

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, SEPTEMBER 28, 2020 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**PRESENT:** Selectmen, Donna Abdulla, Chairman; Wilma McDonald, Chuck Takesian, 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 Abdulla 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**

**Minutes of Sept. 14, 2020 (Regular Session)**

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to approve the Minutes of September 14, 2020 (Regular session) as written.

**III. Public Comment - none**

**IV. Old Business - none**

**V. New Business**

**a. License Renewals: none**

**b. New Licenses**

**Special Event Permit – Salisbury Days – Oct. 10<sup>th</sup> and 11<sup>th</sup>**

Motion by Selectman Takesian, Second by Selectman McDonald; unanimously voted to approve a Special Event Permit for Salisbury Days – Oct. 10<sup>th</sup> and 11<sup>th</sup> with a rain date of Oct. 12<sup>th</sup>.

**c. License Amendments - none**

**d. Liquor License Renewals - none**

**e. New Liquor Licenses - none**

**f. Committee Appointments: Cultural Council – 1 re-appointment for 3 years to expire 6/30/23 – Heather Johnson**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to re-appoint Heather Johnson to the Cultural Council for a three-year term to expire June 30, 2023.

**g. Update/Presentations: none**

**h. Vote to Approve FY2020 Year-End Budget Transfers**

Ms. Snow, Finance Director explained that the year-end transfers are from different categories and also from department to department; this is not new money being added to the budget but because the transfers are from department to department they have to be approved by the Selectmen.

Motion by Selectman McDonald, Second by Selectman Takesian; unanimously voted to approve the FY2020 year-end budget transfers as requested.

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**i. Vote to Adopt Federal Awards Administration Policies and Procedures**

Ms. Snow reported that the Town's FY2019 single audit report for federal awards included one compliance finding for not having written policies describing the internal controls that the Town has in place to guard against waste and abuse of federal grant funds. Uniform Guidance requires the Town to have certain written policies and procedures for the management and oversight of federal awards that must comply with updated federal requirements. Ms. Snow drafted the documents entitled "Town of Salisbury, Federal Awards Administration Policies & Procedures" which has been reviewed by the Town's auditors, Roselli, Clark & Associates, and they determined that it satisfies the OMB's Uniform Guidance requirements. Selectman Condon thanked her for her continued efforts and hard work.

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to approve and adopt the Federal Awards Administration Policies & Procedures, as presented.

**VI. Sewer/Water**

**a. Vote to Approve Sewer Extension Plan for Habitat for Humanity – Old County Road**

Mr. Harrington stated that this project has been moving slowly over the past few years and Habitat is now ready to extend the sewer, which is required. Habitat's engineers have proposed a force main system, with grinder pumps for each duplex unit because a gravity sewer system would require a pump station at a cost of several hundred thousand dollars, and since this is an affordable housing project, it was recommended that a force main system be installed, as it would be more cost-effective.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to approve the sewer extension plan for Habitat for Humanity

**VII. Correspondence**

**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 Condon, Second by Selectman Ray-Parrott; unanimously voted to ratify the signing of the following weekly warrants: W21-20 and W21-21.

Selectman Condon said he is pleased at how fast the Lafayette Road sewer project is moving along. Also, regarding the recent summary of investment returns provided to the Board, he once again thanked Ms. Snow for her being proactive on the Town's part.

Chairman Abdulla said she appreciates the Town's social media postings providing updates on the progress of the Lafayette Road sewer project.

Selectman McDonald said she wanted to take a moment to acknowledge several individuals who recently passed away: Grace Hume, who was a long-time custodian at Town Hall; Kevin Henderson,

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who served on the Zoning Board of Appeals and the Warrant Advisory Committee; and Shirley Allard, who served on the ZBA, and Board of Health, and most recently, the Cemetery Commission.

**XI. Executive Session - none**

**XII. Adjournment**

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

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

Minutes of Sept. 14, 2020

Copies of licenses as listed

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 28, 2020

Re: September 28<sup>th</sup> Report to the Board

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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) Donation from Taiwan

On September 15, the Town received a visit from officials from the Director General of the Taipei Economic and Cultural Office in Boston of 2,500 surgical masks at the Hilton Center. The government of Taiwan is making these donations throughout Massachusetts as a gesture of goodwill, to aid communities in protecting senior citizens from the Coronavirus.

2) Lafayette Road/Main Street Sewer Project

This long-awaited project is now underway. In the past week, work has begun with the extension of sewer main from the end of Rabbit Road to a portion of Main Street. Over the next two weeks, the line will be extended to the intersection with Toll Road, and then work will shift to the largest portion of the project, which is Lafayette Road itself. The Town plans to keep residents and business owners alerted to the progress of the project via our social media sites on a regular basis throughout the entire course of the project, which is expected to take two years.

3) Meeting with Investment Advisors

On Sept. 21, Finance Director Karen Snow, Treasurer/Collector Christine Caron and I met remotely via Zoom with the Town's investment advisors, Bartholomew & Company, to review the Town's return on its investment of certain funds over the past fiscal year. In summary, the Town's OPEB Trust Fund and General Trust Fund (Stabilization, Affordable Housing Trust, Hilton Trust, etc.) are doing well, despite the interruption to the financial markets due to Covid-19. The OPEB trust is realizing an annualized rate of return of 4.56% and the general trust funds, which are invested much more conservatively, according to the Town's wishes, are realizing an annualized rate of return of 2.45%. In both cases, the Town is earning significantly higher rates of return than we were before we formally hired Bartholomew in 2018.

4) Town Meeting

Plans are underway for holding the Annual Town Meeting on Monday, Oct. 26, in the gym at Salisbury Elementary School, taking the same precautions that were taken at the Annual Town Meeting in June. I am starting to compile the warrant articles and have contacted the Chairman of the Warrant Advisory Committee about having the required public hearing sometime during the week after the warrant is posted on October 9. I will keep the Board informed of the hearing

date. One citizens petition for a new resident sticker parking bylaw for streets on the south and north end of the beach was certified before the filing deadline and will appear on the warrant.

5) Welcome Center and Driftway Project Bids

Bids came in within the past week for the new Welcome Center and public restroom facility at the beach, as well as the reconstruction of Driftway. Each of these projects is being subsidized currently by at least one State grant. In the case of the Welcome Center, the Town received a \$1 million grant from the State Seaport Economic Council, and in the case of the Driftway project, the Town received a \$362,000 grant from the State's Complete Streets program. Both project are scheduled to get underway next month and be finished in time for the summer of 2021.

