

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING
MONDAY, OCTOBER 18, 2021 – 7:00 PM
SALISBURY TOWN HALL, 5 BEACH ROAD
COLCHESTER ROOM**

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

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

I. Call to Order/Salute to the Flag

Chairman McDonald 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 September 27, 2021

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve the Minutes of September 27, 2021 as written.

III. Public Comment - none

IV. Old Business

Request to Maintain Private Ownership of Sewer Extension on Ferry Road – Mike Goodridge

The applicant was not present. Motion by Selectman Condon, Second by Selectman Takesian; unanimously voted to leave this item on the table.

V. New Business

a. License Renewals - none

b. New Licenses

Special Event Permit – Trunk or Treat & Drive-In Movie – Oct. 30, 2021 from 4PM – 9PM

Motion by Selectman Ray-Parrott, Second by Selectman Abdulla; unanimously voted to approve the Permit as presented.

c. License Amendments - none

d. Liquor License Renewals - none

e. New Liquor Licenses - none

f. Committee Appointments

Cultural Council – Monique Greilich requesting re-appointment for a term to expire 6/30/24; Bonnie Griffith requesting re-appointment for a term to expire 6/30/24; Joan Travis requesting appointment for a term to expire 6/30/22 (replacing Susan Kaplan)

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to re-appoint Monique Greilich for a 3-year term to expire 6/30/24.

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to re-appoint Bonnie Griffith for a 3-year term to expire 6/30/24.

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Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to appoint Joan Travis, replacing Susan Kaplan, for a term to expire 6/30/22.

g. Update/Presentations: COA Director/DPW Director

Elizabeth Pettis, COA Director, stated that in their efforts to prevent isolation and promote health and wellness, she and her staff have continued programming at the Hilton Center following all safety guidelines. The programs include yoga, senior fitness balance, line dancing, walking group, painting, cards, mah jong, bingo, knitting and quilting. The Center continues to experience an increased demand for the programs. Also, since January, 1,500 rides have been provided to 145 individuals for medical appointments, shopping, etc., and over 10,000 meals have been delivered to 85 homebound residents since January. Finally, 468 brown bags, provided by Our Neighbor's Table are delivered monthly to 39 residents. Now that the COA has its own food pantry that number will drop. The grand opening of the pantry was last Friday. Over 500 pounds of food was distributed opening day and that number is expected to climb. There is a great group of volunteers working this pantry doing inventory control, ordering, stocking and checking people out.

Ms. Pettis informed the Board that the Pfizer vaccine will be offered for the 1st, 2nd and booster shot does this Saturday at the senior center, and she thanked to Jack Morris, Public Health Director, for coordinating this clinic. People can register on the Town's website or can call the Hilton Center and someone will help them register. There will be no walk-in appointments available. She then introduced Emily Thompson, who informed the Board about COA programs that assist residents with fuel assistance, SNAP, health and prescription drug coverage.

Selectman Condon then moved that the scheduled public hearing be taken out of order. Selectman Takesian seconded the motion, and it was adopted unanimously.

VIII. Hearings

7:20 PM – Pole Hearing for National Grid to Install Four (4) Poles on Old County Road

Chairman McDonald read the Public Hearing Notice into the record, which is on file in the Selectmen's Office.

Motion by Selectman Takesian, Second by Selectman Condon; unanimously voted to open the public hearing at 7:29 PM.

David Boucher, Design Engineer for National Grid, explained that he had been asked by a customer on Old County Road to bring electricity to a new home. Therefore, he was proposing that four poles be installed because of the long distance between two poles that are already in place. Selectman Condon asked if National Grid will be removing any old poles and Mr. Boucher said that the Town needs to contact a liaison from Verizon in order to get old poles removed. Mr. Boucher said he was also told that the DPW Director had indicated that there is a new water main in the location where the poles are proposed, and National Grid must contact Harrison Construction for information on the location of the water main.

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to close the Hearing at 7:40 PM.

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Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to approve the request, with the stipulation that before any work is done National Grid must contact Harrison Construction for information on the location of the water main.

7:15 PM – Public Hearing to Consider Two Amendments to Alcoholic Beverages Policies, Rules and Regulations

Chairman McDonald read two proposed amendments to the Alcoholic Beverages Policies, Rules & Regulations into the record, as follows:

1. Add the following paragraph at the conclusion of Section 3: “The licensed premises shall be subject, at all times, to inspection by members of the Board of Selectmen, The Town Manager, Police & Fire Departments, Board of Health, or their representatives, or any other department or official of the Town so directed by the Board of Selectmen.”
2. Amend Section 21 by deleting the third sentence in the second paragraph and inserting in place thereof the following: “All managers and persons taking orders or serving alcoholic beverages shall also be required to complete and maintain an approved certification training program or programs.”

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to open the public hearing at 7:45 PM.

Selectman Takesian informed the Board that he had proposed the two amendments, and he gave his rationale for why the Board should consider adopting them. Discussion ensued, with some members supporting the proposed amendment to Article 3 and others stating that it was not necessary. Regarding the proposed amendment to Section 21, there was general agreement that it would be helpful if it were approved.

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

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; it was voted to adopt both amendments as presented. VOTE: 3 yeas – 2 opposed. Motion carried.

7:30 PM – Public Hearing to Consider Amendment to Water Access Fee Regulations

Chairman McDonald announced that the reason for the hearing was to consider adoption of the following amendment to Article III of the Town’s amended regulations regarding water main extensions and access fees: Deletion of the following phrase in the last sentence of the last paragraph: “within the twenty-four (24) months preceding the date of the customer’s application.”

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to open the public hearing at 7:56 PM.

Selectman Takesian stated that he had proposed this amendment because water access fees were put into place to pay for future improvements to the Town’s water resources and infrastructure, and that if a property owner had an existing water service that was then discontinued, he/she would have already

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paid for the water infrastructure that was in use at that time. If that same property owner had his/her water service discontinued temporarily, it is not fair to charge them an access fee if their water service is restored at some point in the future. He cited the example of a four-unit property where the water service was discontinued due to substantial storm damage. Three years later, after the property was repaired, the owner wanted to restore water service, but he was informed he would have to pay four access fees. Mr. Takesian said that this was unfair because the property owner's water service was in continuous use for many years and was only temporarily disrupted. He also noted that the amendment he was proposed would not apply to any property where the number of existing units was being increased. In that case, there should be one access fee charged for each new additional unit.

After further discussion, Ms. DeMeo, DPW Director suggested that since the Town was beginning to start a process that may end up with the creation of a new Water Dept., that the Board might want to consider tabling this issue until after the Town takes over management of the water system on July 1, 2022. Selectman Condon said he agreed with Selectmen Takesian, but asked the Board to table the item, as suggested by the DPW Director.

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to close the public hearing at 8:05 PM.

Motion by Selectman Condon, Second by Selectman Takesian; unanimously voted to table this matter until after July 1, 2022.

V. g. Update/Presentations (continued)

Lisa DeMeo, DPW Director, provided the following update to the Board:

- Street Maintenance: Ch. 90 paving is complete on Cushing, Bartlett and Baker Road; line striping and punch list items remain to be done; Caroline Drive, High Street and Shea Street will be paved next, by the same contractor. Pothole filling is on-going and a catch basin on Cable Avenue has been repaired.
- Tree Maintenance: Trees on Meaders Lane and Bartlett Street are scheduled to be taken down and others on the list are to be investigated.
- Snow/Ice: No contractors have signed up as of yet and other municipalities are seeing the same. She believes the Town will need to increase its rates.
- Street Opening Permits will close Nov. 19th with all work to be complete by Dec. 3rd. Schoolhouse Lane will become one-way next Monday, Oct. 25th.
- Parks: two employees have mowed and maintained 4 cemeteries, 5 fields and 7 town buildings. A part-time employee was doing landscaping at the town buildings, cemeteries, and parks has resigned, but his position was made full-time and has been filled. Lion's Park is scheduled to be fertilized and some dugout work is to be scheduled. In-kind services (masonry, concrete sidewalk) is being provided as the concession stand is finished. Sea of Green has done seeding, aeration, and weeding. New LED Christmas lights have been purchased.
- Solid Waste – permit sales are keeping on track with previous years, and the brush pile that was the subject of several complaints has been removed.

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- Facilities – All buildings: elevator inspections, generator inspections, and boiler inspections have been done. The DPW assisted the COA with the creation of the food pantry and installing a new shed. The railing at the Historical Society building was repaired.
- Comfort Station – The corner parking lot building is further along than the building on Broadway. Fencing on Broadway will come down when the decking and railings are complete and until then the roadway may be tight at times.
- Employees – DPW is preparing to hire full-time staff to manage and maintain the new comfort station. There was a small part-time staff this year, but more will be needed next year.
- Hydrant flushing – This was completed in the Spring; a notice was published in the local newspaper and on social media.
- Bridge Road Water Main Project – Construction is complete. Trench paving began today. Twenty of the 81 services have had their trenches patched. The traffic management plan was implemented as adjusted and seems to be working well.
- Wastewater – Construction continues on the Lafayette Road Sewer Project.
- Stormwater – The NPDES Permit MS4 Year 3 annual report was issued on time to DEP and EPA.
- Project Reviews – She continues to review projects for the Planning Board, Conservation Commission, ZBA and single family/small projects.
- Construction Oversight – Driftway: road has been completely rebuilt; new sidewalks and granite curbing were installed. New light poles, benches, and planters will be installed in the fall. Repairs were completed on the walls at Long Hill and the Colonial Cemetery, as requested by the Cemetery commission. DPW coordinated with MassDOT on the paving of Rte.1A (Beach Road) and completion of the Border-Boston Rail Trail and Trail connection.

h. Town Manager Update re: Proposal for Town to Take Over Operations/Billing for Water System

At the last meeting the Manager talked about proceeding with putting warrant articles together seeking appropriations to hire staff and purchase supplies, vehicles and equipment in support of creating a new Water Dept. for the Town. He informed the Board that he had done so and outlined the content of those articles. Article 25 is designed to fund salaries for a certain number of months for five positions plus overtime and health insurance, for a total of \$225,000. If this article is approved Ms. DeMeo will need to advertise and hire a chief operator right away. Article 26 is a request to purchase equipment for approximately \$185,000, most of which would be one-time purchases. Article 27 is for \$60,000 to purchase supplies, trailer rentals to use as office space, computers, desks, protective gear, etc. All of this funding is being requested at the Fall Town Meeting, then in the Spring of 2022 a new budget to operate the Water Dept. for the entirety of FY2023 would be proposed. If all of this funding is approved, he estimated that the cost to operating the water company would be about \$300,000 less than what the Town is paying Pennichuck to manage the Town's water operation now. He strongly urged everyone going to Town Meeting to vote for these three important articles.

Selectman Condon concurred with everything that the Manager said and said he believes the numbers being proposed appear to be realistic. If the Town is successful in this endeavor, a significant amount of money will be saved and he urged everyone in Town to vote in favor of the three articles.

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i. Vote to Support SCTV's Request for New High Definition Channel from Comcast

Mr. Wisniewski, Director of SCTV, prepared a video outlining the proposal to request a new High Definition channel from Comcast. In the video, Mr. Wisniewski noted that SCTV has upgraded all of its production and master control facilities from standard to high definition video. Comcast has granted Amesbury 1 HD channel for PEG broadcasts as a result of their franchise renewal, and technically the cable systems in Salisbury and Amesbury are mirror images. As a result of Salisbury's 2019 contract renewal with Comcast, SCTV has paid \$33,507.00 to upgrade all of the technology to send a digital HD signal on fiber optic cables to the Amesbury head end and everything is in place for Salisbury to have PEG in HD. To assist in negotiating this arrangement, the SCTV Board of Directors voted to allocate up to \$2,000 for a consultant who would represent both the Town and SCTV in negotiating with Comcast. There would not be any cost to the Town for the HD channel.

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to support the request of SCTV to have Comcast provide one High Definition cable TV channel for Salisbury Public/Educational/Government use (SCTV).

j. Vote to Refer to the Planning Board a Zoning Amendment re: Table of Use Regulations in the Lafayette-Main Commercial Zoning District

Mr. Harrington said that under Mass. General Law, any zoning articles for Town Meeting need to be referred by the Selectmen to the Planning Board for a public hearing. The proposed article is on the warrant for the Fall Town Meeting, and he urged the Board to vote in favor of referring it to the Planning Board.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted, as required by law, to refer to the Planning Board a Zoning Amendment re: Table of Use Regulations in the Lafayette-Main Commercial Zoning District.

VI. Sewer/Water

VII. Correspondence

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 Takesian, Second by Selectman Ray-Parrott; unanimously voted to ratify the signing of the following weekly warrants: W22-25 through W22-33.

XI. Executive Session - none

XII. Adjournment

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to adjourn at 8:55 PM.

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

Minutes of Sept. 27, 2021
Copies of licenses as listed
Info relating to Hearings
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: October 18, 2021

Re: October 18th Report to the Board

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

1) COVID-19 Vaccination Clinic

Health Director Jack Morris has been working with Liz Pettis at the Council on Aging to schedule a Covid-19 vaccine clinic, and I am pleased to report that such a clinic will be held on Saturday, October 23, from 9:00 AM until 12:00 noon at the Hilton Senior Center on Lafayette Road. This clinic will distribute first, second or booster dose of the Phizer vaccine only to those with an appointment. Booster shots will be available to everyone age 18 or older who had his/her second shot at least six months ago, on or before April 12, 2021. Residents can sign up by going on to the Town's website or by calling the Senior Center at (978) 462-2412. These shots are available on a first-come, first-served basis.

2) Bridge Road Trench Patching

The final trench patching for the Bridge Road water main replacement project will start this week and will continue for about 5-6 weeks. This is the last portion of this important project to be completed by the Town's contractor. Next year, MassDOT will include a complete mill and overlay (re-paving) of the entirety of Bridge Road, from the Gillis Bridge to Salisbury Square, as part of the State's larger project to improve the condition of Rte. 1 from I-95 to Salisbury. A traffic management plan has been put in place so that Bridge Road will remain open for those seeking to patronize local businesses while the trench patching is undertaken. This is slow work and the machinery is quite large, so alternating traffic flows will be controlled by police detail officers and/or flagpersons. Motorists who have no reason to stop on Bridge Road should seek alternate routes until the trench patching is complete.

3) School House Lane

As you know, at the Sept. 13 BOS meeting, the Board voted to make School House Lane a one-way street eastbound, for a six-month trial period. This action was taken in response to a petition from the neighborhood to study this as a safety issue, due to the fact that it is difficult to exit from School House Lane onto Lafayette Road in either direction. The Town is looking at making safety improvements in the School House Lane, Forest Road and Gerrish Road neighborhood, and it will be important for us to know whether School House Lane should be made one-way on a permanent basis, as such a move will inform some of our decisions re: installing

sidewalks and other safety measures in the neighborhood. Notification has gone out to residents in the neighborhood that this change will begin on next Monday, October 25. Signage will be installed, and a Code Red announcement will be made to residents in the neighborhood. For the benefit of other residents in town, however, I wanted to make this announcement tonight.

4) Driftway Project

I have made a decision to postpone the final paving and line striping on Driftway until early in the spring of 2022. There are several reasons for this move, but the primary one revolves around the need for the binder coat to settle over the winter due to subsurface soil conditions in the area. We have been in touch with the contractor and will notify owners of businesses whose front or rear entrances border on Driftway. There are other aspects of the project that have not been completed yet, such as the installation of new period lighting and outdoor seating at the easterly end of Driftway. Our goal is to have the entire project finished before Memorial Day weekend of 2022.

5) Triton District Communications Meeting

On Sept. 30, as you know, representatives of the three towns in the Triton school district were presented with updated estimates of costs related to a comprehensive facilities study that was performed over the past several months re: the physical condition of the Triton middle/high school complex. The study identified costs of about \$60 million to repair/replace all physical aspects of the buildings and campus that are outdated, not up to code, or require attention at some point in the upcoming years. The process for moving forward, in conjunction with the State, for a possible financial collaboration in addressing these concerns was outlined, and the three boards of selectmen have been asked to reply back to Triton with what portion (if any) of the plan they would be willing to support.

As you know, a workshop was held here at Town Hall last week on this matter, and the Board decided to forward to me their individual rankings of the repair/replacement projects they think the Town of Salisbury should support. I will compile this list and I suspect the Board will want to meet again to discuss before voting on submitting its recommendations to Triton. I urge all Board members to forward their recommendations to me before the end of the month.

6) Town Meeting

The Warrant Advisory Committee met on Oct. 4 to discuss the draft warrant articles for the Oct. 25 Fall Town Meeting, and on Oct.12 the Committee voted to recommend approval of all thirty-one (31) articles on the warrant. These articles include proposed funding for: additional street re-paving, to reduce the net cost of the new Welcome Center, additions to the Town's stabilization and capital stabilization funds, a new police officer and two new police patrol vehicles, capital improvements at Lions Park and Partridge Brook Park, and funding to begin putting together a new Water Division within the DPW, so that the Town might be able to take over operation of our water system operations and billing as of FY2022. In short, there are several important warrant articles that the Town is hoping the public will support, so I urge as many people as possible to attend Town Meeting on Oct. 25.