



Town of Salisbury
5 Beach Road
Salisbury, Massachusetts 01952

***RING'S ISLAND NEIGHBORHOOD PRESERVATION DISTRICT
COMMITTEE***

MINUTES:

March 15, 2023 by Zoom

Meeting opened at 3:02.

PRESENT:

Ellie Bailey
Diane Dondero
Bobbi Klima
Alison Novello
Stephen Spaulding
Linda Tremblay

AGENDA:

Item 1 Review Minutes of Previous Meetings

The minutes of the January 18, 2023, meeting were approved.

Item 2 Review of Action Items

- Evaluate the Citizen Serve system re implementation of the changes requested at the July meeting with the Building Inspector. - Pending. Linda and Bobbi will try to meet with the Building Inspector and Jennifer Geary as the requested changes have not been made.
- Find out who has replaced Kate White re building permit applications - Done: Jennifer Geary is the admin assistant for building permit applications.
- Develop new materials for display in the spring at the kiosk at the Town pier - Done. Ellie will post the new materials.
- Develop the text for Section 5 of the Process & Procedures Document- (Application for Certificate to Alter) - Pending. Bobbi & Ellie Have started the task but there are still some parts left to do.

Item 3 Discussion of Draft Process and Procedures Document

Ellie and Bobbi have been developing a version of the Process and Procedures document detailed outline form. An earlier version of the document was in narrative form. It seems like both forms of the document are useful. If a person is unfamiliar with the background and rationale of the NPD Committee's procedures, the narrative version provides a full explanation. For those with a general understanding of the Committee's

procedures, the the detailed outline form provides the same information in a more succinct form.

Item 4 Other Items Not on the Agenda

None.

Item 5 Action Items for Next Meeting

- Meet with the Building Inspector and Jennifer Geary to discuss the Citizen Serve system re implementation of the changes requested at the July meeting with the Building Inspector. - Linda and Bobbi
- Post new materials at the kiosk at the Town pier - Ellie and Linda
- Complete the detailed outline version of of the Process & Procedures Document- - Bobbi & Ellie
- Complete the Conflict of Interest thing. - Everyone.

Item 6 Schedule Date, Time and Location for Next Meeting

The next meeting will be on Wednesday, May 17, 2023 at 3:00.

Item 7 Comments from Public

None.

Item 8 Adjournment

The meeting was adjourned at 3:20.