

**MINUTES OF THE SALISBURY BOARD OF SELETMEN MEETING  
MONDAY, MAY 11, 2020 – 7:00 PM  
MEETING HELD REMOTELY VIA ZOOM**

**PRESENT:** Selectmen Freeman J. Condon, Chairman; Donna Abdulla, Chuck Takesian, Wilma McDonald, and Ronalee Ray-Parrott  
**ALSO PRESENT:** Neil J. Harrington, Town Manager

**Call to Order/Salute to the Flag**

Chairman Condon called the meeting to order at 7:00 PM. He noted that, pursuant to the Governor's emergency order suspending certain provisions of the Open Meeting Law, the meeting was being held remotely, and is also being recorded and televised by SCTV Channel 12.

**I. Acceptance of Minutes  
Minutes of April 27, 2020**

Selectman Ray-Parrott moved that the Minutes of the meeting of April 27, 2020 be approved as presented. Selectman Abdulla seconded the motion, and it was adopted unanimously.

**II. Public Comment - none**

**III. Old Business none**

**IV. New Business**

- a. License Renewals: none**
- b. New Licenses: none**
- c. License Amendments - none**
- d. Liquor License Renewals - none**
- e. New Liquor Licenses - none**
- f. Committee Appointments - none**
- g. Update/Presentations: none**

**h. Vote to Approve New Form for Town Manager Annual Evaluation**

The Chairman noted that Selectmen McDonald and Ray-Parrott had worked diligently to update the Town Manager evaluation form that had been in place for several years. Selectman Abdulla then moved that the new Town Manager Evaluation Form, as presented be adopted for future use by the Board. Selectman Takesian seconded the motion and it was adopted unanimously.

**i. Vote to Approve Letter to be Sent re: Proposed Charter Changes**

The Town Manager explained that every 10 years, the Town's Charter must undergo a review process, and that a Charter Review Commission had been appointed in 2019 to complete this task. The Commission's report was approved at the Annual Fall Town Meeting in 2019, and the proposed Charter changes must be approved at the spring election, which has been re-scheduled for June 16. Prior to the election, State law requires that a letter from the Board of Selectmen and a summary of all Charter changes must be mailed to every household. The Town Clerk has prepared a letter for the Chairman to sign, and she is seeking to have the Board approve the letter, which her office will then mail out.

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Selectman Takesian moved that the Board approve the letter and authorize the Chairman to sign it, and direct the Town Clerk to have the letter mailed as required by State law. Selectman McDonald seconded the motion and it was adopted unanimously.

**j. Vote to Approve Sale of \$2,850,000 General Obligation Bond Anticipation Notes,  
Dated May 21, 2020, for Liberty Street Restoration and Lafayette Road Sewer  
Construction**

Finance Director Karen Snow explained that the Town needs to issue Bond Anticipation Notes prior to June 30 to cover the costs of the Liberty Street Restoration Project, which is already underway, and a portion of the debt, based on cost flow estimates provided by the Town's engineering consultants, Weston & Sampson, that will be occurring soon when construction begins on the Lafayette Road sewer extension project in the summer. The Town has other BANs which will be due on September 20, and Ms. Snow noted that all BANs, including the ones approved this evening, will be rolled over in September. She also informed the Board that four bids were received for the BANs for which she is seeking approval, and that the net interest cost of the lowest bid, submitted by Oppenheimer & Co., Inc., was 1.38%. She recommends approval of this bid. The Chairman commended Ms. Snow for her hard work and diligence in this matter.

Selectman Ray-Parrott made the following motion:

Voted: to approve the sale of the \$2,850,000 2.00 percent General Obligation Bond Anticipation Notes (the "Note") of the Town dated May 21, 2020, and payable November 24, 2020, to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus a premium of \$8,905.00.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated April 20, 2020, and a final Official Statement dated May 5, 2020, 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 undertakings 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 Notes for the benefit of the holders of the Notes 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 Notes 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.

Selectman Abdulla seconded the motion and it was adopted unanimously

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**VI. Sewer/Water**

**VII. Correspondence - none**

**VIII. Hearings – none scheduled**

**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:**

Selectman Abdulla moved that the Board ratify the signing of the following weekly warrants W20-110 through W20-112. Selectman Ray-Parrott seconded the motion, and it was approved unanimously.

Selectman Abdulla reminded everyone that volunteering is important, and she urged people who are interested in helping the community to step forward and volunteer to serve on a Town board. Selectman McDonald agreed and noted that with some recent resignations, there are positions available for people to serve.

Selectman Ray-Parrott said that she wanted to remind everyone that it is important to stay safe and to be kind during these difficult times.

Chairman Condon noted that he had been asked to remind everyone to wear a mask when outside in order to protect others. He also mentioned that he wanted to thank our legislators, David Tremblay and Jim Dondero, as well as the Town Manager, for all their efforts to get the Ring's Island Water District merger legislation passed. Finally, he thanked Finance Director for recently securing a \$20,000 grant for the Town and for all she does on a daily basis.

**XI. Executive Session**

Chairman Condon stated that there will be an executive session for the purpose of considering the approval of a new contract for the Confidential Administrative Assistant to the Police Chief and a renewal contract between the Town and SCTV, as having such a discussion in open session may have a detrimental impact on the bargaining position of the Board

Selectman McDonald moved that the Board go into executive session for the purpose of considering its bargaining position regarding the approval of a new contract for the Confidential Administrative Assistant to the Police Chief and a renewal contract between the Town and SCTV. Those in attendance at the executive session will be members of the Board and the Town Manager, and the Board will not return to open session.

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Selectman Ray-Parrott seconded the motion and a roll call vote was taken as follows: Ms. Abdulla – yes; Ms. McDonald – yes; Mr. Takesian – yes; Ms. Ray-Parrott – yes; Chairman Condon – yes. The Chairman then announced that the Board would meet in executive session for the purposes stated above and would not return to open session

Selectman Abdulla then moved that the executive session be recessed until Tuesday, May 12, at 3:00 PM. Selectman Ray-Parrott seconded the motion and a roll call vote was taken as follows: Ms. Abdulla – yes; Ms. McDonald – yes; Ms. Ray-Parrott – yes; Mr. Takesian – yes; Chairman Condon – yes.

**XII. Adjournment**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to adjourn at 7:28 PM.

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

Town Manager's Report

Copies of memos presented to the Board by the Town Manager

Minutes of April 27, 2020

Respectfully submitted:

Neil J. Harrington, Town Manager

Approved: \_\_\_\_\_

  
Chuck Takesian, Clerk