

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, DECEMBER 18, 2017 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**PRESENT:** Selectmen Chuck Takesian Chairman; Henry Richenburg, Freeman J. Condon,  
and Ronalee Ray-Parrott  
**ABSENT:** Selectman McDonald  
**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 November 13, 2017 and November 27, 2017**

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to approve the Minutes of Nov. 13, 2017 and Nov. 27, 2017 as written.

**III. Old Business - None**

**IV. New Business**

**a. License Renewals For 2018:**

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to renew a **Class I** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for: Howard Motors – 141 Beach Road and Ryder Vehicle Sales – 74 Main Street.

Motion by Selectman Ray-Parrott, Second by Selectman Richenburg; unanimously voted to renew a **Class II** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for: Highland Motors – 205 Lafayette Rd., Westside Trucking – 172 Elm St., Performance Distributing – 211 Lafayette Rd., PNK Sales – 61 Bridge Rd., DPW Associates – 98 Elm St., and Trans East Equipment – 67 Main St.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to renew a **Class III** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for: Paul's Auto Salvage – 71 Seabrook Rd.

Motion by Selectman Ray-Parrott, Second by Selectman Richenburg; unanimously voted to renew a **Repair** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for: Bob Fuller Truck & Repair – 74 Main St., Cassidy's Auto Body – 29 Locust St., Harry's Auto Repair – 27 Elm St., Glen's Auto Repair – 90 Lafayette Rd., Stan's Place – 205 Lafayette Rd., and Claxton Powersport – 142 Lafayette Rd.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to renew a **General** license, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for: Eclix Salon – 50 Elm St., Andover Healthcare – 9 Fanaras Dr., ALLPEST – 72 Elm St., Golden Nails – 4 Elm St., Cash for Gold – 158 Bridge Rd., Bartlett's Sawmill – 22 Congress St., Bartlett's Farm Stand – 96 Main St., American Landscaping – 68 Folly Mill Rd.,

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Johnson Lumber – 133 Main St., Rangeway Golf – 167 Elm St., Bishop Farm – 7 Taft St., Gordon's Sew & Vac – 54B Bridge Rd., Beach Rose RV Park – 147 Beach Rd., RB Entertainment – 59 Elm St., Mike's Package Store – 121 Bridge Rd., Systems by Miles – 57 Elm St., Audiology Network Svcs. – 158 Bridge Rd., Complete Car Cleaning – 106 Bridge Rd., Essential Balance Wellness – 141 Bridge Rd., Bridge Marina – 179 Bridge Rd., Ring's Island Marina – 14 1<sup>st</sup> St., Ralph Tatro – 15 Folly Mill Rd., Cove Marina – 8 Friedenfels St., David's Fish Market – 54 Bridge Rd., Santos Marble & Granite – 44 Bridge Rd., Tri-City Cuts – 38 Lafayette Rd., Roberts Electric Supply – 154 Elm St., Dot's Beauty & Wig Center – 114 Elm St., Tom's Discount Store – 175 Elm St., Ozzie's Fried Dough – 15 Broadway, LKB Tires – 11 Main St., Knight Oil – 126 Rabbit Rd., Play All Day – 191 Elm St., Fort Hill Antiques – 3 Congress St., Four Star Limousine – 14 Elm St., Straight Line Bait & Tackle – 110 Elm St., DeLuca's Auto Wash – 106 Elm St., C&R Realty – 110 Elm St., Leeward Light – 126 Bridge Rd., Elm St. Laundromat – 6E Elm St., Beyond the Leash – 5 Fanaras Dr. Unit A, Extra Space Mgmt. – 143 Lafayette Rd., PV Engr. & Mfg. – 88 Rabbit Rd., CDC Packaging – 2 Joy Rd., Essence Nails & Spa – 111 Lafayette Rd., Whole Foot – 167 Elm St., Cinemagic – 6 Merrill St., Stateline Liquors – 45 Toll Rd., Express Food Mart – 183-185 No. End Blvd., Salisbury Discount House – 11A Broadway, Firewood & Lawncare – 72 Mudnock Rd., Sand Dollar Annex – 16 Broadway, Prime A-1 State Line – 242 Lafayette Rd., Ditto Pines Construction – 13 Collins St., Vicki's Nail Spa – 6 Merrill St. Unit 5, Clover Club Boat Storage – 40 Bridge Rd., Footloose Dance Studio – 1 Merrill St. Ste. 3, Carparts Dist. Ctr – 6 Merrill St. Ste. 2B, All Natural Training – 6 Merrill St. Units 10A&B, Sunshine Laundromat – 183 No. End Blvd., Karen Holmes Physical Therapy – 191 Elm St., U-Haul of Salisbury – 6 Merrill St., Salisbury Winnelson – 2 Fanaras Dr. Unit 2A, Kaknes Landscape & Patio – 109 Rabbit Rd., Community Beauty Shop - 45 Baker Rd., Body Trends – 102 Bridge Rd., Big Al's Archer's Paradise – 141 Bridge Rd., Dick's Variety North – 2 Main St., Salisbury Mini Storage – 95 Rabbit Rd., Say I Do – 10 First St., Bennie's Catering – Mobile Food Truck, TH Glennon – 25 Fanaras Dr. Wash N' Wags – 8A & B Beach Rd., Circle Insurance – 10A Elm St., Dollar Tree – 208 Elm St. Hall's Towing – 205 Lafayette Rd., Mattress Depot – 122 Lafayette Rd., Wayside Collectibles – 10C Elm St., Latitude Sports Club – 191 Elm St., By the Sea – 4 Ocean Front North, Jilly's Bistro – 8 Broadway, and Salisbury Mini-Mart – 192 Elm St.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; 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: Kitten's – 99 Bridge Rd., Hideaway Pub – 183 No. End Blvd., Antonio's Pizzeria – 188 Lafayette Rd., Good Fortune – 2 Elm St., Mapoutias' – 147 Bridge Rd., Salisbury House of Pizza – 2 Beach Rd., Carmelos – 18 Broadway, The Deck – 179 Bridge Rd., Nick's Place – 111 Lafayette Rd., Pat's Diner – 11 Bridge Rd., Fast Freddie's – 66 Main St., China Buffet – 6 Merrill St., Unit 16A, Cosmos Restaurant – 136 Rabbit Rd., Dunkin Donuts – 46A Toll Rd., All American Tavern – 34 Bridge Rd., Sylvan Street Grille – 195 Elm St., Rico's Café – 6 Elm St., Ten's Show Club – 11 No. End Blvd., Dunkin Donuts – 15 Lafayette Rd., Gracies Bar & Grill – 5 Broadway, Capri – 3 Central Ave. Seaglass – 4 Ocean Front North, and Surfside – 25 Broadway

Motion by Selectman Ray-Parrott, Second by Selectman Richenburg; unanimously voted to renew a **Parking Lot** license for: Broadway Parking – 12 Broadway and Joseph Wekelo – 207 No. End Blvd.

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**b. New Licenses**

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve a **General** license to Marksman Machine – 137 Lafayette Rd.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to approve a **Special Event Permit** to LOCO Sports for their annual 5K Road Race on Feb. 17, 2018.

**c. License Amendments - none**

**d. Committee Appointments**

**Cultural Council** – 1 vacancy for 3 years: 1 applicant – Heather Price-Johnson

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to appoint Heather Price-Johnson to serve on the Cultural Council for a 3-year term to expire June 30, 2020.

**e. Update/Presentations: Police Chief/Liquor Commission**

**Mike Gilbert, Chairman**, reported that this has been rather a very quiet year. Thirty renewal licenses have been dropped off to the Treasurer's office to be picked up by the businesses. He then announced that the Liquor Commission will be disbanding after the Home Rule bill is approved by the Legislature and signed into law, after which all liquor licensing issues will come under jurisdiction of the Board of Selectmen. Selectman Condon asked why the Liquor License Commission had sought to disband and Mr. Gilbert explained that the whole licensing process has become quite automated: e-mails are sent to the Town Manager's office and then forwarded on to him. The involvement of the Commissioners has been reduced and the Police Dept. does the inspections now. The ABCC comes into town to inspect and there has only been one incident in the past year. Selectman Ray-Parrott said that she had heard rumors that the Selectmen requested this change and Mr. Gilbert clarified that the Liquor Commission files the warrant article for the Home Rule bill; the Selectmen did not request this change.

**Police Chief Fowler** gave a comparison of a few Police Dept. statistics over the same time period from last year: calls for service increased by 9.2%, arrests are down by 4%, motor vehicle crashes are up by 8%, and there continues to be opiate overdoses – there were 56 heroin overdoses, with six being fatal. Personnel: Sgt. Scionne retired in June and Officer Richard Dellaria was promoted to Sergeant. Officer Jeff Greene was hired to fill Sgt. Dellaria's position and he is presently at the Academy. Six new per diem dispatchers were hired and the combined fire & olice dispatcher function will become effective Jan. 1, 2018. Six new parking kiosks have been purchased and will be up and running by the summer of 2018. He also announced that the Department has received full Accreditation, which was one of his goals to achieve since he became Chief.

Citizen surveys were sent out in June and 142 responses have been received to date. The purpose of the survey was to find out areas of residents' concerns and to gauge how safe they feel. He said it was good to receive input from the citizens so the Department knows where they can help.

Selectman Condon commended the Chief on the Department receiving full accreditation and commented that he believes combining fire and police dispatch is a very good idea.

Selectman Ray-Parrott referred to the reverse 911 system used during the power outage in October, noting that since many residents had lost power they didn't get the Town's messages. She asked if there was any way that people could be notified through their cell phones. Chief Fowler sad that residents can register their cell phone numbers vis the Police Dept of the Town's website and they would receive the reverse 911 calls.

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**f. Vote to Approve the 2018 Election & Town Meeting Schedule**

Motion by Selectman Richenburg, Second by Selectman Richenburg; unanimously voted to approve the 2018 Election and & Town Meeting Schedule as presented.

**g. Vote to Approve General and Long-Term Funds Investment Policy for Town**

Mr. Harrington had provided a memo to the Board recommending adoption of a formal policy relating to the investment of two types of Town funds: General & Long-Term Funds and Other Post-Employment Benefits (OPEB) Liability Trust Funds, and asked the Finance Director to explain the rationale for adopting these two policies.

Finance Director Karen Snow explained that all the Town's money is just sitting in local bank accounts yielding very little return. Over the summer, she had recommended that Bartholomew & Company, an investment company with over 100 municipal clients, make a presentation to the Board re: the benefits of hiring an outside professional firm to manage the investment of Town funds. One of the recommendations that Bartholomew made was that the Town adopt formal investment policies. Adoption of the recommended Policy Statements would govern how certain types of money are invested.

Ms. Snow then gave an explanation re: the balances and types of funds that the Town controls and how these funds are currently invested. She noted that OPEB is different from the General Fund because it is governed by a different statute. If the Selectmen decide to adopt the recommended Policy Statements, every year she and the Treasurer will review the policies and make any updates if necessary. They will monitor all investments, along with whatever investment firm the Town decides to hire. That company will make recommendations, but she and the Treasurer will make any final investment decisions. She said she would like to have the investment Policy Statements in place at the time when an investment company is hired. Members of the Board asked Ms. Snow a few questions about her presentation.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to adopt the General and Long-Term Funds Investment Policy for the Town, as presented by the Town Manager.

**h. Vote to Approve Other Post-Employment Benefits Liability Trust Fund Investment Policy for Town**

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to approve the Other Post-Employment Benefits Liability Trust Fund Investment Policy for the Town, as presented by the Town Manager.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to delegate the authority of signing the policies to the Treasurer.

**i. Vote to Approve Host Community Agreement Between the Town and Alternative Therapies Group, Inc. for Operation of Registered Marijuana Dispensary (RMD) in Salisbury**

Mr. Harrington said that the Memorandum he had provided to the Board described the Agreement and that Mr. Edwards was present tonight to answer any questions if any, but the terms are clearly stated.

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Mr. Edwards will be meeting with the Police Chief to go over all the regulations, etc. and he also has to go through the permitting process before opening.

Selectman Condon thanked Mr. Edwards for being here and said he has been a proponent of medical marijuana, but there is the potential for recreational marijuana which isn't legal yet and he asked Mr. Edwards if it is his intent in to future to sell recreational marijuana. Mr. Edwards replied that if the Town voted to allow recreational marijuana sales the answer would likely be "yes."

Chairman Takesian said there are people in the community who would like to know what is in the Agreement, so the Manager presented a quick overview of the important provision and said that once the Agreement is approved by the Board he will have it posted on the Town's website.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to Approve the Host Community Agreement between the Town and Alternative Therapies Group as presented.

**j. Vote to Discontinue the Use of the AccuVote Tabulator effective immediately and to Approve the use of the ImageCast effective immediately**

Mr. Harrington informed that Board that Town Clerk Melinda Morrison had asked that this item be placed on the agenda. He reminded the Board that an appropriation had been approved at the Fall Town Meeting to purchase new voting machines for the Town.

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to discontinue the use of the AccuVote Tabulator effective immediately and to approve the use of the ImageCast effective immediately.

**k. Vote on Selectmen's Meeting Schedule for 2018**

Motion by Selectman Ray-Parrott, Second by Selectman Condon; unanimously voted to adopt the Selectmen's Meeting Schedule for 2018, as presented, with one change: change the March dates to March 5 and 26.

**V. Comments by Visitors**

Atty. Adam Costa, representing the Harrison family, which is potentially opposing the renewal of Harold Congdon's licenses, addressed the Board. He brought to the Board's attention a letter re: the concerns of neighbors on the condition of Mr. Congdon's property and he cited conditions on previous renewals of Mr. Congdon's licenses that are not being adhered to. He also questioned some inconsistencies on Mr. Congdon's paperwork as to the size of the property being utilized for his various business licenses.

Selectman Condon said he can't disagree with anything Atty. Costa said. Speaking only for himself, he said he is concerned that private citizens have had to incur considerable expenses in order to seek compliance by Mr. Congdon re: the conditions that the Board has placed on his licenses and he agrees that the Board has been derelict with this matter. He further stated he will personally take a good look at this issue again, as it should be scrutinized more closely than it has been in the past.

**VI. Sewer/Water**

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**VII. Correspondence - none**

**VIII. Hearings**

**7:15 PM – National Grid – New Pole Installation for Service at 81 Baker Road**

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to open the Hearing at 7:22 PM.

The National Grid Representative explained that the new pole installation was to provide service to a new home located at 81 Baker Road.

There were two abutters present: Michael Litkofski, who lives on Rabbit Road, had some questions and concerns initially but they were answered by the Representative just prior to his presentation. The second abutter lives at 76 Baker Road, right across the street from the new house. His concern is that if the new pole is placed where planned he will have wires hanging in front of his house, and he asked if the pole could be placed across the street at pole #79, where the wires wouldn't be a problem to anyone. The Representative said the pole the abutter is talking about is on private property and National Grid doesn't have the right to go on it, but he made a commitment that his concerns would be addressed and National Grid will move the location of the pole so the wires will not be in his view.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to close the hearing at 7:32 PM.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve the solution for the pole location proposed tonight by National Grid that will alleviate everybody's concerns.

**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: W18-77 through W81-90**

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to ratify the signing of the following weekly warrants: W18-77 through W18-90.

**b. Subcommittee Reports**

**Lafayette Corridor Sewer Extension:** Mr. Richenburg reported that the Town is still seeking grants to help defray the cost of the betterments.

**XI. Executive Session - none**

**XII. Adjournment**

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to adjourn at 8:28 PM.

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

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Minutes of Nov. 13, 2017 and Nov. 27. 2017

Copies of licenses as listed

Info on the Investment Funds

The Host Agreement between the Town and Alternative Therapies Group

Meeting Schedule


2018 Election & Town Meeting Schedule

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: December 18, 2017

Re: December 18<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) State-Owned Land Valuation

Chief Assessor Cheryl Gorniewicz and Atty. Thomas McEnaney of KPLaw exchanged several documents and held multiple conference calls with officials from the State Department of Revenue over the past few weeks, in order to try and reach agreement on a new State-Owned Land valuation for Salisbury before the Appellate Tax Board hearing on Salisbury's appeal of the initial DOR determination of values is scheduled to be heard in January. As of late last week, it appeared that progress had been made, but a final agreement has not been reached. I am hopeful that we will have something to announce soon.

2) Comcast Cable TV Contract Negotiations

Atty. Peter Epstein and I held two recent conference calls with Comcast officials in an attempt to reach agreement on a new 10-year contract, and we have made some progress from our negotiations over the summer and fall, but we have not yet finalized the terms of a new deal. There are only a few remaining items to be settled, but they involve significant sums of money, so it's hard to predict whether we will be able to reach agreement anytime soon.

3) New Fire Dept. Appointments/Combined Dispatch

As a follow-up to the appropriation approved at the Annual Fall Town Meeting, Fire Chief Scott Carrigan has been planning the implementation of a reorganization of the Fire Department built on the premise that the Town will eventually transition of a full-time department. To that end, I have approved the appointment of five current part-time Special Duty Firefighters as full-time Firefighters, effective January 1, 2018. The Chief's new plan will allow for four groups of firefighters, each with a supervising officer, that will work two 10-hour and two 14-hour shifts per work week. This plan will allow for adequate staffing for all fire and other emergency calls, greatly increasing efficiency and employee safety.

At the same time, a new combined police and fire dispatch system will also take effect on January 1, so that firefighters will no longer be responsible for dispatching from the main fire station. Enhanced training and new staffing at the police dispatch center has been designed to handle all emergency calls, and both Chief Fowler and Chief Carrigan have worked closely to get this new dispatch system ready for implementation.



4) Potential Purchase of Street Lights

My Chief Aide, James Ryan, has been working on investigating the possibility of the Town eventually purchasing all of the National Grid street lights in Salisbury and then converting all of this lighting to LED. With dedicated funding from the Town's Green Communities grant, we are now in the process of hiring a firm to conduct an audit to identify and locate all of the 853 street lights in town, estimate the cost of purchasing these lights and the savings that would result, and recommend a plan for new LED lighting throughout the Town. Our preliminary work indicates that, in the long run, such a purchase and conversion plan will save the Town money and also provide a higher quality, lower cost alternative to the current traditional National Grid lighting that has been in place for several years. I will continue to update the BOS and the Town as this project progresses.

5) Plains School

As I reported at the last BOS meeting, the Town received four proposals to the RFP that we published seeking bids for the former Plains School property. We are now in the process of interviewing representatives of the companies who submitted bids, and I hope to be able to make a recommendation to the Board re: the sale of this property shortly after the New Year.