

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, FEBRUARY 14, 2022 – 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 January 24, 2022**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve the Minutes of January 24, 2022.

**III. Public Comment - none**

**IV. Old Business**

**Vote to Approve Corrected Transactions for the Hideaway Pub's Liquor License as requested by the ABCC.**

Motion by Selectman Condon, Second by Selectman Abdulla; unanimously voted to remove this item from the table. It was determined that because the proposed sale of the Hideaway Pub has fallen through, that there is no further action to be taken on this item by the Board.

**V. New Business**

**a. License Renewals:**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to renew a **Common Victualer** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals, for the Salisbury House of Pizza – 2 Beach Road.

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to renew an **Entertainment** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals, for: Ten's Show Club – 11 No. End Blvd.

**b. New Licenses - none**

**c. License Amendments**

**Vote to Amend the Liquor License for 5 Yogi Convenience Store – 5 Bridge Road for a change of Manager**

Motion by Selectman Ray-Parrott, Second by Selectman Abdulla; unanimously voted to approve the change of Manager from Manishumar Patel to Tusharkumar Patel.

**d. Liquor License Renewals - none**

**e. New Liquor Licenses**

**One-day Liquor License Permit for a Fundraiser to benefit the Fire Victims sponsored by the Winner's Circle on Feb. 19, 2022 at the Salisbury Elementary School**

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Jeff Duford, Owner of the Winner's Circle, and Ed Martin appeared before the Board and explained that they were looking to raise funds to assist those displaced by the fire at Salisbury Beach in mid-January, and they have proposed a cornhole tournament, to take place at Salisbury Elementary School on Saturday, February 19. Several Board members commended Mr. Duford and Mr. Martin for suggesting this idea and spoke in favor of granting them a one-day liquor license for the event.

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve the One Day Liquor License Permit.

**f. Committee Appointments**

**Library Trustees – 1 vacancy for a term to expire 6/30/23; 1 applicant – James Dondero**

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to appoint James Dondero to the Library Board of Trustees for a term to expire 6/30/23.

**g. Update/Presentations: Finance Director/ Cemetery Commission**

**Karen Snow**, Finance Director, reported that FY21 is closed out and all the required reports have been submitted and approved by the State. The FY21 audit is complete and also has been filed. For FY22, she noted that revenues to date are at 66.7% of budget and expenditures are at 67.1%. Overall, the status of the current year's budget is good. She said she is now just starting on the FY23 budget and is compiling all requests from the department heads. She has not received any projected increases to the general health insurance costs, but there will be an 8% increase in the Medicare plan for the retirees. She noted that the preliminary cherry sheet numbers for FY23 look pretty good. She is still dealing with the COVID-19 federal monies but the final reports have been closed out. The draft of a new Financial Management Policy is done, which should help significantly when the Town next goes out to borrow. Selectman Condon commended Ms. Snow for the incredible job she continues to do.

**Gordon Frost**, Chairman of the Cemetery Commission, reported that the wall at Longhill Cemetery has been repaired, but will need to be rebuilt completely in the future. He also stated that the wall at the Colonial Cemetery had some repair work, but will need more. Regarding a proposed burial at the Colonial Cemetery by a resident who claimed he had purchased a burial plot there 20 years ago, Mr. Frost reported that this issue was discussed several times by the Commission and ultimately the Town Manager decided to contract with a company to survey the proposed burial area with Ground Penetrating Radar and it was determined that there were potential unmarked graves in the area where the person wished to be interred. Thus, the Commission voted not to allow that person to be buried at his proposed location, and closed the Colonial Cemetery for any future burials. Finally, Mr. Frost reported that despite concerns expressed by the Commission, no concrete steps had been taken yet to expand burial areas at Longhill Cemetery. He noted that this is major priority for 2022. He also expressed some concern about the overall maintenance of all cemeteries, noting that some issues are not being addressed on a timely basis. He said that the Commission believes they need to have a better working relationship with the DPW in order to have certain items removed from the graves and to get the grass cut in a more timely manner.

Selectman Condon commended the Commission for the work they do, despite having received, in his opinion, some unjust criticism, he thanked Mr. Frost for his leadership of the Commission, and said he hopes the Commission members will any unfair criticism roll off their back.

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**h. Vote to Add New Members to the Master Plan Update Committee: Terry Marengi, Eugene Dean III, and Susan Pawlisheck**

Chairman McDonald reminded the Board that at its last meeting they appointed several members of Town boards and commission to serve on a committee to update the Town's Master Plan, and that the Board had solicited members of the public who wished to serve on the committee to volunteer. Three individuals had submitted their names: Terry Marengi, Eugene Dean III and Susan Pawlisheck.

Motion by Selectman Takesian, Second by Selectman Condon; unanimously voted to add the following three individuals to the Master Plan Update Committee: Terry Marengi, Eugene Dean III, and Susan Pawlisheck.

**i. Vote to Schedule Public Hearing for a New Liquor License for Sin A Loa – 3 Broadway**

Selectman Abdulla excused herself and left the meeting room before any action was taken.

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; voted 4-0 to schedule a public hearing for a new liquor license for Sin A Loa at 3 Broadway on February 28, 2022 at 7:15 PM. After the vote, Selectman Abdulla returned to the meeting.

**VI. Sewer/Water**

**VII. Correspondence**

**VIII. Hearings - none**

**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: W22-61 through W22-67.

Selectman Ray-Parrott invited everyone to the Elementary School to participate in the Cornhole Tournament sponsored by the Winner's Circle to benefit the fire victims. She also acknowledged Uncle Eddie's who raised over \$8,000 by having an event for the victims.

Selectman Condon thanked Council on Aging Director Liz Pettis, who has been working day and night to help the victims of the fire and tracking the funds that have been donated. He also thanked Janet Hofmann and Karen Snow of the Finance Department for their help in disbursing the money, and spoke about the generosity of the many people who had donated to the relief fund. He noted that in addition to sizable donations from the Institution for Savings and the Newburyport Bank there were numerous people from Salisbury and all over the State who contributed and the number of gift cards was extraordinary. Citing examples, he reported that the day after the fire the Red Cross responded and disbursed \$500 checks to the victims. There was also a donation from a 91-year old woman from

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Minnesota who vacationed in Salisbury when she was younger and said she wanted to help. He added that the tragedy of the fire cannot be discounted, but we can't discount the generosity either.

Mr. Condon reminded everyone that there were people who lost everything, but fortunately no lives were lost. He also commented that there was a huge advantage to having the Town collect and disburse the funds because there are no fees taken and 100% of the money raised has gone to the people affected. Finally, he thanked everyone involved. The Town Manager said he received an e-mail from Ms. Pettis stating that, in total, between donations and gift cards, \$112,000 has been raised.

**XI. Executive Session - none**

**XII. Adjournment**

Motion by Selectman Takesian, Second by Selectman Ray-Parrott; unanimously voted to adjourn at 8:15 PM.

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

Minutes of Jan. 24, 2022

Appointment Request Letter

Copies of licenses as listed

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: February 14, 2022

Re: February 14<sup>th</sup> Report to the Board

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

### 1) North End Boulevard Project

On February 8, MassDOT held a remote public meeting to present its latest version of a proposed reconstruction and improvement plan for North End Boulevard. About 100 people logged onto the meeting. This “hybrid” plan incorporates the essential elements of three different alternatives that have been under consideration for the past two years, including: a complete resurfacing of the street, significant drainage improvements, more clearly-marked crosswalks with “bump-outs” for enhanced safety, a 6.5 foot sidewalk and a 9-foot two-way separated bike lane (both on the west side of the street), two 10.5 travel lanes, and a “mountable” berm on the east side of the roadway.

In the spring, the Town will geographically divide the affected area into thirds and invite residents and property owners from each area to one of three meetings where MassDOT will have a “roll out” plan on display for people to view and ask questions about the various aspects of the project design and how the plan might affect their properties. Not surprisingly, some people on the east side of North End Blvd. are concerned about the potential loss of parking compared to the current situation, where parking has existed for years on the State highway right-of-way.

The Town’s goal is to get the best possible project to what is called a “25% design” stage, so that it can get in line for future funding of roadway projects within the Merrimack Valley area. With a large influx of federal funds becoming available over the next five years for roadway, water and sewer infrastructure projects, this will be the best chance to get sorely-needed improvements on North End Boulevard in many years.

### 2) Remote Meeting Changes/Indoor Mask Requirements

During this past week, the Legislature passed and sent to the Governor a major bill whose goal was to address several outstanding issues related to Covid-19. Included in the legislation is a provision extending the option for public boards and commissions to meet remotely or in a hybrid fashion from April 1 to July 15. Each board may vote decide whether it wants to return to meeting in person or to continue meeting remotely. Also, upon examining the positivity rate for Covid in Salisbury over the past month, we believe it is safe for the Town to discontinue the

practice of requiring masks to be worn by employees and visitors to Town Hall and other town buildings. Therefore, effective at the end of this week, February 18, masks will no longer be required. Of course, employees and members of the public may continue to wear masks on a voluntary basis.

### 3) Triton Landlord/Tenant Issue

Last week, a meeting of the study group looking at the landlord/tenant issue re: Triton's desire to execute similar leases with all three Triton communities for use of their respective elementary school buildings was held. We discussed the draft of a proposed lease in which the responsibilities of the District and the towns were clearly spelled out, and I have forwarded that draft lease to Town Counsel for legal review. I have also requested that an evaluation be done of the mechanical systems (HVAC, electrical, plumbing, elevators) at Salisbury Elementary School so that the Town is aware of the condition of these components of SES before we contemplate signing any lease. A walk-through evaluation at SES was performed the last time the District and the towns discussed the landlord/tenant issue, but I believe we need to get a more complete picture of the status of SES's mechanical systems before moving forward.

### 4) Update on New Water Division

On February 7, the study committee working on making the transition from Pennichuck's management of the Town's water supply system to operating our own Water Division with DPW met to assess progress and outline priorities for the coming months before the July 1 take over date. Things are going well, with the new Chief Water Operator being hired, vehicles, supplies and a new office trailer being ordered, and a meeting having been set up for later this week with DEP to make sure the Town will be meeting all of the State's requirement for taking over the operation of the water supply. The next important hire will be the head administrative aide, who will supervise the operation of the office, including the water billing operation. This position has been advertised and we expect it to be filled sometime in March. In the meantime, we will be in touch with Pennichuck to set up meetings to talk about the transfer of its data base, the uploading of their maps of our water system onto our GIS data base, and the transfer of any Town-owned equipment and supplies before July 1.

One item that was discussed at last week's meeting was whether the Town should consider moving from a monthly billing system for water to a quarterly billing system. The study group is strongly in favor of such a move, as it will ultimately save money in terms of meter reading. Currently, Pennichuck has one person who does nothing but read water meters every single day, so that the billing can be done on a monthly. The decision to move to a quarterly billing system is one that the Selectmen, as Water Commissioners, will need to make, so I wanted to mention it now because if the answer is "yes", the Town will need to do extensive outreach of all of our water consumers to inform them of such a change. I recommend that the Board begin to think about this issue now, as a vote sometime in the spring would be necessary to give us time to inform the public.