

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 27, 2023 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**PRESENT:** Selectmen Chairman Chuck Takesian, Donna Abdulla, Wilma McDonald,  
Ronalee Ray-Parrott, and Michael Colburn

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

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

Chairman Takesian called the meeting to order at 7:00 PM in the Colchester Room, Salisbury Town Hall. He then announced, per the Open Meeting Law, that this meeting is being recorded and broadcast live.

**II. Acceptance of Minutes  
Minutes of March 13, 2023**

Motion by Selectman Ray-Parrott, Second by Selectman Colburn; unanimously voted to approve the Minutes of March 13, 2023, as written.

**III. Public Comment - none**

**IV. Old Business - none**

**V. New Business**

**a. License Renewals - none**

**b. New Licenses**

Motion by Selectman McDonald, Second by Selectman Ray-Parrott; unanimously voted to approve a **General** license for East Coast Archery – 141 Bridge Road (formerly Big Al's Archer's Paradise)

**Special Event Permits**

Tortoise & the Hare – April 8, 2023 – 10AM – 12 noon; Color Run for all ages. Sponsored by Parks & Recreation

Motion by Selectman Abdulla, Second by Selectman McDonald; unanimously voted to approve.

**c. License Amendments - none**

**d. Liquor License Renewals - none**

**e. New Liquor Licenses**

**One-Day Special Liquor License Permit**

Tortoise & the Hare – April 8, 2023 – 10AM – 12 noon; Color Run for all ages. Sponsored by Parks & Recreation

Motion by Selectman McDonald, Second by Selectman Abdulla; unanimously voted to approve.

**f. Committee Appointments**

Board of Registrars – 1 Open Seat – 1 Applicant: Donald Beaulieu

Motion by Selectman Ray-Parrott, Second by Selectman McDonald; unanimously voted to appoint Donald Beaulieu to the Board of Registrars for a 3-year term to expire March 31, 2026.

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**g. Update/Presentations: DPW Director/Historical Commission**

**Jamie Tuccollo, DPW Director**, gave a PowerPoint Presentation on the proposed paving management schedule highlighting the proposed Spring and Fall paving schedule. He then reported on the following:

Route 1 Sewer Project Update – Weston & Sampson will be retesting the new sewer system the week of March 27<sup>th</sup>. Property owners will be notified by DPW as to when they will be able to connect to the system. They have been encouraged to seek estimates from the approved drain layers list, which is posted on the Town's website.

Cemetery – New fencing has been ordered for the Maplewood Cemetery and will be installed the week of March 27<sup>th</sup>. Tree trimming at Long Hill is to begin April 5<sup>th</sup> to be completed April 6<sup>th</sup>. Paving at Long Hill will be completed at the time of Spring paving at the beginning of May and will be completed in phases.

Recycling Center – Effective April 1<sup>st</sup> the center will be open on Wednesday evenings from 4:00 – 8:00 PM; otherwise, the center is open on Saturdays 9:00 AM – 2:00 PM year-round and on Wednesdays 4:00 PM – 8:00 PM from April 1 – Nov. 1. Annual recycling passes are \$25 and available at the Town Clerk's office. He said he is looking to change the layout of the center to reduce backups.

**Connie Hellwig, Historic Commission**, stated that the Commission voted at their last meeting to have her talk about one thing of her choice and she decided to speak about the Pike School. She thanked everyone who had visited the School over the past year. She then gave a presentation of the general condition of the property and the what repairs need to be done.

- The fence needs to either be replaced or removed and she gave an estimated cost to repair it.
- The shutters are crumbling and falling apart and need to be replaced. She got an estimate of \$6,500 plus extra for the framing around them.
- The windows need to be re-glazed. She did some of them last Fall because if they were not done they would have fallen out.
- The estimate for those three items came out to about \$21,500.
- There are also some items (paintings/pictures) that need to be preserved.

She asked that the Town Manager and Selectmen support the Commission's requests.

Overall, the Selectmen and Manager said they supported the Commission and suggested that quotes be obtained for the work. She was also urged to apply for certain grants as they become available.

**h. Vote to Renew Contract for Confidential Administrative Assistant to the Fire Chief**

Mr. Harrington had provided the Board with a memo outlining the changes being proposed to Ms. Wright's contract. He stated that she has been in the position for five years and that the new contract was for three years, with an option to renew for an additional two years.

Motion by Selectmen McDonald, Second by Selectman Ray-Parrott; unanimously voted to approve the new contract for Ms. Wright as presented.

**i. Discussion/Vote on Policy re: Use of Town-Owned Land**

Selectmen McDonald and Abdulla prepared a proposed policy for Board review and approval that had been previously submitted to the Board in draft form. Selectman Ray-Parrott thanked them both for doing so and pointed out that when the Board creates a policy there must be two readings before the policy can be approved in its final form. Therefore, she asked that the Board request that the Town

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Manager send it to Town Counsel for review and suggested changes, if any. The policy could then be placed on the agenda of a subsequent meeting for approval.

Motion by Selectman Ray-Parrott, Second by Selectman Abdulla; unanimously voted to refer the draft policy re: the use of Town-owned land to Town Counsel for review.

**VI. Sewer/Water**

**VII. Correspondence**

Notification from Comcast re: Programming Advisory.

**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 Ray-Parrott, Second by Selectman Abdulla; unanimously voted to ratify the signing of the following weekly warrants: W23-110 through W23-115.

Selectman Colburn acknowledged and thanked retiring Selectman Wilma McDonald for the many years she served on various boards and commissions in the Town.

**XI. Executive Session - none**

**XII. Adjournment**

Motion by Selectman Ray-Parrott, Second by Selectman McDonald; unanimously voted to adjourn at 8:08 PM.

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

Minutes of March 13, 2023

Copies of licenses as listed

Appointment Request Letter

Town Manager's Report

Respectfully submitted:


Janet E. Flannery, Secretary

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

  
Michael Colburn, Clerk

## MEMORANDUM

To: Members of the Board of Selectmen

From: Neil J. Harrington, Town Manager 

Date: March 27, 2023

Re: March 27<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) Warrant Advisory Committee

Karen Snow and I have been busy preparing the first draft of the FY2024 budget to present at the next meeting of the warrant Advisory Committee, which will be held on Wed. March 29 at 6:30 PM in the Colchester Room. The Committee will also be going over the status of the FY23 budget and setting a schedule of meetings between now and the Annual Town Meeting, which will be held on May 16. Board members are welcome to attend.

2) Energy Grant Award

I am pleased to announce that the Town has been awarded a \$134,318 grant from the Green Communities Division of the Dept. of Energy Resources, following the submission by Planning Director Lisa Pearson of a competitive grant application. The grant funds will be used for three projects that will increase energy efficiency in Town-owned buildings:

- \$52,520 to provide an air source heat pumping system for the DPW building
- \$53,350 to provide an air source heat pumping system for the Fire Headquarters
- \$28,448 to provide weatherization improvements to the Fire Headquarters

These improvements will provide long-term energy savings for these two buildings. I would like to commend the Planning Director, who also serves as our Green Communities coordinator, for putting together another successful grant application.

3) Street Paving

Thanks to members of the Board for submitting to me your preferred list of streets to be paved in 2023. I met with DPW Director Jamie Tuccolo on Friday, March 24, to discuss this year's street paving program, including his proposal to divide the Town into 5 sections, so that street paving can be rotated evenly throughout town. There is about \$1 million available for street reclaiming/resurfacing this year, and I expect that Mr. Tuccolo and I would be able to finalize the list of streets to be improved within the next few weeks.