

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 13, 2023 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**PRESENT:** Chairman Chuck Takesian, Selectmen Wilma McDonald, Ronalee Ray-Parrott, and Michael Colburn

**ABSENT:** Selectman Donna Abdulla

**ALSO PRESENT:** Neil J. Harrington, Town Manager and Agnes Donovan, Secretary

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

Chairman Takesian 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 February 27, 2023**

Motion by Selectman Ray-Parrott, Second by Selectman Colburn; unanimously voted to approve the Board of Selectmen meeting Minutes of February 27, 2023 as written.

**III. Public Comment**

Heather Silvia, owner of Groundswell Café, addressed the Board. She provided a history of Groundswell Café experiences over the last few years. She explained how she expanded Groundswell Café and opened a remote patio space to serve customers. She also noted that she has hosted “pop up shops,” community events and live music. However, she acknowledged that all of this activity has been on Town-owned property. Ms. Silvia stated that she was advised last year by Town officials that they had received complaints from citizens and on social media about her use of Town-owned land and that she would need a lease in order to continue using her expanded patio space located on Town property, and that the musicians must have permits.

Ms. Silvia said her intent is to enhance the community and bring more life to the beach center. She said she hopes Groundswell Café will be given the opportunity to work through any issues with the Town cooperatively and said she looks forward to working together with the Town towards a common goal of supporting the Town’s future, Groundswell Cafe’s patio space, and the beach center.

**IV. Old Business - none**

**V. New Business**

**a. License Renewals:**

Motion by Selectman Ray-Parrott, Second by Selectman Colburn; unanimously voted to renew a **Common Victualer** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals, for: The Dolphin at Salisbury Beach – 28 Oceanfront.

Motion by Selectman Ray-Parrott, Second by Selectman Colburn; unanimously voted to renew an **Entertainment** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals, for: The Dolphin at Salisbury Beach – 28 Oceanfront – Live Entertainment/Juke Box and Video (2 licenses).

**b. New Licenses - none**

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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: Finance Director/SCTV**

Karen Snow, Finance Director, addressed the Board. Ms. Snow stated that this is her semi-annual report.

Banking – Ms. Snow said that after learning of the weekend's banking collapse, she and the Treasurer reviewed the Town's banking positions. She stated that all the Town's money at the Institution for Savings is fully protected. She stated that she will be making minor changes to the Town's money deposited with Eastern Bank.

FY2022

Ms. Snow stated that the audit of FY2022 is complete. She said that all required reports have been submitted and approved by the State.

FY2023

General Fund - Ms. Snow stated that at 8 months into the year the General Fund revenues are at 71.2% of budget and General Fund expenditures are at 68.8%. She advised the Board that she has implemented a spending freeze for non-essential expenditures.

Enterprise funds - The sewer revenues are at 74.4% and expenditures are approximately 58%. The water revenues overall are at 74.8% and the expenditures are at 92.9%. The Water Enterprise budget is tight and Ms. Snow said she is concerned in the event there should be a water main break.

FY2024

Ms. Snow stated she is working on the FY2024 budget. There is no information on health insurance costs yet. She stated the first Warrant Advisory Committee meeting is scheduled for March 29, 2023.

Bond Rating – Ms. Snow advised the Board that our current S&P bond rating is AA w/stable outlook.

**SCTV Presentation**

Lance Wisniewski, Director Salisbury Cable TV, addressed the Board

He began by thanking the SCTV board of directors and his staff. He then updated the Selectmen on many items, such as the successful upgrading of the SCTV van. He noted that these upgrades allow SCTV to have more productions, such as with the Lions Club, Salisbury Elementary School, and productions at the beach. He reminded the Board that SCTV broadcast Town board meetings live and with the new wireless microphones. making hybrid Zoom meetings more accessible. He reiterated the mission of SCTV, which is to provide access to as much public information for the Town's citizens.

In other news, Mr. Wisniewski reminded the Board that Breezeline will give SCTV two HD channels and that SCTV had been asking the Town to request the same from Comcast. He shared that the Town Manager had recently sent a letter to Comcast requesting that they provide HD service to SCTV. He then shared information regarding a bill before the Legislature to modernize funding for local cable media. He explained that several other states use the formula being proposed, which would provide funding based on the population of a municipality. He said he believes Salisbury would benefit if this legislation were enacted.

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Gilbert Medeiros, Chairman of the SCTV Board of Directors, addressed the Board of Selectmen. He announced that SCTV is halfway through a fundraising effort to generate revenue for the construction of an outdoor pavilion/gazebo, which they propose to donate to the Town. SCTV proposes to build it near the north end of the Town Common. Mr. Medeiros showed an initial sketch of the gazebo to the Board of Selectmen. He proposed that SCTV walk the Town Common with the Town Manager and Selectmen to show them exactly where they propose to construct the pavilion. He said that SCTV will continue to seek ways (raffles, fund raisers, sponsors) to fund this new gazebo, with a goal of having it constructed before Salisbury Days is held in the Fall.

**h. Vote to Clarify Expiration Dates of Terms of Members of the Zoning Board of Appeals**

Chairman Takesian explained that, due to a vote taken at the 2022 Annual Fall Town Meeting, the terms of the Zoning Board of Appeals members should be three years and not five years. The Town Manager noted that he had made a recommendation in a memo to the Board that they vote to re-establish the terms for the 5 full members' positions and for the 2 alternate members' positions. The Board agreed. Chairman Takesian then read the Town Manager's recommendation, which was made as a motion by Selectman Ray-Parrott, and Seconded by Selectman McDonald, as follows: "For the term of the position currently held by Mr. DePetrillo, which expires on December 21, 2021: Vote to establish a new term to expire on June 30, 2024; for the term of the position currently held by Mr. Dana, scheduled to expire on December 31, 2023: Vote to establish a new term to expire on June 30, 2024; for the other two terms scheduled to expire on December 31, 2023, currently held by Mr. Schillizzi, and Mr. Rossetti: Vote to establish a new term for Mr. Schillizzi position to expire on June 30, 2025; and to establish a new term for Mr. Rossetti's position to expire on June 30, 2025; for the term of the position currently held by Mr. Fitzwater: Vote to establish a new term to expire on June 30, 2026; for the term of the alternate's position to which Mr. Johnson was recently appointed: Vote to affirm that his new term will expire on June 30, 2025, and for the vacant ZBA alternate member's position: When it is filled, vote to establish that the term will expire on June 30, 2026." The motion passed unanimously.

**i. Discussion of Policy re: Use of Town-Owned Land**

Selectman McDonald reported that she and Selectman Abdulla are drafting a policy for the use of Town-owned land. She noted that the Board had become aware of the need for such a policy as a result of the Groundswell Café's use of public space at the beach center for the past several years. She shared a draft policy with the other members of the Board and elicited comments, suggestions, and opinions on the policy. The Board discussed issues such as leases, potentially issuing RFPs, and distinguishing between permanent or seasonal use of public space, particularly at the beach center, versus the issuance of permits for one day special events, use of space by non-profit entities, and other issues. Selectman McDonald said she will take the members' opinions and advice and come back to the full board with an updated proposed policy on the use of Town-owned land.

**VI. Sewer/Water**

**VII. Correspondence** - Selectman Colburn read correspondence from Comcast advising the Town that effective April 2, 2023, Comcast will increase the monthly fee for HBO and HBO Max.

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The Board received correspondence from Paul W. Cote of Amesbury regarding issuing a local Town “Proclamation” in conjunction with the Governor’s 2023 “Motorcycle Safety Awareness Period” proclamation.

Motion by Selectman Ray-Parrott, Second by Selectman McDonald, unanimously voted to declare an Emergency Preamble in order to vote on the Motorcycle Safety Awareness Proclamation. Chairman Takesian then read the entire Proclamation for the Motorcycle Safety Awareness Period.

Motion by Selectman Ray-Parrott, Second by Selectman McDonald, unanimously voted to issue an official Proclamation designating March 25<sup>th</sup> to April 30<sup>th</sup>, 2023 as Motorcycle Safety Awareness Period in Salisbury.

**VIII. Hearings – none scheduled**

**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 Ray-Parrott, Second by Selectman McDonald; unanimously voted to ratify the signing of the following weekly warrants: W23-105 through W23-109.

Selectman Ray-Parrott announced two community activities:

- The Easter egg hunt will be held on April 1<sup>st</sup> at the Salisbury Elementary school,
- The Tortoise and the Hare road race will be held on April 8<sup>th</sup> starting at Lyons Park.

**XI. Executive Session - none**

**XII. Adjournment**

Motion by Selectman Ray-Parrott, Second by Selectman McDonald; unanimously voted to adjourn at 8:47 PM.

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

Minutes of February 27, 2023


Copies of licenses as listed

Town Manager’s Report

Respectfully submitted:

Agnes Donovan, Secretary

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

  
Michael Colburn, Clerk