



Town of Salisbury
5 Beach Road
Salisbury, Massachusetts 01952

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

MINUTES:

July 28, 2021 by Zoom.

Meeting opened at 3:04.

PRESENT:

Ellie Bailey
Diane Dondero
Bobbi Klima
Stephen Roth
Stephen Spaulding
Linda Tremblay

AGENDA:

Item 1 Review Minutes of Previous Meetings

The minutes of the June 30, 2021 meeting were approved.

Item 2 Review of Action Items

- Talk with the building Inspector about alternatives for how the Salisbury residents can contact the NPD Committee - Done. Linda spoke with Kate white who suggested creating a gmail account for the committee and asking James Ryan to put it up on the committee page. Emails coming to the account should be forwarded to two committee members.
- Upload the revised Application Form to the committee webpage — Done..
- Investigate including a hyperlink within the design document to explain various options for advisory review — This could probably be done by linking the term “advisory Review” to an explanation on an fAQ page (yet to be created). Bobbi will look into whether the FAQ page from the Study committee can be used as a starting place.
- Develop a first draft of the Annual Report letter - Done. Committee members will work individually to revise, or replace, the final paragraph.
- Begin work on a procedure document at the outline level. Identify topics, issues and potential procedures for each. - Done.
- Determine how many copies of the Design Guide would be needed if we were to provide one for every Ring's Island resident. Done. Ellie reported that there are 64 households on Ring's Island, 35 of which are included in the Neighborhood

District. Ellie will talk with the Town Manager to see if the Town is willing to cover the printing costs.

Item 3 Next Steps - Additional topics for procedure document, possible need to revise bylaw to address moving structures, policy re who should recuse themselves when an application involves a committee hearing

- Procedure document: The committee will discuss the first section at the next meeting and attempt to flesh out the details. It was decided that the document be entitled "Policies and Procedures".
- The bylaw and moving structure: The committee felt that the language in the section about demolition looks adequate to cover this possibility.
- Who should recuse themselves at a hearing: This probably depends on the particular project and is difficult to determine in the abstract. Stephen Spaulding suggested that we consider talking with Town counsel about this.

Item 4 Other Items Not on the Agenda

- Bobbi summarized a meeting with the Town Clerk, Mindy Morrison, about process and procedure. Some changes will be made to the process flow documents as a result. Mindy also identified some tasks for the committee to work on and suggested that a meeting with Kate White in the Building Inspector's office, and one or two committee members would help to answer questions that came up. Mindy would also attend the meeting.
- Linda suggested distributing the Design Document to the library, the Historical Commission and possibly posting a notice about it at the Town pier.
- The committee decided that the Design Guidelines should be distributed to NPD members and new neighbors. We should inform others about it and provide the link on the Town website.

Item 5 Action Items for Next Meeting

- Talk to the Town Manager about printing costs - Ellie.
- Arrange a meeting with Mindy Morrison (Town Clerk) and Kate White (Building Inspector's office) -Bobbi and Linda
- Work on FAQs as potential target of hyperlinks
- Work on a revision or replacement of the final paragraph of the Annual Report letter - Everyone

Item 6 Schedule Date, Time and Location for Next Meeting

The next meeting will be by zoom at 3:00 on Wednesday, September 8 2021.

Item 7 Comments from Public

None.

Item 9 Adjournment

The meeting adjourned at 4:11 pm.