

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, FEBRUARY 25, 2019 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

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

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

Chairman Ray-Parrott 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 of November 19, 2018**

Motion by Selectman Takesian, Second by Selectman Condon; unanimously voted to Approve the Minutes of November 19, 2018.

**III. Old Business - None**

**IV. New Business**

**a. License Renewals:**

Motion by Selectman Takesian, Second by Selectman Condon; 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 Stand by Me – 66 Elm Street.

Motion by Selectman Takesian, Second by Selectman Abdulla; 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 LAS Concessions, Inc. – 18 Broadway (formerly Slush Factory).

**b. New Licenses**

**Special Event Permit**

Kingpin 20219 Season Opener – Antique Car Show on May 5, 2019 and October 20, 2019

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to approve a **Special Permit** for Kingpin 20219 Season Opener – Antique Car Show on May 5, 2019 and October 20, 2019 pending their showing us their Liability Insurance policy.

Ride to End Alzheimers on June 22, 2019

Sara Trimble, applicant appeared before the Board. Ms. Trimble advised the Board that this was a charity cycle event. She stated this was the 23<sup>rd</sup> year of this event and that this year they plan to raise \$650,000 which will go directly back to Alzheimers research. In response to questions from the Board, she stated this was a ride and not a race; that all riders were briefed on safety, and told to abide by all traffic rules.

Motion by Selectman Takesian, Second by Selectman McDonald; unanimously voted to approve a **Special Permit** for Ride to End Alzheimers on June 22, 2019.

**c. License Amendments**

Motion by Selectman Takesian, Second by Selectman McDonald; unanimously voted to **Approve** an amendment to add LLC to the name on the license for BTB Auto Sales – 49 Beach Road.

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, FEBRUARY 25, 2019 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**d. Liquor License Renewals - None**

**e. New Liquor Licenses - None**

**f. Committee Appointments**

**Historical Commission:** 2 vacancies for terms expiring on 6/30/2019 and 6/30/2021

Two applicants: Jeffrey Salerno and Joyce McKenna

Motion by Selectman Takesian, Second by Selectman McDonald; unanimously voted to

**Appoint** Jeffrey Salerno to the term expiring on June 30, 2019 and to Appoint Joyce McKenna to the term expiring on June 30, 2021.

**Library Trustees:** 1 vacancy for a term expiring on 6/30/19

Two applicants: Wilma McDonald and Mary Whitmore

Selectman McDonald left the room.

Motion by Selectman Takesian, Second by Selectman Condon; unanimously voted to **Place**

**both names in nomination.** Chairman Ray-Parrott conducted a Roll Call Vote:

Selectman Condon voted for Wilma McDonald,

Selectman Abdulla voted for Wilma McDonald,

Selectman Takesian voted for Wilma McDonald,

Chairman Ray-Parrott voted for Wilma McDonald resulting in that Wilma McDonald was unanimously **Appointed** Library Trustee for a term expiring on June 30, 2019.

**Council on Aging:** 1 vacancy for a term expiring on 6/30/2021

One applicant: Andrew Clark

Motion by Selectman Takesian, Second by Selectman Condon; unanimously voted to **Appoint** Andrew Clark to the Council on Aging for a term to expire on June 30, 2021.

**Arts Lottery Council:** from 5 to 22 members (currently 10 members); 3-year terms

One applicant: Donna Keefe

Motion by Selectman Takesian, Second by Selectman Condon; unanimously voted to **Appoint**

Donna Keefe to the Council on the Arts Lottery Council for a three year term for a term to expire on February 25, 2022.

Chairman Ray-Parrott thanked all the citizens who applied to serve on Boards and Committees.

**g. Update/Presentations:**

Update/Presentation: Assessor and Town Clerk

Cheryl Gorniewicz, Chief Assessor, appeared before the Board.

- She advised the Board that FY2020 which starts on July 1, 2019 is a Re-evaluation year. She stated that all properties must be re-evaluated per state law to reflect market value as of January 1 of the preceding fiscal year. She stated that in the past this was done every three years but that the 2016 Modernization bill changed the timing and so now the re-evaluation will be done every five years.

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, FEBRUARY 25, 2019 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

- She stated that Information Requests Forms, which are required by the state to be sent out, have been mailed out and that they must be returned in order for homeowners to protect their appeal rights under the abatement process.
- Ms. Gorniewicz advised the Board that she and others from her staff will be going to Danvers to meet with DOR Bureau Chief regarding certification regulations and guideline updates.
- Ms. Gorniewicz advised the Board that Personal Property content forms will be mail out to approximately 680 second home property owners as personal property (furniture and fixtures) is taxable in second homes. This is required by the Department of Revenue and homeowners must return the form in order to protect their appeal rights.
- Form of List – Ms. Gorniewicz said that they mailed out the Form of List to all businesses at the end of January and the business owners must list all assets. She advised anyone with a concern or question to call the Board of Assessors.
- Income and Expense statements – Ms. Gorniewicz said they will be sending these forms out to commercial, industrial, mixed use and rental homeowners. This has to be done every third year and it requires owners to provide two years' worth of information. They will be sent out in mid-March and must be back by April 15<sup>th</sup>. Owners are required to fill out and return these forms or they will be subject to a fine which will be assessed on their tax bill. It is important for people to return these forms to avoid fines, protect themselves and be able to appeal under the abatement process.
- Motor Vehicle Excise Tax – Ms. Gorniewicz said these bills were mailed on February 11, 2019 and are due back on March 11, 2019 or the vehicle owner will incur interest and demand fees. She urged the public to return and pay their excise tax bills. Please contact her office if anyone has a question.
- Waterways applications – Ms. Gorniewicz said these applications will be mailed in March and she urged boat owners to return the completed application and the payment.

Selectman Condon asked where the Boat Excise Tax money goes and Ms. Gorniewicz said that half the boat excise revenue goes to the General Fund and half goes to a Harbor Commission Fund. The Waterways permit money goes to the Waterways Permit Maintenance Fund.

Melinda Morrison, Town Clerk, appeared before the Board.

- Ms. Morrison, advised the Board that in last November's election there was a 61% voter turnout which was up from the previous election's 52% voter turnout. She said there were 6,595 eligible voters, that 3,992 people voted, and that 876 voters took advantage of early voting.
- She advised the Board that two-thirds of the 2019 annual Census forms were returned. She urged all residents to fill out and return their census to ensure that their voter status stays active.
- Ms. Morrison said that this year the dog license renewal forms, which were previously mailed out with the census forms, were mailed out in a separate mailing. She stated that all dog owners are required to have their dog licensed by April 1, 2019.
- She advised the Board that the Attorney General approved the fall's Town Meeting By-law changes which increased parking ticket fines to \$25.00 per violation and a \$100 fine per violation for illegally parking in a Handicap space.

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, FEBRUARY 25, 2019 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

- Annual Town election - She stated that there would be two openings for Selectman, an opening for Moderator, and one one-year term opening and one three-year term opening for Triton School Committee. The last day to take out papers is March 22<sup>nd</sup> and the papers must be returned by March 26<sup>th</sup> signed by forty registered voters.
- April 24, 2019 is the last day to register to vote for the Town election.
- Ms. Morrison advised the Board that the Annual spring Town Meeting will be held on May 20, 2019. The Warrant will close on Friday, April 19<sup>th</sup> and will be posted on May 3<sup>rd</sup>.

**h. Vote to Approve Host Community Agreement with Holistic Healing Cultivation Center, Inc. for Marijuana Cultivation Facility at 123 Bridge Road**

Neil Harrington advised the Board that they received a copy of the proposed Host Community Agreement in their packets. He stated that the proposed 5 year Agreement provides for a \$5000 contribution to charity, and that the Town will receive 3% of the gross sales. He recommended that the Board approve the Agreement.

The Principals appeared before the Board and responded to Selectmen's questions stating they expected to open in the fall; that they will be growing the product in a hybrid greenhouse structure with steel frames; that they will cultivate from both seed and cuttings; that they expect to distribute for both medical and adult use; that they will have the ability to expand, and that they will hold an outreach meeting soon.

Motion by Selectman McDonald, Second by Selectman Condon; unanimously voted to **Approve** the Host Community Agreement with Holistic Healing Cultivation Center Inc. for a Marijuana Cultivation Facility at 123 Bridge Road.

**V. Comments by Visitors - None**

**VI. Sewer/Water - None**

**VII. Correspondence - None**

**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 Takesian, Second by Selectman McDonald; unanimously voted to ratify the signing of the weekly warrants: W19-148 through W19-154.

**b. Subcommittee Reports**

**XI. Executive Session - None**

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, FEBRUARY 25, 2019 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**XII. Adjournment**

Motion by Selectman Takesian, Second by Selectman McDonald; unanimously voted to adjourn at 7:54 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

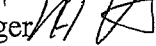
Respectfully submitted:

Agnes H. Donovan, Secretary

Approved:   
Donna Abdulla, Clerk

## MEMORANDUM

To: Members of the Board of Selectmen

From: Neil J. Harrington, Town Manager 

Date: February 25, 2019

Re: February 25<sup>th</sup> 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) Sewer Regulations

In 2018, several Town staff members began the process of looking at the Town's current Sewer Regulations in the hope of making some recommendations to the BOS for clarifying and updating certain Town practices and procedures that are not clearly spelled out in the regs. On February 13, we met again to discuss potential changes to the regulations, and we are hoping to have a series of recommended amendments ready to present to the BOS for approval sometime in the spring of 2019.

2) Contract with SCTV

As you may recall, the Town has had a contract with SCTV that spells out the services that our local cable television station must provide to residents, what space SCTV may use in Town Hall, etc. This agreement technically expired when the last contract between the Town and Comcast expired, which was the spring of 2018. I have begun to meet with SCTV's Executive Director, Lance Wisniewski, about renewing the SCTV agreement with the Town, which must be agreed to by the Selectmen and SCTV's Board of Directors. I am hopeful that we can have a new contract ready to present to our respective boards for approval shortly.

3) Warrant Advisory Committee

The Committee met on Feb. 20 at the library to discuss the FY19 mid-year expenditure and revenue reports with me and Finance Director Karen Snow, and to establish its meeting schedule for the upcoming Annual Town Meeting. Fortunately, revenues are running ahead of forecast and, with few exceptions, all line items are expected to remain within budget for this fiscal year. The Committee tentatively set meetings for March 27, April 23 (review draft warrant), and May 9 (public hearing on warrant articles). Triton Supt. Brian Forget will be invited to the March 27 meeting to discuss the FY20 Triton budget.