

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

PRESENT: Selectmen Chuck Takesian Chairman; Wilma McDonald, Henry Richenburg,
Freeman J. Condon, and Ronalee Ray-Parrott
ALSO PRESENT: Neil J. Harrington, Town Manager and Janet Flannery, 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 April 23, 2018

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to approve the Minutes of April 23, 2018 as written.

III. Old Business

Class II License – Congdon Auto Repair and Sales – 50 Elm Street

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

Mr. Congdon provided before and after photos of the property in question and a copy of the contract/estimate for the fencing; however, he said the fence won't be started until this weekend.

Chairman Takesian quoted from the Minutes of March 26th, when the license was last taken up, that "it was made clear to Mr. Congdon that the Board won't even think about voting on the matter until everything is cleaned up and a fence is erected." Mr. Congdon said he'd get it done. Selectmen McDonald asked where the fence was going and what type fence was going to be erected. Mr. Congdon said it will either be a 6 ft. high stockade or plastic fence and was going to cover the eastern side of the property along Harrison Ave.

Motion by Selectman McDonald to approve the license but hold it in abeyance until the fence is up. Motion failed for lack of a second.

Selectman Ray-Parrott said she was struggling with approving this matter tonight because she doesn't trust that the fence is going to be done. She said this same problem existed in 2011 and 2013 and nobody followed up and the same problem exists. Selectman McDonald withdrew her motion.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to table this matter until the next meeting.

IV. New Business

a. License Renewals - none

b. New Licenses

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to approve a **Special Event Permit** to the Winner's Circle Running Club for Cassidy's 5K Annual Event – June 3, 2018.

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c. License Amendments - none

d. Liquor License Renewals - none

e. New Liquor Licenses

One Day Liquor License

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to approve a **One Day Liquor License** to the Salisbury Chamber/Fun Fest 2018 on May 19, 2018 – for a fund raiser for the Boys & Girls Club and the Chamber to be held at Captain's Corner – 73 Main St.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to approve a **One Day Liquor License** to Tammy Stanton on May 19, 2018 for a Bridal Shower to be held at the State Reservation.

f. Committee Appointments

Historical Commission – 1 vacancy for 3 years – 1 applicant: Connie Hellwig

Motion by Selectman Ray-Parrott, Second by Selectman Richenburg; unanimously voted to appoint Connie Hellwig to the Historical Commission for a 3-year term to expire June 30, 2021.

Housing Authority – 1 vacancy for 5 years – 1 applicant: Samson Racioppi

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to appoint Samson Racioppi to the Housing Authority for a 5-year term to expire June 30, 2023.

g. Update/Presentations: Fire Chief/Planning Board

Chief Carrigan gave an update on the proposals that he had presented to the Warrant Advisory Board a few weeks ago. He then spoke about the personnel changes he made in switching from the previous schedule moving to a more traditional one. For example, he noted that there are no longer two supervisory officers working on the same day. The Department now has a normal schedule like every other Fire Dept. As an example, today 3 full time employees were scheduled. One was out sick, but because there was a part-time employee scheduled to work, the Department was covered and no overtime had to be paid out. With this new schedule the Chief said overtime costs have plummeted. This is the direction he is heading because he feels it is best for Salisbury.

The Chief also reported that he has applied for a grant with FEMA for a new truck, which is a combination pumper and ladder, which means he wouldn't have to replace 2 vehicles, just 1. He also has negotiated a promotion process where two firefighters will be promoted in the fall. Also, the combined dispatch move has been phenomenal; both he and the Police Chief are very happy with it. At the present time he is working on their Policies and Procedures. The present ones are dated 1997; everybody has had a part in re-writing them and he expects to have something in place in the next 60 days.

Selectman Richenburg complemented the Chief and said he was impressed with the way he came in and turned the Department around successfully. He has talked with the firefighters and they are all glad to be working for him. The Chief thanked him for that and he stated that he is very appreciative

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of all of the firefighters as well. He didn't find any animosity from day one; everybody has been very easy to work with.

Selectman Condon said he believes public safety is one of the most important things in the whole community. It is his opinion that his appointment and that of the Police Chief are two of the most important ones the Town has had. Since his appointment he has seen a complete change in the enthusiasm of the firefighters and he commended the Chief on everything that he has made happen.

Selectman Ray-Parrott said she knows that a lot of the firefighters were ready for a change and now have it and are very happy to be working with him.

In closing, the Chief told the Board that they are welcome to drop by the station any time.

Planning Board: Marty Dogget, representing the Planning Board, reported that there is a full board at this time consisting of the following members: Trudi Holder, Chair; Gina Park Vice Chair; Don Egan, Clerk; Lou Masiello and himself as members; as well as Gil Medeiros, alternate member. Since the last update the Planning Board has approved 7 Site Plan Reviews, endorsed 3 ANR's, and has collected \$35,449.00 in Inclusionary Agreements for Affordable Housing since January of this year. There have been three Certificates of Completion for 44 Railroad Avenue, 9 Fanaras Drive, and 67 Main Street. The three ongoing projects and initiatives are: Lafayette-Main Design Guidelines, Rules and Regulations Update, and Zoning Review, as well as working on the Zoning Amendments to be presented at Town Meeting on May 14th.

h. Town Manager's Evaluation

Chairman Takesian read a summary report of the Town Manager's Evaluation into the record. He noted that each Selectman had completed his/her evaluation, which was based on a ten-point rating scale, with 10 being the best score achievable. The evaluation covered 25 responsibilities in 3 general categories with the following results: General Administration – 9.5; External Relationships – 9.6; and Personal Characteristics – 9.34. The overall rating was 9.48 out of 10, which is higher than last year's rating of 9.35.

i Vote to Authorize Sending Offer Letters re: Easements Required for Rail Trail Projects

Jerry Klima explained that the Rail Trail Project is on the verge of going forward with two projects that have been in the works for about 8 – 10 years. The first is a continuation from where the trail now ends at Mudnock Road to the NH Border, which will go out to bid in August; hopefully construction will begin in the spring of 2019. The other is a connection from the Ghost Trail under Route 95 to Amesbury, extending the trail to the corner of Main Street and Route 110. All funds will come from Federal and State Highway funds but the Town has the responsibility to obtain the necessary rights-of-way. Easements are required from seven different property owners; he's been working with four of them and most are in favor of it and will donate the land for this purpose; the remaining three have not agreed to donate the value of easements on their properties. In order to acquire the easements, an offer letter has to be sent. Authorization for doing this was approved at Town Meeting and he suggested that the Board authorize the Town Manager to send the letters. The total appraised value of the easements and appraisal costs is \$47,650 and the Coastal Trails Coalition has agreed to give the Town \$30,000 towards these costs.

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Selectman Condon commended Mr. Klima for all he has done to advance the Rail Trail Project because it is going to last for perpetuity. Selectman Ray-Parrott said she can actually see the vision of this project taking shape; she has been working on the Partridge Brook Park and is excited to see that the Rail Trail will go by the park.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to authorize the Town Manager to send the letters as outlined.

j. Vote to Consent to KPLaw's Representation of the Town re: Acquisition of Easements for Extension of Ghost Trail to Amesbury

Mr. Harrington explained that KP Law has been asked to represent Salisbury and Amesbury regarding the acquisition of property interests in connection with the MassDOT extension of the Ghost Trail to Amesbury. Each town is being represented by KP Law in the easement acquisition process; thus, a vote is needed in Amesbury and Salisbury to consent to KP Law' joint representation of the two communities in this process.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve KPLaw's representation of the town re: acquisition of easements for extension of the Ghost Trail to Amesbury.

k. Vote to Approve New Parking Policy for Salisbury Beach

Mr. Harrington stated that since last fall a working group consisting of himself, Chief Fowler, Lisa Pearson, Mindy Morrison and Selectman Takesian have met several times to address some of the major concerns at the beach that were identified following last summer. Since many of those concerns dealt with parking issues, he convened the group to study ways to bring more coherence to the variety of parking rate situation at the beach, and the group has come up with a new parking policy for the beach, which he was presenting for the Board's consideration. He then gave a brief overview of a memorandum and outline which he had provided to the Selectmen of the parking plan and the suggested changes, with a recommendation that the changes become effective for the summer of 2018 and beyond.

The plan is to remove all meters and replace them with kiosks that would be placed in 5 zones, with different parking rates and specific time limits for each zone. The proposed dates of enforcement would be April 15 through October 15. He explained the location of the 5 zones and the rationale behind the study group's recommendations. A copy of the plan is available in the Selectmen's office. Selectman Condon said he thought the enforcement date should begin on May 1, rather than April 15, and end October 15, and that was the general consensus of the Board.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve the new parking policy, with an amendment changing the effective date for the beginning of the season to May 1st and ending October 15th.

V. Comments by Visitors

Don Beaulieu, former Selectmen, addressed the Board pointing out that tonight is Selectmen Richenburg's final meeting, as he is not seeking re-election. He stated that Mr. Richenburg has served

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on the Board for 15 years and has been an integral part of the major accomplishments, including serving on the Building Committee for both the Police Station and the Library, as well as being on several other study committees. As a citizen and former Selectman, Mr. Beaulieu wanted to thank him for his services. He said he is sure that Henry's participation is going to be missed by the Town.

VI. Sewer/Water

VII. Correspondence

Letter from the Mass. State Lottery Commission advising the Selectmen that Gracie's Bar & Grill has applied for a Keno license, and if there were any objections to send written objection within 21 days of the notice.

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 Richenburg, Second by Selectman Condon; unanimously voted to ratify the signing of the following weekly warrants: W18-163 through W18-171.

b. Subcommittee Reports

Lafayette Corridor Sewer Extension: Selectman Richenburg reminded the Board that this most recent attempt to extend sewer along the Lafayette Road corridor was initiated by the residents of Heritage Park and in no way has the Board of Selectman or any other committee tried to force this project on the Town. He then mentioned that an anonymous letter had been sent to residents in the project area that was filled with erroneous information and that several residents had called Town Hall to complain, thinking the letter had come from the Town. However, he assured the public that the Town had no knowledge of the letter until complaints started to come in to Town employees. He urged everyone in the project area to attend Town Meeting and vote.

The following were a few of the comments made re: Selectman Richenburg:

Selectman Ray-Parrott read a written statement about her experiences while serving on the Board with Selectman Richenburg, as well as on other committees.

Selectman Condon said it was an honor to serve with Henry as a member of the Board and more of an honor to consider him as a friend. He was also able to witness Henry's work first-hand when he served on the building committees for the Library and Police Station project, and he also noted Henry's integral involvement in the Rings Island Water District Study Committee and the Lafayette Road Sewer Extension project.

Chairman Takesian concurred with all the above comments and wished Henry well.

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Selectman Richenburg then thanked everyone for all the gracious comments. He said it is important for anyone serving on the Board to know that the Board needs to work together at all times. Members should have a willingness to serve and a willingness to listen to the people and work for the betterment of the Town, and not come in with private agendas. He also noted that Board members need to be strong enough to admit when they make a mistake. He said he looks forward to a new Board and he thanked the residents who voted for him.

XI. Executive Session - none

XII. Adjournment

Motion by Selectman McDonald, Second by Selectman Ray-Parrott; unanimously voted to adjourn at 8:30 PM.

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

Minutes of April 23, 2018

Copies of licenses as listed

KPLaw letter re: item IV (j)


Copy of Parking Policy for Salisbury Beach

Town Manager's Report

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: May 7, 2018

Re: May 7th 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) Warrant Advisory Committee

On April 30 and May 2, the Warrant Advisory Committee held its public hearings on the warrant articles for the Special and Annual Town Meetings. All warrant articles were positively recommended by the Committee, except for those articles relating to potential zoning changes, which will be voted upon by the Planning Board at the conclusion of its public hearing this week. Warrant Advisory will then meet before Town Meeting to take a vote re: the zoning articles.

2) New Website Design

For the past several months, my Chief Aide, James Ryan, has been working on upgrading the functionality and the look of the Town's website. The new site went live last week and includes several improvements, including easy access to paying bills online, maps and property information, and filing permit applications online. The site also provides access to all minutes and agendas of public board and commission meetings, as well as an updated staff directory. The home page features an attractive photo of the boardwalk and a listing of the latest news from the Town, including updates on ongoing projects. We hope that the public will find the new website a helpful tool to access information about the Town and the services we offer.

3) Transportation Improvements

As the Town's representative to the Merrimack Valley MPO, I have been working with other communities in the area to plan with the Merrimack Valley Planning Commission and the State a schedule of priority transportation improvements for the next five years for our region of the State. I am pleased to announce that at the last MPO meeting, three projects were approved for inclusion in our regional Transportation Improvement Plan (TIP). The first, which is the extension of the Town's rail trail system from the Marsh Trail all the way to the New Hampshire border, as part of the Border-to-Boston Trail, was approved for funding in FY19, which means the project will go out to bid at the end of the federal fiscal year (Sept. 30) and will commence next spring, once all final easement and right-of-way issues have been resolved. The second, which is the re-paving of Rte. 1 from Newbury to Salisbury Square, is included in the FY2021 TIP, and the third, which is the reconstruction of Rte. 1 from Salisbury Square to the New Hampshire border, is included in the FY2023 TIP. The two roadway improvement projects, many years in the planning, will greatly upgrade the condition of two of the Town's major

entranceways and may provide the Town with the opportunity to undertake other infrastructure improvements at the same time. Finally, the Border-to-Boston extension will be a significant enhancement to the Town's existing rail trail system, will offer a safer way for children to walk to our elementary school, and will link up with the Ghost Trail, which is being extended into Amesbury. Together with multi-use trail that will traverse the new Whittier Bridge, Salisbury will soon be home to one of the most extensive rail trail networks in the State.