



***Town of Salisbury***  
***5 Beach Road***  
***Salisbury, Massachusetts 01952***

***RING'S ISLAND NEIGHBORHOOD PRESERVATION DISTRICT  
COMMITTEE***

***MINUTES:***

***January 20, 2021 by zoom.***

Meeting opened at 3:00.

***PRESENT:***

Ellie Bailey  
Diane Dondero  
Bobbi Klima  
Stephen Roth  
Stephen Spaulding  
Linda Tremblay

***AGENDA:***

**Item 1 Review Minutes of Previous Meetings**

The minutes of the December 16, 2020 meeting were approved.

**Item 2 Review of Action Items**

- Additional documents & drawings for the committee to review in terms of defining neighborhood character of Ring's Island, —Done: they were emailed to the committee during this meeting
- Research other neighborhood districts for ideas on defining neighborhood character, rules & regulations etc. Links to information about other districts were uploaded to the NPD Gdrive.
- Revise the draft Application for Exemption from Review to list only projects requiring a building permit in the list of excluded projects. — Done: Final versions will be uploaded to the NDP web page after meeting with the Building Inspector.
- Finalize questions and discussion topics for the building inspector, including record keeping, edits to the building permit checklist, NPD forms etc.  
— Ongoing.
- Draft a mockup of a NPD page for the Town's website, and Invite James Ryan to our next meeting. — Done: sent to James Ryan; initial webpage installed

- Ask Dave Tremblay to re-purpose the Historic District Committee Google drive for use by the NPD Committee. — Done.: An NPD area is set up and can be viewed by the committee.

Item 3 Review Draft Application Forms and Flow Diagrams Both the Application for Exemption from Review and the Application for a Certificate to Alter are ready (after minor editing) to be uploaded to the NPD webpage, after review/discussion with the Building Inspector.

Item 4 Discuss NPD Website Needs

The NPD webpage on the Town site has been set up and will evolve as various forms and documents are available.

Item 5 Other Items Not on the Agenda

Design Guidelines: The committee will start work on a design guidelines document using a document from Eastport, MD, "Eastport, A Guide to the Site Design Review Process", as a model. Diane Dondero and Ellie Bailey will work on a first draft for the committee review at the next meeting.

Item 6 Action Items for Next Meeting

- Provide access to the NPD Drive by "inviting" committee members — Linda
- Review forms and flow diagrams with the Building inspector. — Bobbi
- Do a walk-around of Rings Island focusing on neighborhood character - the Committee.
- Draft a Rules & regulations using the Ipswich document as a model. — Bobbi
- Develop and outline a first draft of an NPD Design Guidelines document. — Diane and Ellie
- Add addresses corresponding to the parcel IDs in Appendix A of the bylaw. — Ellie

Item 7 Schedule Date, Time and Location for Next Meeting

The next meeting will be held via Zoom on Wednesday, February 3, 2021 at 3:00 pm.

Item 8 Comments from Public

Selectman Donna Abdulla attended the meeting and complimented the committee on how much we have accomplished in a short amount of time.

Item 9 Adjournment

The meeting adjourned at 3:50 pm