

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING
MONDAY, MARCH 5, 2018 – 7:00 PM
SALISBURY TOWN HALL, 5 BEACH ROAD
COLCHESTER ROOM**

PRESENT: Selectmen Chuck Takesian, Chairman; Henry Richenburg, Freeman J. Condon,
and Ronalee Ray-Parrott
ABSENT: Selectman McDonald
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 - none

III. Old Business

Continuation of Public Hearing – National Grid Pole Installation on Baker Road (Revised Plan)

Selectmen Richenburg and Condon questioned the National Grid representative to ensure that the home owner's concerns were resolved. Mr. Ientile stated he met with Lisa DeMeo on the new pole/conduit placement. He also stated that no electrical lines would be placed in front of the abutting home owner's residence.

Motion by Selectman Richenburg, Second by Selectman Condon: unanimously voted to close the Public Hearing for the National Grid Pole Installation on Baker Road (Revised Plan).

Motion by Selectman Richenburg, Second by Selectman Condon; unanimously voted to approve the petition of National Grid Pole Installation on Baker Road as shown on submitted Drawing Revision 3.

IV. New Business

a. License Renewals:

Motion by Selectman Richenburg, 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: Cinema 95, Inc. – 201 Elm Street; Charisma Hair & Nail Salon – 8C Beach Rd., and Creative Touch Designs, LLC – 26 Ocean Front South.

b. New Licenses

Class II – Congdon Repair and Sales – 50 Elm St.

Chairman Takesian advised the Board that the Town received a Petition for a Public Hearing from three abutters and that, under the Town's By-Laws, the Board is required to hold a Public Hearing.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to hold a Public Hearing regarding the new **Class II** license application filed by Congdon Repair and Sales – 50 Elm St. on March 26, 2018 at 7:30 PM and to have this Public Hearing posted no later than March 21, 2018.

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Special Event Permits:

Kingpins CC – Antique/Vintage Car Shows - May 16, 2018 and October 21, 2018 – Broadway Mall/Town Parking Lot

Richard Borrelli appeared before the Board and explained that this event was previously held in Hampton Beach. He stated this will be a family event showing 300-400 antique cars, which will be held at the opening and end of the summer. In response to questions from the Board, the applicant confirmed that this will be a two-day event; that they are not seeking a rain date; there will not be a food cart, and that he will be providing a million dollar liability insurance policy.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to approve the Special Event Permit for Kingpins CC – Antique/Vintage Car Shows - May 16, 2018 and October 21, 2018 – Broadway Mall/Town Parking Lot.

Winner's Circle Running Club – April Fool's Annual 4-mile Road Race

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve the Special Event Permit for Winner's Circle Running Club – April Fool's Annual 4-mile Road Race.

c. License Amendments - none

d. Committee Appointments - none

e. Update/Presentations: Finance Director and COA Director

Karen Snow, Finance Director, addressed the Board. Ms. Snow said that currently she is operating in three fiscal years.

FY17 – She is reviewing the last piece of the draft audit. When the audit is reviewed and finalized, FY17 will be complete.

FY18 – Ms. Snow advised the Board that the revenues are looking good and that to date the town has collected 74% of the property tax revenues. The Town is also receiving revenue from room occupancy and local meals. Expenses – Ms. Snow stated that 67% of the budget has been expended overall. She stated it was a tight budget especially for a few individual lines such as snow and ice, which are 91% expended, and if there is another storm then these lines will be over budget. She also stated that legal expenses and Essex Technical will be over budget. Electricity for the police station and the library will be over budget, but the departments should be able to cover the extra expense in their budget; she will increase those amounts for FY19. Enterprise Fund – Ms. Snow stated that revenues for sewer and water were both looking good and that the expenses are in line with where they should be. She stated Lisa DeMeo was keeping an eye on sewer and water. Ms. Snow advised the Board that she will be closely watching the budget over the next four months.

FY19 – Ms. Snow advised the Board that she is working on a preliminary budget which she will present at the March 26 WAC meeting. She stated that we are currently short \$1.5M between revenues and expenses, but that she is working to close that gap. She stated that Whittier Tech expense is down due to lower student enrollment but that Essex Regional retirement, health insurance, Triton Regional, and debt service expenses are up. She stated that the Triton school budget proposed 10.5% increase is challenging but that it is not finalized nor approved yet.

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In response to a Selectman suggestion to explain the override process to taxpayers, Ms. Snow explained that the law limits the Town to a 2½ percent increase over the previous year's levy (total property taxes collected) plus "new growth" from additional construction. She stated that in order for the Town to raise taxes above 2½ percent there would need to be an override. She confirmed Selectman Condon's explanation that a debt exclusion override is only temporary and for the life of a capital project that is bonded, but that a general override is a permanent tax increase. The Board thanked Ms. Snow and her staff for their hard work.

Elizabeth Pettis, COA Director, addressed the Board. She stated that as of last week there are 7,526 residents in Salisbury and that 2,600 are sixty years old or older. She stated that the senior population is increasing. Ms. Pettis reviewed some of the services the COA has provided to date in this fiscal year. There have been over 700 curb-to-curb rides, 9,400 meals to the homebound, and over 1000 seniors have taken part in the COA's educational and informative programs including memory screening, tax assistance, and varied health and fitness classes. Ms. Pettis mentioned some of the other programs managed by her department, including inter-generational activities, the Police breakfast in March, and the Senior and Veteran Tax write-off programs. She stated the Outreach Coordinator has assisted over 900 seniors. Ms. Pettis thanked all the volunteers who assist her and her staff in serving the seniors. The Selectmen thanked Ms. Pettis, her staff, the COA Board, and volunteers for their hard work and dedication.

f. Vote to Exercise Right of First Refusal on Property located at 135 Beach Road, Wingate at Salisbury, Unit #202

Lisa Pearson, Planning Director, addressed the Board. She stated that the Town has the Right of First Refusal. She stated that this and the next property were each two-bedroom units. She advised the Board that the Town will try to sell this and the following property as affordable housing unit(s) to the senior population first.

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted that the Town not exercise its Right of First Refusal on property located at 135 Beach Road, Unit #202.

g. Vote to Exercise Right of First Refusal on Property located at 135 Beach Road, Wingate at Salisbury, Unit #209

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted that the Town not exercise its Right of First Refusal on property located at 135 Beach Road, Unit #209.

h. Vote to Renew Inter-Municipal Agreement with Amesbury for Health Services and Animal Control

Neil Harrington addressed the Board and recommended that the Board approve this three-year renewal. He stated that under this Agreement, Salisbury shares health services, a public health nurse, and animal control with Amesbury.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to renew the Inter-Municipal Agreement with Amesbury for Health Services and Animal Control, as presented.

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- i. Vote to Accept Deed from Louis D. Barcellona for “Lot X”, Located on a Portion of 10 Mudnock Road

Lisa Pearson, Planning Director, addressed the Board and advised them that this site and the site in j. below both about 29 Elm Street, the property that the Town has agreed to sell to the YMCA of Newburyport for an affordable housing project. Both sites, as well as 29 Elm Street, were previously contaminated but have since been cleaned up. She stated that it is now time to finalize the acceptance of the deeds to these properties so that the sale to the YWCA can proceed.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to accept a Deed from Louis D. Barcellona for “Lot X”, Located on a Portion of 10 Mudnock Road, as presented.

- j. Vote to Accept Deed from Dawn M. Barcellona for “Lot Y”, Located on a Portion of 8 Mudnock Road

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to accept a Deed from Dawn M. Barcellona for “Lot Y”, Located on a Portion of 8 Mudnock Road, as presented.

- k. Discussion Re: Amending Selectmen’s Agenda Format to Include Liquor Licensing Issues

Mr. Harrington noted that he had discussed this issue with the Chairman and they agreed that, in order for the Board to add an item to its regular agenda order, a change in the format needed to be adopted, per the Board’s policies and procedures. It was suggested that liquor licensing issues be placed immediately after agenda item IV (c) (New Business – License Amendments).

Motion by Selectman Richenburg, Second by Selectman Condon; unanimously voted to approve a change to the Board’s Policies and Procedures by adding Liquor License Renewals and New Liquor Licenses to the formal Agenda order, effectively immediately, and to waive the Second Reading of the new policy. Going forward the following new line items (shown **in bold**) will be included on each Selectmen’s meeting agenda:

IV. New Business

- a. License renewals [same]
- b. New Licenses [same]
- c. License Amendments [same]
- d. **Liquor License Renewals** [new]
- e. **New Liquor Licenses** [new] and to also put requests for one-day licenses under “e”.

V. Comments by Visitors

Ray Champagne appeared before the Board to praise the Town’s Emergency Response Team and National Grid for their handling of the recent storm.

VI. Sewer/Water

VII. Correspondence

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VIII. Hearings

IX. Town Manager's Report

The Town Manager informed the Board that, since only one week had passed since the last meeting, he did not have a formal written report to present. However, he informed the Board that the Warrant Advisory Committee had scheduled meetings for March 27 and April 3 at the Hilton Center and for April 17 at the Town Library. All the meetings will begin at 7:00 PM. He also thanked Emergency Management Director Robert Cook, Chief Fowler, Chief Carrigan, DPW Director Lisa DeMeo, Conservation Agent Michelle Rowden, COA Director Elizabeth Pettis and Building Inspector Scott Vandewalle for their preparation for, and response to, the most recent major storm event, which included astronomical tides, severe flooding and major damage to private property at the beach. He noted that, fortunately, the only damage to public infrastructure appeared to be to the railing at the boardwalk.

X. Selectmen's Report

a. Ratification of Signing of Weekly Warrants:

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to ratify the signing of the following weekly warrants: W18-134.

b. Subcommittee Reports

Lafayette Corridor Sewer Extension: Selectman Richenburg advised the Board that they are making good progress. He will be providing additional information to the Board in the next few weeks.

XI. Executive Session - none

XII. Adjournment

Motion by Selectman Ray-Parrott, Second by Selectman Richenburg; unanimously voted to adjourn at 8:11 PM.


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

Copies of licenses as listed

National Grid Info

Respectfully submitted:

Agnes Donovan, Secretary

Approved: 

Ronalee Ray-Parrott, Clerk

