over the Town's negotiating position with the Board in advance of any votes to approve these contracts, so that the eventual vote to approve them is not delayed beyond the time for finalizing the Town's FY2023 budget. I will consult with the Board about possible dates for this special meeting.

3) Welcome Center Project

I am pleased to report that the contractors are coming to the end of this project, and that we anticipate that the new facilities will be open before Memorial Day weekend. It has been a somewhat frustrating process to keep the project on schedule, due to all the product delivery delays due to Covid-related backups in factories, shipping, etc. However, the installation of safety railing along the sides of the ramps leading into both building is the last major item that needs to be completed before an occupancy permit can be issued. We are also in the process of hiring the two additional staff that will be needed to maintain the facilities and have a security presence there throughout the upcoming summer months.