

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING
MONDAY, SEPTEMBER 9, 2019 – 7:00 PM
SALISBURY TOWN HALL, 5 BEACH ROAD
COLCHESTER ROOM**

PRESENT: Selectmen, Freeman J. Condon, Chairman; Donna Abdulla, Chuck Takesian, Wilma McDonald, and Ronalee Ray-Parrott

ALSO PRESENT: Neil J. Harrington, Town Manager and Janet Flannery, Secretary

I. Call to Order/Salute to the Flag

Chairman Condon 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 August 12, 2019**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve the Minutes of August 12, 2019 as written.

III. Old Business - none

IV. New Business

a. License Renewals:

Motion by Selectman McDonald, Second by Selectman Takesian; 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: Keepsake Custom Tattoo – 213 Lafayette Rd.

b. New Licenses

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve a **General** license for Divine Paradigm Center/Sound & Sacred Healing – 38 Lafayette Rd.

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve a **General** license for The Salty Paw – 6 Old Elm St.

c. License Amendments – Amendment to name – Merry Motors

Motion by Selectman Ray-Parrott, Second by Selectman McDonald; unanimously voted to approve the change in name to include applicant's name and to read: Steve Quintiliani d/b/a Merry Motors

d. Liquor License Amendment

Salisbury Five C's d/b/a/ The Hungry Traveler – Change of Manager

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to amend the Liquor License for Salisbury Five C's d/b/a The Hungry Traveler to reflect the change of Manager from Leo Cameron to Gary M. Cameron.

e. New Liquor Licenses

f. One Day Liquor Permit:

Motion by Selectman Takesian, Second by Selectman Abdulla; unanimously voted to approve a One-day Liquor License (Beer) to the Salisbury Parks & Rec/PTO – for the Beerfest on September 28, 2019 from 4:00 PM – 7:00 PM.

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Motion by Selectman Takesian, Second by Selectman Abdulla; unanimously voted to approve a One-day Liquor License (Beer) to the Salisbury Parks & Rec – for the Beerfest on September 29, 2019 from 12PM – 4PM.

g. Committee Appointments – Housing Authority – 2 openings: 1 for a term to expire on 6/30/22 and 1 for a term to expire 6/30/24; 2 applicants: MaryAnn Newman and Brian Young
Chairman Condon announced that MaryAnn Newman had been selected as the Governor's appointment for a term to expire on 6/30/2022.

Motion by Selectman Takesian, Second by Selectman Abdulla; unanimously voted to appoint Brian Young to the Housing Authority with a term to expire on 6/30/2024.

h. Update/Presentations: Finance Director/Planning Board

Finance Director Karen Snow reported that she has closed out FY19 and is working on reports to be submitted to the DOR for free cash certification. The estimated free cash for the General Fund is \$1.22M; Sewer Enterprise Fund estimated free cash is \$5.1M and for the Water Enterprise Fund it is \$1.9M. She stressed that these are estimated figures that have not been certified by the DOR yet.

She also reported that the FY19 revenues for the General Fund came in at \$472,000 more than budgeted, and the expenditures came in \$498,000 under budget. The unreserved fund balance is approximately \$1.8M, which is up from \$1.6M in FY18. Additionally, Sewer Enterprise Fund revenues funds for FY19 were \$472,000 over budget and Water Enterprise Fund revenues were \$300,000 over budget. Also, she informed the Board that the FY19 Preliminary Audit is done and the main fieldwork is scheduled for the week of Oct. 28th.

Ms. Snow also spoke to the Board about other issues. She noted that, as Salisbury grows, payroll processing has become increasingly time-consuming. There were 144 total employees on the last payroll; there are 7 union contracts and 9 individual contracts; part-time/seasonal tracking pay rates/changes also has to be done. Succession planning in the Assessing/Treasurer's offices has to be done due to likely retirements in the next few years. Software also has to be upgraded in the near future because the present system has limited integration and most journal entries are done manually.

Chairman Condon thanked Ms. Snow for her hard work and commended her on her work ethic. He said he knows how hard she works and applauded her performance.

Planning Board – Don Egan, Chairman, had provided a breakdown of his report and gave a brief overview highlighting the full composition of the Board; the procedures and hearing held over the past 6 months, projects and initiatives, and the zoning amendments that were presented and passed at the May 2019 Town Meeting. A copy of his report is on file in the Selectmen's Office.

i. Second Reading and Vote on a Change to the Selectmen's Policy Handbook

The Town Manager explained again that the purpose of this vote is to move the Public Comment portion of the agenda closer to the beginning of each Board Meeting. If approved this evening, the new order of the agenda will become effective for the meeting of Sept. 23, 2019.

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Motion by Selectman Abdulla, Second by Selectman Takesian; unanimously voted that Section 1(A) of the Salisbury Board of Selectmen's Policy Handbook (Agenda) be amended by re-arranging the customary order of business as follows: "After agenda II (Approval of Minutes), insert a new agenda item III, "Public Comment," delete "Comments by Visitors as agenda item V, and re-order the remainder of the agenda's customary order of business accordingly."

j. Vote to Approve the Sale of \$5,431,500 general obligation Bond Anticipation Notes dated Sept. 13, 2019 for Park Land Improvements (Town Common), Lafayette Road Sewer Planning Phases 2 & 3, Wastewater Treatment Facility and Water Well #8 Construction

Ms. Snow, Finance Director clarified that the purpose of this vote is to roll over existing BANs. She noted there will be a decrease in the interest rate from 3.0% last year to 2.0% this year, Motion by Selectman McDonald, Second by Selectman Takesian; unanimously:

Voted: to approve the sale of the \$5,431,500 2.00 percent General Obligation Bond Anticipation Notes (the "Note") of the Town dated September 13, 2019, and payable September 11, 2020, to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus a premium of \$38,508.00.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 7, 2019, and a final Official Statement dated August 14, 2019, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Note and to comply with relevant securities laws.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

V. Comments by Visitors

VI. Sewer/Water

a. Appeal of Richard Shaheen re: Sewer Charges at 201 Atlantic Avenue

Mr. Shaheen was not present.

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to table this matter until the next meeting scheduled for Sept. 23, 2019.

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VII. Correspondence

VIII. Hearings

7:15 PM – National Grid & Verizon Request to Re-locate a Pole on Railroad Avenue

Motion by Selectman Takesian, Second by Selectman McDonald; unanimously voted to open the Hearing at 7:40 PM.

The National Grid representative explained that this request is for a new development where a telephone pole is right in the middle of the development and they have to re-locate the pole at 57 Railroad Avenue to gain access to the proposed area. There were no questions by the Selectmen and no abutters were present.

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to close the Hearing at 7:55 PM.

Motion by Selectman McDonald, Second by Selectman Ray-Parrott; unanimously voted to approve the request to re-locate the pole on Railroad Avenue.

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 Abdulla; unanimously voted to ratify the signing of the following weekly warrants: W20-20 through W20-28 and W20-32.

XI. Executive Session - none

XII. Adjournment

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to adjourn at 8:25 PM.

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

Minutes of August 12, 2019

Copies of licenses as listed

Appointment Request Letters

Planning Board Presentation Outline

Town Manager's Report

Respectfully submitted:


Janet E. Flannery, Secretary

Approved: _____

Chuck Takesian, Clerk

MEMORANDUM

To: Members of the Board of Selectmen

From: Neil J. Harrington, Town Manager 

Date: September 9, 2019

Re: September 9th Report to the Board

Outlined below is a summary of activities over the past four weeks. Please let me know if you have questions about any of these items.

1) CDBG Grant Award

I am very pleased to announce that the Town has been awarded the full amount of its federal CDBG grant application - \$800,000. These funds will be expended over the next 18 months on the completion of the so-called "Presidents Streets" infrastructure project, as well as social service and housing rehabilitation programs. Kudos to Town Planner Lisa Pearson and her staff for all the time and effort that went into submitting the Town's grant application.

2) Fire Department Training Grant

The Fire Department was recently notified that its joint application with Amesbury for a FEMA Assistance to Firefighters grant has been approved in the amount of \$227,316. This grant, which will be utilized for emergency vehicle and safety training represents a portion of \$33.6 million in grants being distributed to 166 fire departments across the country. Officials in Amesbury wrote and submitted the grant application on behalf of themselves and Salisbury.

3) Conservation Commission Vacancy

As you know, the position of Conservation Agent has been vacant since the former Agent, Michelle Rowden, left to take a position with the State. We have advertised for her replacement and have begun interviews with candidates. The original list of applicants has been narrowed to a small handful of the most qualified candidates, and I expect that we will be able to make a selection soon. I am hopeful that the new person can begin in early October.

4) Recreational Marijuana Retail Store Opens

Following an elongated approval process at the State level, the Alternative Therapies Group (ATG) retail recreational marijuana store opened for business on Sept. 4th at 107 Elm Street. Former Selectman Fred Knowles was the first official customer and about 500 patrons visited the store on its first day. To begin, ATG is providing shuttle service from a satellite parking location behind the Sylvan St. Grill on Elm Street. For the time being, only customers with physical disabilities will be allowed to park onsite. To date, there have been no traffic problems associated with this new business, but the Police Dept. will continue to monitor the situation and ATG will hire police detail officers if necessary.

As ATG's sales revenue gets reported to the State, I will report to the Board what the Town's anticipated receipts will be from our Host Community Agreement and from our local excise tax.

5) Union Negotiations

I have reached tentative agreements on new contracts with three additional unions representing Town employees, and hope to be able to present these contracts for approval by the Board at your next meeting. That will leave three final contracts to be negotiated.