

**MINUTES OF THE SALISBURY BOARD OF SELECTMEN MEETING  
MONDAY, NOVEMBER 14, 2016 – 7:00 PM  
SALISBURY TOWN HALL, 5 BEACH ROAD  
COLCHESTER ROOM**

**PRESENT:** Selectmen Wilma McDonald, Chairman; Henry Richenburg, Freeman J. Condon, Chuck Takesian, and Ronalee Ray-Parrott

**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 October 17, 2016**

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to approve the Minutes of October 17, 2016 as written.

**III. Old Business - none**

**IV. New Business**

**a. License Renewals:**

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to renew a **General** license for 2016, with the same conditions/restrictions that may have been on the original license and all subsequent renewals for Bradley McAllister – 136 Rabbit Rd. for the sale of Christmas trees

**Renewals for 2017**

Motion by Selectman Richenburg, 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: Priority Motor Group – 158 Elm St., Howard Motors – 141 Beach Rd., and Wall's Ford – 2 Merrill St.

Motion by Selectman Richenburg, Second by Selectman Condon; 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: Salisbury Auto Center – 76 Elm St., Salisbury Auto Salvage – 16 Main St., Highland Motors – 205 Lafayette Rd., Chris Auto Body – 100 Elm St., Performance Distributing – 211 Lafayette Rd., Causeway Enterprises – 77 Bridge Rd., and Jim's Auto Body – 128-130 Bridge Rd.

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: Salisbury Auto Salvage – 16 Main St., Jim's Auto Body – 128-130 Bridge Rd., and Causeway Motors – 77 Bridge Rd.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; 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., Daaboul & Sons Auto Repair – 76 Elm St., Valvoline Instant Oil Change – 191 Elm St., Cassidy's Auto Body – 29 Locust St., Coastal Collision & Accessories – 193 Elm St., Buddy's Garage – 79 Lafayette Rd., Merry Motors – 124

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Lafayette Rd., Claxton Powersport Repair – 142 Lafayette Rd., Jim's Auto Body – 128 Bridge Rd., and Stan's Place – 205 Lafayette Rd.

**b. New Licenses for 2016**

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve a **General** license to Pandora's Box – 141 Bridge Rd., Suites 103 and 104

Motion by Selectman Richenburg, Second by Selectman Condon; unanimously voted to approve a **General** license to 41 Oak – 141 Bridge Rd.

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve a **General** license to Win-It-Big Concessions – 35 Bridge Rd. for the sale of Christmas Trees

Motion by Selectman Condon, Second by Selectman Takesian; unanimously voted to approve a **Repair** license to Shop Time – 2 School Street (Previously Merry Motors – new business and new owner of 2 School St.)

**c. License Amendments - renewal with amendment to address (formerly at 203 Lafayette Rd.)**

Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to approve a **General** license, with amendment, to Slick's Cuts and Shaves – 213 Lafayette Rd. subject to meeting all requirements of the Building Inspector.

**d. Committee Appointments**

**Planning Board Alternate – 1 vacancy - 1 applicant: Gil Medeiros**

Motion by Selectman Takesian, Second by Selectman Ray-Parrott to nominate Gil Medeiros to fill the Alternate vacancy on the Planning Board. Roll Vote: Selectman Ray-Parrott – Gil Medeiros; Selectman Takesian – Gil Medeiros; Selectman Richenburg – Gil Medeiros; Selectman Condon – present; Chairman McDonald – Gil Medeiros. By a vote of 4-0-1 Gil Medeiros was appointed to serve on the Planning Board as an alternate member for a two-year term expiring June 30, 2018.

**e. Update/Presentations: Council on Aging/Library Director/ZBA**

**Liz Pettis, COA Director**, reported that there is new flooring in the center, as well as new tables and chairs and everyone seems to be happy with the renovation. Since January, 11,754 seniors have visited the center, 800 rides have been provided for medical visits and shopping, over 5,000 meals have been delivered and 500 congregate meals served. The police breakfast is scheduled for next Monday at 9AM. Liz then introduced two Outreach Coordinators, Emily and Amanda. Emily will meet with seniors helping them with insurance open enrollment and assisting them to apply or re-apply for food stamps, or any type of resources they may need. Amanda introduced "Pet Connections," which is a new program for seniors. If a senior has to go into the hospital or is going on vacation and doesn't have anyone to watch their pet, "Pet Connections" will find someone to help out and can also arrange for a foster home. Selectman Condon commended Liz for the job she is doing and her thoroughness. He also said that he has heard from a lot of veterans who commended her also.

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**Terry Kyrios, Library Director**, announced that the Library has just celebrated its first year in the new building, and borrowing has almost doubled. Last year residents checked out 27,372 items from the former library and this year that number went to 48,519. There have been 725 new borrowers this year versus 185 the previous year. Public use of the computers went from 89 users a month to 95 a week, and meeting rooms have been used 1,150 times. Groups using the rooms have been Mass. Health, Board of Library Commissioners, Merrimack Valley Symposium, Police Building Committee, Warrant Advisory Committee, several other Town committees. Also, there is a new Assistant Director who is bringing in new ideas, including having one-on-one outreach to show customers how to use computers, kindles, tablets, I-pads, etc. As of December 1<sup>st</sup>, museum passes for children will be available for “Imagine That”. Terry said the response to the new Library is very good and sometimes overwhelming!

**Susan Pawlisheck, ZBA Chair**, reported that the ZBA received 27 applications and issued 20 special permits. New residential construction approvals were given for two 40B housing projects, 7 single family homes, 1 two family, and 1 condo project with 4 single unit dwellings. Variances and findings were approved for 6 additions/decks and 2 signs. Special permits were issued for boat storage sales and dog grooming & daycare. Four administrative appeals of the Building Inspector’s decisions were denied. Ms. Pawlisheck was commended for her professionalism in conducting the meetings.

**f. Superintendent Brian Forget**

Supt. Forget thanked the Board for the opportunity to attend and said “he is here not to talk but to listen.” He said he had 7 questions to ask in an attempt to understand what stakeholders in the 3 communities thought about various aspects of the Triton school system. He indicated that he had met with the other communities and has asked the same questions of them. The Board didn’t have to respond this evening; they could either respond via e-mail or he would be glad to meet individually with Board members. The questions were:

1. What are the greatest successes of the Triton Schools?
2. What are the one or two key areas or issues challenging our school system?
3. What is Triton’s core strength? What is the one thing that should be maintained at all cost?
4. Is there enough communication from Triton Regional Schools letting stakeholders know what is happening?
5. What events over the past few years have impacted our school system? Was the impact positive or negative, and is the impact still being felt?
6. What do you feel needs the Superintendent’s immediate attention?
7. What else do I need to know as the incoming Superintendent?

There were a few brief answers from the Board, but overall they felt they wanted to take some time and respond to the Superintendent at a later time.

**g. Vote to Approve Town’s Energy Use Baseline Plan and to Update Fuel Efficient Vehicle Policy Pursuant to Green Communities Act**

Ms. Pearson addressed the Board about these two issues and explained that a few years ago she had presented a Fuel-Efficient Vehicle Policy and the Board had voted to approve it at that time. Now, in order to complete the Town’s application to be designated as a Green Community, she was asking the

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Board to vote to update that policy and also to vote to adopt an Energy Use Baseline Plan. A copy of which was included in the materials sent to the Board before the meeting.

Motion by Selectman Richenburg, Second by Selectman Ray-Parrott; unanimously voted to approve the Town's Energy Use Baseline Plan.

Motion by Selectman Richenburg, Second by Selectman Condon; unanimously voted to update the Fuel-Efficient Vehicle Policy pursuant to the Green Communities Act.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to endorse the Town's filing an application to become a Green Community.

**h. Vote to Approve Settlement of Litigation Re: 13<sup>th</sup> Street East**

Mr. Harrington stated that he had prepared a memorandum in September regarding the long-standing litigation between the Town and Mr. Harold Nabhan, who owns the property formerly known as 13<sup>th</sup> Street East at Salisbury Beach. A settlement has been reached in the matter, which the Manager outlined for the benefit of the public. Mr. Nabhan will deed the fee ownership of a 15-foot wide strip of land along the northerly boundary of the former 13<sup>th</sup> Street East to the Town, as well as a small strip of land between the former 13<sup>th</sup> Street East and the DCR stairway to the beach, to be maintained by the Town as a public way, and the Town will relinquish its interest in the remainder of the width of the current 46-foot wide underlying indenture, allowing Mr. Nabhan to create a building lot abutting the new public right-of-way. Mr. Nabhan also will pay the Town \$65,000. Mr. Harrington reminded the Board that this issue had been discussed in Executive Session in the past and a settlement had been agreed upon, subject to an agreement being drafted by Town Counsel. Now the Board will need to vote to sign the settlement agreement and authorize Town Counsel to draft the appropriate deed.

Motion by Selectman Condon, Second by Selectman Ray-Parrott; unanimously voted to approve the settlement Re: 13<sup>th</sup> Street East as presented.

Motion by Selectman Richenburg, Second by Selectman Condon; unanimously voted to authorize Town Counsel to finalize the paperwork including drafting of the appropriate deed.

**i. Vote on Response to Open Meeting Law Complaint by Patrick Higgins of Swansea, MA**

Mr. Harrington had provided the Board with a memorandum re: Open Meeting Law complaints filed by Mr. Higgins. He has now filed another complaint and according to the Attorney General's regulations every time there is a complaint filed the Board of Selectmen is required to put it on their agenda and either decide on a response or designate someone (such as the Town Manager) to respond on their behalf.

Motion by Selectman Richenburg, Second by Selectman Condon; unanimously voted to authorize the Town Manager to respond to this specific complaint.

**j. Discuss and Vote on Meeting Schedule for 2017**

Motion by Selectman Ray-Parrott, Second by Selectman Takesian; unanimously voted to approve the following meeting dates for 2017:

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January 9<sup>th</sup> and 23<sup>rd</sup>; February 13<sup>th</sup> and 27<sup>th</sup>; March 13<sup>th</sup> and 27<sup>th</sup>; April 10<sup>th</sup> and 24<sup>th</sup>; May 8<sup>th</sup> and 22<sup>nd</sup>; June 12<sup>th</sup> and 26<sup>th</sup>; July 17<sup>th</sup>; August 14<sup>th</sup>; September 11<sup>th</sup> and 25<sup>th</sup>; October 2<sup>nd</sup> and 30<sup>th</sup>; November 13<sup>th</sup> and 27<sup>th</sup>; December 11<sup>th</sup>.

**V. Comments by Visitors**

**VI. Sewer/Water**

**VII. Correspondence**

- Xfinity letter regarding changes in their services and fees.
- Letter from Henry Richenburg tendering his resignation from the Affordable Housing Trust.

Motion by Selectman Takesian, Second by Selectman Condon; voted to accept Mr. Richenburg's resignation with regret, to post the vacancy and to send a letter of thanks to him for his service. VOTE: 4 yeas, Selectman Richenburg abstained.

**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: W17-61 through W17-68**

Motion by Selectman Richenburg, Second by Selectman Takesian; unanimously voted to ratify the signing of the following weekly warrants: W17-61 through W17-68.

**b. Subcommittee Reports**

**Lafayette Corridor Sewer Extension:** Mr. Richenburg reported that the engineers are continuing to work on pre-construction matters and the study committee is looking at ways in which it can keep proposed betterments at a reasonable cost. The committee will be meeting next week and hopes to have something to bring to the Selectmen as Sewer Commissioners soon.

**Police Station:** Mr. Richenburg reported that the final leg of finishing the building is underway. Installation of the communications center will take place November 22<sup>nd</sup>. Everything is coming together.

Selectman Ray-Parrott announced that the Rail Trail clean-up is scheduled for Saturday, Nov. 19<sup>th</sup> and Sunday Nov. 20<sup>th</sup> and asked anyone who is planning on helping out to please bring a leaf blower.

**XI. Executive Session**

**Conduct Strategy Session Re: Contract for Chief Administrative Aide to the Town Manager**

**Conduct Strategy Session Re: Contract for Confidential Administrative Assistant to Police Chief**

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Motion by Selectman Condon, Second by Selectman Richenburg; unanimously voted to go into Executive Session at 8:55 PM to conduct a strategy session regarding contracts for the Chief Administrative Aide to the Town Manager and the Confidential Assistant to the Police Chief, to include the Board of Selectmen, the Town Manager, Janet Flannery and the Police Chief, Tom Fowler, and not to return to open session. Roll vote: Selectman Ray-Parrott – yes; Selectman Takesian – yes; Selectman Condon – yes; Selectman Richenburg – yes; Chairman McDonald – yes.

**XII. Adjournment**

Meeting adjourned after Executive Session at 9:50 PM.

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

Minutes of October 17, 2016

Copies of licenses as listed

Town Manager's Report

Respectfully submitted:

Janet E. Flannery, Secretary

Approved: \_\_\_\_\_  
Ronalee Ray-Parrott, Clerk