

A G E N D A
TOWN COUNCIL MEETING
July 1, 2024

Salem High School
44 Geremonty Drive, Salem, NH

6:00 p.m. CALL TO ORDER

Non-Public Session
RSA 91-A:3,II(a, b)

7:00 p.m. PUBLIC SESSION

1. Pledge of Allegiance
2. Meeting Minutes
3. Chairman Comments
4. Approve Consent Agenda
5. Additions and/or Requests by Public or Council by Vote
6. **Resolutions – Second Read/Adoption**
 - a. **Resolution No. 2024-17:** Consider Lancaster Fund Requests
 1. Friends of Salem, NH Recreation
 2. Friends of the Salem Bike-Ped Corridor
 - b. **Resolution No. 2024-18:** Assessing - Discussion on Completing NH Department Revenue PA-28 Inventory of Taxable Property Form
 - c. **Resolution No. 2024-19:** Fire Department - Public Hearing –Proposed Amendment to Salem Municipal Code Chapter 260 (Fires and Fire Prevention) to Add Provision to Authorize Fire Department to Issue Burn Permits
7. **Resolutions – First Read/Waiver**
 - a. **Resolution No. 2024-20** – Police Department – Accept Donations of various gift cards totaling \$380.00 from Andreea Ocroaim, James & Claudia Mottram, Kathy & Steve Marullo, and \$750.00 from the Salem Lions Club for the Summer Youth Program

- b. **Resolution No. 2024-21** – Municipal Service Department – Accept Donation of \$3,500.00 from Salem Lions Club
 - c. **Resolution No. 2024-22** - Ermer Road/Route 111 - Intersection Alternatives Public Presentation Meeting
- 8. **Resolutions – First Read**
 - a. **Resolution No. 2024-23** – D & M Real Estate Investments - Request to Unmerge Lots – 98 North Policy Street
 - b. **Resolution No. 2024-24** – Municipal Services Department – Request Use of up to \$2,000,000.00 in Sewer Demand & Benefit Assessment Funds for Former Wastewater Treatment Plant
 - c. **Resolution No 2024-25** – Municipal Services Department – Request of Use of up to \$150,000.00 in Water Demand and Benefit Assessment for Brady Avenue Water Improvements
- 9. **New Business**
 - a. Moderator Chris Goodnow – Discussion on Redistricting Efforts
- 10. Old Business/Tabled and Pending
- 11. Upcoming Meetings
 - August 5, 2024
 - September 9, 2024
 - September 23, 2024

Adjourn

MINUTES OF THE Town Council

Regular Meeting of June 17, 2024

The Town Council held a meeting on Monday, June 17, 2024, at the Media Center at Salem High School Salem, NH.

PRESENT: Chairman Joe Sweeney, Councilor Robert Bryant, Councilor Lisa Withrow, Councilor Paul Pelletier, Councilor Keith Stramaglia, Councilor Jeffrey Hatch, Councilor Cathy Stacey, Councilor Bonnie Wright, and Joe Devine (Interim Town Manager).

ABSENT: Councilor D.J. Bettencourt

CALL TO ORDER:

Chairman Sweeney began by calling the meeting to order at 7:00 p.m.

1. Pledge of Allegiance

Councilor Stramaglia led the Town Council in the Pledge of Allegiance. Chairman Sweeney held a moment of silence for George Corey, a former Selectmen.

2. Meeting Minutes

MOTION: by Councilor Withrow

Move to seal the Town Council Non-Public Session Meeting Minutes from June 17, 2024, per RSA 91-A:3 II (a) and (b).

SECOND: by Councilor Wright

VOTE: 8-0-0

The motion passed unanimously.

MOTION: by Councilor Withrow
Move to remove the sealed Town Council Non-Public Session #1 Meeting Minutes from May 20, 2024 from the table.

SECOND: by Councilor Stacey

VOTE: 6-0-2

The motion passed with Councillor Stramaglia and Councillor Hatch abstaining.

MOTION: by Councilor Withrow

Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from May 20, 2024 as modified by Councilor Wright.

SECOND: by Councilor Stacey

VOTE: 6-0-2

The motion passed with Councilor Stramaglia and Councilor Hatch abstaining.

1 **MOTION:** by Councilor Withrow
2 *Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from June*
3 *3, 2024.*

4 **SECOND:** by Councilor Stacey
5 **VOTE:** 6-0-2

6 **The motion passed with Councilor Stramaglia and Councilor Hatch abstaining.**

7 **MOTION:** by Councilor Withrow

8 *Move to approve the sealed Town Council Non-Public Session #2 Meeting Minutes from June*
9 *3, 2024.*

10 **SECOND:** by Councilor Stacey
11 **VOTE:** 6-0-2

12 **The motion passed with Councilor Stramaglia and Councilor Hatch abstaining.**

13 **MOTION:** by Councilor Withrow

14 *Move to approve the Town Council Public Session Meeting Minutes from June 3, 2024.*

15 **SECOND:** by Councilor Bryant
16 **VOTE:** 6-0-2

17 **The motion passed with Councilor Stramaglia and Councilor Hatch abstaining.**

18 **3. Chairman Comments:**

19 None.

20 **4. Approve Consent Agenda**

21 Manager Devine stated that the packet had a list of the Consent items.

22 **MOTION:** by Councilor Bryant

23 *Move to approve the June 17, 2024 Consent Agenda.*

24 **SECOND:** by Councilor Hatch
25 **VOTE:** 8-0-0

26 **The motion passed unanimously.**

27 **5. Additions and/or Requests by Public or Council by Vote**

28 Claire Karibean stated that the plan to expand the Pine Grove Cemetery had added space to the
29 cemetery. She was requesting that the Council reconsider allowing the prebuying of plots in the
30 cemetery. It would allow people to take care of their burial arrangements.

31 Chairman Sweeney asked to have this added as an Agenda item for the future.

32 **6. Resolutions – Second Read/Adoption**

33 **a. Resolution No. 2024-14: Request to Use \$185,988.18 in Zone 3 Traffic Impact Fees**
34 **for Repair of Pine Grove Cemetery Culvert and Roadway**

35 Manager Devine stated that this was the second read of a request to use Zone 3 Traffic Impact
36 Fees.

1 **MOTION:** by Councilor Bryant

2 *Move that the Salem, NH Town Council hereby adopts Resolution No. 2024-14. This*
3 *Resolution shall take effect upon its passage as follows:*

4 **WHEREAS:** *Funding in the amount of \$185,988.18 is available in the Zone Three Impact Fee*
5 *Account.*

6 **WHEREAS:** *Pine Grove Cemetery, a public facility at 327 Main Street, otherwise known as*
7 *Map 75, Lot 2193, is located within the boundaries of Zone Three.*

8 **WHEREAS:** *The Town of Salem, pursuant to the 2005 Town Meeting, adopted Municipal*
9 *Code §490-711, Impact Fees, for authority and purpose, and in accordance RSA 674:21, V, as*
10 *an innovative land use control.*

11 **WHEREAS:** *The Pine Grove Cemetery culvert and road, currently described as substandard*
12 *conditions and deficient, are listed as infrastructure projects in the Salem Capital*
13 *Improvements Program.*

14 **WHEREAS:** *The Town of Salem, through its Town Council is the stewards of perpetual care*
15 *and funding authority for Pine Grove Cemetery and adopted a Pine Grove Cemetery Master*
16 *Plan on November 5, 2018.*

17 **NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:**
18 *Funding in the amount of \$185,988.18 from Zone Three Impact Fees shall be made available*
19 *for the immediate needs of replacing the culvert and roads within the back section of Pine*
20 *Grove Cemetery with all work required to be administered through the Municipal Services*
21 *Department.*

22 **SECOND:** by Councilor Stramaglia

23 **VOTE:** 8-0-0

24 **The motion passed unanimously.**

25 **b. Resolution No. 2024-15: Finalize Town Council Goals**

26 Manager Devine stated that this was to adopt the Town Council Goals.

27 **MOTION:** by Councilor Bryant

28 *Move that the Salem, NH Town Council hereby adopts Resolution No. 2024-15. This*
29 *Resolution shall take effect upon its passage as follows:*

30 **WHEREAS:** *the Town Council of the Town of Salem recognizes the importance of setting*
31 *clear and achievable goals to guide the administration and operations of the town; and*

32 **WHEREAS:** *the Town Council is committed to maintaining fiscal responsibility, enhancing*
33 *operational efficiency, fostering community engagement, improving infrastructure and safety,*
34 *and promoting environmental sustainability; and*

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1 **WHEREAS: the Town Council has identified the following five key goals for the upcoming**
2 **year:**

- 3 • **Fiscal Responsibility and Budget Management**
 - 4 ○ **Objective:** *Ensure that the 2025 spending increase is responsibly managed by*
5 *tying it to the Consumer Price Index (CPI) for the past year, plus any increase*
6 *in debt service. This approach will help maintain financial stability and*
7 *accountability, ensuring that spending growth aligns with inflation and*
8 *necessary debt obligations while avoiding unnecessary budgetary expansion.*
- 9 • **Enhancing Operational Efficiency and Digital Transformation**
 - 10 ○ **Objectives:**
 - 11 ▪ *Streamline processes across all departments by adopting digital*
12 *solutions (e.g., online permitting for the Fire Department, digital packet*
13 *distribution for Community Development and Planning).*
 - 14 ▪ *Improve talent acquisition, onboarding, and employee engagement*
15 *through automation and better HR practices.*
 - 16 ▪ *Upgrade and optimize financial management and other administrative*
17 *software to increase productivity and accuracy.*
- 18 • **Community Engagement and Development**
 - 19 ○ **Objectives:**
 - 20 ▪ *Increase community interaction and participation through events,*
21 *improved communication channels, and public education initiatives*
22 *(e.g., large family-friendly events, SCTV lecture series, ethics trainings).*
 - 23 ▪ *Foster partnerships with local organizations and community groups to*
24 *enhance recreational and developmental projects (e.g., pollinator*
25 *plantings with the Garden Club, outreach by the Communications*
26 *Committee).*
 - 27 ▪ *Develop and promote a comprehensive Master Plan that aligns with*
28 *community needs and future growth prospects.*
- 29 • **Infrastructure and Safety Improvements**
 - 30 ○ **Objectives:**
 - 31 ▪ *Develop and implement strategic facility and infrastructure plans to*
32 *support future growth and improve safety (e.g., Depot Village Master*
33 *Plan, strategic facility plans for municipal buildings).*
 - 34 ▪ *Address and mitigate safety hazards and ensure compliance with*
35 *accessibility standards in public spaces (e.g., ADA/ABA compliance at*
36 *Hedgehog Park, replacing signage for compliance).*
 - 37 ▪ *Update and maintain essential public safety equipment and facilities*
38 *(e.g., new service firearms and tasers for the Police Department, updated*
39 *facilities for the Fire Department).*
- 40 • **Environmental Sustainability and Conservation**
 - 41 ○ **Objectives:**
 - 42 ▪ *Promote and implement environmental conservation projects to enhance*
43 *the natural resources and beauty of the town (e.g., Bill Valentine Park*
44 *improvements, Town Forest pollinator plantings).*
 - 45 ▪ *Update and enforce regulations to protect the town's wetlands and other*
46 *natural habitats (e.g., updating the Wetland Ordinance).*

1 ■ *Support sustainable infrastructure development and the use of green*
2 *technologies in town projects (e.g., sustainable planning for the Bike*
3 *Ped Corridor, asset management programs in Municipal Services).*

4
5 **NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:** *the*
6 *above-stated goals are hereby adopted as the official goals of the Town Council for the year*
7 *2024-2025.*

8 **SECOND:** by Councilor Withrow

9
10 Chairman Sweeney thanked the committees and the Department Heads for submitting their
11 goals. He looked forward to seeing the results a year from now.

12
13 **VOTE:** 8-0-0

14 **The motion passed unanimously.**

15
16 **7. Resolutions – First Read/Waiver**

17 **a. Resolution No., 2024-16: Consider Amendment to Capital Improvement Plan**
18 **Committee Bylaws to Include Appointment of Designee**

19 Manager Devine stated that the packet had a memo from the Community Development Program
20 Manager.

21
22 Clayton Brubaker, Community Development Program Manager, stated that the Capital
23 Improvement Plan Committee had six members including the Assistant Town Manager and he
24 currently served as the staff liaison to the Committee. The Interim Town Manager might not be
25 able to participate in the Committee this year given other commitments which would make
26 achieving a quorum more difficult. The Town Council had the ability to amend the bylaws for
27 the CIP Committee. They needed to modify the language to allow for a designee for the
28 Assistant Town Manager so that someone could fill in for the Assistant Town Manager seat if the
29 Assistant Town Manager was unable to serve. The recommendation was that Mr. Brubaker be
30 appointed as the designee for the remainder of the current year.

31
32 **MOTION:** by Councilor Bryant

33 *Move that the Salem, NH Town Council hereby adopts Resolution No. 2024-16, to amend*
34 *Section Article A and B of the Capital Improvement Plan (CIP) Committee bylaws as*
35 *recommended; and waive the requirement for a second read. This Resolution shall take effect*
36 *upon its passage as follows:*

37
38 **WHEREAS: The Town Council last reviewed and approved the Capital Improvement Plan**
39 **(CIP) Committee Bylaws on June 26, 2023; and**

40 **WHEREAS: The Town Council has the authority to appoint certain vacancies under Article**
41 **B, Section 2a of the CIP Bylaws; and**

42
43 **WHEREAS: The Town Council has the authority to amend the CIP Bylaws per the fourth**
44 **paragraph in Article A of the CIP Bylaws; and**

1 **WHEREAS: The CIP Committee is currently meeting throughout the summer of 2024 to**
2 **assemble a 2025 CIP recommendation report in advance of the 2025 budget season; and**
3

4 **WHEREAS: The addition of verbiage in the CIP Bylaws to allow a designee in place of the**
5 **Assistant Town Manager membership position is helpful to achieve a full committee and**
6 **quorum.**

7
8 **NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:**
9 **The Salem Town Council hereby amends Article A and B of the Capital Improvement Plan**
10 **(CIP) Committee Bylaws to include the verbiage of "Assistant Town Manager or designee" in**
11 **the membership descriptions on pages 1 and 2; and appoints the Community Development**
12 **Program Manager as the designee to fill in for the remainder of the 2024 CIP process.**

13 **SECOND:** by Councilor Withrow

14 **VOTE:** 8-0-0

15 The motion passed unanimously.

16
17 **8. Resolutions – First Read**

18 **a. Resolution No. 2024-17: Consider Lancaster Fund Requests**

19 **1. Friends of Salem, NH Recreation**

20 **2. Friends of the Salem Bike-Ped Corridor**

21 Manager Devine stated that they had two requests for funding from the Lancaster Fund. They
22 were allowed to expend up to \$2,500 each year on nonprofits. There was currently a little over
23 \$120,000 in the fund. The first organization was the Friends of Salem, NH Recreation.

24
25 Jim Koczat, Friends of Salem, NH Recreation, stated that they were looking to revitalize
26 Hedgehog Park. He thanked the Town for their support. They were looking to install a set of
27 bleachers by the basketball court that was being put in.

28
29 Julieann Grant, Friends of Salem, NH Recreation, stated that they put this grant forward to help
30 with seating as part of the revitalization of Hedgehog Park. It was coming along nicely and they
31 appreciated the support from the Town.

32
33 Chairman Sweeney thanked them for coming.

34
35 Manager Devine stated that the second organization was the Friends of the Salem Bike-Ped
36 Corridor.

37
38 Dave Topham, Friends of the Salem Bike-Ped Corridor, stated that they looked at the Rail Trail
39 as being a major asset to the community. They were hoping to create a mini-park in the Depot
40 area. It would be a place for Rail Trail users to stop and get water. They were looking at having
41 restrooms there. They were looking into some grants as well. The intent was to build up enough
42 money to make the project happen and beautify the Depot area with a rest area. They felt that
43 this was a good application for the benefit of the town.

44
45 Chairman Sweeney stated thank you for everything they had done for the town already.

46

1 **MOTION:** by Councilor Bryant

2 *Move that the Salem, NH Town Council acknowledges June 17, 2024 as the first reading for*
3 *consideration of Resolution No. 2024-17 to consider funding from the Lancaster Fund in the*
4 *amount of \$2,500 for the Friends of Salem, NH Recreation and Friends of the Salem Bike-*
5 *Ped Corridor. We hereby recommend a second read be scheduled for July 1, 2024.*

6 **SECOND:** by Councilor Withrow

7

8 Councilor Wright stated that it should say \$2,500 each in the motion because it sounded like the
9 \$2,500 was being divided between the two organizations.

10

11 Manager Devine stated that it was \$2,500 each.

12

13 Chairman Sweeney asked Manager Devine to make sure it was clear in the Resolution.

14

15 **VOTE:** 8-0-0

16 **The motion passed unanimously.**

17

18 **b. Resolution No. 2024-18: Assessing - Discussion on Completing NH Department of**
19 Revenue PA-28 Inventory of Taxable Property Form

20 Manager Devine stated that they could not find any minutes showing that the Town had opted
21 out of the requirement to file Form PA-28 even though the Town had not filed it for years. RSA
22 74:4-a granted municipalities the ability to opt out of the requirement to submit the form. The
23 form required property owners to voluntarily report improvements made to their property in the
24 prior year. It was primarily used in small towns that did not have building departments. Salem
25 had a building department and required residents to get permits to make improvements. Letters
26 would have to be sent to all residents and then staff would have to review the responses. It was a
27 lot of manpower for not a lot of pickup value. The recommendation was for the Council to
28 formally opt out of this requirement.

29

30 **MOTION:** by Councilor Bryant

31 *Move that the Salem, NH Town Council acknowledges June 17, 2024 as the first reading for*
32 *consideration of Resolution No. 2024-18 to discontinue the PA-28 Form as authorized by RSA*
33 *74:4-a. We hereby recommend a second read be scheduled for July 1, 2024.*

34 **SECOND:** by Councilor Stacey

35 **VOTE:** 8-0-0

36 **The motion passed unanimously.**

37

38 **c. Resolution No. 2024-19: Fire Department – Proposed Amendment to Salem**
39 Municipal Code Chapter 260 (Fires and Fire Prevention) to Add Provision to Authorize
40 Fire Department to Issue Burn Permits

41 Manager Devine stated that the packet had a memo from the Fire Chief.

42

43 Craig Lemire, Fire Chief, stated that the State Division of Forests and Lands had come to him
44 about how the Town was issuing fire permits. People would come to the Fire Station to file an
45 application and the Fire Department would issue a burn permit or they could go to the State
46 website and pay a fee to be issued a burn permit. The Town started allowing people to use

1 OpenGov to file for burn permits without having to come to the station. The State objected to
2 that method because it was a State Permit. The Town needed to amend the requirement to make
3 the permit a Town permit in order to allow Salem to continue issuing fire permits. The OpenGov
4 system would issue reminders to people and the account would also work for building permits.
5 The ordinance would make the State happy as well.

6
7 Chairman Sweeney asked if now was the busy time for burn permits or if they had requests
8 throughout the year.

9
10 Chief Lemire stated that this was the busiest time. They could have twenty or thirty people
11 coming in on a Saturday for permits. Going online for permits was a good option for increasing
12 efficiency. The other option would be to stop issuing burn permits and send them to the State
13 website. He did not recommend that option.

14
15 Councilor Stacey stated that the OpenGov reminder worked very well.

16
17 Chairman Sweeney asked about waiving the second reading.

18
19 Manager Devine stated that the change required a public hearing so there had to be a second
20 read.

21
22 **MOTION:** by Councilor Bryant

23 *Move that the Salem, NH Town Council acknowledges June 17, 2024 as the first reading for*
24 *Resolution No. 2024-19 to amend Salem Municipal Code Chapter 260 (Fires and Fire*
25 *Prevention) by adding section 260-20 (Burn Permits) authorizing the Fire Department to issue*
26 *burn permits as permitted by State law. We hereby recommend a second reading for July 1,*
27 *2024.*

28 **SECOND:** by Councilor Stacey

29 **VOTE:** 8-0-0

30 **The motion passed unanimously.**

31
32 **9. New Business**

33 **a. Consider Tax Abatement Request – Manufactured Home Park**

34 Manager Devine stated that there was a memo from the Interim Chief Assessor.

35
36 Joe Lessard, Interim Town Assessor, stated that there was a memo on abatement applications
37 from three mobile home parks. Municipal Resources was asked to do a partial update which
38 resulted in the mobile home park values being increased in 2023. These abatements resulted
39 from that. There were two issues that had been raised by the park owner. The first was whether
40 or not the Town had the statutory authority to do the update. The second issue was that the
41 values were updated in April of 2023, but the report was only issued in December of 2023. The
42 question from the park owner was how could the values have been updated if they did not have
43 the report until December. The answer was that they had the information for the new values. The
44 report was due to the State shortly after the MS-1 was filed and had to be dated to reflect that
45 submission date. Mr. Lessard stated that he recommended that the applications be denied. They
46 believed that the Town had the statutory authority to do the partial update and the values in time

1 for the updated values to be applied for the 2023 tax bills. There was also a memo from the
2 Town Attorney for the Town Council as well.

3
4 Councilor Hatch asked why they were asked to do the update in the first place.
5

6 Mr. Lessard stated that the mobile home park values appeared low. The values went down in the
7 last revaluation for mobile home parks while all other areas increased in value. He did some
8 investigation. The Board of Selectmen voted to have an update after being presented with the
9 information. The values were approved by the Town Council

10
11 Councilor Hatch asked what the update covered and if it was just the land or the land and the
12 mobile homes.

13
14 Mr. Lessard stated that it was just the parks, not the units themselves.
15

16 Councilor Hatch asked how the normal process was for assessments and if it was usual to have
17 such a difference between the data and the report dates.

18 Mr. Lessard stated that during the 2021 revaluation, they started in the year before. They had the
19 values for April 1st. The values were set by May and then notices were sent out. The final report
20 did not come until 2022. The DRA had to review the draft report and they asked questions. It
21 was not atypical for the report to come later.
22

23
24 Councilor Withrow asked if mobile home parks were typically valued with residential or
25 commercial.

26
27 Mr. Lessard answered commercial.
28

29 Councilor Withrow asked when the last commercial revaluation was done.
30

31 Mr. Lessard stated that it was done as part of the last revaluation.
32

33 Councilor Withrow asked if the parks were done at that time.
34

35 Mr. Lessard answered yes. The values for the parks ended up lower than the year before.
36

37 Councilor Withrow stated that it was done, but they didn't like the numbers, so it was done
38 again.
39

40 Mr. Lessard stated that it was not a matter of not liking the values. The Town was supposed to
41 have equity across the assessments in town. The assessors looked at the ratios each year and the
42 assessments to track that they were equitable. Properties should be within 10% of the average
43 ratio. If a category falls outside that range, then they should be reviewed and brought in line. The
44 way to do that was through a partial update.
45

1 Councilor Stacey stated that the homeowners were hit hardest during the revaluation versus the
2 commercial and industrial properties.

3
4 Mr. Lessard stated that was correct.
5

6 Councilor Stacey stated that there were substantial increases in residential, but the others went
7 down. She wondered if the values were in line with where they were why this happened. There
8 were some substantial increases.
9

10 Mr. Lessard stated that commercial and industrial properties values went up, they just went up
11 less than what residential property values increased by. The parks actually went down in
12 valuation.
13

14 Chairman Sweeney asked about the homes in the manufactured houses parks and if they
15 increased in value.
16

17 Mr. Lessard stated that he had not reviewed the data for this meeting, but for the most part they
18 went up in value.
19

20 Chairman Sweeney stated that those were probably substantial increases like the other residential
21 properties in town.
22

23 Councilor Hatch asked if they did both commercial and residential property revaluations at the
24 same time every five years.
25

26 Mr. Lessard answered that was how Salem did it. Some communities did partial revaluations of
27 certain classes of properties. An example of one of those areas was waterfront property. The
28 values of the park properties were increased to the ratio for the current assessments rather than
29 the full value for 2023 to match the other properties in Salem.
30

31 Councilor Hatch asked if they did the revaluation of the commercial and residential properties at
32 the same time.
33

34 Mr. Lessard stated that he was not aware of a time that Salem did not do a revaluation of all
35 properties at the same time.
36

37 Councilor Withrow stated that she was concerned that they came in with a value during the
38 revaluation. Everyone knew that the Town did a revaluation every five years. It did not seem fair
39 to the park owners. It seemed like they singled the parks out by doing the update for just the
40 parks. She asked if they could just look at any property and the owner could get hit with a much
41 bigger bill.
42

43 Mr. Lessard stated that it was the responsibility of the town to have them assessed at the same
44 rate. It was not right if some people were much lower or much higher than the average
45 assessment ratio. If they were too high or too low for values, then they should be corrected to the
46 average. Everyone should be paying on the same percentage.

1 Councilor Withrow stated that she agreed that everyone should be paying on the same
2 percentage, but it should be done at the same time. That was how it sat with her.
3

4 Mr. Lessard stated it would have been \$200,000 to do the whole town.
5

6 Councilor Withrow stated that she understood.
7

8 Councilor Pelletier stated that it was a partial on just manufactured housing parks and not
9 residential or commercial properties.
10

11 Mr. Lessard stated that was correct. It was a partial because it was not the whole town. This
12 review was for the ones that were out of line with the typical assessment ratio.
13

14 Councilor Wright stated that the value for residential properties went up a lot, commercial and
15 industrial properties went up a little and these parks went down in valuation.
16

17 Mr. Lessard stated that was correct.
18

19 Councilor Wright stated that they were looking at why the parks went down in value and that
20 was the reason for the update.
21

22 Mr. Lessard stated that was correct.
23

24 Chairman Sweeney thanked Mr. Lessard and then turned the floor over to the applicant.
25

26 Bernard Campbell, Attorney for Glenn Gidley, applicant, stated that this was not the place to
27 address disputes on the law. He wanted to call the Town Council's attention to some statements
28 that needed closer attention. Attorney Campbell stated that he did not know what Town Counsel
29 had provided the Council with for advice. The State Supreme Court in *Merrimack Premium
30 Outlets* stated that it was improper to change the assessment between revaluations unless it met a
31 series of statutory tests such as rezoning, boundary changes, improvements, otherwise the value
32 could not be changes. The Town of Merrimack was told that they could not change the
33 assessment for a particular property. In 2022, Chapter 163 was passed by the Legislature so that
34 assessors could correct errors in existing appraisals. Attorney Campbell cited an example of the
35 legislative intent using testimony provided by Mr. Gagne from the City of Manchester, where
36 Mr. Gagne spoke about a measurement error that had happened as the type of error that the
37 legislation was intended to allow to be corrected. That was what the Legislature was giving
38 assessors the power to fix. He cited a letter from NHMA which also spoke about the need to
39 correct known errors in assessments. SB 312 was passed and allowed for errors to be corrected.
40 Attorney Campbell stated that they had asked for documentation of the errors regarding the
41 assessments of these properties. They were informed that there was no documentation of errors
42 in the 2021 revaluation regarding these parks. Attorney Campbell stated that he did not believe
43 that the partial revaluation was allowable under the RSA unless there was an error. He stated that
44 they were not provided the data to determine how the values were calculated. Their hope was
45 that the Town Council would recognize the fairness of the issue and grant the application. There
46 were no errors. Attorney Campbell spoke about the revaluation and the impact on commercial

1 values. The tax bill for the building his office was in had fallen. The parks may have fallen in
2 value for the same reason. They did not do a review of the residential properties even though
3 they knew that the values were way up in their assessments. They had never done a partial of
4 waterfront properties in Salem. The revaluation was to equalize the values. If there was no math
5 error, then there should not have been an update. The Statute only allowed for correction of
6 errors and no errors had been provided. They did not agree that an error existed. He was going to
7 let Mr. Gidley speak about the practical impact of denying the abatement request. The values
8 may reach this level in the next revaluation, but that was not what was being addressed here.
9

10 Glenn Gidley, the applicant, stated that he appreciated that the Council was allowing the
11 discussion. These were unusual circumstances. He had been involved in real estate and had never
12 seen increases like what was happening. One property had the taxes increase 72%, one property
13 increased 40%, and the third increased 88%. Mr. Gidley felt that the denial would not stand up in
14 court. The appeal would be granted. The mistake was in starting this process. The optics of this
15 were horrible. The park residents were mostly elderly people on fixed incomes. The residents
16 had thanked them for keeping the increases to a minimum in the past few years. They would be
17 looking at substantial increases if these values stood. The Council would have several
18 hundred angry taxpayers coming to meetings. People would be upset. It was wrong to allow the
19 assessors to pick properties and increase them 77 or 80%. It was unfair. He was asking that the
20 applications be granted for practical reasons. They would fight it if the Council did not grant
21 them. Mr. Gidley stated that he was not convinced of the justification because none has been
22 given. He was urging them not to put these legal fees on the tax rate. There were other
23 implications as well. Mr. Gidley stated that he was asking them to look at the practical aspects of
24 this and grant the abatements.
25

26 **MOTION:** by Chairman Sweeney

27 *Move that the Salem Town Council hereby GRANTS a request for a tax abatement for Cole's
28 Mobile Homes (29 Lowell Road), Mobile Courts (33 South Broadway), and Ackerman's
29 Trailer Park (52 East Broadway).*

30 **SECOND:** by Councilor Stacey
31

32 Chairman Sweeney stated that the assessor only did what the Council asked them to do. They
33 were now seeing the result. They would vote on the motion and see what the outcome was.
34

35 Councilor Pelletier asked for the motion again.
36

37 Chairman Sweeney stated that it was to grant the abatement.
38

39 Councilor Wright stated that the Town Attorney said to deny the application.
40

41 Chairman Sweeney stated that the Town Attorney said that they could deny the request. The
42 decision was up to the Town Council.
43

44 **VOTE:** 7-1-0

45 **The motion passed with Councilor Wright opposed.**
46

1 Mr. Lessard stated that the market data used in the update was provided to Attorney Campbell.
2 The data that was not provided was what he requested from the applicant. There did not seem to
3 be disagreement on the data. The applicant's issue was questioning the legality of the update. He
4 wanted to confirm that they had provided the data to the applicant.
5

6 Chairman Sweeney stated that he made the motion because he did not think they had the
7 authority to do the update. He did not doubt that the data was correct.
8

9 **b. Discussion on Community Choice Aggregate Program**

10 Manager Devine stated that the Council requested this item.
11

12 Mr. Brubaker stated that the Council heard presentations from the two power programs allowed
13 under the State program with Community Power Coalition coming in January and Freedom
14 Energy and Colonial Power Group coming in April. These programs are managed by entities
15 allowed under RSA 53-E. These programs typically provide cost savings to rate payers on the
16 supplier portion of an electric bill. The Town's default power provider was Liberty Utilities. It
17 was an opt-out program where users could choose not to participate and remain with Liberty
18 Utilities. There was no penalty for opting out. He provided a summary of Community Power
19 Coalition's background with over 50 member communities. There were twenty seats on the
20 Board of Directors among the members but no guarantee of a seat on the Board for Salem. Rates
21 were set by the Board of Directors every six months. It would have the same utility rates as all of
22 the other members. Freedom Energy was a direct negotiator that worked with eight
23 municipalities in NH. Local control was the emphasis from their presentation. There would be a
24 contract that would be negotiated with the utility providers and Salem if chosen. The Town could
25 determine how long the contract was for. Mr. Brubaker spoke about the next step, if either was
26 chosen which would be for staff to reach out to whichever option was chosen to draft appropriate
27 documentation to join.
28

29 Councilor Hatch asked if residents were forced to join and then had to opt out.
30

31 Mr. Brubaker stated that if either option were adopted then all residents would be put on this plan
32 if Town Meeting approved it.
33

34 Chairman Sweeney stated that it would have to go on the ballot in March. If voters approved,
35 then would give a chance to opt out.
36

37 Councilor Hatch stated that he was concerned about how it would be approved, and he wanted to
38 be sure that people had a say before the change happened.
39

40 Manager Devine stated that bills would be coming from Liberty Utilities still because they
41 owned the transmission lines. Liberty would still do the service.
42

43 Chairman Sweeney stated that he liked the idea behind the legislation, but his concern was not
44 having a seat at the table. He was personally leaning towards Freedom Energy because Salem
45 would have control over the process. This meeting was to provide direction.
46

1 Manager Devine stated that it might be difficult to have this plan ready for March of 2025. It
2 may be 2026 that the proposal to do community power goes before the voters because of the
3 documents required and the committees that needed to be set up.

4
5 Councilor Pelletier stated that his concern was that he wanted to keep the operation in New
6 Hampshire.
7

8 Chairman Sweeney stated that Freedom Energy was based in New Hampshire. They were
9 partnered with Colonial which was based in Massachusetts.
10

11 Manager Devine stated that Community Power Coalition was out of Lebanon.
12

13 Chairman Sweeney asked if the Councilors preferred Freedom Energy over Community Power
14 Coalition.
15

16 Councilor Wright stated that she preferred Community Power Coalition. Something about
17 Freedom Energy made her uncomfortable with them. Community Power Coalition had slightly
18 lower rates. She asked Mr. Brubaker if he had a preference.
19

20 Mr. Brubaker stated that he did not have a preference for either. Both were good options.
21

22 Chairman Sweeney asked if they had data showing lower rates for Community Power Coalition
23 versus Freedom Energy.
24

25 Mr. Brubaker stated that he did not see data from Freedom Energy in comparison to Liberty
26 Utilities in their presentation. Community Power Coalition presented data showing their rates in
27 comparison to Liberty Utilities.
28

29 Councilor Wright stated that she did some research which showed Community Power Coalition
30 had slightly lower rates. She asked if they had a seat at the table with Freedom Energy.
31

32 Chairman Sweeney stated that with Freedom Energy, they helped develop the plan for Salem and
33 Salem controlled what happened. The committee priority for him was to have the lowest rate. If
34 someone wanted green energy, then they could choose that option instead.
35

36 Councilor Wright stated that Community Power Coalition had that option as well.
37

38 Chairman Sweeney stated that they might not have a say with the governing board of
39 Community Power Coalition. If Community Power Coalition decided to go with 100%
40 renewables, then that was what Salem would be stuck with.
41

42 Councilor Hatch asked if they were locked in for life if they made a choice on providers.
43

44 Mr. Brubaker stated that they would give Freedom Energy direction on the length of the contract.
45 They could go with six months to see how it went, or they could lock in for two years if they
46 wanted.
47

1 Manager Devine stated that if the Council was interested in Freedom Energy, staff could invite
2 them back in to meet with the Council again.
3

4 Chairman Sweeney stated that was a good idea. That should be the next step. They could set up a
5 committee.
6

7 **c. Discussion on Proposed Campaign Finance Reporting Policy**

8 Manager Devine stated that this was discussion on a proposed policy. He did not find any towns
9 with campaign reporting policies, so he only compared cities. Portsmouth was annual reporting,
10 while Manchester and Nashua had true campaign finance reporting. Copies of each of the three
11 policies were provided in the packet. They could modify one if any caught the Council's
12 attention.
13

14 Councilor Stacey stated that she read all three. She asked why she would need to provide real
15 estate and her salary because it did not relate to the campaign contributions received. All three
16 had problems. Councilor Stacey wanted them to follow the State reporting form because it was a
17 simple form to follow and complete. Some of these policies had penalties which made it seem
18 like a crime. It was over the top if the purpose was to see how much people received in
19 donations. The political committees had to file with the State. It was overkill to her to use one of
20 the ordinances presented.
21

22 Councilor Hatch stated that this was an item that came out of the Charter Committee that left him
23 scratching his head and seemed uncalled for. The requirement had very little control because it
24 did not cover people who lived out of town and was unenforceable. He asked the Town Clerk
25 how it affected her office. The only people who could work on the forms were the Town Clerk
26 and the Deputy Town Clerk. These were public documents that could be requested daily. It
27 would add to their workload. The requirement was unenforceable. The process would not
28 encourage people to file for office. They did not have enough candidates running for office
29 without the requirement as it was. They should either have the provision go before the voters or
30 make the reporting voluntary. They could see how that worked. It would probably take three or
31 four tries to get it right.
32

33 Councilor Withrow stated that she agreed with Councilors Stacey and Hatch. She had trouble
34 putting something in place where there was no bite and that was what this was. Councilor
35 Withrow stated that she would only support it if it was voluntary.
36

37 Councilor Wright stated that it had to be put in place according to the Charter. There was a
38 provision in one ordinance that prevented people from being sworn in if they did not file the
39 paperwork.
40

41 Chairman Sweeney stated that option was not authorized by the Charter currently.
42

43 Councilor Wright stated that they could put a bite in.
44

45 Councilor Bryant stated that he agreed they should try to take it out. He had never spent more
46 than \$1,000 on a campaign and no one had ever sent him money. Councilor Bryant stated that he

1 was told that there was a campaign ordinance by his father-in-law when he first ran for office,
2 but it turned out that was not the case. It was hard for the Town to enforce it. He was in favor of
3 removing it and did not know what the Charter Commission was thinking. Councilor Bryant
4 stated that he did not want to complicate the issue.
5

6 Chairman Sweeney stated that the Charter Commission had a lot of discussion on the issue with
7 disagreements on how it should work. They compromised and left it to the Town Council to set
8 up the system. He agreed that they did not have the ability to enforce it. Chairman Sweeney
9 stated that he was okay with a voluntary system. It would need to be a simple pdf form so that it
10 did not take a lot of staff time to deal with.
11

12 Councilor Pelletier stated that he agreed. His financial records were private.
13

14 Manager Devine stated that the Charter was clear that it was a report that shall be filed.
15

16 Councilor Hatch stated that it sounded like they should move to have a Charter amendment to
17 remove the requirement.
18

19 Councilor Bryant agreed.
20

21 Councilor Wright stated that she felt that this report was the right direction. Everyone agreed that
22 there were issues with campaign finances.
23

24 Chairman Sweeney stated that he felt that the settlement was to send it to the Council.
25

26 **d. Town Manager's Report/Questions from Town Council**

27 Manager Devine stated that they applied for an LWCF grant for Phase II of Hedgehog Park in
28 conjunction with the Friends of Salem, NH Recreation for \$229,500. Captains Pond and
29 Wilson's Pond had aquatic treatments last. The pickleball courts were coming along and they
30 were waiting for the first coat to cure, which took thirty days. They were hoping for middle or
31 end of July for the pickleball courts to be ready. The initial approval for direct congressional
32 spending for Phase II of the regional water line had been received. It now needed to go through
33 the appropriations process in the Senate and be applied with funds approved at the State level.
34

35 Councilor Pelletier asked about the cooling center.
36

37 Manager Devine stated that there would be a cooling center open from Tuesday to Thursday at
38 the Senior Center from 8:30 AM to 4 PM.
39

40 **10. Old Business/Tabled and Pending**
41

42 **11. Upcoming Meetings**
43

- July 1, 2024
- August 5, 2024

1 ADJOURNMENT AT 8:40 P.M.**2 MOTION:** by Councilor Bryant**3 *Move to adjourn at 8:40 PM.*****4 SECOND:** by Councilor Stramaglia**5 VOTE:** 7-0-0**6 The motion passed unanimously.****7****8 Notes/minutes taken by: Jeremiah Lamson****9****10 Approved: Town Council****11****12 Date Approved: _____**

DRAFT

**CONSENT AGENDA ITEMS - TOWN COUNCIL
MEETING OF JULY 1, 2024**

	<u>TYPE OF ITEM SIGNED</u>	<u>DATE SIGNED</u>	<u>TYPE OF SIGNATURE</u>
1	Assessing - Abatement - Mobile Home Parks	06/17/24	In Person
2	Assessing - Abatement - Salem Manufacture Homes	06/28/24	DocuSign
3	Assessing - Abatement - Santander Bank	06/17/24	DocuSign
4	Assessing - Elderly Exemptions - July - Approval	06/26/24	DocuSign
5	Assessing - Elderly Exemptions - June - Deny	06/26/24	DocuSign
6	Finance - Utility Abatement - Benning Street	06/28/24	DocuSign
7	Finance - Utility Abatement - North Main Street	06/21/24	DocuSign
8	Finance -Utility Abatement - Various (software update)	06/14/24	DocuSign



Lancaster Fund Request Proposal
May 12, 2024

Organization Name:

Friends of Salem NH Recreation, Inc.

Organization Contact (Name, Phone Number, Email Address, Mailing Address)

James Koczat

PO Box 1894

Salem, NH 03079

603-560-0579

jameskoczat@comcast.net

Website:

<https://www.facebook.com/profile.php?id=100083036032440>

Requested Amount: \$2500

Intended Use of the Funds

The Friends of Salem NH Recreation, Inc is in the process of revitalizing Hedgehog Park in Salem, NH. It had become dilapidated and unsafe to use over the past several years. There are several projects currently underway to rebuild the park with funds from a LWCF Grant from the State of New Hampshire partnering with the Town of Salem NH, and through other fundraising sources for:

- A new basketball court
- A new skatepark
- Improved parking
- Accessible paths and walkways
- Replacement of pond filters for cleaner water

There are still several things that need to be purchased to fully complete this renovation.

The use for this grant would be to purchase:

- 1 set of Aluminum bleachers for the new basketball court (7.5 feet, 3 rows)

Cost: \$2595.00 (see attached quote)

How the Use of the Fund Aligns with the Lancaster Fund Mission Statement

A brief written description, not to exceed 150 words of the proposed project.

We share a common goal with the Lancaster Fund to help make Salem New Hampshire a better place to live. Our mission is to work closely with the Community Services Director and the Town Council in Salem regarding plans, policies, programs, projects, and resources relating to parks, facilities, and recreational activities. We identify and pursue funding sources and other resources as a partnering non-profit organization to support the success of the Salem NH Recreation goals. The Hedgehog Park revitalization program promises to provide a modernized, safe park and summer beach and picnic area that is intended for public use for the Town of Salem and surrounding communities. Every aspect of the project, including this funding request for bleachers to provide seating for basketball court, will bring a long-term benefit for the community in the Town of Salem for years to come.

Federal 501(c)(3) Certificate

Include a copy of the most recent IRS ruling of tax-exempt status under Section 501(c)(3) and non-private foundation status under Section 509(a) of the Internal Revenue Code.

See attachment of the certificate.

Organization Overview

(mission statement, purpose, organization size, and services provided)

Mission Statement*

The purpose of the Recreation Advisory Committee (a Town of Salem, NH-authorized group) is to make recommendations to the Community Services Director and to the Town Council regarding plans, policies, programs, projects, and resources relating to parks, facilities, and recreational activities.

The Friends of Salem NH Recreation, Inc., a 501(c)(3), non-profit business group, is tasked to support efforts of the Recreation Advisory Committee and provide project planning and recreation support assistance while identifying funding and resources for projects.

Description of Organization's History and Capacity*

The Friends of Salem NH Recreation, Inc. is a non-profit organization founded in 2011, originally aimed at supporting parks and playgrounds in Salem, New Hampshire. However, in 2017, the organization underwent revitalization under new leadership, James Koczat and his brother Robert Koczat (who has since passed). With this change, they refiled for a new IRS identification and redefined the organization's core mission and fundraising goals. Since then, the group has experienced growth and expansion.

The primary objective of the Friends of Salem NH Recreation, Inc. is to provide support to the Recreation Advisory Committee and the Salem NH Recreation Department in

Friends of Salem NH Recreation, Inc.

their efforts to offer quality recreation opportunities for the community. This support includes advisory assistance, volunteer resources, and fundraising activities such as events, grants, donations, and partnerships. These efforts aim to offset the costs associated with maintaining and enhancing parks, playgrounds, public fields, courts, and other recreational facilities in Salem, NH.

The organization's board of directors consists of eleven members who have successfully raised over \$50,000 since 2021. These funds have been used to support various projects in the town, including securing a federal grant under the Land and Water Conservation Fund (LWCF) to renovate Hedgehog Park, which is currently closed for renovations.

In addition to fundraising, the Friends of Salem NH Recreation, Inc. actively organizes and participates in local events such as fishing derbies, Easter egg hunts, holiday parades, winter carnivals, and more. Their activities and fundraising commitments for 2024 will continue to focus on improving accessibility and enhancing the quality of life for residents of Salem, NH, and surrounding communities.

3 Years of Audited Statements:

See attachment

Thank you for this opportunity to participate in the Lancaster Fund Mission.



May 10, 2024

Julian Grant
Friends of Salem
Hedgehog Park
Salem, NH 03079

Dear Julian:

Per your request, please find enclosed the following Bleacher quote from New England Recreation Group for your Project in Salem. NERG is a preferred Vendor under MHEC Contract MC14-B14 code 5425 for Municipal Procurement of this Equipment in New Hampshire.

A. 1 each: NRS #NB-0315ASTD -3 row x 15' Aluminum Bleacher Units	\$ 2,595.00 (1) Del.
--	----------------------

- * Aluminum angle understructure for 6" rise
- * 2x10 anodized aluminum seat planks w/ poly end caps
- * Single 2x10 mill finish aluminum foot planks
- * Customer responsible for compliance with any local codes

* Prices are good for 30 days and are for delivered equipment only F.O.B Salem, NH

* Prices do NOT include:

- Assembly, Installation or footing/anchoring/concrete pads (Bleacher assembly required)
- Accessories/Customizations not listed such as ground sills, clear or color anodized finish, etc.
- Stamped Engineered Drawings (ADD: \$850.00)
- Lift gate/machine delivery for receiving & material offload by customer.

Should you have any questions or need additional information please do not hesitate to contact me.

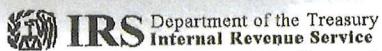
I appreciate the opportunity to assist you and thank you for your consideration.

Mark Gallagher
Vice President

P.O. Box 1503
Westboro, MA 01581

P.O. Box 1050
Tolland, CT 06084

800.861.1209
508.393.1963
F 508.393.1927
www.nerecgroup.com
nerg@nerecgroup.com



Cincinnati Service Center
CINCINNATI OH 45999-0038

In reply refer to: 0256554314
Mar. 15, 2023 LTR 4170C 0
27-4514782 000000 00
00024919
BODC: TE



FRIENDS OF SALEM NEW HAMPSHIRE
RECREATION INC
% PATRICIA E GOOD
6 BRIAN AVE
SALEM NH 03079

003719

Person to contact: Customer Service

Dear Taxpayer:

We're responding to your request of Mar. 08, 2023, about the tax-exempt status of FRIENDS OF SALEM NEW HAMPSHIRE

We issued a determination letter in May 2017, granting this organization exemption from federal income tax under Internal Revenue Code Section 501(c)(3).

Our records show this organization is not a private foundation within the meaning of Internal Revenue Code (IRC) Section 509(a) because it's described in IRC Section 509(a)(2).

Donors can deduct contributions to this organization as provided in Internal Revenue Code (IRC) Section 170. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for federal estate and gift tax purposes if they meet the requirements of IRC Sections 2055, 2106, and 2522.

If an organization fails to file a required annual return or notice for three consecutive years, its tax-exempt status is revoked by operation of law. This is stated in IRC Section 6033(j)(1). The revocation is effective on the filing due date of the third annual return or notice. For more information about filing requirements, you can visit our website at www.irs.gov/eo.

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.



Friends of Salem New Hampshire Recreation, Inc.

Financial Information

	2021	2022	2023	2024
Income				
Starting Balance:	\$4,215.60	\$10,000.00	\$13,830.99	\$25,000.00
ARPA Funds				
Charitable Gaming: Dover		\$225.00		
Donation: Blackbaud				
Donation: Cash	\$20.00			
Donation: Fidelity			\$1,000.00	\$1,000.00
Donation: M. Gosselin (In Memory)		\$100.00	\$100.00	
Donation: P. Courtmanche (In Memory)				\$1,300.00
Donation: R. Koczat (In Memory)				\$50.00
Donation: V. Dolan (In Memory)				\$486.00
Easter Egg Hunt			\$60.00	\$1,200.00
NH Gives				\$646.00
Transfer Station			\$912.00	\$700.00
Winter Carnival	\$65.00			
	\$4,400.60	\$12,297.00	\$18,512.99	\$27,700.00



Friends of Salem New Hampshire Recreation, Inc.

Financial Information

Expenses				
Fishing Derby	\$175.00	\$225.00	\$245.00	\$300.00
Grant Watch	\$199.00	\$199.00	\$199.00	\$199.00
PO Box	\$176.00	\$216.00	\$230.00	\$250.00
State of NH: NHCT-12 Filing	\$75.00	\$75.00	\$75.00	\$75.00
July 4th Walk/Run	\$425.00	\$450.00	\$495.00	\$500.00
Family Fun Day	\$95.00	\$100.00	\$105.00	\$125.00
Holiday Parade	\$175.00	\$225.00	\$300.00	\$300.00
NH Center for Non Profits		\$135.00	\$135.00	
Easter Egg Hunt	\$617.99	\$630.49	\$675.00	\$675.00
Charitable Gaming: Dover		\$7,500.00	\$7,500.00	
NH Lottery Commission		\$250.00	\$250.00	
Polo Shirts for Board Members		\$715.30	\$715.30	
Greater Salem Chamber Membership		\$199.00	\$199.00	
TechSoup: QuickBooks Online		\$75.00	\$75.00	
TechSoup: GrantStation		\$199.00	\$199.00	
Insurance: D & O		\$1,095.00	\$1,095.00	
Insurance: Liability		\$650.00	\$650.00	
LinkedIn Membership		\$200.00	\$200.00	
Salem's Trunk or Treat		\$175.00	\$350.00	
	<u>\$1,145.00</u>	<u>\$2,057.99</u>	<u>\$13,397.79</u>	<u>\$13,077.00</u>



Friends of Salem Bike-Ped Corridor
2 Townsend Avenue ♦ Salem, NH 03079-2332
www.fsbpc.org ♦ info@fsbpc.org ♦ 603.898.9926

"For everyone, everyday."

May 15, 2024

Re: Lancaster Fund grant application

Dear Salem Town Council Members:

The Friends of the Salem Bike-Ped Corridor (FSBPC) wishes to apply for a \$2,500.00 grant from the Lancaster Fund per the guidelines on the town's website. The following information is provided as requested.

Organization Name: Friends of the Salem Bike-Ped Corridor

Contact Name:

David Topham, FSBPC Co-Chair
2 Townsend Avenue
Salem, NH 03079-2332
dstopham@comcast.net
603-898-9926

Requested amount: \$2,500.00 (The 50% match is available.)

Intended Use: Continue development of the Salem Bike-Ped Corridor for the benefit of all residents and guests using the rail trail.

FSBPC website address: www.fsbpc.org

Alignment with Lancaster Fund Mission: Since the first section of the Salem Bike-Ped Corridor was completed in 2016, it has become a well-used and respected town amenity as reflected in the Town Reports and many local publications. It definitely serves many residents and guests by making Salem a better place to live. The motto of "For Everyone, Every Day" is very applicable.

Proposed Project: Combined with other grants and donations for development of the rail trail rest area / mini-park in Salem Depot across the street from the Depot Station, a Lancaster Fund grant will help to build this area. As we work with the Salem Depot Village Advisory Committee (DVAC), the plan is to continue the trail on the south side of Main Street with the same type of paver blocks used on the north side in front of the Depot Station. This will make the trail more "welcoming" to users of the planned rest area and help meet goals of DVAC.

IRS Tax Exempt Status: See attached LOD, EIN 20-5710218 Note: FSBPC is an affiliate of the Bike-Walk Alliance of NH (BWANH), it being the fiscal sponsor therefore the EIN is shared. See attached MOU.

Organization Overview: See attached FSBPC / BWANH Memo of Understanding (MOU), State of NH Letter of Good Standing, and Articles of Agreement. FSBPC is operated strictly by volunteers with approximately 100 people or organizations donating funds and/or labor to help maintain and beautify the rail trail. The SBPC property is owned by NHDOT and managed by the Town of Salem. FSBPC helps when and where possible to maintain and promote this valuable town asset.

Financial Statements: Year-end statements for 2020, 2021, and 2022 are attached; 2023 year-end statements are in process and on extension with the IRS. BWANH has all returns prepared by a well-respected CPA in Concord. Professional audits have been determined as not being unnecessary by the State of NH due to the relative cost versus the funds overseen by BWANH. Actual filings can be reviewed on GuideStar. <https://www.guidestar.org/>

Thank you for your attention and please contact me if any questions concerning this Lancaster Grant application.

Sincerely,



David Topham
FSBPC Co-Chair
603.898.9926
dstopham@comcast.net

File: Lancaster Fund FSBPC grant request-051524a.docx

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **DEC 29 2008**

BIKE-WALK ALLIANCE OF N.H.
2 TOWNSEND AVE
SALEM, NH 03079-2332

Employer Identification Number:
20-5710218
DLN:
17053182004008
Contact Person:
JACK D NEITZEL ID# 95127
Contact Telephone Number:
(877) 829-5500 Accounting
Period Ending:
December 31
Public Charity Status:
170 (b) (1) (A) (vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 10, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c) (3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

RECEIVED JAN - 2 2009

BIKE-WALK ALLIANCE OF N.H.

Sincerely,

A handwritten signature in black ink that reads "Robert Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)

RECEIVED JAN - 2 2009



Bike-Walk Alliance of New Hampshire

57 Regional Drive, Suite 6 ♦ Concord, NH 03301-8518
www.bwanh.org ♦ info@bwanh.org ♦ 603.898.9926

"A Voice for New Hampshire's Bicyclists and Pedestrians"

Memorandum of Understanding

between the

Bike-Walk Alliance of New Hampshire, Inc.

and

Friends of Salem Bike-Ped Corridor

Agreement made on this day of May 8, 2009 between the **Bike-Walk Alliance of New Hampshire (BWA-NH)** a nonprofit corporation organized pursuant to NH Revised Statutes Annotated Chapter 292, with a principal place of business at 57 Regional Drive, Suite 6, Concord, NH 03031-8518, ("BWA-NH") and **Friends of Salem Bike-Ped Corridor**, an unincorporated organization based in Salem, NH.

RECITALS

A. BWA-NH's Board of Directors, after reviewing Friends of Salem Bike-Ped Corridor's goals and activities, has determined that the purpose of Friends of Salem Bike-Ped Corridor is consistent with and will further BWA-NH's charitable mission and as such deems Fiscal Sponsorship of Friends of Salem Bike-Ped Corridor appropriate. BWA-NH therefore desires to act as the fiscal sponsor of the Project, by receiving assets and incurring liabilities identified for the Project beginning on the effective date as defined in Paragraph 1, and using them to pursue the objectives for which the Project is being established.

B. Friends of Salem Bike-Ped Corridor desires to be placed under the legal control and authority of BWA-NH as a Fiscally Sponsored Project for the duration of this agreement.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS

I. Purpose of this Memorandum of Understanding

The purpose of this Memorandum of Understanding is to establish Friends of Salem Bike-Ped Corridor as a Fiscally Sponsored Project of BWA-NH as of May 8, 2009, and to set forth the principles and guidelines that will govern the Project.

II. Fiscal Sponsorship Program

BWA-NH, through its Fiscal Sponsorship Program, serves as a home for new, emerging and ongoing bicycle and pedestrian advocacy projects throughout the state of New Hampshire. To support the programmatic activities of its projects, BWA-NH provides general fiscal and administrative support. BWA-NH exercises full legal and managerial control over Fiscal Sponsorship Projects and has the authority to set and change its policies. However, BWA-NH will consult with Friends of Salem Bike-Ped Corridor's Advisory Board prior to making any material changes in policies.

III. Project Staff and Management

BWA-NH is the legal employer of any paid Project staff. BWA-NH has responsibility for all activities of its Projects and must review and approve all contracts, loans, publications, and other legal documents. Each Project is required to stay in close contact with the BWA-NH Board, providing monthly updates of the projects progress and any issues that arise.

IV. Delegations of Authority

A. The BWA-NH Board of Directors has governing authority over and legal and fiduciary responsibility for all of BWA-NH's Fiscal Sponsorship Projects. The BWA-NH Board of Directors has delegated the authority to manage BWA-NH activities to the Executive Director of BWA-NH. Fiscal Sponsorship Projects are direct activities of BWA-NH. They carry out programmatic activities which contribute to the advancement of bicycle and pedestrian related causes in New Hampshire, in accordance with BWA-NH's mission. By signing this Memorandum of Understanding, BWA-NH's Executive Director delegates responsibility for day-to-day operations of Friends of Salem Bike-Ped Corridor Project to the Friends of Salem Bike-Ped Corridor's Project Director, [name].

B. As a Project of BWA-NH, Friends of Salem Bike-Ped Corridor must comply with all federal and state regulations governing nonprofit activities. Projects are also fully responsible for raising sufficient funds to cover operating expenses. The parties understand and agree that except for overhead administrative expenses, funds raised by and on behalf of the Friends of Salem Bike-Ped Corridor Project shall be used only in support of mission-related activities. Furthermore, BWA-NH's internal accounting controls require sign-off by the Project Director, or designee, before any costs can be incurred or checks issued.

V. Advisory Boards

Advisory Boards are strongly recommended for all Projects. While these boards have no legal or governing authority, they provide a crucial mechanism of accountability and support for projects. Advisory boards are responsible for providing assistance in the areas of program policy development, fundraising, and organizational development. They also monitor and evaluate the performance of Project Directors. In addition, advisory boards play an important role in facilitating and maintaining communication between BWA-NH and its Projects; they may provide BWA-NH with advice and recommendations regarding personnel, financial, and administrative matters as well as other issues related to the project.

VI. Administrative Expenses

BWA-NH's standard allocation for overhead expenses is 5% of all project expenses.

VII. Property Rights

A. All property rights, title and interest, including all Intellectual Property Rights developed by the Friends of Salem Bike-Ped Corridor project in connection with this Memorandum shall vest in BWA-NH. No such property shall be the subject of an application for copyright, trademark or patent registration and/or protection by or on behalf of the Friends of Salem Bike-Ped Corridor program without the prior written consent of BWA-NH's Executive Director or his/her designee. All proceeds received by BWA-NH from monetization of materials or methods developed by the Friends of Salem Bike-Ped Corridor Project, including licensing fees and royalties, shall be allocated to support the Project's purpose.

B. Within 90 days of a legal separation between BWA-NH and its Friends of Salem Bike-Ped Corridor Project, BWA-NH agrees, upon written request of Friends of Salem Bike-Ped Corridor, and subject to all applicable laws and regulations, to assign to Friends of Salem Bike-Ped Corridor or its assignee all property rights developed in connection with or as a result of this Agreement, *provided, however,* that such transfer shall be in accordance with all applicable laws and regulations.

C. The advance approval of BWA-NH's Executive Director or his/her designee is required prior to the publication by the Friends of Salem Bike-Ped Corridor project of any electronic or hard-copy information about the project, except that the following types of publications shall not require such advance approval:

- Routine updates of Friends of Salem Bike-Ped Corridor materials, including Friends of Salem Bike-Ped Corridor's website;
- All correspondence, except (a) correspondence with funders which requires BWA-NH official signatures and (b) correspondence which involves public policy issues or might otherwise be considered lobbying;
- Any reports or other documents required to be produced under the terms of a grant or contract.

In cases where advance approval is required, the Friends of Salem Bike-Ped Corridor project shall provide the material to be reviewed by BWA-NH's Executive Director or his/her designee sufficiently in advance to allow a reasonable time for review, but in no case less than 24 hours in advance. BWA-NH's Executive Director or his/her designee shall review and respond promptly.

Friends of Salem Bike-Ped Corridor agrees to consult with BWA-NH's Executive Director or his/her designee regarding printing BWA-NH's name on Friends of Salem Bike-Ped Corridor publications. BWA-NH encourages but does not require such recognition.

VIII. Term and Project Closure

A. Friends of Salem Bike-Ped Corridor shall be a Fiscally Sponsored Project of BWA-NH through [date]. The duration may be extended at any time prior to that date by mutual agreement of BWA-NH's Executive Director or his/her designee and Friends of Salem Bike-Ped Corridor's Project Director. Either BWA-NH's Executive Director or Friends of Salem Bike-Ped Corridor's

Project Director may terminate this Agreement before the stated termination date by giving ninety (90) days written notice of such termination to the other. Notwithstanding the foregoing sentence, however, BWA-NH's Executive Director reserves the right to terminate the project at any time if he/she determines that the project has engaged in unauthorized or illegal activities. Likewise, BWA-NH reserves the right to terminate the project at any time if it determines that the project has materially violated any BWA-NH policies.

B. Upon termination of the project, BWA-NH will, within a reasonable time, but no later than 90 days thereafter, transfer to Friends of Salem Bike-Ped Corridor or its assignee all funds in the accounts maintained by BWA-NH for the project, after accounting for all outstanding obligations, which obligations shall include BWA-NH's administrative expenses, *provided, however,* that such transfer shall be in accordance with all applicable laws and regulations.

IX. Amendments

This Agreement may be modified only by a written document signed by both parties.

IN WITNESS WHEREOF, BWA-NH and Friends of Salem Bike-Ped Corridor have caused this Agreement to be executed by their duly authorized representatives as of the day and year first written above.

Bike-Walk Alliance of New Hampshire, Inc.

Linda Gould
Linda Gould
Executive Director

May 8, 2007
Date

Friends of Salem Bike-Ped Corridor:

William Carter
William Carter
Co-Chairman

MAY 8, 2009
Date

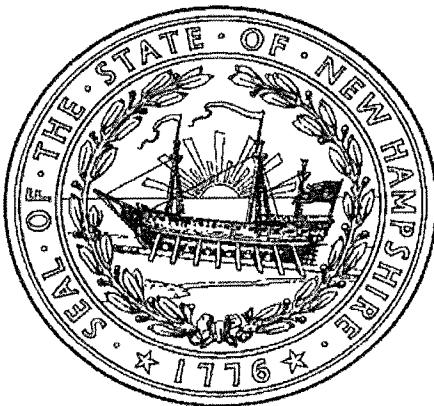
State of New Hampshire
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that FRIENDS OF SALEM BIKE-PED CORRIDOR is a New Hampshire Trade Name registered to transact business in New Hampshire on April 09, 2022. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **898486**

Certificate Number : **0005761143**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 9th day of April A.D. 2022.

A handwritten signature in black ink, which appears to read "David M. Scanlan".

David M. Scanlan
Secretary of State

State of New Hampshire

Recording fee: \$25.00
Use black print or type.

Form NP-1
RSA 292:2

ARTICLES OF AGREEMENT OF A NEW HAMPSHIRE NONPROFIT CORPORATION

THE UNDERSIGNED, being persons of lawful age, associate under the provisions of the New Hampshire Revised Statutes Annotated, Chapter 292 by the following articles:

FIRST: The name of the corporation shall be Friends of Salem Bike-Ped Corridor

SECOND: The object/purpose for which this corporation is established is:

Purpose of the Friends of Salem Bike-Ped Corridor entity is to promote and enhance the development of the Salem Bike-Ped Corridor, a multi-use 5.1-mile rail trail in the Town of Salem, NH, for active transportation and recreational use by town residents, guests, and tourists.

THIRD: The provisions for establishing membership and participation in the corporation are:

Any new member must be unanimously approved by the Board of Directors. New members may include residents of the Town of Salem including town officials.

FOURTH: The provisions for disposition of the corporate assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to corporate assets are:

Upon dissolution, any corporate assets will be reassigned to any private successor or non-profit organization which assumes responsibility for the maintenance of the Salem Bike-Ped Corridor or, if none, distributed equally to all active New Hampshire rail trail organizations participating in the Granite State Rail Trail development and maintenance, the 120-mile segmented project extending from Salem to Lebanon, NH.

FIFTH: The New Hampshire principal address at which the business of this corporation is to be carried on is

2 Townsend Avenue, Salem NH 03079-2332
(no. & street) (city/town) (state) (zip code)

Principal Mailing Address (if different): _____
(no. & street) (city/town) (state) (zip code)

Business Email: info@fsbpc.org

Please check if you would prefer to receive the courtesy Nonprofit Report Reminder by email.

SIXTH: The amount of capital stock, if any, or the number of shares or membership certificates, if any, and provisions for retirement, reacquisition and redemption of those shares or certificates are:

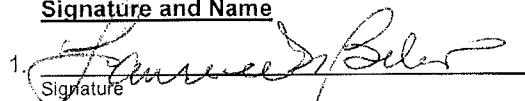
300 shares

SEVENTH: Provision eliminating or limiting the personal liability of a director, an officer or both, to the corporation or its shareholders for monetary damages for breach of fiduciary duty as a director, an officer or both is (Note 1) No director or officer shall have any liability

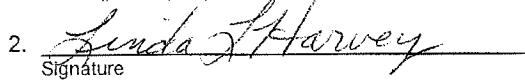
for any action taken in good faith.

EIGHTH: Signatures and post office address of each of the persons associating together to form the corporation: (Note 2)

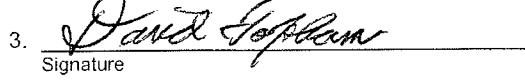
Signature and Name

1. 
Signature

Laurence Belair
Name (please print)

2. 
Signature

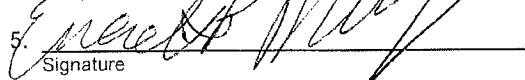
Linda Harvey
Name (please print)

3. 
Signature

David Topham
Name (please print)

4. 
Signature

Michael Banks
Name (please print)

5. 
Signature

Everett McBride
Name (please print)

Post Office Address

55 Hawkins Glen Drive
Street

Salem, NH 03079
City/Town State Zip

16 Clinton Street
Street

Salem, NH 03079
City/Town State Zip

2 Townsend Avenue
Street

Salem, NH 03079
City/Town State Zip

25 Millville Street
Street

Salem, NH 03079
City/Town State Zip

66 Millville Street
Street

Salem, NH 03079
City/Town State Zip

Notes: 1. If no provision eliminating or limiting personal liability, insert "NONE".

2. At least five signatures are required.

DISCLAIMER: All documents filed with the Corporation Division become public records and will be available for public inspection in either tangible or electronic form.

Mailing Address - Corporation Division, NH Dept. of State, 107 N Main St, Rm 204, Concord, NH 03301-4989
Physical Location - State House Annex, 3rd Floor, Rm 317, 25 Capitol St, Concord, NH

Bike-Walk Alliance of NH -- FSBPC account
Stmt. of Income & Expenses
January through December 2020

FSBPC

Ordinary Income/Expense

Income

41000 · Direct Public Support	
41100 · Memberships	
41460 · Affiliate Memberships	0.00
Total 41100 · Memberships	0.00
41500 · Donations	
41507 · Donations - General	3,075.00
41510 · Donations - Anonymous	0.00
41500 · Donations - Other	500.00
Total 41500 · Donations	3,575.00
Total 41000 · Direct Public Support	3,575.00
44500 · Grants Income	
44510 · Corporate & Business	0.00
44520 · Foundation and Trust	3,000.00
44530 · Nonprofit Organization Grants	0.00
Total 44500 · Grants Income	3,000.00
44600 · Sponsorships	
44625 · Conference/Event Sponsorships	0.00
Total 44600 · Sponsorships	0.00
46000 · Other Income	
46100 · Merchandise Sales	
46115 · Used Bike Sales&Repairs	0.00
46130 · Book Sales	0.00
Total 46100 · Merchandise Sales	0.00
Total 46000 · Other Income	0.00
47700 · Rev. Released from Restrictions	
Total Income	6,575.00
Gross Profit	6,575.00
Expense	
60000 · Membership & Program Services	
60250 · Fiscal Sponsor Expense	
60251 · Fiscal Sponsor Annual Fee	100.00
60252 · Fiscal Sponsor 5% of Income Fee	179.95
Total 60250 · Fiscal Sponsor Expense	279.95
60400 · Program & Events Expense	
60471 · Rail Trail Expenses	
60472 · Maintenance expenses	3,175.47
Total 60471 · Rail Trail Expenses	3,175.47
60480 · Affiliate Program Expense	
60481 · Bicycle Repairs & maintenance	0.00
60483 · Biking Apparel	0.00
60487 · Affiliate Event expenses	2,000.16
Total 60480 · Affiliate Program Expense	2,000.16

	<u>FSBPC</u>
Total 60400 · Program & Events Expense	5,175.63
61000 · Merchandise & Adv Expense	0.00
61100 · Merchandise Expense	0.00
61400 · Ext. Marketing & Adv Expense	124.07
61404 · General Advertising & Marketing	124.07
Total 61400 · Ext. Marketing & Adv Expense	124.07
Total 61000 · Merchandise & Adv Expense	124.07
Total 60000 · Membership & Program Services	5,579.65
60488 · Affiliate Program Expense-Misc.	0.00
65000 · Operations	
65300 · Professional Development	
65315 · Professional Memberships	199.00
Total 65300 · Professional Development	199.00
65500 · General Office Expenses	
65505 · Postage & Delivery	0.00
65508 · Office & Meeting Supplies	0.00
65509 · Printing & copying	0.00
65510 · Rent Expense	0.00
65515 · Insurance	0.00
65520 · Fees, Penalties & Misc. Taxes	0.00
65525 · CC Processing Fees	0.00
65530 · Info Tech Expense	326.45
65540 · Miscellaneous Expense	
66900 · Reconciliation Discrepancies	0.00
Total 65540 · Miscellaneous Expense	0.00
Total 65500 · General Office Expenses	326.45
Total 65000 · Operations	525.45
65100 · Other Types of Expenses	
65200 · Bad Debt Expense	0.00
Total 65100 · Other Types of Expenses	0.00
Total Expense	6,105.10
Net Ordinary Income	469.90
Net Income	469.90

Bike-Walk Alliance of NH -- FSBPC account
Stmt. of Income & Expenses
January through December 2021

FSBPC

Ordinary Income/Expense

Income

41000 · Direct Public Support	
41100 · Memberships	
41460 · Affiliate Memberships	0.00
Total 41100 · Memberships	0.00
41500 · Donations	
41507 · Donations - General	13,860.00
41510 · Donations - Anonymous	0.00
Total 41500 · Donations	13,860.00
Total 41000 · Direct Public Support	13,860.00
44600 · Sponsorships	
44625 · Conference/Event Sponsorships	0.00
Total 44600 · Sponsorships	0.00
46000 · Other Income	
46100 · Merchandise Sales	
46115 · Used Bike Sales&Repairs	0.00
46120 · T-Shirt & Hat Sales	0.00
46130 · Book Sales	0.00
Total 46100 · Merchandise Sales	0.00
Total 46000 · Other Income	0.00
47700 · Rev. Released from Restrictions	0.00
Total Income	13,860.00
Gross Profit	13,860.00
Expense	
60000 · Membership & Program Services	
60250 · Fiscal Sponsor Expense	
60251 · Fiscal Sponsor Annual Fee	100.00
60252 · Fiscal Sponsor 5% of Income Fee	786.25
Total 60250 · Fiscal Sponsor Expense	886.25
60400 · Program & Events Expense	
60450 · Events Expense	
60457 · Misc. Events Expense	0.00
Total 60450 · Events Expense	0.00
60471 · Rail Trail Expenses	
60472 · Maintenance expenses	2,704.04
Total 60471 · Rail Trail Expenses	2,704.04
60480 · Affiliate Program Expense	
60481 · Bicycle Repairs & maintenance	0.00
60482 · Bike Racks	0.00
60489 · Conference expenses	0.00
Total 60480 · Affiliate Program Expense	0.00
Total 60400 · Program & Events Expense	2,704.04
Total 60000 · Membership & Program Services	3,590.29

	FSBPC
60488 · Affiliate Program Expense-Misc.	0.00
65000 · Operations	
65300 · Professional Development	
65315 · Professional Memberships	249.00
Total 65300 · Professional Development	249.00
65500 · General Office Expenses	
65505 · Postage & Delivery	0.00
65510 · Rent Expense	0.00
65515 · Insurance	0.00
65520 · Fees, Penalties & Misc. Taxes	0.00
65525 · CC Processing Fees	0.00
65530 · Info Tech Expense	20.54
65540 · Miscellaneous Expense	
66900 · Reconciliation Discrepancies	-0.01
Total 65540 · Miscellaneous Expense	-0.01
Total 65500 · General Office Expenses	20.53
Total 65000 · Operations	269.53
Total Expense	3,859.82
Net Ordinary Income	10,000.18
Net Income	<u>10,000.18</u>

Bike-Walk Alliance of NH -- FSBPC account
Stmt. of Income & Expenses
January through December 2022

FSBPC

Ordinary Income/Expense	
Income	
41000 · Direct Public Support	
41100 · Memberships	
41460 · Affiliate Memberships	0.00
Total 41100 · Memberships	0.00
41500 · Donations	
41507 · Donations - General	2,620.22
41510 · Donations - Anonymous	0.00
Total 41500 · Donations	2,620.22
Total 41000 · Direct Public Support	2,620.22
44500 · Grants Income	
44510 · Corporate & Business	0.00
44530 · Nonprofit Organization Grants	2,500.00
Total 44500 · Grants Income	2,500.00
44500T · Grant Income - TempR	
44530T · Nonprofit Org Grants TempR	0.00
Total 44500T · Grant Income - TempR	0.00
44600 · Sponsorships	
44630 · Sponsorship-Affiliate Program E	0.00
Total 44600 · Sponsorships	0.00
44900 · Program Income	
44950 · Events Income	
44958 · Fundraising - Bike SWAP	0.00
44950 · Events Income - Other	0.00
Total 44950 · Events Income	0.00
Total 44900 · Program Income	0.00
46000 · Other Income	
46100 · Merchandise Sales	
46115 · Used Bike Sales&Repairs	0.00
46120 · T-Shirt & Hat Sales	0.00
46130 · Book Sales	0.00
Total 46100 · Merchandise Sales	0.00
46000 · Other Income - Other	0.00
Total 46000 · Other Income	0.00
Total Income	5,120.22
Gross Profit	5,120.22
Expense	
60000 · Membership & Program Services	
60180 · Donation Expense	
60183 · Donation Expense	0.00
Total 60180 · Donation Expense	0.00
60250 · Fiscal Sponsor Expense	
60251 · Fiscal Sponsor Annual Fee	100.00

	<u>FSBPC</u>
60252 · Fiscal Sponsor 5% of Income Fee	84.25
Total 60250 · Fiscal Sponsor Expense	184.25
60400 · Program & Events Expense	
60401 · Bike Ed Training-Supplies	
60412 · Bike Ed-SRTS #16011A Grant#2	
60416 · SRTS#2 - Materials&Supp	0.00
Total 60412 · Bike Ed-SRTS #16011A Grant#2	0.00
Total 60401 · Bike Ed Training-Supplies	0.00
60450 · Events Expense	
60457 · Misc. Events Expense	0.00
Total 60450 · Events Expense	0.00
60471 · Rail Trail Expenses	
60472 · Maintenance expenses	1,136.91
Total 60471 · Rail Trail Expenses	1,136.91
60480 · Affiliate Program Expense	
60481 · Bicycle Repairs & maintenance	0.00
60482 · Bike Racks	2,375.00
60483 · Biking Apparel	0.00
60484 · Rail Trail Books	0.00
60487 · Affiliate Event expenses	0.00
Total 60480 · Affiliate Program Expense	2,375.00
Total 60400 · Program & Events Expense	3,511.91
61000 · Merchandise & Adv Expense	
61400 · Ext.Marketing & Adv Expense	
61403 · Event Advertising & Publicity	0.00
61404 · General Advertising & Marketing	0.00
61405 · Print Ads	0.00
Total 61400 · Ext.Marketing & Adv Expense	0.00
Total 61000 · Merchandise & Adv Expense	0.00
Total 60000 · Membership & Program Services	3,696.16
65000 · Operations	
65300 · Professional Development	
65315 · Professional Memberships	274.00
Total 65300 · Professional Development	274.00
65500 · General Office Expenses	
65503 · Consulting Fees	0.00
65505 · Postage & Delivery	0.00
65508 · Office & Meeting Supplies	0.00
65509 · Printing & copying	0.00
65510 · Rent Expense	0.00
65515 · Insurance	0.00
65520 · Fees, Penalties & Misc. Taxes	0.00
65525 · CC Processing Fees	0.00
65530 · Info Tech Expense	20.54
Total 65500 · General Office Expenses	20.54
Total 65000 · Operations	294.54
Total Expense	3,990.70

Net Ordinary Income
Net Income

FSBPC
1,129.52
<u>1,129.52</u>



POLICY AND PROCEDURE MEMO

SUBJECT: LANCASTER FUND

No. _____

Date: 09/11/23

Lancaster Fund

Criteria and Policy for Application to Request Funds

Town Council

Fund Overview:

The Lancaster Fund is an endowment to the residents of the Town of Salem, NH administered by the Town Council with the stated purpose to be used to make Salem a better place to live. It is the philosophy of the Council that any and all disbursements from the fund impact positively the lives of all of its residents. While acknowledging this may not be possible with every disbursement, the Council shall determine which funding request provides the greatest benefit to the residents of Salem.

Procedure:

Requests for funding from the Lancaster Fund shall be solicited by issuance of a press release and posting on Salem Community Television (SCTV), at the Town Hall, the Kelley Library, and the Town Website.

In Mid-April of each year, notifications shall be executed as stated above. A thirty-day period will be available for organizations to submit requests for funds via the criteria and process as described below. Upon receipt of the requests for funding, the requests will be scheduled for presentation to the Town Council.

Grant Guidelines:

- Grants are NOT made for:
 - Individuals
 - Capital Campaigns
 - Municipal or State Governments
 - Endowment Requests
 - Private Foundations
 - Public School Systems
 - Organizations outside of the United States of America
 - Unrestricted Gifts
 - Salaries and/or operations
- An organization must have an IRS ruling of tax-exempt status under Section 501(c)(3) and non-private foundation status under Section 509(a) of the Internal Revenue Code to be considered for funding.
- Only one proposal from the same organization will be considered within a one-year period.
- The organization must have been in operation for a minimum of 3 years.
- Any organization receiving a grant is not allowed to seek another grant for a minimum of 3 years.



POLICY AND PROCEDURE MEMO

No. _____

Date: 09/11/23

SUBJECT: LANCASTER FUND

- The non-profit organization must have an office or operations center within the Town of Salem and must provide services to Salem residents. Grants will not be used for operational expenses of the non-profit, but rather for a discrete and named project and purpose.
- No single grant shall exceed \$2,500.
- An organization must be able to match 50% of the grant with their own funds.

Lancaster Grant Request Package Process & Contents:

- Lancaster "Grant Application" form that shall contain the following:
 - Organization Name
 - Organization Contact (Name, Phone Number, Email Address, Mailing Address)
 - Requested Amount
 - Intended Use of the Funds
 - Organization website address
 - How the Use of the Fund Aligns with the Lancaster Fund Mission Statement
- A brief written description, not to exceed 150 words of the proposed project.
- A copy of the most recent IRS ruling of tax-exempt status under Section 501(c)(3) and non-private foundation status under Section 509(a) of the Internal Revenue Code.
- Organization overview including mission statement, purpose, organization size, and services provided.
- 3 years of Audited Financial Statements

Adopted By:

Town of Salem, Town Council

Date: September 11, 2023



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-17
Consider Lancaster Fund Request for Disbursement

WHEREAS: The Lancaster Fund is a trust endowment administered by the Town Council; and

WHEREAS: The endowment was established through a Will of William E. Lancaster to be used for the betterment of the residents of Salem, NH; and

WHEREAS: Annually in April, the Town Council provides a 30-day timeframe for non-profit organizations to petition the Council for funding of up to \$2,500 through the Lancaster Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:
The Salem Town Council hereby grants \$2,500 in funding each to the Friends of Salem, NH Recreation and the Friends of Salem Bike-Ped Corridor for the benefit of Salem residents.

SPONSORED BY CHAIR SWEENEY BY REQUEST

First Reading: June 17, 2024

Second Reading: July 1, 2024

Approval: July 1, 2024

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacy			
Secretary Withrow			
Vice-chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved:

Joseph Sweeney, Chair Town Council

A True Copy Attest:

Susan Wall, Town Clerk



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 • FAX: (603) 890-2220

OFFICE OF THE TOWN MANAGER

Joseph R. Devine, Interim Town Manager

MEMO

DATE: June 10, 2024
TO: Salem Town Council
FROM: Joseph R. Devine, Interim Town Manager
RE: Adoption of RSA 72:81 - Commercial and Institutional Property Tax Exemption

I am writing to inform you of a proposed resolution regarding the elimination of the PA-28 taxpayer inventory form requirement in the Town of Salem. As you are aware, municipalities in New Hampshire are mandated to utilize the PA-28 form in accordance with RSA 74:4. This form is intended for property owners to self-report any improvements made to their property in the previous tax year.

However, most municipalities have moved away from completing the PA-28 form due to the implementation of building codes, permit processes, and inspections that provide equivalent information. These modern methods ensure accurate tracking of property improvements without the need for additional paperwork from property owners. Salem has not utilized the PA-28 form in years.

In light of our recent change in the form of government, our staff has reviewed the necessity of the PA-28 form and concluded that it would be advantageous for the council to formally eliminate this requirement. RSA 74:4-a grants municipalities the authority to opt out of requiring the PA-28 inventory form, and adopting this resolution will align our practices with current standards and reduce the administrative burden on both the town staff and property owners.

The proposed resolution will:

1. Officially eliminate the requirement for the PA-28 inventory form in the Town of Salem.
2. Direct staff to take the necessary steps to implement this change.
3. Inform property owners about the elimination of the form requirement.

I recommend that the Town Council adopt this resolution to streamline our processes and improve efficiency in property assessment procedures.



New Hampshire
Department of
Revenue Administration

2024
PA-28

INVENTORY OF TAXABLE PROPERTY (AS REQUIRED BY RSA 74)

DUE ON OR BEFORE APRIL 15TH

RETURN TO: (ASSESSING OFFICIALS)

(Fold along this line)

SEND TO:

STEP 1 PROPERTY IDENTIFICATION	Map #	Lot #	Size of Lot/Number of Acres:	
	Street/Road Number and Name:			
STEP 2 PROPERTY CHANGES	Have there been any changes to this property since April 1, 2023? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to Step 3)			
	Describe any ADDITIONS, ALTERATIONS, DELETIONS OR IMPROVEMENTS which were made to the land or to the interior or exterior of any building(s):			
	Describe any NEW building(s) which have been partially or totally constructed since April 1, 2023:			
	Size of Building:	Type of Building:		
STEP 3 TAXING INFORMATION	Is any portion of the parcel assessed under Current Use?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Is any portion of the parcel assessed under a Conservation Restriction Assessment?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Is any portion of the property assessed as Farm Structures or Land Under Farm Structures?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If Yes to any of the above, describe any changes in the use of land or structures since April 1, 2023:			
STEP 4 OTHER PROPERTY	A. Do you own a manufactured home or any other building(s) on land owned by another person? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Name of landowner:			
	B. If you have sold or otherwise transferred any portion of this property since April 1, 2023 , provide the following information: Name of person transferred to: Date of Transfer: Address:			
	C. If you have purchased or otherwise acquired any parcels of real estate in this Town since April 1, 2023 , provide the following for each parcel acquired: Date of Acquisition: Name of Seller: If known, Map # Lot # Street/Road Number and Name			
	LAST NAME	FIRST NAME		MI
STEP 6 SPECIAL ASSESSMENT	Is this parcel assessed pursuant to: <input type="checkbox"/> RSA 79-G, Taxation of Qualifying Historic Buildings or <input type="checkbox"/> RSA 79-H, Taxation of Certain Chartered Schools? If yes, have any changes been made in the use of the property since April 1, 2023? Please Describe:			
STEP 7 SIGNATURES	Under penalty of perjury, I (we) declare that, to the best of my (our) knowledge and belief, the foregoing information contains a full, true and correct statement of the real property which I (we) owned as of April 1, 2024 in the City/Town of:			
	Print or Type Name	Signature (in ink)		Date
	Print or Type Name	Signature (in ink)		Date

PLEASE CONTACT CITY/TOWN WITH ANY QUESTIONS.



New Hampshire
Department of
Revenue Administration

2024
PA-28

INVENTORY OF TAXABLE PROPERTY (AS REQUIRED BY RSA 74)

To obtain a receipt that an inventory was filed, the taxpayer must fill in their name, address and city/town below and enclose a self-addressed stamped envelope.

2023 RECEIPT ACKNOWLEDGEMENT	Name
	Address
	City/Town
	Received By City/Town

(Assessing Officials Detach along this line)

INVENTORY RECEIPT #



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-18
Eliminate the Requirement for the PA-28 Inventory Form

WHEREAS, municipalities in New Hampshire are required to utilize the PA-28 taxpayer inventory form in accordance with RSA 74:4; and

WHEREAS, the PA-28 form is designed for property owners to self-report any improvements made to their property in the previous tax year; and

WHEREAS, most municipalities do not complete the form due to the adoption of building codes, permit processes, and inspections that provide similar information; and

WHEREAS, the Town of Salem has undergone a change in the form of government and staff have determined that it would be beneficial for the council to officially eliminate the requirement for the PA-28 form as allowed under RSA 74:4-a; and

WHEREAS, RSA 74:4-a permits municipalities to opt out of requiring the PA-28 inventory form;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Salem hereby eliminates the requirement for the PA-28 inventory form in accordance with RSA 74:4-a.

First Reading: June 17, 2024

Second Reading: July 1, 2024

Approval: July 1, 2024

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacy			
Secretary Withrow			
Vice-chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
 Joseph Sweeney, Chair Town Council

A True Copy Attest: _____
 Susan Wall, Town Clerk



SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE
152 MAIN STREET, SALEM, NH 03079
PHONE: 603-890-2215 CELL: 603-327-6505
clemire@salemnh.gov

Memo

To: Joseph R. Devine, Interim Town Manager

From: Craig J. Lemire, Chief of Department

Date: June 6, 2024

Re: Burn Permit Resolution

Over the past few months, we have been communicating back and forth with the NH Division of Forest and Lands. The Division got their hands on one of our fire permits and they raised a red flag on how we are handling things.

Even though we have issued our own permits for decades, they have told us we must have a town ordinance in place to issue our own permits online. The other option is to not issue our own permits and require residents to go through the state website and pay the fee.

We believe having all fire permits in one place (our online portal) free of charge is the best practice for our operations and for the citizens of the community. Our old system of having residents come to the station and issuing permits was not efficient and was against our goal of having all permitting done online.

This Resolution will meet the requirements of the State and allow our residents to receive a burn permit at no cost. Residents can either apply directly at Central Station, where we will show them how to utilize the online program for future use or apply from their home through our online OpenGov program.

Furthermore, we have shared our proposed ordinance with the NH Division of Forest and Lands and were provided feedback that the language is suitable to them.

Chapter 260

FIRES AND FIRE PREVENTION

GENERAL REFERENCES

Fire Department — See Ch. 40. Hazardous materials — See Ch. 279. Life safety — See Ch. 314.

ARTICLE I

Payment for Fire Department Services

ARTICLE II

Fire Prevention

- § 260-1. Payment required.
- § 260-2. Title.
- § 260-3. Adoption of standard code.
- § 260-4. Bureau of Fire Prevention.
- § 260-5. Interpretation of terms.
- § 260-6. Occupancy registration.
- § 260-7. Modifications.
- § 260-8. Amendments to the standard code.
- § 260-9. Conflicts.
- § 260-10. New materials, processes or occupancies which may require permits.
- § 260-11. Sprinkler and standpipe regulations.
- § 260-12. Fire alarm regulations.
- § 260-13. Key vault.
- § 260-14. Emergency contact information.
- § 260-15. Elevators.
- § 260-16. False alarms.
- § 260-17. Fire protection water supply.
- § 260-18. Fire protection installation and maintenance.
- § 260-19. Violations and penalties.

[HISTORY: Adopted by the Town of Salem as indicated in article histories. Amendments noted where applicable.]

ARTICLE I

Payment for Fire Department Services

[Adopted by the Board of Selectmen Town Council Council 5-11-1959 (Ch. 190 of the 1995 Code)]

§ 260-1. Payment required.

Any person or persons starting a fire which results in calling the Fire Department shall pay for the services of the Fire Department.

ARTICLE II
Fire Prevention

[Adopted by the 2009 Town Meeting (Ch. 187 of the 1995 Code)]

§ 260-4

§ 260-2. Title. [Amended by the Board of Selectmen Town Council 11-2-2015¹]

This article shall be known as the "Town of Salem Fire Prevention Code."

§ 260-3. Adoption of standard code. [Amended by the 3-18-2017 Town Meeting]

Under the authority of RSA 49:B-8, 155, 155-A:2, VI, 153:5, 674:51 and 674:51-a, the Town of Salem hereby adopts the International Fire Code as published by the International Code Council, being particularly the 2015 current adopted NFPA 1 edition year by the state edition thereof and the whole thereof as amended, deleted or modified by this chapter, for the purpose of prescribing regulations governing the construction, remodeling, change of occupancy, alteration, addition or erection of buildings, structures or systems within the Town of Salem. Furthermore under the authority of RSA 49:B-8, 155, 155-A:2, VI, the Town of Salem hereby adopts the National Fire Protection Association Uniform Fire Code (NFPA 1) being particularly the 2015 edition current adopted edition by the state thereof and the whole thereof as amended, deleted or modified by this chapter, for the purpose of prescribing regulations governing existing conditions hazardous to life and property from fire and explosion, as hereinafter deleted, modified, or amended by this chapter, and the same codes are hereby adopted and incorporated as fully as if set out at length, and from the date that this chapter shall take effect, the provisions thereof shall be controlling within the Town of Salem, New Hampshire.

§ 260-4. Bureau of Fire Prevention.

- A. The Fire Prevention Code as contained in this article and all related federal and state laws, Town ordinances and referenced codes, standards and regulations shall be enforced by the Fire Department of the Town of Salem. Within the Fire Department, there is hereby established a Bureau-Division of Fire Prevention which shall be operated under the supervision of the Fire Chief.
- B. The Fire Chief shall recommend and the Town Manager shall appoint a Chief of the Bureau-Division of Fire Prevention, who shall be known as the "Fire Marshal," and such other members (Inspectors) of the Bureau-Division of Fire Prevention as shall from time to time be necessary.
- C. A report of the Bureau-Division of Fire Prevention shall be made annually and transmitted to the Town Manager. It shall contain all proceedings under this article, with such statistics as the Fire Chief decides to include therein. The Fire Chief shall also recommend any amendments to the code which, in his judgment, shall be desirable.
- D. The Fire Chief, Fire Marshal, Fire Inspectors, and all members of the Fire Department may request and shall receive, so far as may be necessary, in the discharge of their duties, the assistance and cooperation of other officials of the municipality.
- E. The Fire Chief, Fire Marshal, Fire Inspectors and other designated members of the Department shall have the authority to enforce any federal, state or local law, ordinance, standard, code, or regulation pertaining to fire and building safety and the control of combustible or hazardous materials, or both, the design of exits, and other fire safety measures, including the International Building and Mechanical Codes as adopted by the State of New Hampshire, Chapter 314, Life Safety, of this Code, this article and the State Fire Code enacted pursuant to RSA 153:5.
- F. The Fire Chief and duly authorized members of the Fire Department shall have the authority to inspect all buildings, structures, or other places in the Town of Salem, including but not limited to any place where any combustible or hazardous material, including wastepaper, rags, shavings, waste, leather, rubber, crates, boxes, barrels, rubbish or other combustible material, that is or may become dangerous as a fire menace to such

1. **Editor's Note:** This enactment also repealed original § 187-2, Repealer, which immediately followed this section.

§ 260-4

buildings, structures or other places has been allowed to accumulate or where such authorized member of the Fire Department has reason to believe that such material of a combustible or hazardous nature has accumulated. If consent for such inspection is denied or not reasonably obtainable, the authorized member of the Fire Department may obtain an administrative inspection warrant under RSA 595-B.

G. The Fire Chief and duly authorized members of the Fire Department, upon complaint or whenever they shall deem it necessary, may inspect all buildings, excluding single-family dwellings and residences in multiunit dwellings containing not more than two units, and premises within the Town of Salem.

H. Whenever any member of the Fire Department finds any condition that such member deems to be hazardous to life or property or in violation of any law, ordinance, code, standard or regulation, the member shall order the hazardous condition to be remedied by written order setting forth a compliance date or time. In cases of de minimis violations, a notice of hazard may be issued setting forth the violation and providing a fixed time for compliance as determined by the Fire Department member issuing the notice. If such order or notice of hazard requires a structural change or alteration, it shall be reviewed and approved by the Fire Chief or Fire Marshal before it shall take effect. Such order or notice shall be complied with by the owner, occupant, responsible party or other person in receipt of the order or notice within the time limit specified in such order or notice; provided, however, that any such owner who is aggrieved by an order may, within 20 days, file an appeal. All orders issued under this section shall be posted in a conspicuous place and shall not be removed, defaced or altered except by permission of the fire official. [Amended by ~~the Board of Selectmen~~
Town Council 11-2-2015]

I. The Bureau-Division of Fire Prevention may investigate fires of suspicious origin to determine the origin and cause. Specially trained and certified members may be empowered to seek the arrest and prosecution of those responsible under RSA 153:11.

§ 260-5. Interpretation of terms.

A. Where the term "authority having jurisdiction," "code official" or "fire official" is used in the State Fire Code and in all codes and standards issued by the National Fire Protection Association, it shall be held to mean the Fire Chief or in his absence the Chief of the Fire Prevention Bureau-Division (Fire Marshal). [Amended by ~~the Board of Selectmen~~
Town Council 11-2-2015]

B. Where the term "governing jurisdiction" or "jurisdiction" is used, it shall be held to mean the Town of Salem, New Hampshire.

§ 260-6. Occupancy registration.

A. All assembly, educational, institutional, detention and correctional, residential, mercantile, business, factory, high hazard, storage, utility and miscellaneous, and storage occupancies as defined in the International Building Code, Chapter 3, established within the Town of Salem shall register said establishment with the Bureau of Fire Prevention. One- and two-family dwellings are exempt from this requirement. Registration shall be annually on form provided by the Town.

B. No person, corporation, business or partnership shall occupy a building or structure for which a building permit has been issued unless required inspections have been completed and the certificate of occupancy has been cosigned by the fire official. No change in the existing occupancy classification of a building or structure or portion thereof shall be made until the certificate of occupancy has been issued. [Amended by ~~the Board of Selectmen~~
Town Council 11-2-2015]

C. In addition to penalties provided for in § 260-18, the fire official may seek injunctive relief from a court of competent jurisdiction to order vacated any building in violation of this section.²

2. Editor's Note: Original § 187-7, Amendments to the standard code, which immediately followed this section, was repealed by the Board of Selectmen 11-2-2015.

§ 260-7

§ 260-7. Modifications.

§ 260-5

The Fire Chief shall have the authority to modify any of the provisions of the fire prevention codes and referenced standards upon application in writing by the property owner or lessee, or his duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the codes, provided that the spirit of the code is observed, public safety secured and substantial justice done. The particulars of such modification, when granted or allowed, and the decision of the Fire Chief thereon shall be entered upon the records of the Department, and a signed copy shall be furnished to the applicant.

§ 260-8. Amendments to the standard code.³

A. The International Fire Code is hereby amended by the addition of Section 104.1.1 as follows:

104.1.1 The Fire Chief shall have the authority to specify suitable fire protection devices, appliances, systems and modifications to the Fire and Building Codes as may be required to provide safety to life and property. Said rules and regulations shall be available for public review and no building shall be built or occupied in violation of rules, regulations or modifications to codes and standards as specified by the Fire Chief.

B. The International Fire Code is hereby amended by the deletion of Section 108.1 and the following inserted in place thereof:

SECTION 108 Means of Appeal

108.1 Appeal. Any person shall have the right to appeal a decision of the Code Official to the Zoning Board of Adjustment. An application for appeal can only be based on a claim that the true intent of this code or the rules adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better method of complying with the intent of the International Fire Code, Uniform Fire Code, International Building Code and referenced documents is available. The appeal must be filed within 20 calendar days after the person filing the appeal was notified, in writing, of a decision or hazard or 20 calendar days after a notice or decision was mailed by regular mail to the last known address of the property owner or aggrieved party as recorded in the Assessor's office of the Town or as provided by an applicant or design professional.

C. The International Fire Code is hereby amended by the addition of Sections 107.4.1 and 107.4.1.1 which shall read as follows:

107.4.1 Criminal mischief. No person shall, without privilege to do so, move, tamper, destroy, obstruct or otherwise improperly tamper with any safety device, the property of another or the property of the offender when required or placed for the safety of others or the offender, so as to destroy or diminish its effectiveness or availability for its intended purpose.

107.4.1.1 Safety device. "Safety device" shall be defined as any fire extinguisher, fire hydrant, fire hose, or fire axe, or any fire escape, exit or exit component, or emergency escape equipment, or any life line, or any alarm, light, signal, exit sign, emergency light or notice intended to warn of danger or emergency, or intended for other safety purposes, or any other device, apparatus, or equipment intended for protecting property or preserving the safety of persons.

D. The International Fire Code is hereby amended by the modification of Section 105.1.1 which shall read as follows:

3. Editor's Note: As a result of the inclusion of this section, and at the direction of the Town, former §§ 260-8 through 260-18 were renumbered as §§ 260-9 through 260-19, respectively.

§ 260-8

§ 260-8

105.1.1 Permits. Permits required by the International Fire Code and Uniform Fire Code shall be obtained from the code official. The Fire Chief shall select those permits contained in the International Fire Code and Uniform Fire Code that he feels shall be in the best interest of the Town. Permit fees as established by the ~~Board of Selectmen~~ Town Council shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by any member of the Fire Department or any other Town inspector. Any permit that is issued after work or processes have begun will be surcharged an amount equal to the original fee but not less than \$50. The issuance of a permit and/or review of construction documents does not relieve the applicant or any agent of the applicant from complying with the laws, ordinances, codes, standards or regulations enacted by the Town of Salem or the State of New Hampshire.

E. The International Fire Code is hereby amended by the modification of Section 105.4.1 which shall read as follows:

105.4.1 Construction. Any and all construction for which a building permit is required under Section 105 of the International Building Code (2009 edition), except Use Group R-3, shall be submitted to the Fire Code Official for review and evaluation. No building or other permit shall be issued until plans have been reviewed by the Fire Code Official and released for construction. Construction documents shall be submitted in two or more sets and in such form and detail as required by the Fire Code Official. A reviewed set of plans shall be maintained on the job site for examination by the code official at all times. When deemed necessary, the Chief of the ~~Bureau~~ Division of Fire Prevention (Fire Marshal) may require:

1. That proposed building construction plans bear the seal of a licensed professional engineer or registered architect, indicating that the plans as submitted comply with all applicable codes, standards and regulations of the Town.
2. That a third-party reviewer of the Town's choosing may be retained to review all aspects of the construction and may recommend corrections, modifications or additions. All costs incurred for these services shall be paid by the applicant as a special permit fee. No certificate of occupancy shall be issued until all fees and permits are paid.
3. Where proposed projects and/or developments are of a technical nature, the code official may select a consultant to examine the plans and/or field conditions and to perform any necessary testing or inspections to determine the adequacy of construction, safety systems and utilities to determine that work performed is in compliance with approved plans, state and Town codes and nationally recognized standards for construction and safety. The cost of the consultant and all related testing shall be paid by the applicant to the Town of Salem as a special permit fee. No occupancy certificate may be issued unless and until the special permit fee has been paid in full and all conditions of approval and inspections have been completed and approved by the Fire Department.
4. Permits issued for installation, repair, modification or addition shall expire 180 days after issuance unless there has been continuous progress towards completion of the permitted activity. Renewal of permits is at the discretion of the fire official. The fee for the reissuance of a permit shall be 1/2 the original fees.

F. The International Fire Code is hereby amended by the addition of Section 105.1.3 which shall read as follows:

105.1.3 A copy of all proposed site and subdivision plans shall be submitted to the Bureau of Fire Prevention for review of all aspects pertaining to life safety and fire protection prior to being heard by the Town of Salem Planning Board or Zoning Board of Adjustment.

G. The Fire Prevention Code is hereby amended by the deletion of Section 109.3 and replaced by § 260-19.

H. The International Fire Code is hereby amended by the modification of Section 901.6.2 which shall read as
260:6

§ 260-8
follows:

§ 260-9

901.6.2 Records. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of one year and copies shall be forwarded to the Bureau of Fire Prevention by the property owner and servicing contractor within 30 days of inspection or test.

I. The International Fire Code is hereby amended by the addition of Section 3804.2 which shall read as follows:

3804.2 Bulk storage. The areas in which bulk storage of liquefied petroleum gas or liquid is permitted are hereby established as follows:

1. The Commercial-Industrial B District west of Interstate 93 as defined in the Town of Salem Zoning Ordinance.

J. The International Fire Code is hereby amended by the modification of Section 3301.1, which shall read as follows:

3301.1.3 Fireworks. The possession, manufacture, storage, sale, handling, and use or explosion of Division 1.3G and 1.4G (Class B and C) fireworks is prohibited.

Exception:

1. The possessions, storage, handling and use of specific types of Division 1.3G fireworks (Class B) shall be permitted for public and private display, provided that a State Department of Safety and a Salem Fire Department permit are issued and such fireworks comply with CPSC 16 CFR 1500 through 1507, and DOTn 49 CFR 100 through 178, inclusive. All displays of Division 1.3G (Class B) fireworks shall be in accordance with NFPA 1123 (2015 Edition).

K. The following appendixes contained in the International Fire Code are hereby specifically incorporated as part of this chapter and the Salem Fire Code and shall be enforced by the Bureau-Division of Fire Prevention:

Appendix B Fire Flow Requirements for Buildings

Appendix C Fire Hydrant Locations and Distribution

Exception; Table C105.1 note C shall read: Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 500 feet.

Appendix D Fire Apparatus Access Roads

Exception; D103.1 shall be amended by removing the "26 feet" reference and inserting "24 feet."

Exception; D103.5 Section 6 shall be amended to read: Manual opening gates shall not be locked without special authorization from the Bureau of Fire Prevention. Approved locks shall be compatible with the Salem Fire Department Knox lock system.

Addition; D103.5 Section 8: Gated areas shall not be used for snow storage, and gate operation shall not be interrupted by plowing or snow accumulation.

Addition; D103.6.3: Fire Lanes shall be painted with six-inch-wide yellow paint causing a grid or hashed pattern and shall include the words "FIRE LANE NO PARKING" in not less than twenty-four-inch letters.

Appendix E Hazard Categories

Appendix F Hazard Ranking

Appendix G Cryogenic Fluids

§ 260-9

§ 260-9. Conflicts. [Amended by the Board of Selectmen Town Council11-2-2015]

§ 260-11

Where a conflict between codes, within codes or between a code and a referenced document occurs, the specific requirement shall prevail over the general, and that provision which provides for the greatest degree of public safety, as determined by the fire official, shall prevail. Where a specific state law addresses a specific fire safety requirement, the state law shall prevail over the provision of the Town ordinance and codes, provided that the state law provides a level of protection not less than would be required by the Town ordinance or codes.

§ 260-10. New materials, processes or occupancies which may require permits.

The Town Manager or, in the absence of the Town Manager, a Selectman-Council member designated by the full Board of Selectman, the Chief of the Fire Department, and the Chief of the Bureau Division of Fire Prevention (Fire Marshal) shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials, conditions, processes, or occupancies which shall require permits, in addition to those now enumerated in this article and referenced codes and standards.

§ 260-11. Sprinkler and standpipe regulations.

A. An automatic sprinkler system shall be installed and maintained in accordance with the most recent revisions of NFPA 13, 13D, 13R, 14, and 25, as applicable, Salem Fire Department Automatic Sprinkler Rules and Regulations and the contents of this article, in the locations specified herein and where required by the International Building Code (IBC), as adopted. [Amended by the Board of Selectmen Town Council11-2-2015]

(1) All buildings or portions thereof classified as a place of assembly with an occupant load of 100 or more people as calculated by the tabular area method (IBC Use Group A).

(a) In addition the following new assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system regardless of the occupant load:

- [1] Bars.
- [2] Dance halls.
- [3] Discotheques.
- [4] Nightclubs.
- [5] Assembly occupancies with festival seating.

(b) In existing occupancies where occupant loads exceed 100, the following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system:

- [1] Bars.
- [2] Dance halls.
- [3] Discotheques.
- [4] Nightclubs.
- [5] Assembly occupancies with festival seating.

(2) All buildings or portions thereof classified as an educational occupancy, including day-care centers, with an occupant load of 50 or more people as calculated by the tabular area method (IBC Use Group E).

(3) All buildings or portions thereof classified as institutional, regardless of the occupant load. Day-care centers providing care for five or more children under the age of 30 months shall be classified as

§ 260-9 institutional (IBC Use Group I).

§ 260-11

§ 260-11 § 260-11

- (4) All buildings or portions thereof classified as hotels, motels, dormitories, lodging houses, rooming houses and boardinghouses (IBC Use Groups R-1 and R-2).
- (5) All buildings or portions thereof classified as apartments or residential condominiums, with four or more dwelling units and/or three or more stories in height, and residential care facilities with more than five clients but fewer than 16 clients, provided that the clients are capable of self-preservation (IBC Use Groups R-2 and R-4).
- (6) All buildings or portions thereof classified as mercantile which have a gross floor area exceeding 9,999 square feet (IBC Use Group M).
- (7) All buildings or portions thereof classified as business which have a gross floor area exceeding 9,999 square feet (IBC Use Group B).
- (8) All buildings or portions thereof classified as factory or industrial which have a gross floor area exceeding 9,999 square feet or are over 30 feet in height at any point measured to the grade at a point 20 feet from the foundation wall (IBC Use Group F).
- (9) All buildings or portions thereof classified as storage which have a gross floor area in excess of 9,999 square feet or are over 30 feet in height at any point measured to the grade at a point 20 feet from the foundation wall (IBC Use Group S).
- (10) All buildings or portions thereof classified as high hazard by the fire official in accordance with the Building Code (IBC Use Group H). Exception: Where in the opinion of the fire official the installation of a water-based fire suppression system increases the hazard, alternate fire suppression shall be provided.
- (11) All buildings or portions thereof with a floor level three or more stories above the level of Fire Department access shall be provided with standpipes installed in accordance with NFPA 14.
- (12) All buildings, or portions thereof, where required by the International Building Code as adopted by the State of New Hampshire or Town of Salem.

B. The Fire Chief may issue regulations concerning the specific methods and materials to be used when installing fire sprinkler systems. These regulations are incorporated herein. For the purpose of this section, "floor area" and "gross floor area" are as defined in the International Building Code Section 1002.1 and shall include all attic spaces with permanent or temporary flooring.

C. Compliance.

- (1) Any building, other than those listed in Subsection A(1)(b), not in compliance with this section that is remodeled or altered to an extent that the cost of building modifications exceeds 50% of the assessed value as determined by the Town Assessor and Fire Marshal shall install all required fire protection systems prior to occupancy.
- (2) Any building, other than those listed in Subsection A(1)(b), not in compliance with this section that is remodeled or altered to an extent that the building modifications increase the size of the building by 50% of the original gross square footage shall install all required fire protection systems throughout prior to occupancy.
- (3) For the purpose of this section, any remodeling, renovation, addition or other construction started, finished or for which permits have been issued within the previous year (365 days) shall be included in determining the extent of remodel, alteration or revaluation.

D. Responsibility. The owner, operator and occupant of any building shall be individually and separately responsible for compliance with this section.

§ 260-11

E. Installation. No person, firm, company or corporation shall install, repair, or operate any fire sprinkler equipment without having first obtained a certificate of fitness from the Fire Department. Emergency repairs shall require prior authorization from the Fire Department.

§ 260-12. Fire alarm regulations.

A. Fire alarm systems shall be installed in accordance with the most recent revision of NFPA 72, the National Fire Alarm Code, NFPA 70, the National Electrical Code, International Building Code (IBC), State Fire Code, Salem Fire Department Fire Alarm Rules and Regulations, and the contents of this article in the following locations: **[Amended by the Board of Selectmen Town Council 11-2-2015]**

- (1) Any location identified in the International Building Code, State Fire Code and NFPA 101 (Life Safety Code).
- (2) All places of assembly with an occupant load of 50 or more persons as calculated by the tabular area method, IBC Use Group A.
- (3) All educational buildings or portions thereof with an occupant load of 50 or more persons as calculated by the tabular area method (IBC Use Group E).
- (4) All buildings or portions thereof classified as Use Group I in accordance with IBC.
- (5) All buildings or portions thereof of Use Groups R-1 and R-2 as defined by IBC.
- (6) All buildings or portions thereof of Use Group R-4 where more than one individual is being cared for.
- (7) All buildings or portions thereof classified as mercantile in accordance with IBC and having more than 2,999 gross square feet of area.
- (8) All buildings or portions thereof classified as business in accordance with IBC and having more than 2,999 gross square feet of area.
- (9) All buildings or portions thereof classified as factory in accordance with IBC and having more than 2,999 gross square feet of area or which are two or more stories in height, including basements.
- (10) All buildings or portions thereof classified as storage in accordance with IBC and having more than 2,999 gross square feet.
- (11) All buildings or portions thereof classified as high hazard in accordance with IBC.
- (12) All buildings or portions thereof that are protected by automatic sprinklers except one- and two-family dwellings.

B. All fire alarm systems installed in compliance with this section or installed in compliance with any previous regulations shall transmit alarm, supervisory and trouble signals to the Fire Department by way of a radio alarm transmitter approved by the Fire Department.

C. The Fire Chief may issue regulations concerning the specific methods to be used when installing fire alarm systems. These regulations are incorporated in the Salem Fire Department Fire Alarm Rules and Regulations and herein.

D. Existing buildings.

- (1) Existing buildings not in compliance with this section shall be allowed to continue to be occupied provided there is no change in use group classification caused by a change of occupant or change of operations.
- (2) Any building not in compliance with this section that is remodeled or altered to an extent that the cost

§ 260-12

§ 260-12 of building modifications exceeds 25% of the assessed value as determined by the Town Assessor shall install all required fire alarm systems prior to occupancy. § 260-12

- (3) Any building not in compliance with this section that is remodeled or altered to an extent that the size of building modifications exceeds 25% of the gross square footage shall install all required fire alarm systems prior to occupancy.
- (4) For the purpose of this section any remodeling, renovation, addition or other construction started, finished or for which permits have been issued within the previous year (365 days) shall be included in determining the extent of remodel, alteration or revaluation.
- E. No person, firm, company or corporation shall install, repair, or operate any fire alarm equipment without having first obtained a certificate of fitness from the Fire Department. Emergency repairs shall require prior authorization from the Fire Department.
- F. The owner, operator and occupant of any building shall be individually and separately responsible for compliance with this section.
- G. All required fire alarm systems monitored or supervised by the Salem Fire Department shall be assessed an annual monitoring fee as set forth on the fee schedule adopted by the Town of Salem ~~Board of Selectmen~~ Town Council. [Amended by the ~~Board of Selectmen~~ Town Council 11-2-2015]

§ 260-13. Key vault.

Any building with an automatic sprinkler system, fire alarm system or firefighter elevator recall shall be provided with an emergency access key vault (Knox-Box®) compatible with the Salem Fire Department key system. Each key vault will be supplied with all necessary keys to gain access to all interior spaces within the building. Property owners and occupants shall notify the Fire Department when keys or locks are changed and provide keys for the key vault.

§ 260-14. Emergency contact information.

Any building with an automatic sprinkler system, fire alarm system or key vault will provide a list of not fewer than three people who can be contacted after normal working hours to provide information about the building or who can respond to emergency request for assistance to the Fire Department. The owner and occupant shall notify the Fire Department of all changes to the emergency contact list.

§ 260-15. Elevators.

- A. In buildings constructed after the adoption of this section in which elevators are provided or required by this or other codes, including the Americans with Disabilities Act, at least one elevator car in each bank of elevators shall have a minimum inside clear dimension of 60 inches by 96 inches with a minimum door opening of 42 inches. The elevator shall be designated by the international medical symbol for emergency medical services (Star of Life).
- B. Firefighter recall Phase I and II shall be provided. Key access to the firefighter recall shall be by use of a 3502 key and cylinder. The 3502 key shall be located in the key vault required by § 260-12.

§ 260-16. False alarms.

A. Any building that causes more than one Fire Department emergency response in any thirty-calendar-day period or more than three in any three-hundred-sixty-five-day period due to a faulty fire alarm or sprinkler system shall be charged a nuisance fee established by the ~~Board of Selectmen~~ Town Council and payable to the Town Clerk.

§ 260-12 § 260-13
B. Any detection device which activates without cause shall be marked on the first occurrence with a single line.

260:13

§ 260-16

Upon a second false activation the device shall be marked with an X and shall be replaced.

§ 260-14

C. Any sprinkler system that improperly reports an alarm condition shall, upon order of the fire official, be inspected by a person holding a valid certificate of fitness. Any system that for lack of maintenance or repair, improper installation or failure of the piping system is not in proper working order as determined by the fire official shall be subjected to an air tightness test of 40 pounds per square inch. Any system that leaks more than 10 pounds of air in 24 hours shall be repaired or replaced.

§ 260-17. Fire protection water supply.

A. The owner and occupant of any property on or adjacent to which is placed a public or private fire hydrant shall maintain the hydrant in an unobstructed condition for a ten-foot diameter at all times. Obstructions shall include but are not limited to:

- (1) Snow and ice.
- (2) Parked or standing vehicles.
- (3) Storage.
- (4) Vegetation.
- (5) Fences and landscaping.

B. All water mains and related fire protection piping and hydrants shall be installed in compliance with Salem Water Division regulations. Private fire hydrants shall be painted in accordance with the most recent edition of NFPA 25. **[Amended by the Board of Selectmen Town Council 11-2-2015]**

C. With the exception of Town of Salem employees, no person, firm or corporation shall use, open, or otherwise access the municipal water system without the express written authorization of the Salem Water Division. **[Amended by the Board of Selectmen Town Council 11-2-2015]**

D. Any development or site approval that is within 500 feet of an existing municipal water supply shall be provided with municipal water for fire protection. Water mains and hydrants shall be installed in accordance with the State Fire Code and Salem Water Division regulations. All water main extensions shall be installed or bonded to the Town at the time of the site approval, and no certificate of occupancy may be issued until the water main and all associated testing are completed and the Water Division has released the construction for use. Exception: Site approvals and developments of not more than two additional lots for single-family homes not exceeding 3,000 square feet may be waived upon special request for an exception to the Fire Chief. **[Amended by the Board of Selectmen Town Council 11-2-2015]**

E. Fire cisterns. In areas where municipal water is not available and approval has been granted by the Fire Chief, cisterns may be installed in lieu of water mains. Cisterns shall not be approved where the development is located within 500 feet of an existing water service. Cisterns shall be provided whenever there is a subdivision of land creating three or more residential lots, including the original lot. Any commercial development that is located more than 500 feet from a municipal water service shall be provided with a cistern or a water main extension.

- (1) Cisterns shall be sized in accordance with the State Fire Code by multiplying the fire flow in gallons per minute by the required duration converted to minutes. Construction types shall be as defined in the International Building Code. **[Amended by the Board of Selectmen Town Council 11-2-2015]**
- (2) Cistern locations shall be approved by the Bureau of Fire Prevention and shall be installed in accordance with regulations published by the Salem Fire Department. All cistern installations shall be bonded to the Town and shall be certified liquid-tight for one year after acceptance.

§ 260-17

§ 260-19

(3) Exception. Owners of site approvals and developments of single-family homes may install and maintain residential sprinkler systems complying with the most recent revision of NFPA 13D.

§ 260-18. Fire protection installation and maintenance. [Amended by the Board of Selectmen Town Council 11-2-2015]

All fire protection systems, devices, systems and related components shall be installed in accordance with the requirements of the International Building Code, State Fire Code, International Mechanical Code, NFPA and other recognized standards. Where there is a conflict between codes, that code which provides the highest degree of safety as determined by the fire official shall prevail. All systems, devices, and related components shall be maintained in accordance with the most recent revision of NFPA 25 and the State Fire Code. All private fire hydrants shall be flow tested annually and shall be color coded in accordance with the most recent revision of NFPA 25.

§ 260-19. Violations and penalties. [Amended by the Board of Selectmen Town Council 11-2-2015]

Pursuant to RSA 31:39 and RSA 155-A, violations of this article shall be subject to the civil penalty set forth in RSA 676:17.

§ 260-20. Burning Permits.

No person shall kindle or cause to be burned any material in an open fire on public or private property without first obtaining a permit from the Fire Department; the cost for this permit is \$0. The current State laws and rules shall apply while burning in the Town of Salem.



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-19
Amend Salem Municipal Code Chapter 260 to Include Provision to Issue
Burning Permit

WHEREAS: RSA 227-L:7 requires a valid permit to burn, and the permit must be obtained at any one of our three fire stations, or online through the New Hampshire Division of Forest and Lands website, prior to any open burning.

WHEREAS: The New Hampshire Division of Forest and Lands requires any municipality that implements their own online fire permit system to have a local ordinance in place.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

The Town will amend Salem Municipal Code (SMC) Chapter 260 by adding section 260-20 (Burning Permits). The amended code will require that prior to burning, a burn permit must be obtained from the Salem Fire Department for the burning of any material in an open fire on public or private property; further, all current State laws and rules shall apply while burning in the Town of Salem.

SPONSORED BY CHAIR SWEENEY BY REQUEST

<i>First Reading:</i>	June 17, 2024
<i>Second Reading:</i>	July 1, 2024
<i>Approval:</i>	July 1, 2024

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacy			
Secretary Withrow			
Vice-chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
 Joseph Sweeney, Chair Town Council

A True Copy Attest: _____
 Susan Wall, Town Clerk



Salem Police Department

9 Veterans Memorial Parkway, Salem New Hampshire 03079

Phone: (603) 893-1911 Fax: (603) 894-4861

www.townofsalemnh.org/police-department

Joel P. Dolan, Chief of Police

TO: Joseph Devine, Jr., Interim Town Manager

FROM: Chief Joel P. Dolan *(JPD)*

DATE: May 28, 2024

SUBJECT: Salem Police Department Donations

The Salem Police Department would like to seek approval to accept the following check and gift card donations.

- Donated by Andreea Ocroim
 - 1 - \$30.00 (\$30.00) Dunkin Donut Gift Card
 - 4 - \$25.00 (\$100.00) Aroma Joe's Gift Cards
- Donated by James and Claudia Mottram
 - 4 - \$25.00 (\$100.00) Dunkin Donut Gift Cards
 - 4 - \$25.00 (\$100.00) Aroma Joes Gift Cards
- Donated by Kathy and Steve Marullo
 - 1- \$50.00 Main St. Bagel & Deli Gift Certificate

Please do not hesitate to contact me if you have any questions or concerns regarding these donations.

JPD/em



Salem Police Department

9 Veterans Memorial Parkway, Salem New Hampshire 03079

Phone: (603) 893-1911 Fax: (603) 894-4861

www.townofsalemnh.org/police-department

Joel P. Dolan, Chief of Police

To: Maureen Witley

From: Chief Joel P. Dolan 

Date: June 25, 2024

The Salem Police Department would like to seek approval to accept the following check donation in the amount of \$750.00 to the Summer Youth Program, donated by the Salem NH Lions Club Charities Account.

Would you please add this to the agenda. A copy of the check is enclosed.

JPD/sb

SALEM NH LIONS CLUB
CHARITIES ACCOUNT
PO BOX 294
SALEM, NH 03079

54-7297/2114

11181

DATE 6/15/04
PAY TO Salem Police Youth Program \$ 750.00
THE ORDER OF Seven hundred fifty and 00/100 DOLLARS
← Heat Reactive Ink



CO-OPERATIVE BANK

SALEM, NEW HAMPSHIRE

MEMO

David R. Dacey MP

11181 547579411
LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-20

Police Department Donations – Andreea Ocroim, James & Claudia Mottram,
Kathy & Steve Marullo, Salem Lions Club

WHEREAS: the Police Department received donations of various gift cards from James & Claudia Mottram, and Kathy & Steve Marullo; and

WHEREAS: The Police Department received a donation of \$350.00 from the Salem Lions Club for the Summer Youth Program; and

WHEREAS: RSA 31:95(e) authorizes the Town Council to accept gifts of personal property, including gift cards; and

WHEREAS: RSA 31:95(b) authorizes the Town Council to accept unanticipated funds made available during the year.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

The Salem Town Council hereby accepts with gratitude the following donations:

- Andreea Ocroim
 - One (1) - \$30.00 gift card to Dunkin Donuts
 - Four (4) - \$25.00 gift cards to Aroma Joe's
- James and Claudia Mottram
 - Four (4) - \$25.00 gift cards to Dunkin Donuts
 - Four (4) - \$25.00 gift cards to Aroma Joe's
- Kathy and Steve Marullo
 - One (1) - \$50.00 gift card to Main Street Bagel and Deli
- Salem Lions Club
 - \$350.00 for the Summer Youth Program

SPONSORED BY CHAIR SWEENEY BY REQUEST

First Reading: *July 1, 2024*

Second Reading: *Waived*

Approval: *July 1, 2024*

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacey			
Secretary Withrow			
Vice-Chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
Joseph Sweeney, Chair Town Council

A True Copy Attest: _____
Susan Wall, Town Clerk

SALEM MUNICIPAL SERVICES

Roy E. Sorenson - *Director*

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES



www.salemnh.gov

21 Cross Street
Salem, NH 03079
TEL: 603-890-2150 FAX: 603-890-3882

Date: June 26, 2024
To: Town Council
From: Roy E. Sorenson, Municipal Services Director
Through: Joseph Devine, Interim Town Manager
Cc: Nicole McGee, Finance Director
RE: Donation of \$3,500 from the Lion's Club

Background:

I was contacted by members of the Salem NH Lion's Club who wanted to graciously donate \$3,500 for benches, picnic tables, and other park appurtenances along the rail trail and/or public parks. We have met with their members as well as the Friends of the Salem Bike-Ped Corridor and have decided to put these near the new path and parking area at Hampshire Road that was constructed last year. We will also replace some older benches on the Town Common and use the remainder of the funds for improvements as applicable. These added items will enhance the amenities at these wonderful public places. Municipal Services - Public Works Division will order the items and provide labor and materials necessary to complete the installation. The check will be delivered to Finance to be placed in the appropriate fund for this project.





TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-21
Lion's Club Donation – Public Parks

WHEREAS: The Salem NH Lions Club wishes to make a donation to help fund improvements in public parks, rail trails, and open spaces.

WHEREAS: The Municipal Services Department are the stewards thereof and work collectively with local organizations for such purposes.

WHEREAS: RSA 31:95-b authorizes the governing body to accept unanticipated funds made available during the year.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

The Salem Town Council hereby accepts with gratitude a donation in the amount of \$3,500 from the Lions Club for various projects to be completed in public parks, rail trails, and open spaces, with the necessary assistance of the Municipal Services Department.

SPONSORED BY CHAIR SWEENEY BY REQUEST

First Reading: July 1, 2024

Second Reading: Waived

Approval: July 1, 2024

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacey			
Secretary Withrow			
Vice-Chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
 Joseph Sweeney, Chair Town Council

A True Copy Attest: _____
 Susan Wall, Town Clerk

SALEM MUNICIPAL SERVICES

Roy E. Sorenson - *Director*

www.townofsalemnh.org



ENGINEERING DIVISION

33 GEREMONTY DRIVE

SALEM, NH 03079

TEL: 603-890-2033 FAX: 603-898-1223

Date: June 27, 2024

To: Town Council

From: John P. Klipfel, Engineering Director

Through: Joseph Devine, Interim Town Manager

Cc: Roy E. Sorenson, Municipal Services Director

John P. Klipfel

RE: Ermer Road / NH Route 111 Intersection – Alternatives Meting

Town Council:

The purpose of this agenda item is for Town Council to consider endorsing the conceptual Ermer Road / NH 111 intersection solution alternative that is recommended by VHB and Town staff and supported by NHDOT. Town Council is being asked to vote on a preferred alternative at this meeting. The Town's consultant, VHB, will be presenting information on the recommended alternative.

It was previously determined that a roundabout solution would be most effective at reducing fatalities and serious injuries and would slow traffic and provide improved access from the side streets. Single and multi-lane roundabouts were evaluated, and the single lane option is recommended due to its better predicted safety, lower impacts and cost, and despite the multi-lane version providing better operations.

Note that the cost of the roundabout would exceed the current project funding, but NHDOT has indicated that there would be additional funds available to address the serious safety concerns at this intersection.

Town endorsement of an alternative at this stage will allow the completion of the engineering study phase so preliminary engineering can proceed.

Background:

As you are aware there are significant concerns for public safety at the intersection of NH Route 111 and Ermer Road and these have only increased with the passing decades.

NHDOT is in support of funding roadway improvements at this intersection. The project is to be funded through the Highway Safety Improvement Program (HSIP) which provides reimbursement for 90% of the total project costs, with a 10% match customarily provided by the community. The project will be managed through the Local Public Agency (LPA) Program and will provide the Town a higher level of control over development and schedule.





NH Route 111 at Ermer Road Intersection

Alternatives Presentation Meeting



SALEM
New Hampshire

July 1, 2024

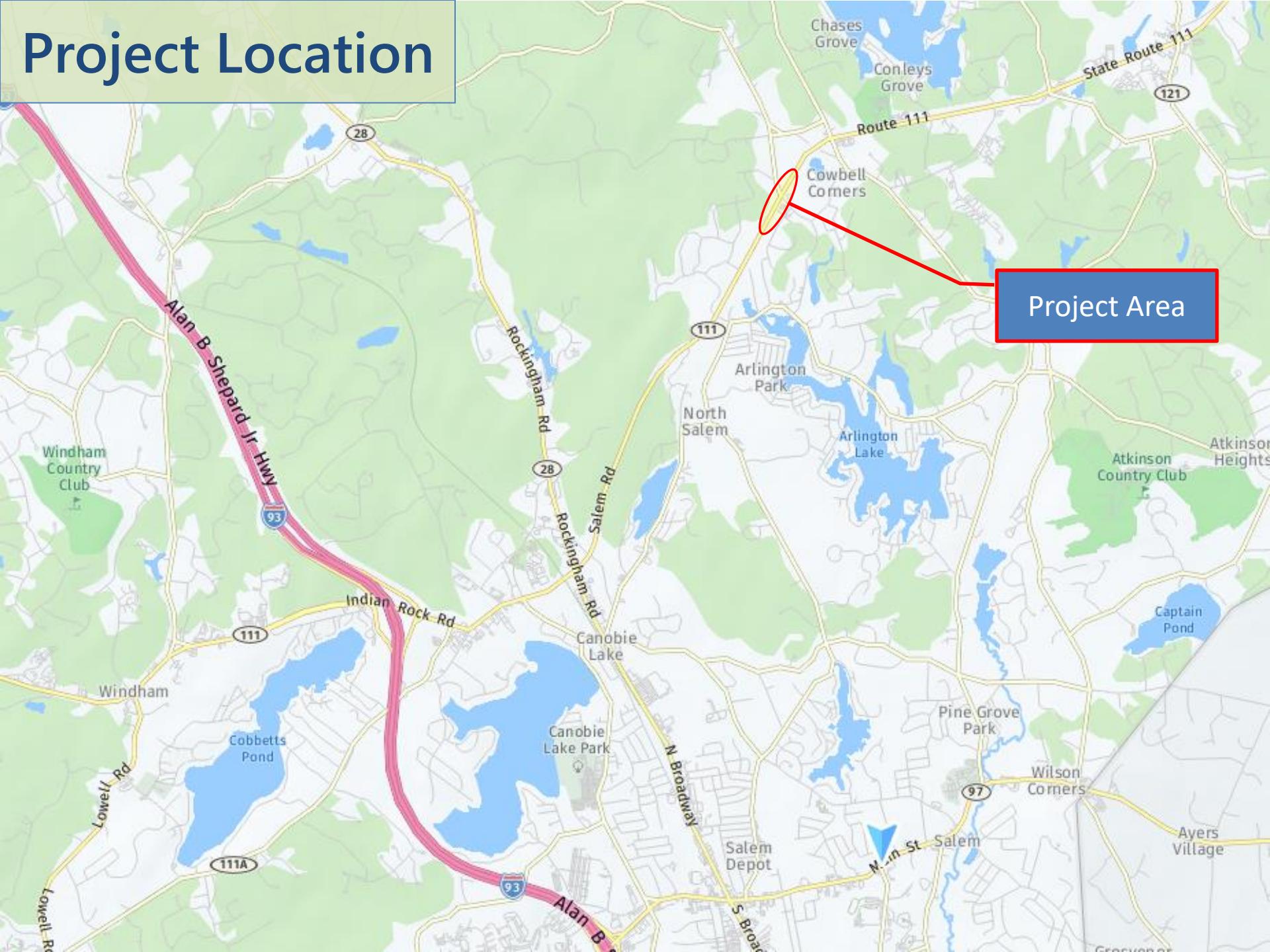
New Hampshire
DOT
Department of Transportation



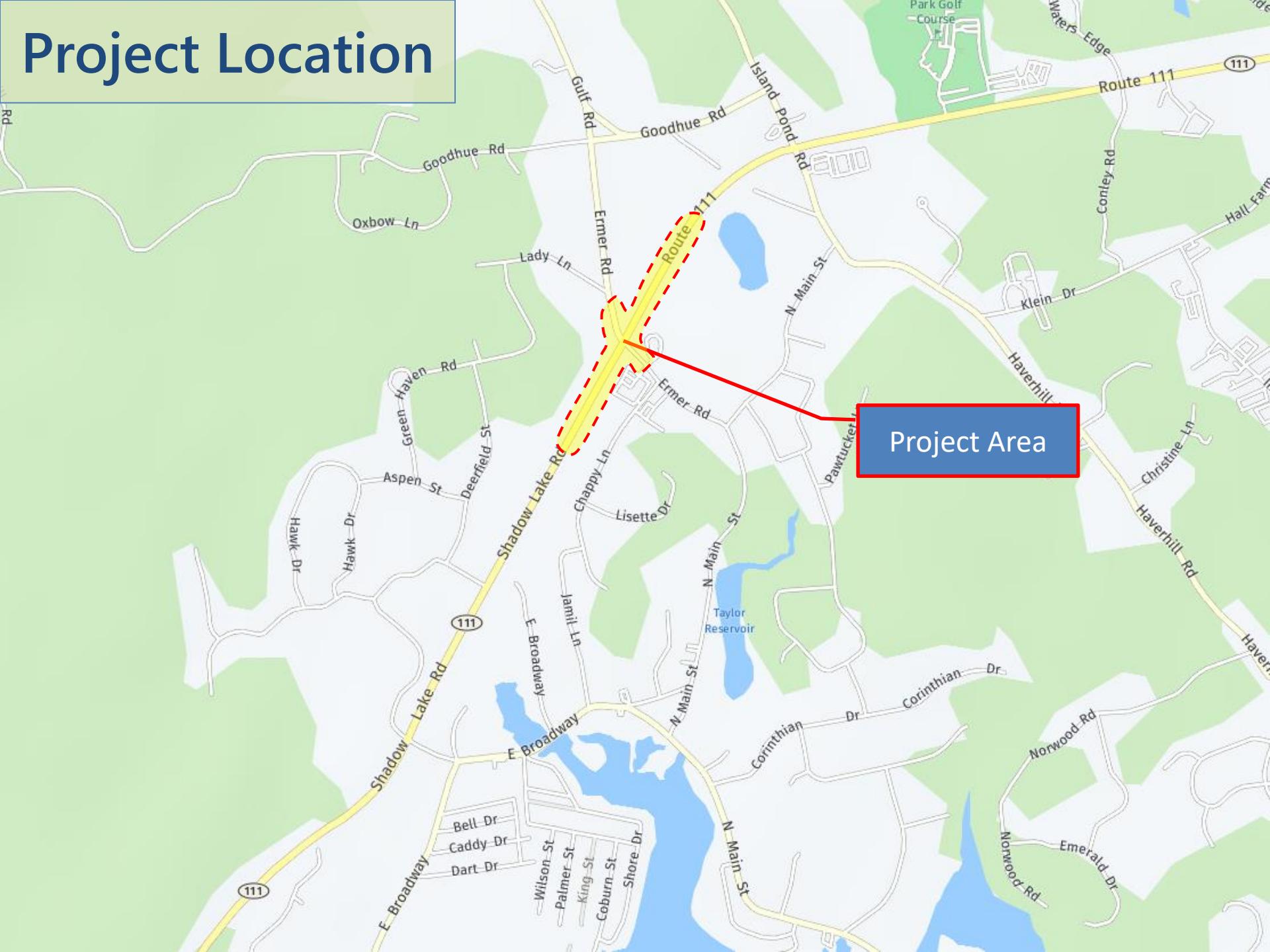
Meeting Purpose

- Review project purpose and need
- Brief review of alternatives considered
- Review recommended alternative
- Discuss next steps
- Accept local input

Project Location



Project Location



Project Location



Project Purpose and Need Statement

Project Purpose:

To address safety concerns at the NH
Route 111 / Ermer Road Intersection.

Project Purpose and Need Statement

Project Need:

The project need is largely defined by the motor vehicle crash history that includes severe crashes with injuries and fatalities.

Contributing factors include:

- High relative speeds on NH 111
- High peak hour volumes and short acceptance gaps on NH 111
- Two-lane approaches on Ermer Road that affect sight lines
- Slightly skewed Ermer Rd approaches

NH 111 / Ermer Road- Project Considerations

Crash History

Source: Salem Police Department

2016 to 2022 Crash Data

Total	36
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Year

2016	5
2017	5
2018	2
2019	4
2020	3
2021	9
2022	8

Collision Type

Angle	15
Head-on	1
Rear-end	9
Sideswipe	3
Single-vehicle crash	4
Unknown/Not reported	4

NH 111 / Ermer Road- Project Considerations

Crash History

Source: Salem Police Department

2016 to 2022 Crash Data

Crash Severity

Fatal injury	1
Non-fatal injury	9
Property damage only	22
Not reported	4

Time of Day

Weekday, 7:00 AM - 9:00 AM	2
Weekday, 4:00 PM - 6:00 PM	13
Saturday, 11:00 AM - 2:00 PM	0
Weekday, other time	13
Weekend, other time	8

NH 111 / Ermer Road- Project Considerations

Safety Effectiveness of Alternatives Considered

Estimated Annual Lives Saved and Serious Injuries Prevented

- 3.39 Roundabout
- 2.46 Conversion to Restricted Crossing U-Turn Intersection (RCUT)
- 2.26 Install left turn lanes on NH-111
- 2.17 Raised median on NH-111 prohibiting lefts and crossing traffic
- 1.23 Left turn/Thru prohibition on Ermer Road
- 1.07 Intersection Conflict Warning System (ICWS)
- 1.07 Lane reduction on Ermer Rd (from 2 to 1)
- 1.07 Intersection advance warning signs (ICWS)
- 1.01 Signalization with left turn lanes on NH-111
- 0.37 Realign both Ermer Rd approaches to reduce skew

Alternatives Evaluation

One-Lane Roundabout (Recommended)

- Slows traffic speeds
- Reduces serious crashes
- Generally free flowing but with peak hour limitations

Two-Lane Roundabout

- Less effective at slowing traffic speeds
- Reduces serious crashes, but more minor crashes than single lane
- High Capacity, and free flowing
- Considerably higher costs and greater impacts

NH 111 / Ermer Road- Project Considerations

Traffic Operations

Single Lane Roundabout 2026 Intersection Analysis

Weekday AM Peak Hour	95 th Percentile Queue	LOS	Delay (Sec.)
EB NH111 Approach	75'	A	8
WB NH111 Approach	300'	C	21
NB Ermer Approach	0'	A	6
SB Ermer Approach	25'	B	11

Weekday PM Peak Hour	95 th Percentile Queue	LOS	Delay (Sec.)
EB NH111 Approach	550'	E	43
WB NH111 Approach	175'	B	13
NB Ermer Approach	25'	B	14
SB Ermer Approach	25'	A	9

NH 111 / Ermer Road- Project Considerations

Traffic Operations

Single Lane Roundabout 2042 Intersection Analysis

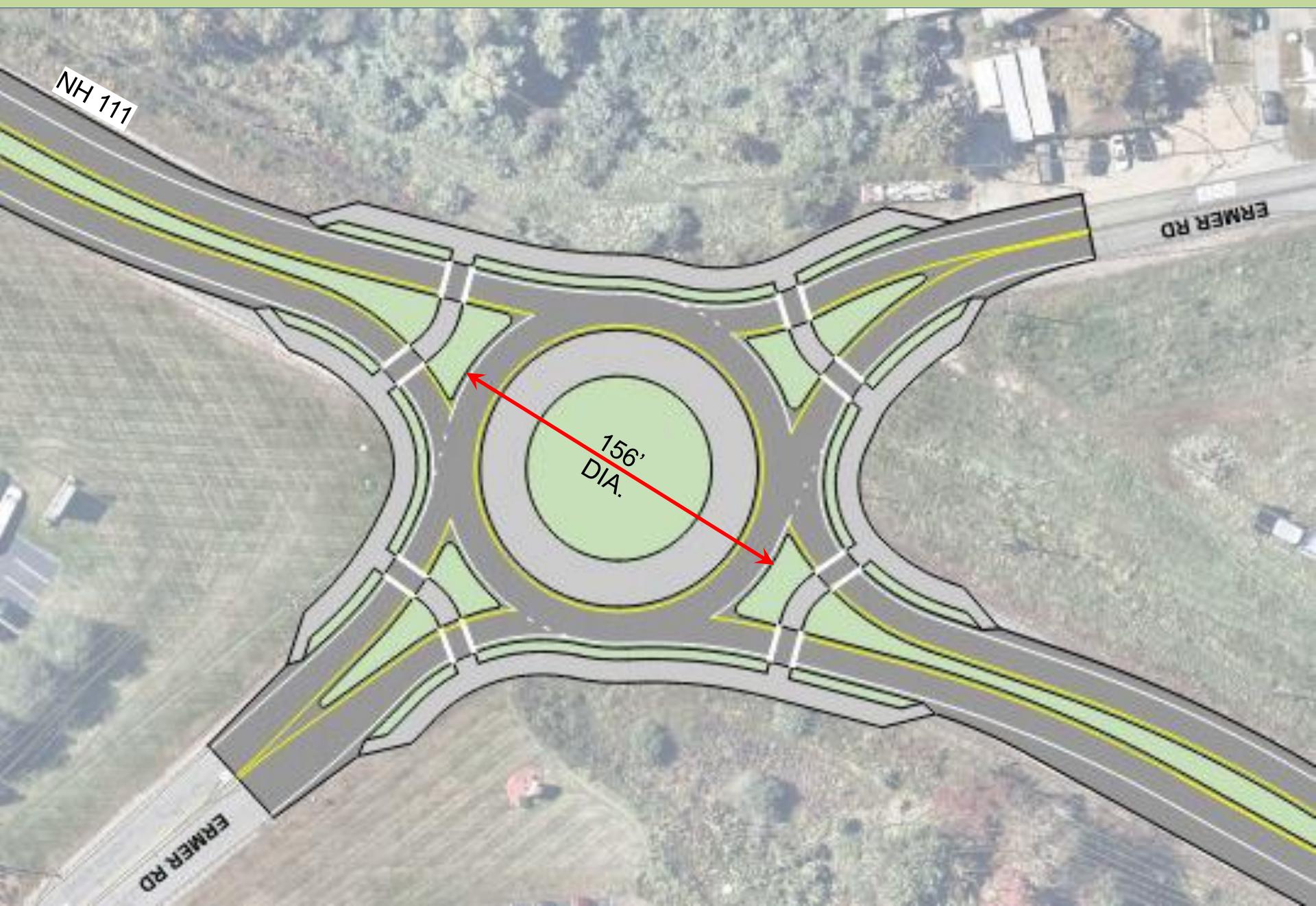
Weekday AM Peak Hour	95 th Percentile Queue	LOS	Delay (Sec.)
EB NH111 Approach	100'	A	9
WB NH111 Approach	575'	F	45
NB Ermer Approach	0'	A	6
SB Ermer Approach	25'	B	14

Weekday PM Peak Hour	95 th Percentile Queue	LOS	Delay (Sec.)
EB NH111 Approach	975'	F	95
WB NH111 Approach	250'	C	19
NB Ermer Approach	25'	C	20
SB Ermer Approach	25'	A	10

NH 111 / Ermer Road- Recommended Alternative



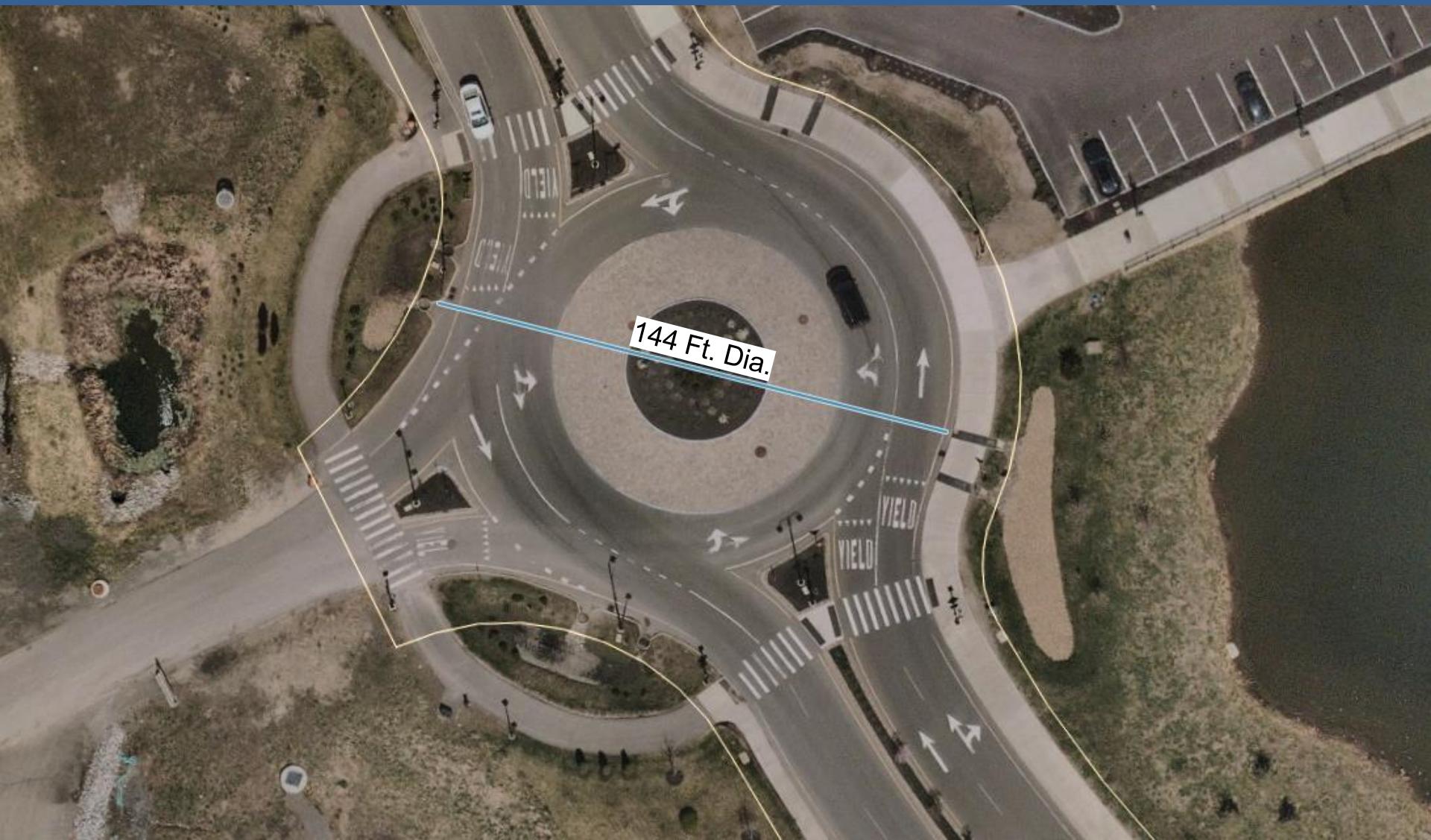
NH 111 / Ermer Road- Project Considerations



NH 111 / Ermer Road- Project Considerations

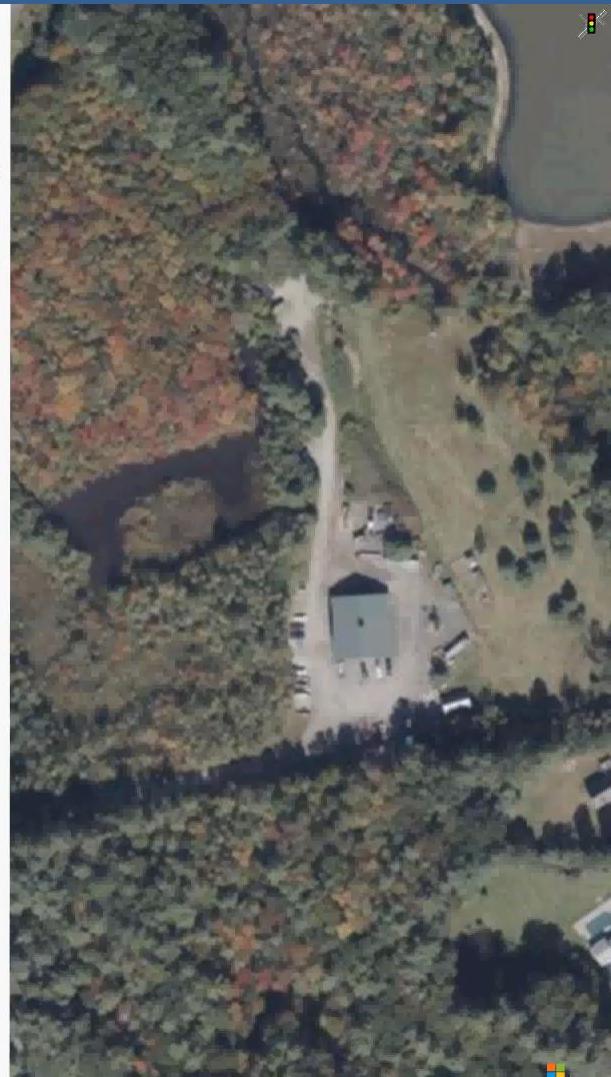
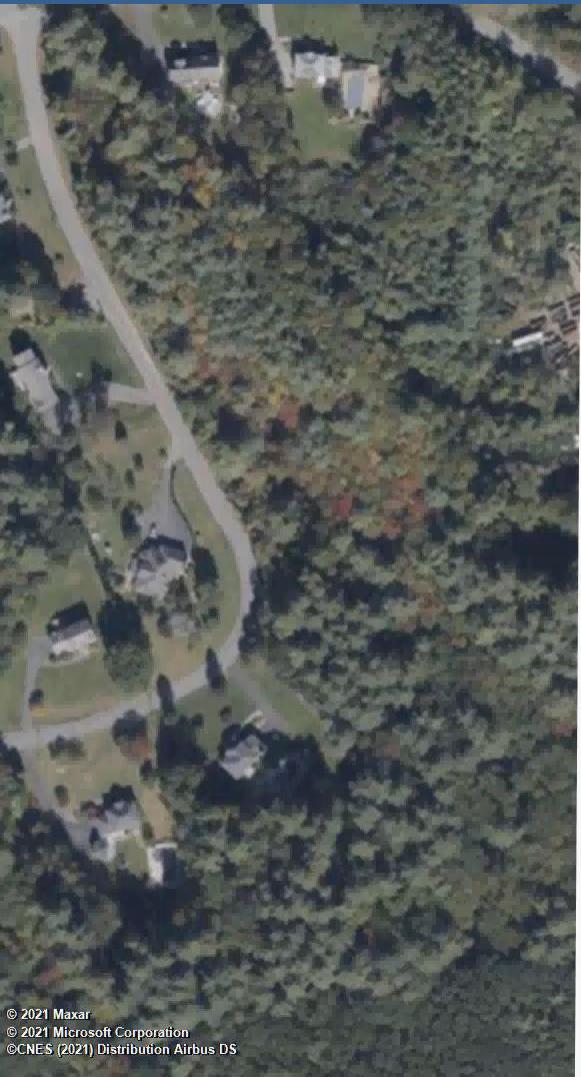
For Comparison:

2-Lane Roundabout in Tuscan Village – 144 Ft. Dia.



NH 111 / Ermer Road- Project Considerations

2026 Weekday PM Peak Hour Operations



NH 111 / Ermer Road- Project Considerations

2026 Weekday PM Peak Hour Operations



NH 111 / Ermer Road- Other Project Considerations

Right-of-Way Impacts: Minimal

Resource Area Impacts: Minimal

Future Expansion: Possible if Needed

Bike and Pedestrian Accommodations Limited

Project Cost: Estimated at \$1.5 to \$2.0 Million

Project Development Process:

- Engineering Study*  We are here
- Preliminary Design*
- Environmental Documentation*
- Right-of-Way process & Permitting*
- Final Design*
- Bidding*
- Construction*

Immediate Next Steps:

- Town Council moves on selected alternative
- Complete engineering study
- Complete environmental documentation
- Advance preliminary design



SALEM
New Hampshire

Contact Information:

Todd Welch: TWelch@salemnh.gov

Greg Bakos: gbakos@vhb.com



New Hampshire
**Department of
Transportation**





TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-22
Ermer Road Intersection Improvements

WHEREAS: The Municipal Services Department – Engineering Division, has been working with the Town's engineering consultant, VHB, and the NHDOT to develop and evaluate improvements at the NH Route 111 / Ermer Road intersection to address well documented safety concerns.

WHEREAS: The studies to date have evaluated a variety of solution alternatives, as presented at previous public Town Council meetings.

WHEREAS: The Town's consultant and town staff recommend constructing a single-lane roundabout at the intersection, and NHDOT supports this recommendation.

WHEREAS: The NHDOT has indicated that they will increase the funding levels for the recommended improvements since the roundabout will exceed the originally programmed funding.

WHEREAS: Town endorsement of a preferred improvement alternative is required before the current engineering study phase can be concluded and preliminary engineering can be advanced.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

The Town of Salem selects the single lane roundabout design alternative for the NH Route 111 / Ermer Road intersection improvements under State Project # 43790.

SPONSORED BY CHAIR SWEENEY BY REQUEST

First Reading: July 1, 2024

Second Reading: Waived

Approval: July 1, 2024

VOTING RECORD

Date of Vote: July 1, 2024

YES

NO

ABSTAIN

Councilor Hatch

Councilor Wright

Councilor Pelletier

Councilor Bryant

Councilor Stramaglia

Councilor Stacey

Secretary Withrow

Vice-Chair Bettencourt

Chair Sweeney

Total Votes:

Resolution: Does | Does Not pass.

Approved:

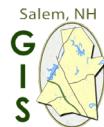
Joseph Sweeney, Chair Town Council

A True Copy Attest:

Susan Wall, Town Clerk

Memo

Town of Salem, NH
Community Development
Department – GIS Division



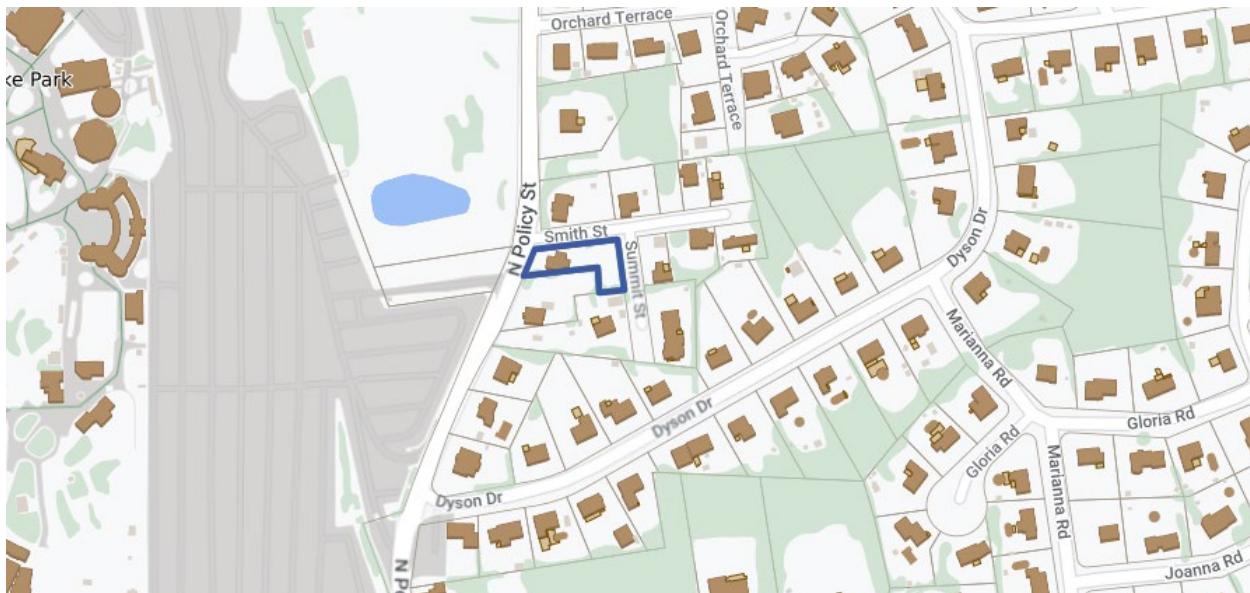
To: Joe Devine, Interim Town Manager
From: John Vogl, GIS Manager
CC: Town Council
Date: June 26, 2024
Re: Review of lot merger plan for map 71 lot 3631, 98 North Policy Street

I have coordinated with the Assessing Department to provide comments on the request to unmerge lot 3631, presently addressed as 98 N Policy Street. Myself, Chief Assessor Joe Lessard and Deputy Assessor Jill Skene agree that this request represents a legitimate use of the town's power to unmerge and we are supportive of the request.

Our opinion is based on the submitted information and a review of the records on hand. The property was first recorded in a plan from 1929 and there is no history of intent to consolidate. The property continues to be described by deed as two contiguous tracts. The remaining lots post unmerger would be relatively consistent in size and appearance to other lots in the immediate neighborhood.

Per the plans information submitted, there do not appear to be utilities (well/wellhead radius, leach field, walkways, etc) or easements that would render the two lots unusable or in conflict post unmerger.

For those reasons, the GIS Division in coordination with Assessing is in support of this request to unmerge.



Town of Salem

Application for Restoration of Involuntarily Merged Lots

Pursuant to RSA 679:39-aa

Property Location/Address 98 North Union Street

Existing tax map number (map/lot) M71 L3631

Property owner(s) DEM REAL ESTATE INC. LLC Property owner phone: 603-475-5652

Property owner(s) _____ Property owner phone: _____

Property owner email: mmaz70@hotmail.com

Property owner mailing address: 7 RANGE RD., WINDHAM, NH 03087

Authorized representative (if different from property owner): _____

Authorized rep. phone: _____ Authorized rep. email: _____

Authorized rep. mailing address _____

Date & reason lots were merged: MERGED FOR EASE OF ASSESSING
SOMETIME AFTER 1978 (1978 TAX CARD SHOWS 2 LOTS ASSESSED SEPARATELY)

Instructions & general information for submitting application:

In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing or taxation purposes prior to September 18, 2010, and without the consent of the owner, may request that the lots be restored to their pre-merger status. If successful, all zoning and tax map(s) shall be updated to identify the pre-merger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Salem Town Council.
- b. No owner in the chain of title voluntarily merged their lots. If any owner in the chain of title voluntarily merged their lots, then all subsequent owners shall be prevented from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged their lots.
- c. All decisions of the Town Council may be appealed in accordance with the provisions of RSA 676.
- d. The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

The procedure for requesting the Restoration of Involuntary Merged Lots is as follows:

1. Complete the Application for Restoration of Involuntarily Merged Lots per RSA 674:39-aa.
2. Attach copies of the following documents:
 - a. Most current deed(s) for the lots.
 - b. If property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns."

- c. Copies of any recorded plan or surveys which may depict the “pre-merger” configuration of any lots.
- d. The Applicant must provide a signed and stamped existing conditions plan or similar survey / plan of the proposed map and lot(s) to be unmerged. Such a plan or survey shall include the following:
 - i. The location of all structures, including buildings, pools, fences, etc.;
 - ii. The location of all driveways, walkways, and associated features;
 - iii. The location of all water supply wells;
 - iv. The approximate location of all septic tanks, leach beds or cesspools; and,
 - v. The superimposed lines of the pre-merger lot lines as requested by the Applicant.
- e. A list of the names & addresses of abutting lot owners in similar manner as required under RSA 676, including those across a street, brook, or stream.
- f. Any other documentation deemed relevant by the Applicant or the Town.

3. The Town Council’s office shall forward copies of all submitted materials to the Town Assessor and Community Development Department for their review and comment.

4. The Assessor and Community Development Department shall review the Application and forward any comments to the Town Manager.

5. After receiving staff comments, the Town Council shall schedule consideration of the Application at a Public Hearing during a regularly scheduled meeting. The Town shall send notice of the Application and the scheduled meeting date to the Applicant and abutting property owners at least seven (7) days before the scheduled meeting. The Applicant shall pay the costs for the application fee, the abutter notices, newspaper notice, and all other applicable fees.

6. At the scheduled meeting, the Town Council will consider the Application, including recommendations of the Town staff, comments from the public hearing, and the request of the Applicant(s).

7. If, upon review by the Town Council, the Town Council determines that additional information is required, then the hearing shall be continued so that the additional information can be obtained.

8. The Town Council shall render a decision on the Application at a meeting of the Town Council in a timely manner.

9. Within five (5) business days from the date of the Town Council’s final decision, a copy of the written Notice of Decision shall be sent via regular mail to the Applicant(s) and Authorized Representative. The Notice of Decision shall be available in the Assessor’s and Town Council’s Offices. The Town Council shall also send a copy of the decision and any approved plan to the Community Development Department.

10. The Notice of Decision shall state that any aggrieved party has the right to appeal the decision of the Town Council pursuant to RSA 676.

11. If the Application has been granted, the appropriate changes will be noted on the Tax Maps and Assessor records. The Community Development Department shall make appropriate notations as to the existence of the new lots in its files. The Applicant, at the Applicant’s expense, will be required to record the decision in the Rockingham County Registry of Deeds.

TOWN OF SALEM, NH

APPLICATION FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

PURSUANT TO RSA 674:39-aa

The undersigned Applicant requests that the Town of Salem, NH, hereby restore the following parcels of land to their pre-merger status for the purposes of being assessed and treated as separate tracts or parcels of land:

Please identify each lot with reference to an attached recorded plan or survey which depicts the "pre-merger" configuration of the lots that the Applicant(s) wishes to restore.

Recorded Plan Name & Identified as: LOTS 4 & 26, PLAN OF LAND OF E.E. SMITH et al

Drawn Date: DECEMBER 18, 1929

Recorded Plan #: 0533

Acknowledgement: By submitting this application, the Applicant(s) acknowledges that they wish to have an existing parcel on the Salem Tax Map divided into two (2) or more previously existing parcels. Such action will be effective for tax purposes following approval of this Application. Such action may result in increased tax assessed value or supplemental tax liability for the current tax year. In addition, the Applicant(s) understands that the separate lots may not conform to existing zoning requirements. If the Applicant or a subsequent owner makes any request(s) for a zoning variance, the fact that the parcel was previously part of other premises may affect the Zoning Board of Adjustment's determination in whether to grant a variance.

If the request is granted by the Town, the Applicant, at their own expense, must record the Notice of Decision and updated plan in the Rockingham County Registry of Deeds.

Dated this 23rd day of MAY, 20 23

Owner Signature

MICHAEL J. MAZALEWSKI
Mazalewski

Print Name

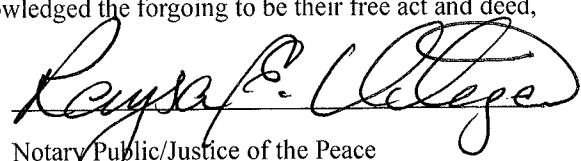
Co-Owner Signature

Print Name

STATE OF NEW HAMPSHIRE

ROCKINGHAM, SS.

Then personally appeared the above named owners and acknowledged the forgoing to be their free act and deed, before me,


RAYSA E. ORTEGA
Notary Public/Justice of the Peace
My commission expires: 10/27/2026

RAYSA E. ORTEGA
Notary Public, State of New Hampshire
My Commission Expires October 27, 2026



LCHIP	ROA675374	25.00
RECORDING		14.00
SURCHARGE		2.00

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, that D & M PROPERTIES OF NH, LLC, a New Hampshire limited liability company, having a mailing address of 7 Range Road, Windham, New Hampshire 03087,

for consideration paid, grant to

D & M DEMERS REAL ESTATE INVESTMENTS, LLC, a New Hampshire limited liability company, having a mailing address of 7 Range Road, Windham, New Hampshire 03087,

with QUITCLAIM COVENANTS,

Property Reference: 98 North Policy Street, Salem, Rockingham County, NH 03079

A parcel of land, containing two contiguous tracts with the buildings thereon, situate in Salem, Rockingham County, New Hampshire, bounded and described as follows:

Beginning at the southwesterly intersection of Charles Street (now known as Smith Street) and Summit Street; thence southerly by Summit Street 100 feet to Lot No. 25; thence westerly by Lot No. 25, a distance of 50 feet; thence northerly by Lot No. 3, a distance of 50 feet; thence westerly by Lot No. 3, a distance of 138.10 feet to Policy Street; thence northeasterly by Policy Street, 55.8 feet to Charles Street; thence easterly by Charles Street 166 feet to the point of beginning.

Being known as Lots numbered 4 and 26, as shown on a plan of land of E.E. Smith et al., recorded in the Rockingham County Registry of Deeds as Plan #0533, said plan dated December 18, 1929.

Meaning and intending to convey the premises conveyed to D&M Property of NH, LLC by Warranty Deed of John L. Huskey and Kyong C. Huskey, dated April 10, 2024, recorded in the Rockingham County Registry of Deeds, Book 6541, Page 380. See Scrivener's Affidavit recorded in the Rockingham County Registry of Deeds, Book 6544, Page 1301.

A TITLE SEARCH WAS NEITHER REQUESTED NOR PERFORMED.

This transfer is exempt from transfer tax under the provisions of RSA 78-B:2 (XXII).

Executed this 30th day of April, 2024

D & M PROPERTIES OF NH, LLC

By:

David J. Demers, Manager

Michael J. Mazalewski, Manager

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

April 30, 2024

On this 30th day of April, 2024, personally appeared the above-named David J. Demers and Michael J. Mazalewski, being the ~~two~~ Managers of D & M Properties of NH, LLC, known to me, or satisfactorily proven, to be the persons whose names are subscribed to the foregoing instrument and acknowledged that they executed the same for the purposes therein contained by and on behalf of said limited liability company, before me,


Peter H. Bronstein, Justice of the Peace
My commission expires: 12/22/2026

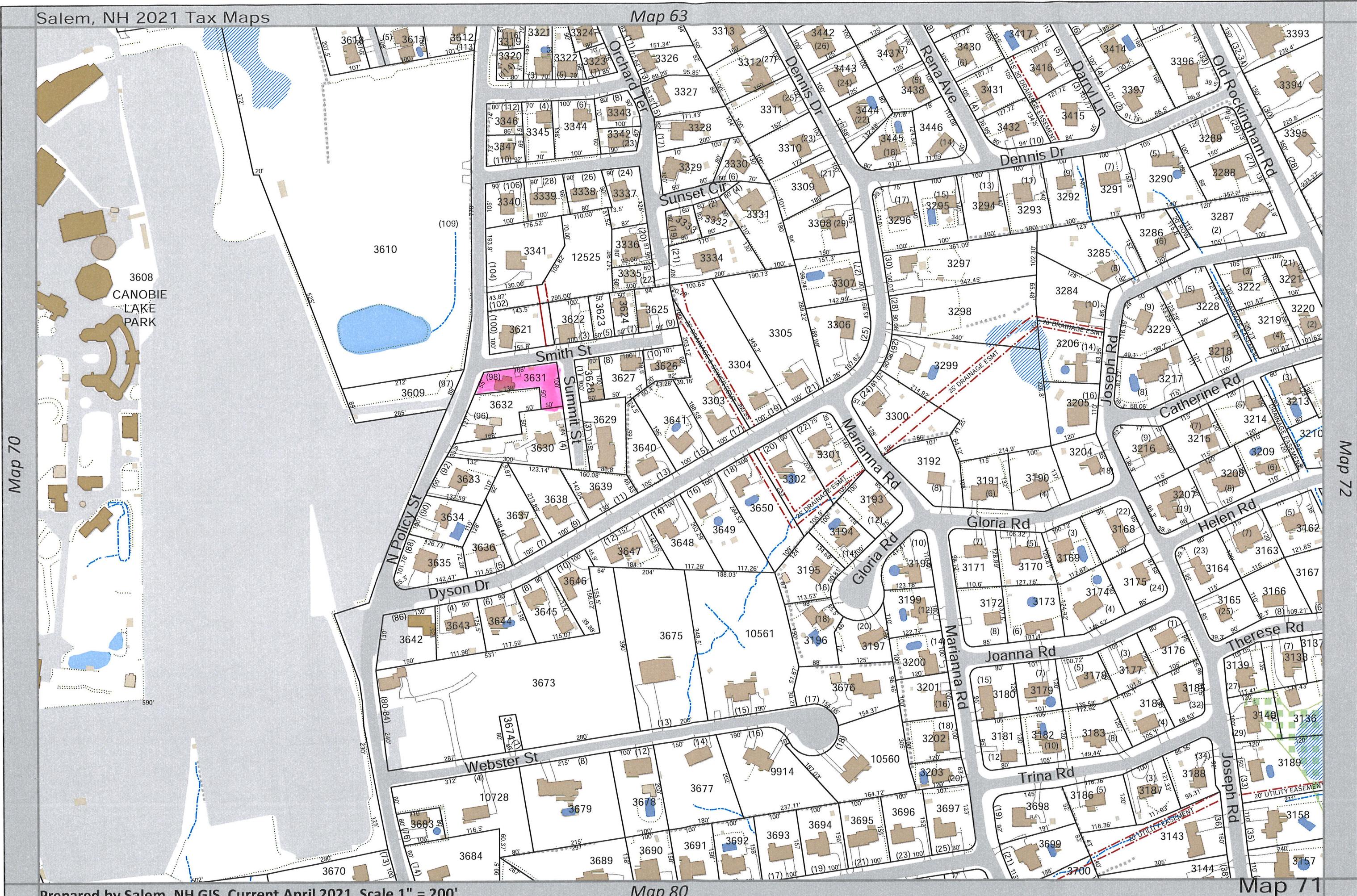
Salem, NH 2021 Tax Maps

Map 63

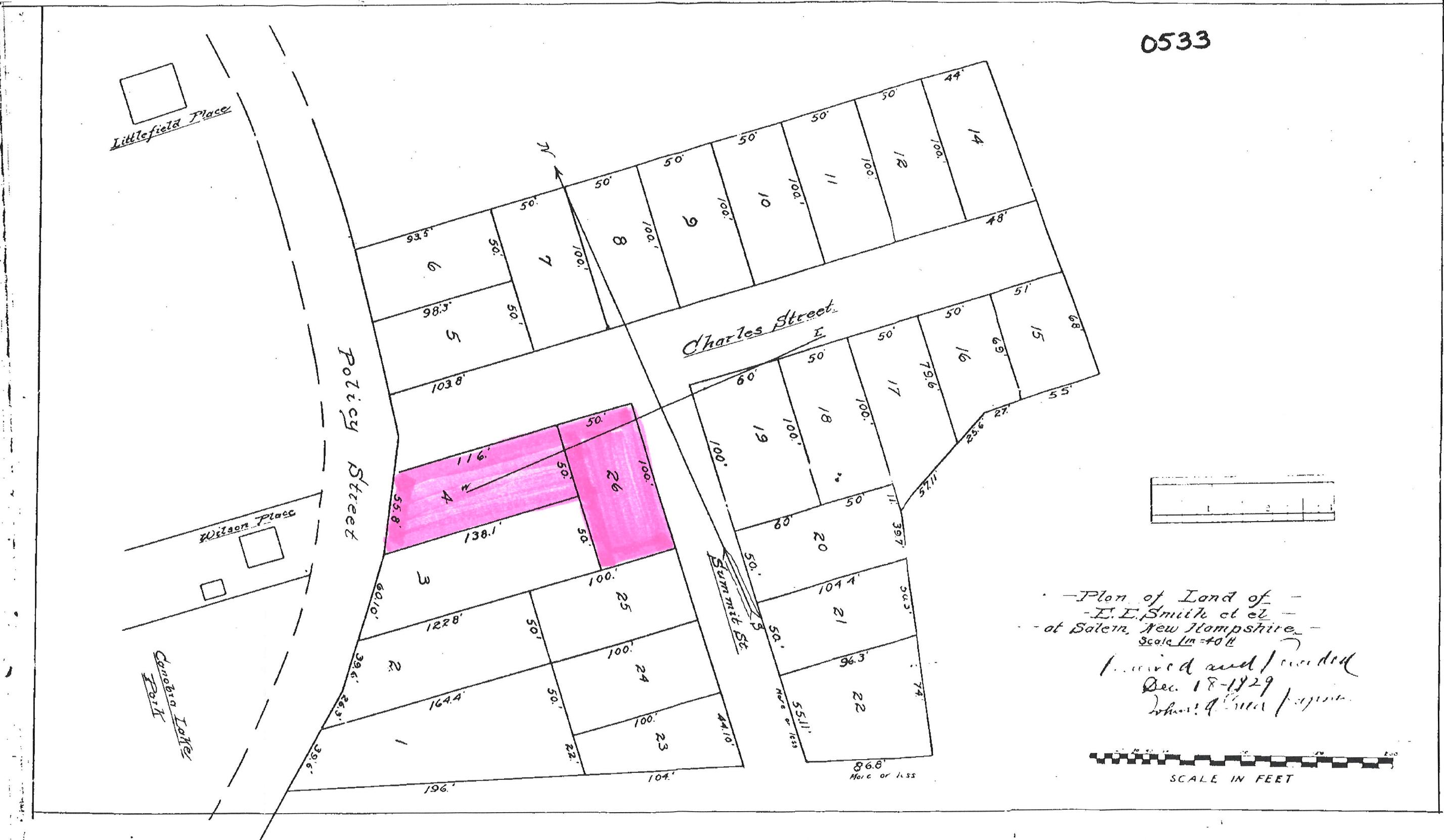
Map 80

Map 71

FOR ASSESSING PURPOSES ONLY - NOT FIELD VERIFIED



0533



CHARTERED MARCH 14, 2023

FOUNDED MAY 11, 1750



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-23

Unmerge Lots at 98 North Policy Street as Authorized Under RSA 674:39-aa

WHEREAS: RSA 674:39-aa authorizes the Town Council to grant requests to unmerge lots; and

WHEREAS: The Town Council received a request from D & M Real Estate Investments to unmerge lots at 98 North Policy Street, Map 71, Lot 3631; and

WHEREAS: Town staff reviewed the information submitted and acknowledged the criteria meets the requirements of the application.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

The Salem Town Council hereby grants the request of D & M Real Estate Investments to unmerge lots at 98 North Policy Street, known Map 71, Lot 3631, in accordance with RSA 674:39-aa.

SPONSORED BY CHAIR SWEENEY BY REQUEST

First Reading: July 1, 2024

Second Reading: August 5, 2024

Approval: August 5, 2024

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacey			
Secretary Withrow			
Vice-Chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved:

Joseph Sweeney, Chair Town Council

A True Copy Attest:

Susan Wall, Town Clerk

SALEM MUNICIPAL SERVICES

Roy E. Sorenson - *Director*

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES



www.salemnh.gov

21 Cross Street
Salem, NH 03079
TEL: 603-890-2150 FAX: 603-890-3882

Date: June 26, 2024
To: Town Council
From: Roy E. Sorenson, Municipal Services Director
Through: Joseph Devine, Interim Town Manager
Cc: Nicole McGee, Finance Director
RE: Former WWTF Sludge Lagoons PCB Excavation

Background:

As you know we recently completed Electrical Resistance Heating on site remediating the VOCs and associated contaminants in both soil and groundwater. There is still a portion of the property that needs to be abated but must be done through excavation methods including dewatering.

The former sludge lagoons, also referred to as open channel areas, occupy approximately 0.26 acres of land in the central to southern portion of the property. The former sludge lagoons are associated with historical operations of the former WWTF located at the site and are considered to be contributing to the chlorinated volatile organic compounds in the soil and groundwater. The sludge is generally identified in an organic-rich layer, containing hair, plastic pieces, and other debris materials. Sampling of the sludge has indicated levels of PCB's above EPA standards notwithstanding has been profiled with PFAS related levels above EPA standards as well.

This project was bid in 2023 but was not awarded as the uncertainty around federal PFAS guidelines had not been set and waste sites would not accept the profile. We also tried to work with the contractor on other methods but those were not feasible. At this time our consultant has reworked the low bid according to new federal EPA PFAS standards and we are prepared to move forward. Attached hereto is the consultant's memorandum for oversight and bid for removal. We would also like to add additional monies for sitework and materials within the razed area.

The request for this project will be for \$2,000,000.00 which includes contingency and items discussed here. Once complete, any unused funds will be returned to the Sewer DBA account.

Funding: Funding for this project would be from the Sewer DBA. The balance as of 12/31/2023 was \$3,584,456.65.



June 25, 2024

GeoInsight Project 8705-003

Roy E. Sorenson
Municipal Services Director
Town of Salem
21 Cross Street
Salem, NH 03079

Re: Scope of Work for Former Sludge Lagoons PCB Excavation Oversight
Former Waste Water Treatment Facility
346 South Broadway
Salem, New Hampshire
NHDES #198405033

Dear Mr. Sorenson:

GeoInsight, Inc. (GeoInsight) is pleased to present this Scope of Work (SOW) to perform project management, oversight, and confirmation sampling activities during excavation of polychlorinated biphenyl (PCB) impacted sludge and soil at the Town of Salem's (the Town's) former Waste Water Treatment Facility (WWTF) located at 346 South Broadway in Salem, New Hampshire (the Site). In addition, this SOW includes preparing and submitting an excavation summary report to the United States Environmental Protection Agency (USEPA) and the New Hampshire Department of Environmental Services.

BACKGROUND

Former sludge lagoons, also referred to as open channel areas, occupy approximately 0.26 acres of land in the central to southern portion of the property. The former sludge lagoons are associated with historical operations of the former WWTF located at the Site and are considered to be associated with the source of chlorinated volatile organic compounds in Site soil and groundwater. The sludge is generally identified in an organic-rich layer, containing hair, plastic pieces, and other debris materials.

On May 2, 2022, GeoInsight oversaw the completion of 6 soil borings (identified as SB-134 through SB 139) advanced into sludge lagoon using a track-mounted GeoProbe® drill rig to depths ranging from 5 to 10 feet below the ground surface (bgs). PCB aroclors 1254 and/or 1260 were detected at concentrations greater than the NHDES Soil Remediation Standard (SRS) of 1 milligram per kilogram (mg/kg) in each of the six samples collected from the open channel sludge.

A PCB concentration greater than or equal to 50 mg/kg was detected in one sample. Following the May 2022 sludge lagoon characterization sampling, a series of iterative soil boring events were conducted using 10-foot grid spacing and multiple sample depths in order to delineate the lateral and vertical extent PCB impacts to a concentration of 1 mg/kg. The findings of the sludge lagoons PCB delineation were presented to the USEPA (and copy provided to the NHDES) in a Self-Implementing Cleanup Plan (SIP), dated August 21, 2023. The USEPA approved the SIP in a letter dated September 27, 2023.

On September 8, 2023, GeoInsight assisted the Town with publishing a Bid, Contract, and Specifications – Former Open Channel Excavation of PCB Remediation Waste (Bid Spec) for the Site. In response to the bid spec, the Town received four qualified bids. Based upon a comparison of the bids received, and in consultation with GeoInsight, the Town preliminarily selected Strategic Environmental Services’(herein after referred to as “Contractor”) bid to perform the SIP excavation, dewatering, transportation and disposal, backfilling, and site restoration activities. The PCB impacted sludge and soils are defined as PCB Remediation Wastes in accordance with 40 Code of Federal Regulations (CFR) 761.3.

In December 2023, GeoInsight completed additional characterization sampling of select portions of the open channel area, consisting of an additional 118 soil borings using a track-mounted GeoProbe® drill rig. Based upon the findings of the December 2023 characterization sampling, the estimated quantities and excavation areas were revised in June 2024. In consultation with the Town, the revised estimates were provided to the Contractor on June 12, 2024 for budget estimation purposes. The Contractor will provide a separate proposal or SOW for conducting SIP excavation, dewatering, transportation and disposal, backfilling, and site restoration activities.

SCOPE OF WORK

SIP OVERSIGHT, SAMPLING, AND REPORTING

Verdantas anticipates the following tasks for the next phase of activities:

- Project-related coordination and correspondence with the Town, contractor, USEPA, and NHDES;
- providing field oversight and support for remedial excavation activities;
- laboratory services for PCB confirmation sampling.
- collecting confirmation samples to demonstrate SIP cleanup goals have been achieved;
- on-call project support and meetings; and
- preparing and submitting an excavation summary and SIP completion report to the USEPA;

PROJECT COST

Based upon the information and assumptions listed in this SOW, GeoInsight prepared the costs presented on the attached cost estimate. The costs associated with this SOW assume GeoInsight contracts directly with the laboratory. The costs are based upon information described in this SOW and our familiarity with the anticipated requirements and objectives of the project. If project conditions are identified to be significantly different or more complex than described in this SOW, we reserve the right to revisit our SOW and costs. These costs do not include transport and disposal of hazardous or non-hazardous PCB-containing soil, for which costs are provided in the Contractor's SOW.

TERMS AND AUTHORIZATION

GeoInsight proposes that the work performed under this SOW be governed by previously agreed upon Standard Terms and Conditions. We expect that charges incurred on this project will be invoiced monthly on a time-and-materials basis in accordance with the current Fee Schedule (Attached). Payment of all invoices will be due within 30 days of the invoice date.

The cost estimates provided herein for the SOW are based upon the anticipated activities and assumptions described in the SOW, which represent our judgment as to the level of effort required. You will be notified of conditions resulting in an increase in the budget estimates should they become evident. GeoInsight will not exceed the estimated project budget without prior approval from the Town.

PROJECT SCHEDULE AND INITIATION

GeoInsight is prepared to continue work on this project in 2024 and upon receiving authorization to proceed. If the proposed SOW, project costs, Fee Schedule, and previously agreed upon Standard Terms and Conditions are acceptable, we request that this letter be signed in the space provided below and a signed copy returned to us as written authorization to proceed. This SOW, together with Standard Terms and Conditions, shall constitute the entire agreement between us. This proposed agreement is valid for a period of 30 days.

We look forward to continuing to work with you on this project. If you have questions regarding the contents of this SOW, please contact us using the numbers provided below.

Sincerely,
GEOINSIGHT, INC.



James E. Blackwell, P.G., L.S.P.
Senior Project Geologist
(603) 657-2024



Michael F. Dacey, P.G., L.S.P.
Principal/Senior Consultant
(603) 657-2028

Attachments: Cost Estimate
Verdantas Northeast Area 2024 Standard Billing Rate Schedule

AUTHORIZATION FOR:

**FORMER SLUDGE LAGOONS PCB EXCAVATION OVERSIGHT
FORMER WASTE WATER TREATMENT FACILITY
346 SOUTH BROADWAY
SALEM, NEW HAMPSHIRE
NHDES SITE #198405033**

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Please initial to indicate the approved SOW amount: \$199,000 _____

(includes 10% contingency) \$219,000 _____

P:\8705 Salem WWTP\Proposals\2024 Estimated Costs\2024 PCB Oversight\8705_WWTF_PCB Excavation Oversight.docx

COST ESTIMATE
FORMER SLUDGE LAGOONS PCB EXCAVATION OVERSIGHT
FORMER WASTE WATER TREATMENT FACILITY
346 SOUTH BROADWAY
SALEM, NEW HAMPSHIRE

Task	Cost Estimate
1 Excavation Oversight and Project Management	\$74,500
2 Excavation Summary Report	\$7,500
3 Subcontracted Laboratory Analytical Charges	\$117,000
SUBTOTAL	\$199,000
+10% Contingency	\$219,000

Notes:

1. Assumes field conditions will not warrant additional oversight or sampling activities.



VERDANTAS NORTHEAST AREA

2024 STANDARD BILLING RATE SCHEDULE

<u>Professional Services</u>	<u>Hourly Rate</u>	<u>Support</u>	<u>Hourly Rate</u>
Senior Consultant I	\$245.00	Project Administrator	\$94.00
Senior Consultant II	\$255.00	Technician I	\$89.00
Senior Consultant III	\$270.00	Technician II	\$97.00
Project Manager I	\$170.00	Technician III	\$112.00
Project Manager II	\$187.00	Senior/Master Technician	\$120.00
Senior Project Manager I	\$195.00	Professional Technician	\$170.00
Senior Project Manager II	\$210.00		
		<u>CAD/GIS/Data Management</u>	<u>Hourly Rate</u>
Staff Scientist I	\$112.00	Senior Project Designer	\$150.00
Staff Scientist II	\$123.00	Project Designer	\$135.00
Staff Scientist III	\$142.00	CAD Designer I	\$115.00
Senior Scientist	\$210.00	CAD Designer II	\$130.00
		CAD Technician I	\$100.00
Staff Engineer I	\$135.00	CAD Technician II	\$115.00
Staff Engineer II	\$147.00	CAD Technician III	\$120.00
Staff Engineer III	\$170.00	Senior GIS Analyst	\$150.00
Professional Engineer	\$179.00	GIS Analyst I	\$120.00
Senior Engineer	\$215.00	GIS Analyst II	\$130.00
		GIS Technician I	\$100.00
		GIS Technician II	\$115.00
		Senior Data Manager	\$150.00
		Data Manager	\$135.00

NOTES:

1. Standard Billing Rates: Our standard billing rates are reviewed no less than annually and may be adjusted at those times.
2. Expert Testimony: Litigation, expert witness, and all other legal and court related appearances will be billed at twice the standard fee schedule rate. There is a minimum eight-hour charge per day and a minimum overall fee of \$2,000.00 per case.
3. Higher Hourly Rates: Certain services, such as emergency/rapid response consulting, may be subject to higher hourly billing rates as agreed upon on a project-specific basis.
4. Overtime: Overtime for time worked on a project exceeding 8 hours per day, Holidays, and/or Sundays will be billed at 1.5 times the standard rate.
5. Field Equipment and Supplies: Field equipment and in-house supplies will be billed at fixed unit prices, subject to periodic updates.
6. Subcontractors and Project Expenses: All project-related expenses are chargeable at cost plus 10% or in accordance with the specific project agreement. Subcontractor charges, costs of rental of specialized equipment, and any other costs not associated with normal overhead are billed at cost plus 15% or in accordance with the specific project agreement.
7. Mileage: The mileage for personal vehicles will be billed at the current United States Internal Revenue Service reimbursement rate.
8. General Terms and Conditions: Please refer to the General Terms and Conditions for further details.

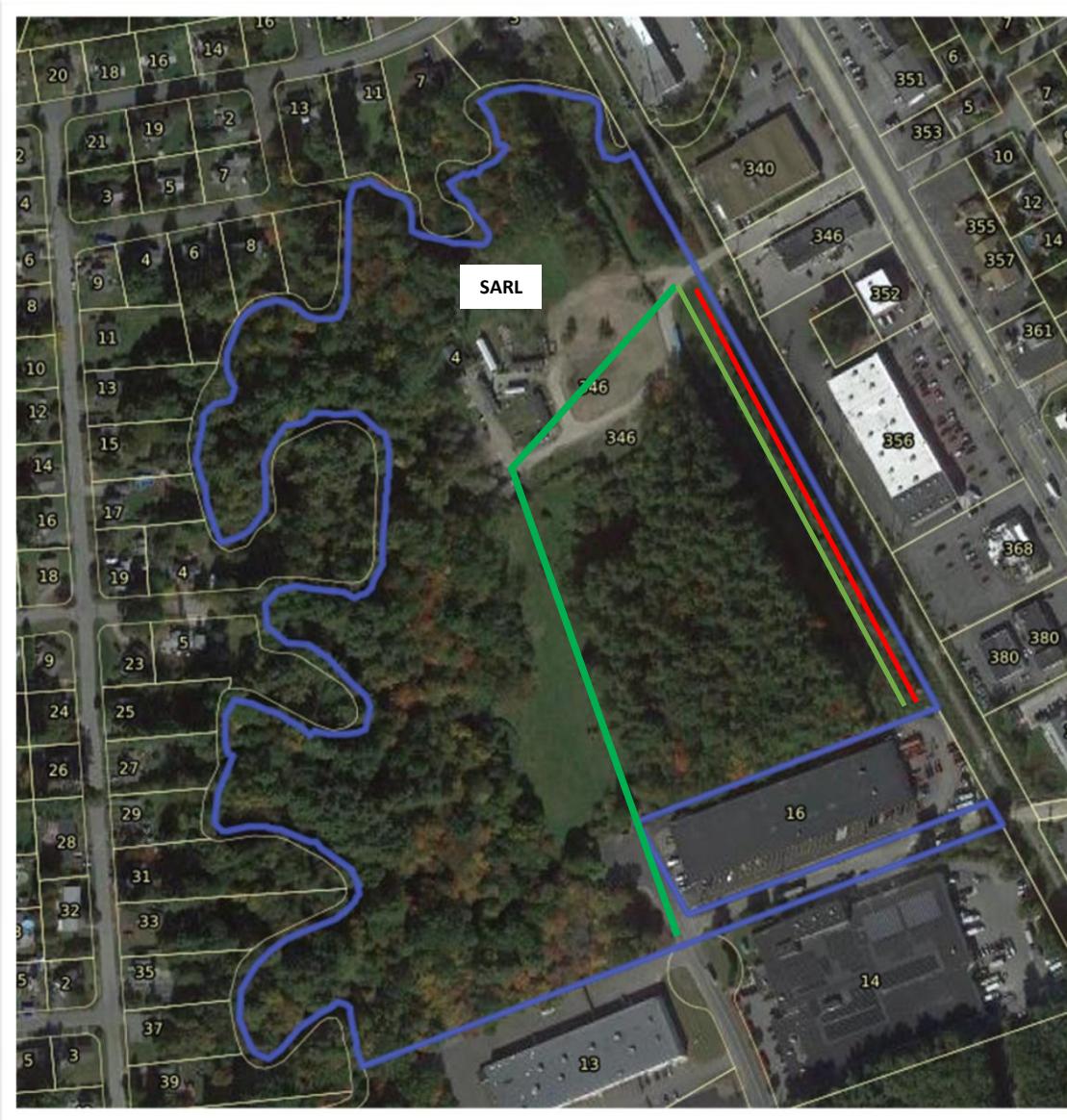
SALEM MUNICIPAL SERVICES



ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

FORMER WWTF UPDATE
JULY 1, 2024 – TOWN COUNCIL MEETING

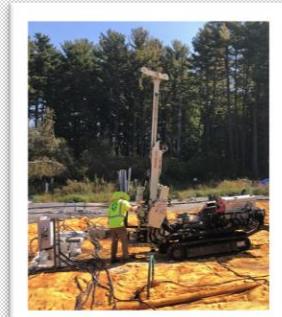
FORMER WASTEWATER TREATMENT FACILITY



- 32 ACRE PARCEL
- 9 ACRE POTENTIAL (FEMA IMPACT)
- SEWER INTERCEPTOR EASEMENT
- LIBERTY ELECTRIC EASEMENT

RFP 2021-027
PROPERTY ACQUISITION
AND
SITE DEVELOPMENT
FORMER WASTEWATER TREATMENT
FACILITY

ELECTRICAL RESISTANCE HEATING (ERH)



November 2022 to June 2023:
System construction and testing

June 12 to October 5, 2023:
Active heating of soil and groundwater
Maximum temperature 260°F (127°C)
System operation and site security were monitored continuously
Weekly air and bi-weekly groundwater monitoring were conducted
Treatment goals to remove DNAPL and treat soil to below NH SRSs* were met based on soil testing results
Approximately 12,280 pounds of CVOCs were removed by treatment

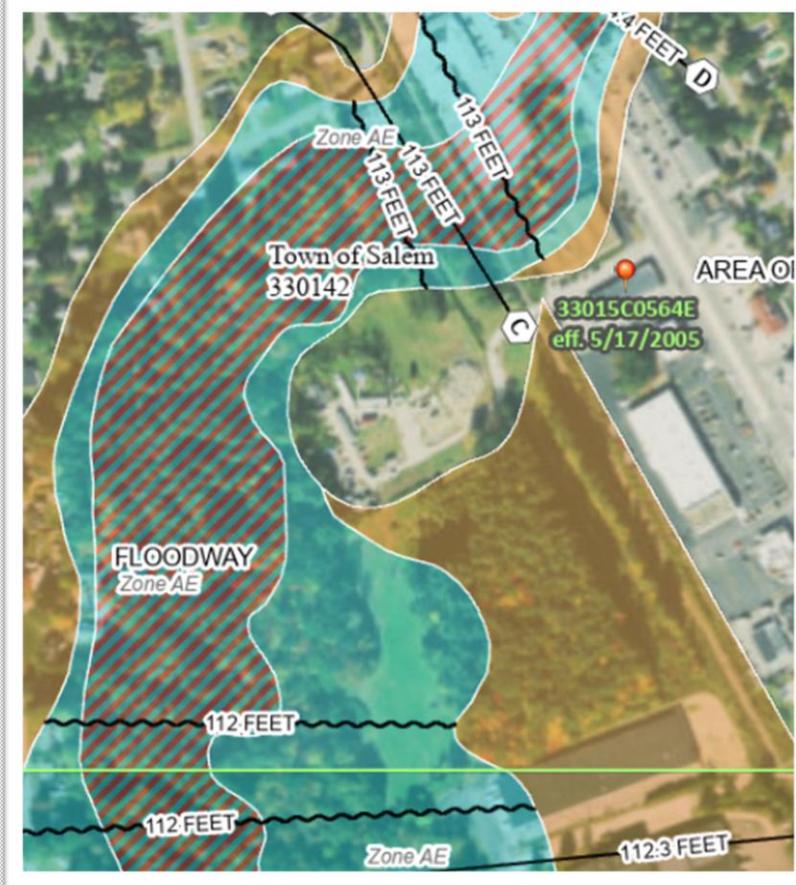
System demobilization completed

Notes:

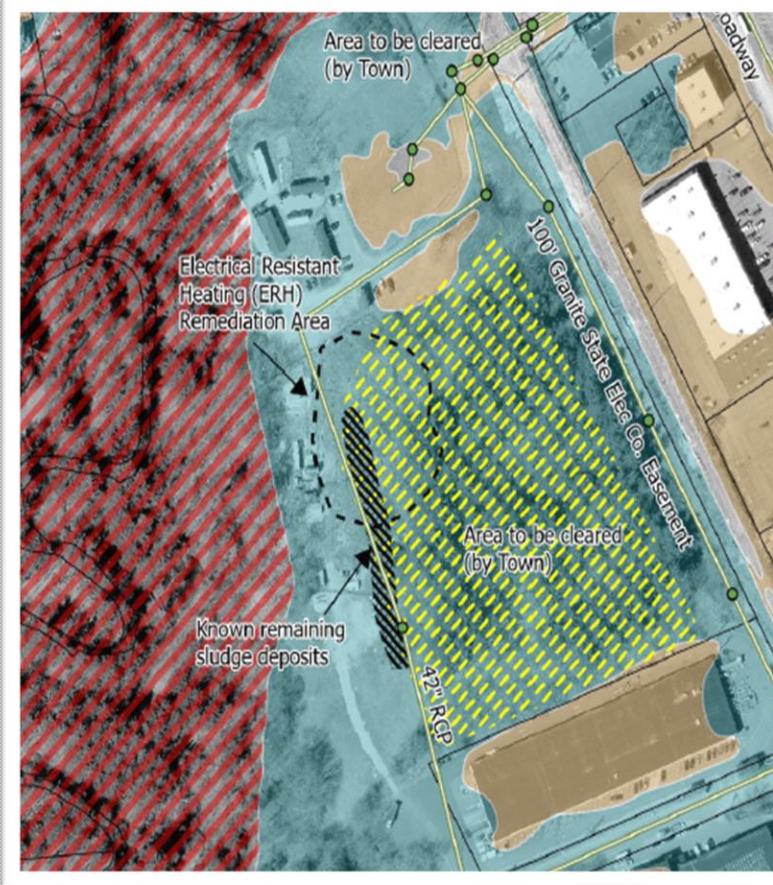
1. CVOC = chlorinated volatile organic compounds.
2. DNAPL = dense non-aqueous phase liquid; i.e., “pure” product.
3. SRS = NH Soil Remediation Standards.
4. * SRS treatment goal based on 95% UCL.

FEMA FLOOD MAPS

Current FEMA Map

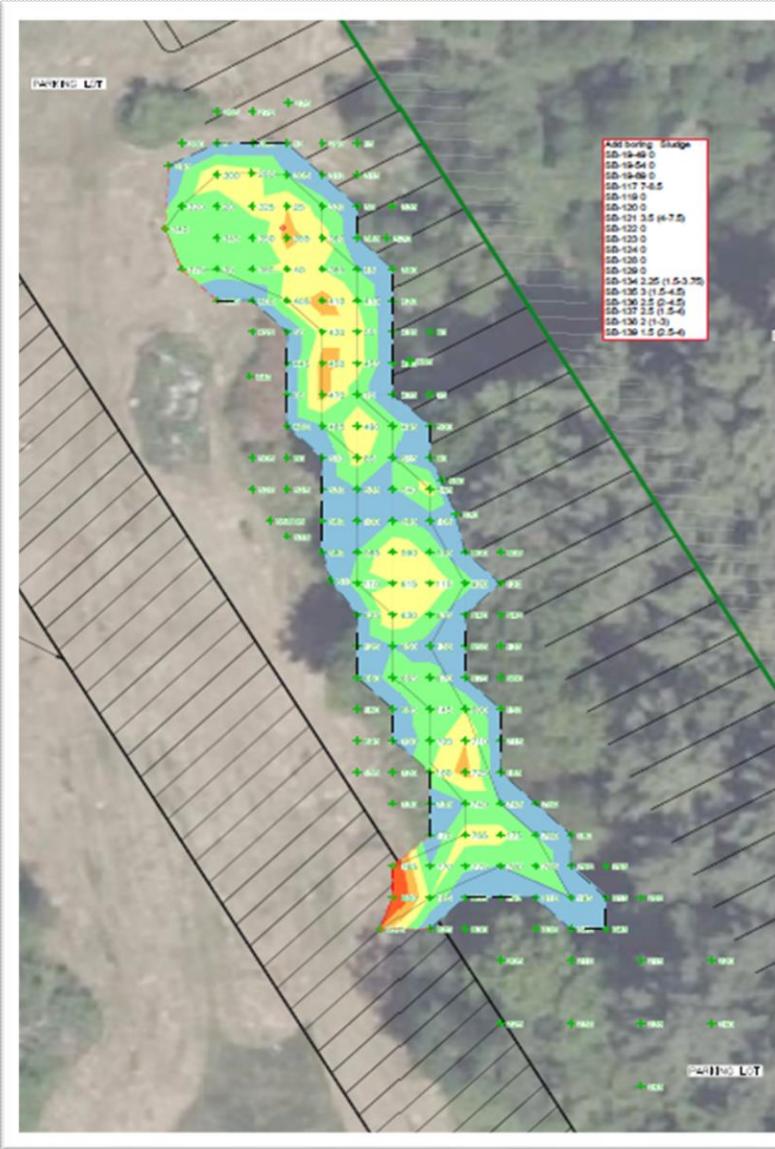


Proposed FEMA Map



Under the current FEMA flood map (#33015C0564E), effective May 17, 2005, most of the project site is within the FEMA Special Flood Hazard Area (SFHA) Zone X (0.2% chance annual flood), with the remaining project area within Zone AE (1% chance annual flood). The Base Flood Elevation (BFE) at the project site under the effective map ranges between approximately 113 and 112 feet (NGVD29). A preliminary revision to the FEMA flood mapping, map #33015C0564 F dated May 5, 2023, raised the effective BFE along the project site approximately one foot to an elevation of 114 feet (NGVD29), resulting in most of the site being in SFHA Zone AE.

OPEN CHANNEL SLUDGE INVESTIGATION



- PCBs detected in 2022 during sludge characterization for disposal
- Reviewed historical documentation for history of sludge emplacement
- Conducted 141 soil borings on a 10-foot sampling grid
- Collected samples at multiple depths to delineate PCB impacts within sludge
- Sludge also contains impacts of PFOS, PFAS
- Evaluating remedial strategies under 40 CFR 761.61 for addressing the PCBs/sludge

Base Bid					
Item #	Item	Est Qty	Units	Rate	Extension
Salem PCB Excavation					
1	Mobilization & Site Setup	1	Lump Sum	\$81,797.00	\$81,797.00
1a	6' Chain Link Fence	800	Foot	\$8.50	\$6,800.00
2	Dust Control	1	Lump Sum	\$10,500.00	\$10,500.00
3a	Dewatering-----Estimate Gallons	1500000	Gallon	\$0.04	\$60,000.00
3b	Dewatering Decontamination/permits/sump install/system mob/disposal of media/ 30 days of operation	1	Lump Sum	\$115,748.00	\$115,748.00
EXCAVATION					
4a	Excavation & Stockpiling- 80 CY of Non Contaminated Overburden	302	CYDs	\$16.00	\$4,832.00
4b	Excavation & Stockpiling-133 CY of Thermally treated sludge pre characterized- >50 ppm	133	CYDs	\$101.79	\$13,538.07
4c	Excavation & Stockpiling-560 CY of Thermally treated sludge pre characterized- <50 ppm	556	CYDs	\$89.11	\$49,545.16
4d	Excavation & Stockpiling-2060 CY of PCB-impacted- <50 ppm	2403	CYDs	\$25.00	\$60,075.00
4e	Excavation & Stockpiling-19 CY of PCB-impacted- <50 ppm soil	19	CYDs	\$101.79	\$1,934.01
4e	Equipment Decontamination	1	Lump Sum	\$15,500.00	\$15,500.00
TRANSPORTATION & DISPOSAL					
5a	Transportation & Disposal-133 CY of Thermally treated sludge pre characterized- >50 ppm	200	Tons	\$325.00	\$65,000.00
5b	Transportation & Disposal-560 CY of Thermally treated sludge pre characterized- <50 ppm	834	Tons	\$325.00	\$271,050.00
5c	Transportation & Disposal -2060 CY of PCB-impacted- <50 ppm	3604	Tons	\$145.00	\$522,580.00
5d	Transportation & Disposal -19 CY of PCB-impacted- <50 ppm	28	Tons	\$325.00	\$9,100.00
BACKFILLING & COMPACTION					
6a	Placement and Compaction of 92 CYDs onsite Stockpiled Overburden Material	1	Lump Sum	\$5,000.00	\$5,000.00
6b	Delivered Crushed Stone	3000	Tons	\$28.50	\$85,500.00
6c	Delivered Structural Fill	2400	Tons	\$24.60	\$59,040.00
6d	Placement and Compaction- Crushed Stone and Structural Fill	5400	Tons	\$10.50	\$56,700.00
RESTORATION AND DEMOB					
7	Site Restoration & Demobilization	1	Lump Sum	\$98,750.00	\$98,750.00
Estimated Total:					\$1,592,989.24



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-24

Former Wastewater Treatment Facility - Sludge Lagoons PCB/PFAS Excavation

WHEREAS: Funding in the amount of \$3,584,456.65, is available in the Sewer Demand Benefit Assessment Account.

WHEREAS: The Town of Salem owns a 32-acre parcel of land located on Sarl Drive - formerly 346 South Broadway, otherwise known as Map 143, Lot 9475, which is the site of the former Wastewater Treatment Facility.

WHEREAS: The Town of Salem, through the authority of the Board of Selectmen, adopted Chapter 455 Utility Demand and Benefit Assessment, on February 9, 2004, pursuant to RSA 38:28, RSA 38:27 and RSA 149-I:7 and Chapters 398 and 477 of the Town Code.

WHEREAS: Approximately 0.26 acres of land in the central to southern portion of the property are contaminated from former sludge lagoons associated with historical operations of the former WWTF and are considered to be contributing to the chlorinated volatile organic compounds in the soil and groundwater.

WHEREAS: The sampling profile of said sludge has also been analyzed to have PCB and PFAS contamination above federally mandated allowances.

WHEREAS: The Town of Salem, through its Town Council, acting in their capacity as sewer commissioners, has the full authorization to authorize this funding request.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

Funding in the amount of \$2,000,000.00 from the Sewer Demand Benefit Assessment Account shall be made available for the immediate needs of remediating known PCB and PFAS contamination that impact soil and groundwater standards above the federally accepted levels.

SPONSORED BY CHAIR SWEENEY BY REQUEST

First Reading: July 1, 2024
Second Reading: August 5, 2024
Approval: August 5, 2024

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacey			
Secretary Withrow			
Vice-Chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
Joseph Sweeney, Chair Town Council

A True Copy Attest: _____
Susan Wall, Town Clerk

SALEM MUNICIPAL SERVICES

Roy E. Sorenson - *Director*

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES



www.salemnh.gov

21 Cross Street
Salem, NH 03079
TEL: 603-890-2150 FAX: 603-890-3882

Date: June 26, 2024
To: Town Council
From: Roy E. Sorenson, Municipal Services Director
Through: Joseph Devine, Interim Town Manager
Cc: Nicole McGee, Finance Director
RE: Brady Avenue Water Improvements

Background:

The water main on Brady Avenue has been experiencing water quality and flow issues more significant than in years past. We have the project listed in our Capital Improvement Plan for Fiscal Year 2027 however due to the circumstances we would recommend moving the project up by initiating design at this time and possibly a project for consideration by Town Council shortly thereafter utilizing Water Demand Benefit Assessment monies.

The request before you will be for engineering design of approximately 6,900 linear feet of water main on Brady Avenue. The primary project, immediate need, will be to replace approximately 2,800 linear feet of 6-inch cast iron water main (1940) from Cortland Avenue to 73 Brady Avenue with a new 12-inch zinc coated ductile iron water main. The remaining 4,100 linear feet of water main installation will be an extension of the existing water system from 73 Brady Avenue to NH Route 38. Design will include connections to existing mains, thrust support, valves, services (as applicable), and hydrants. It is anticipated that water services will be designed and constructed from the main to the abutting property line.

This project. Once constructed, will alleviate substandard conditions or deficiencies, improve the quality of existing services, reduces long term operating costs, and expand the utility into a portion of the town currently unserved.

The request for this project will be for \$150,000 for engineering services which includes contingency and items discussed here. Once complete, any unused funds will be returned to the Water DBA account.

Funding: Funding for this project would be from the Water DBA. The balance as of 6/26/2024 was \$1,886,774.29.



February 21, 2024

Mr. John Klipfel, PE
Director of Engineering
Salem Municipal Services
Town of Salem
33 Geremonty Drive
Salem, NH 03079

Re: **Master Services Agreement - Letter of Understanding**
Brady Avenue Water Main Improvements Dear Mr. Klipfel:

Weston & Sampson is pleased to provide this letter of understanding (LOU) in connection with our Master Services Agreement, as awarded under RFQ 022-045. The services to be provided for this Task Order are set forth in detail below consistent with Section 2.0 of the above referenced agreement. This LOU, when executed, will serve as a contract between the Town of Salem and Weston & Sampson (Consultant) to complete the work outlined in the Scope of Services presented herein.

The following items are proposed as part of the scope of services to assist the Town of Salem with the construction of new and replacement water main infrastructure on Brady Avenue from Cortland Drive to Route 38, approximately 6,900 linear feet in total. A general breakdown of the proposed scope of services is as follows:

Design

1. Design approximately 6,900 linear feet of water main on Brady Avenue. The purpose of the project will be to replace approximately 2,800 linear feet of 6-inch cast iron water main (1940) from Cortland Avenue to 73 Brady Avenue with a new 12-inch zinc coated ductile iron water main. The remaining 4,100 linear feet of water main installation will be an extension of the existing water system from 73 Brady Avenue to NH Route 38. Design will include connections to existing mains, thrust support, valves, services (as applicable), and hydrants. It is anticipated that water services will be designed and constructed from the main to the abutting property line.
2. Utilize the town's GIS systems to provide a preliminary basemap layout of public utilities, approximate parcel boundaries, and town right of ways. Gather information from private utilities including electric, gas, and telephone as applicable. Provide up to two (2) days of geotechnical exploration consisting of ledge probing to a minimum depth of 8-feet spaced for estimating the ledge profile within the 4,100 linear foot proposed extension area. Perform a windshield survey following completion of the desktop basemap efforts and probe efforts to verify utility positions and accuracy of the project base map.
3. Perform a preliminary hazardous waste assessment along the water main route. The assessment will collect and review regulatory files, site history, and previous reported locations adjacent to the water main routes. The assessment will aid in identifying past known and reported releases along the route to determine the potential for encountering subsurface contamination during construction.
4. Explore environmental subsurface conditions by advancing up to four (4) borings along the roadway alignment to depths ranging from 10 to 15 ft, or refusal, whichever is encountered first. Field screen soil samples from each boring to assess the presence of contamination by performing jar headspace screening using a photoionization detector (PID). Install up to one groundwater monitoring well to assess groundwater quality within the project area and evaluate potential discharge disposal options during construction. Conduct one round of groundwater monitoring including gauging fluid levels and collection of groundwater samples from the newly installed monitoring well for laboratory analysis. Prepare a summary memorandum detailing the results of the environmental assessment and provide supporting

figures and tables presenting the results. Memorandum shall provide recommendations for soil and groundwater management during options during construction.

5. Prepare and participate in up to three (3) meetings with the town during the design process to discuss the project and receive comments. Prepare and participate in up to two (2) separate public meetings with other interested groups during the design process to discuss the project and receive comments (town council, planning board, etc.). Prepare agendas and finalize meeting minutes following all meetings.
6. Develop a final estimate of probable construction costs for the project including quantity estimates and supporting calculations.
7. Prepare project documents including plans and specifications for the water main work suitable for public bidding and perform an in-house technical review. Provide up to 4 hard copy sets of contract documents to the town. The completed documents shall bear the stamp of a registered professional engineer licensed to practice in the State of New Hampshire.

Bidding

8. Advertise the project on behalf of the town, provide and distribute electronic copies of the contract documents to prospective bidders. Issue up to two (2) addenda to the bid documents during the period which addresses bidders' questions and comments. It is anticipated that this project will be included as a bid alternate to a separate water main design contract administered by the town and designed by Weston & Sampson.
9. Attend pre-bid and bid opening meetings for the water main project.
10. Assist the town with tabulation of bids for the project, review and analysis of the bid results, and a recommendation of award for the contract. Prepare formal contract documents for execution by the successful bidder and the town.

Schedule

Weston & Sampson is prepared to initiate work on this project immediately upon receipt of an executed agreement. Weston & Sampson agrees to provide services for the estimated duration of work, with the permitting, survey, and geotechnical investigation process beginning shortly thereafter. The timing of the bid and construction of the project can be determined with input from the town regarding scheduling requirements and is undefined at the signing of this Task Order.

Assumptions/Exclusions

- Preliminary review of the area indicates that a wetland permit will not be required. It is assumed that there will be no wetland permitting or shoreland permitting needed.
- It is anticipated that full road closure on Brady Avenue is not possible, and that one lane will remain open during construction. Police detail will be utilized for traffic management services.
- Pavement reconstruction will consist of permanent trench pavement.
- A profile/elevation of the proposed water main is not required on the design plans.
- An allowance of \$3,850 for police details is carried in the project cost for completion of the geotechnical and environmental field investigation tasks.
- Coordination with NHDOT is not required. Route 38 is under NHDOT jurisdiction; however this proposal assumes the water main installation on Brady Avenue terminates prior to entering NHDOT right of way.

Engineering Fee

Costs for the outlined scope of services are included in the table below.

Task	Task 1 Cost
Design	\$109,280.00
Police Detail Allowance	\$3,850.00
Bidding	\$7,280.00
Total Cost	\$120,410.00

The proposed fee and effort are based upon our best faith effort to fully understand the needs of this Task Order. If the scope of the services to be rendered is changed materially or if the period required to render services hereunder is extended beyond the completion dates proposed, the amount of compensation provided shall be adjusted appropriately (if required), upon approval of the parties and this Letter of Understanding is so amended.

Budgetary Construction Estimate (2025)

The estimated budgetary construction cost for the proposed water main replacement project, as defined herein, is \$3,410,000.

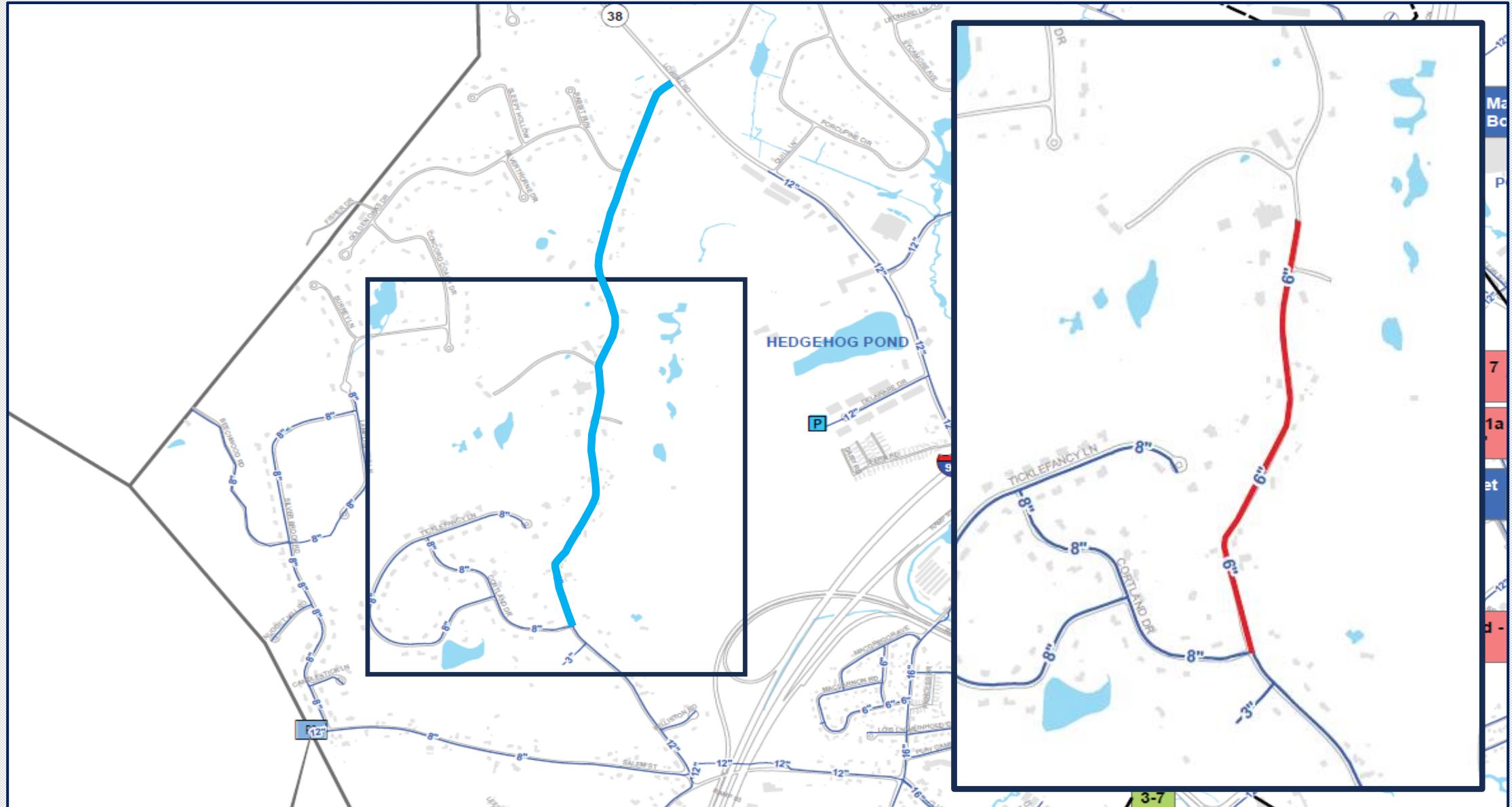
SALEM MUNICIPAL SERVICES



ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

BRADY AVENUE WATER IMPROVEMENTS
JULY 1, 2024 – TOWN COUNCIL MEETING

BRADY AVENUE WATER IMPROVEMENTS



BRADY AVENUE WATER IMPROVEMENTS

- Water quality and flow issues due to undersized and tuberculated pipe.
- Water Master Plan: Project 4-1, Tier 2, Priority Project
- Design approximately 6,900 linear feet of water main on Brady Avenue.
- Immediate project will be to replace approximately 2,800 linear feet of 6-inch cast iron water main (1940) from Cortland Avenue to 73 Brady Avenue with a new 12-inch zinc coated ductile iron water main.
- The remaining 4,100 linear feet of water main installation will be an extension of the existing water system from 73 Brady Avenue to NH Route 38.
- Design will include connections to existing mains, thrust support, valves, services (as applicable), and hydrants.
- Water services will be designed and constructed from the main to the abutting property line.
- Project is currently listed in CIP for FY 2027.



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2024-25
Brady Avenue Water Improvements

WHEREAS: Funding in the amount of \$1,886,774.29, is available in the Water Demand Benefit Assessment Account.

WHEREAS: The Town of Salem, through the authority of the Board of Selectmen, adopted Chapter 455 Utility Demand and Benefit Assessment, on February 9, 2004, pursuant to RSA 38:28, RSA 38:27 and RSA 149-I:7 and Chapters 398 and 477 of the Town Code.

WHEREAS: Brady Avenue Water Improvements is listed as a priority tier 2 project in the Water Master Plan, both as replacement and extension of service.

WHEREAS: Brady Avenue Water Improvements is listed as a priority project in the Capital Improvement Plan, both as replacement and extension of service, with an anticipated funding year of 2027.

WHEREAS: The purpose of the immediate project will be to replace approximately 2,800 linear feet of 6-inch cast iron water main, circa 1940, from Cortland Avenue to 73 Brady Avenue with a new 12-inch zinc coated ductile iron water main.

WHEREAS: The Town of Salem, through its Town Council, acting in their capacity as water commissioners, has the full authorization to authorize this funding request.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:
Funding in the amount of \$150,000.00 from the Water Demand Benefit Assessment Account shall be made available for engineering services for Brady Avenue Water Improvements as listed in the Water Master Plan and Capital Improvement Plan.

SPONSORED BY CHAIR SWEENEY BY REQUEST

First Reading: July 1, 2024
Second Reading: August 5, 2024
Approval: August 5, 2024

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Hatch			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Stacey			
Secretary Withrow			
Vice-Chair Bettencourt			
Chair Sweeney			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
Joseph Sweeney, Chair Town Council

A True Copy Attest: _____
Susan Wall, Town Clerk

Salem 2026

Redistricting Update





A Growing Salem

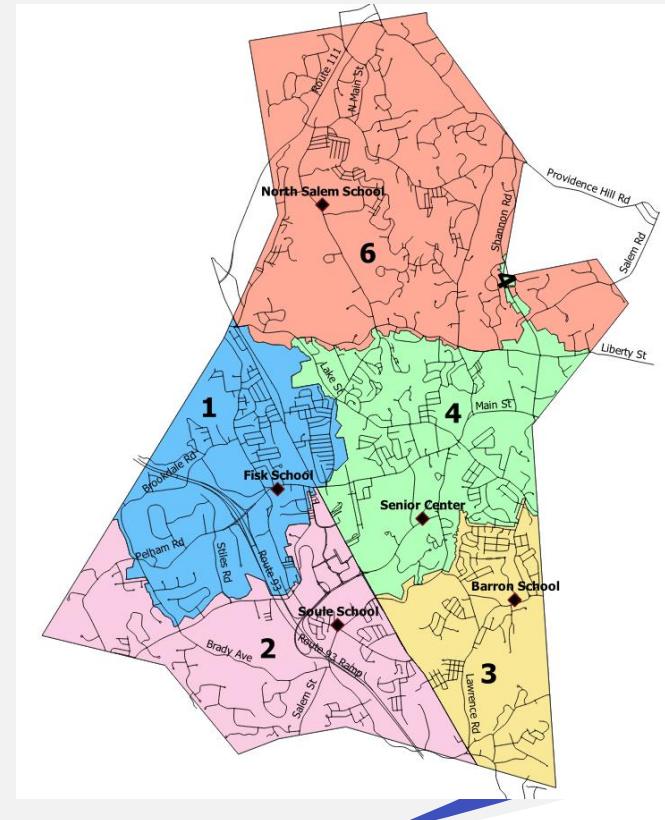
- Last redistricting: 2014
 - Six to four in 2012, then to five in 2014
- Voter registration on Jan. 7, 2015: 19,658
- Current voter registration: 19,329 (5/22/24)
- Anticipated growth in the near future:
 - Tuscan Village build out
 - Depot and Main
 - Brady Ave development
 - Others

Fisk	3,233
Soule	3,301
Barron	3,049
Senior Center	4,902
North Salem	4,844
Total	19,329



Review of Existing Facilities

- Five polling locations
 - Staffing is a challenge
- Locations are unevenly distributed
 - Some locations are better equipped than others.
 - Soule School is under severe pressure to take Tuscan Village voters
 - Soule is perhaps least equipped to deal with influx
- In this year's Presidential Primary, the state election observer singled out Soule and Senior Center as lacking capacity.





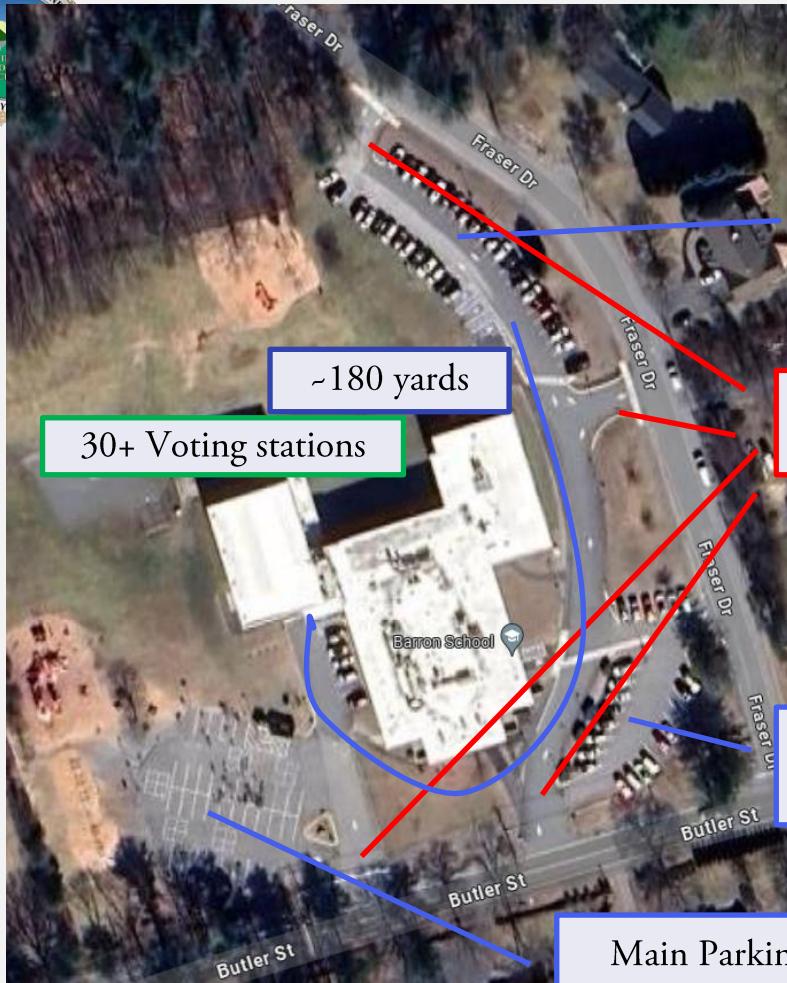
North Salem School



Voters By Checklist	4,844
Onsite Parking	64
Election Employee Parking	0 (Offsite)
Voter Parking (Presidential)	64
Voters Per Parking Space	76

Notable limitations:

- Parking
- Traffic flow



Barron School

Overflow Parking
Area
(40 spaces, 3 HCA)

Four points of
entry/exit

30+ Voting stations

Secondary Parking
(25 spaces, 1 HCA)

Main Parking Area
(41 spaces, 1 HCA)

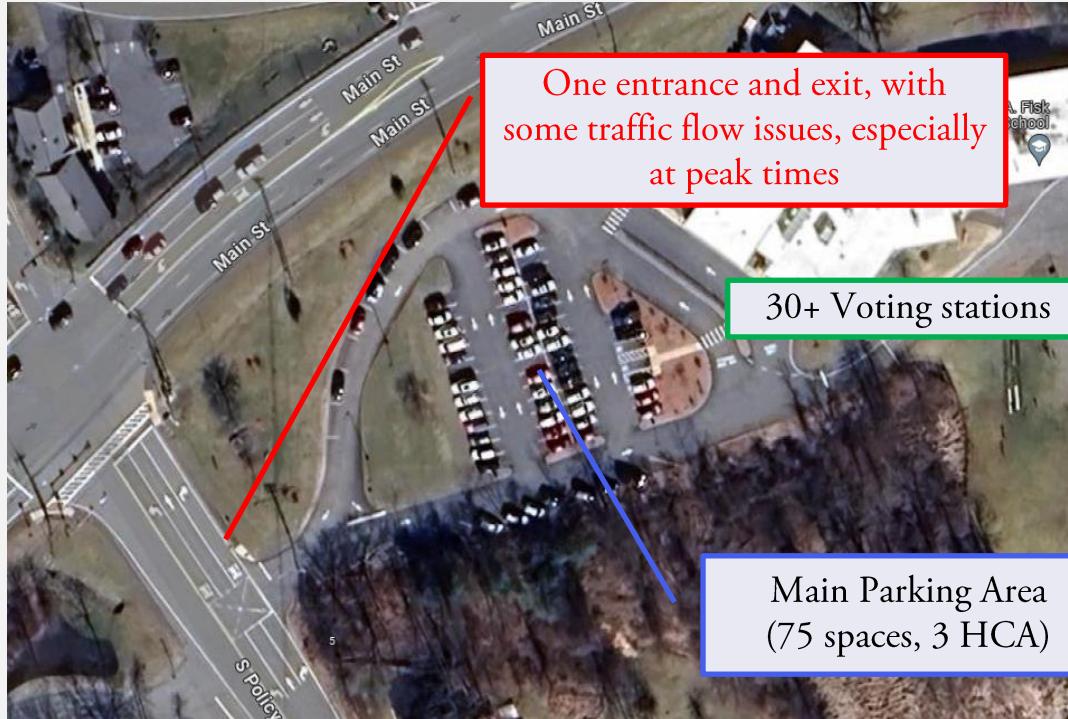
Voters By Checklist	3,049
Onsite Parking	106
Election Employee Parking	20
Voter Parking (Presidential)	86
Voters Per Parking Space	36

Notable limitations:

- Large parking area more than 150 yards from entrance



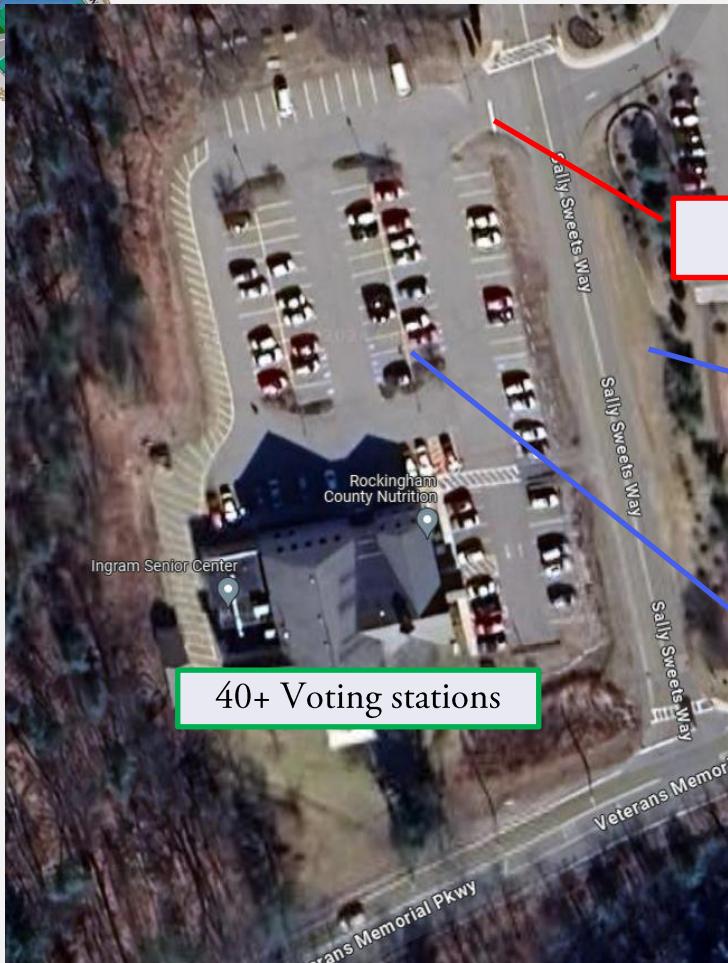
Fisk School



Voters By Checklist	3,233
Onsite Parking	75
Election Employee Parking (in rear)	0
Voter Parking (Presidential)	75
Voters Per Parking Space	43

Notable limitations:

- Traffic flow at certain times of day can be an issue



Senior Center

Voters By Checklist	4,902
Onsite Parking	124
Employee Parking	24
Used by Sign holders	10
Voter Parking (Presidential)	90
Voters Per Parking Space	55

Notable limitations:

- Parking
- Traffic flow
- Interior configuration limited



Soule School

Secondary Parking
(approx. 77 spaces, 4 HCA)

One entrance and exit, with
severe traffic flow issues

Main Parking Area
(28 spaces, 2 HCA)

30+ Voting stations

Voters By Checklist	3,301
Onsite Parking	105
Employee Parking	20
Voter Parking (Presidential)	85
Voters Per Parking Space	39

Notable limitations:

- Parking: main parking extremely small, 200+ yards to majority of parking area
- Traffic flow



Proposed Changes

- Relocate current District 4 polling location from Senior Center to Woodbury School
- Eliminate Soule School as a polling location
- Renumber the Districts to eliminate skips and reduce confusion

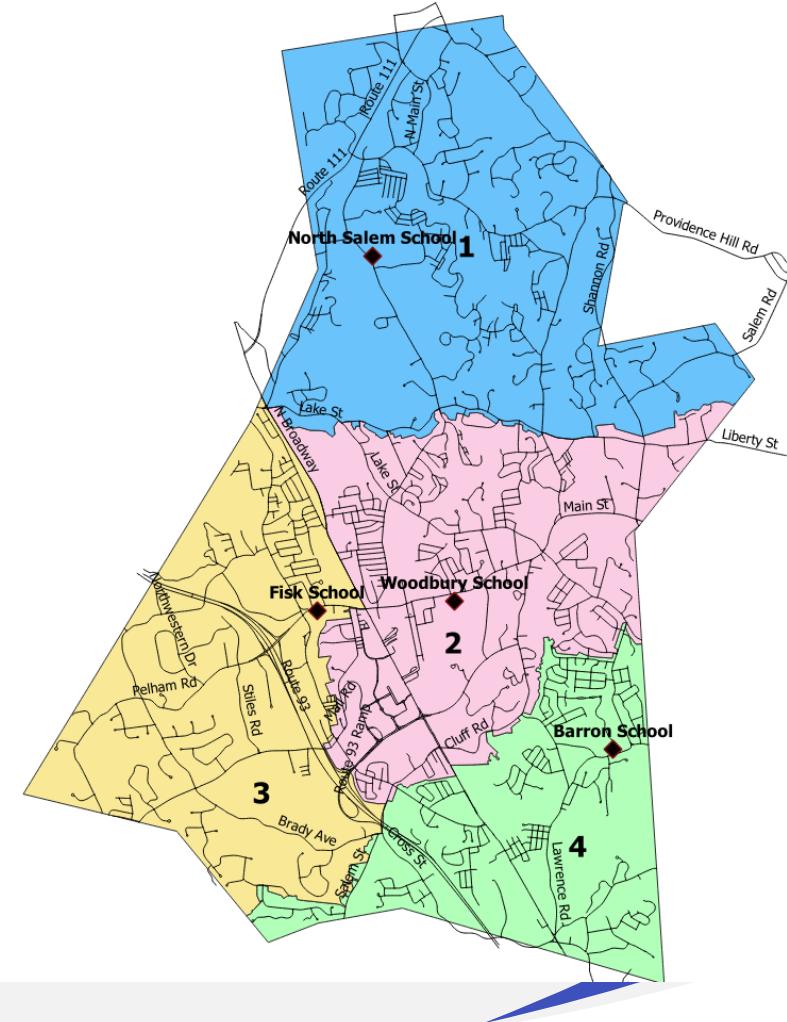
- Woodbury provides better location from a parking and traffic flow standpoint
- Reducing the number of locations alleviates staffing issues
- Better positions the town to handle future growth in voting population

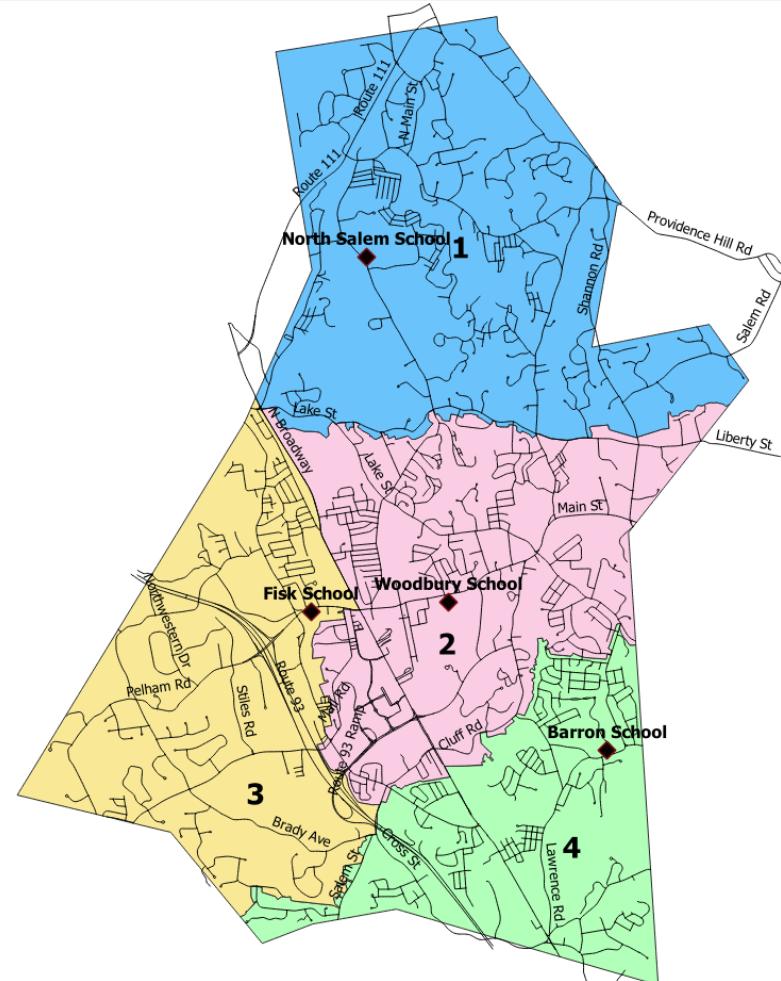
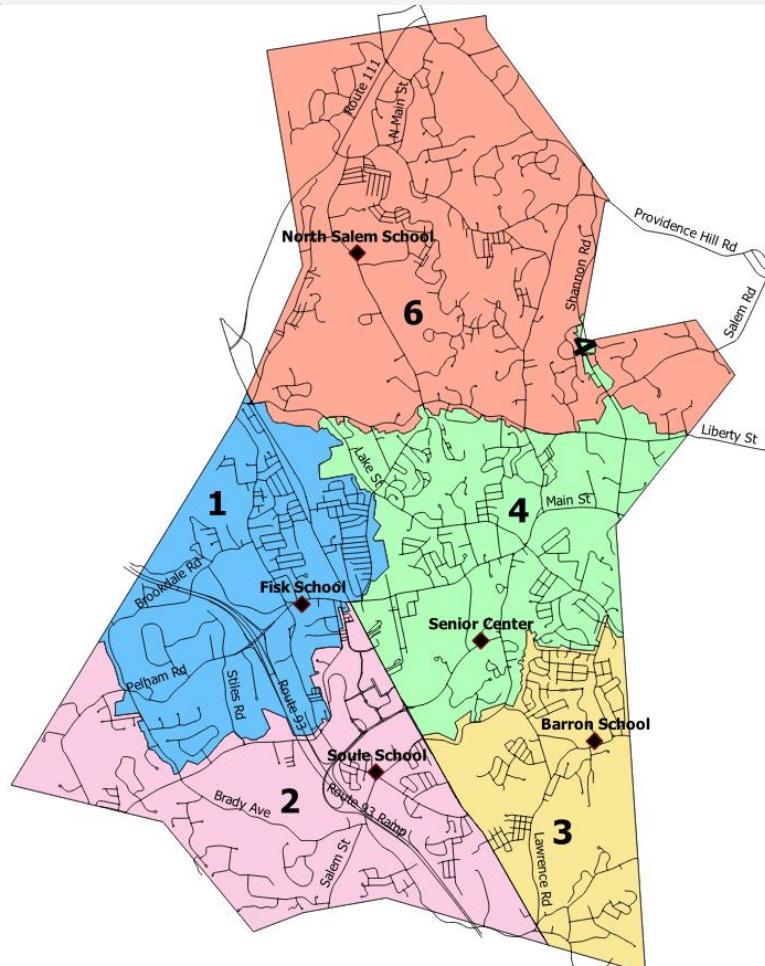


Proposed Map

- Please note that these working numbers are different from the existing numbers. The data used to create these new districts comes from an earlier checklist that had not been updated yet.

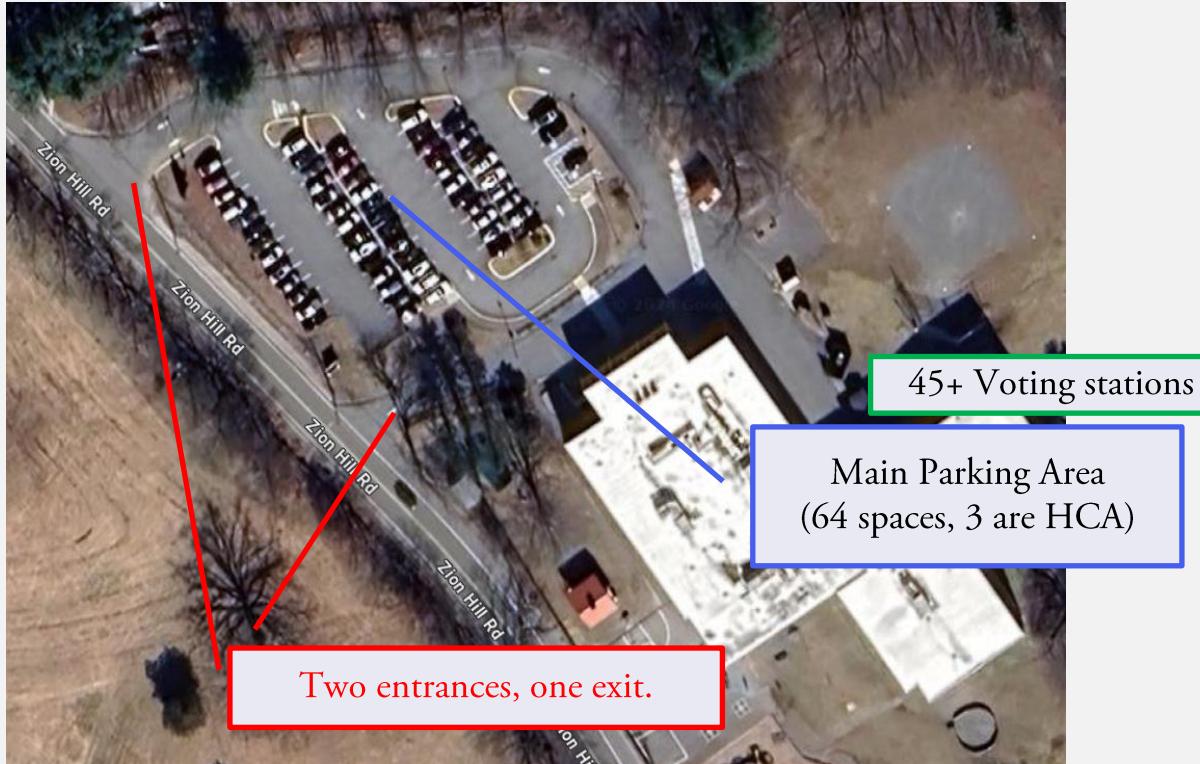
North Salem	4,996
Woodbury	7,759
Fisk	3,340
Barron	4,181







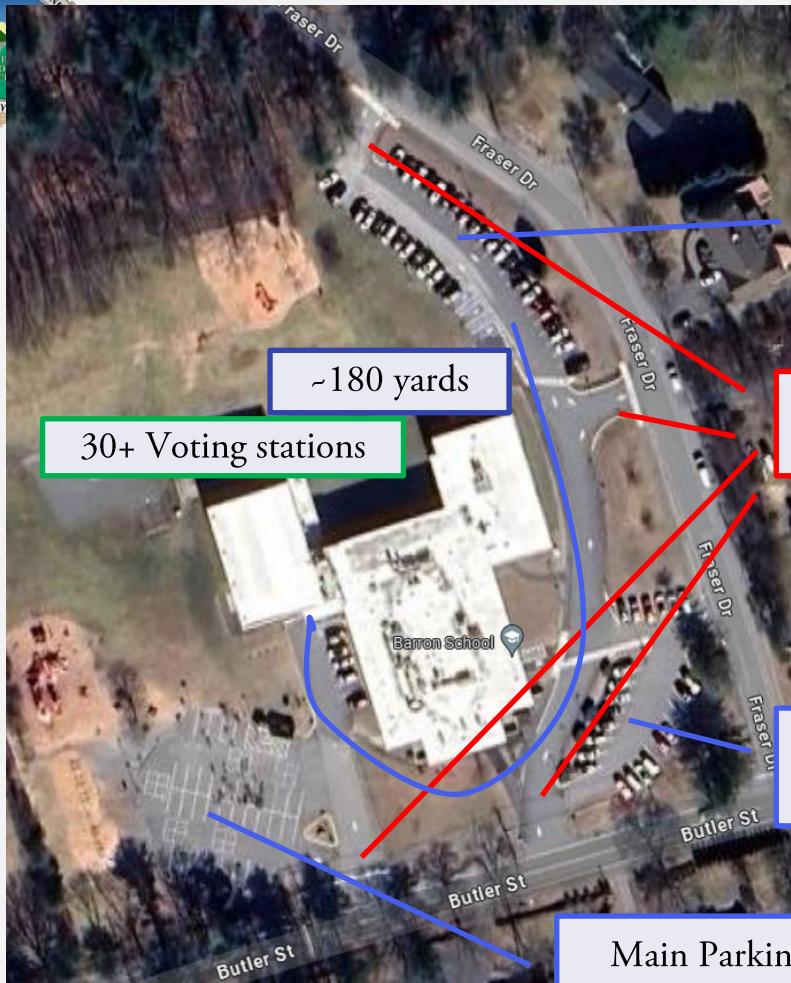
North Salem School



Voters By Checklist	4,996
Onsite Parking	64
Employee Parking	20
Voter Parking (Presidential)	44
Voters Per Parking Space	114

Notable limitations:

- Parking
- Traffic flow



Barron School

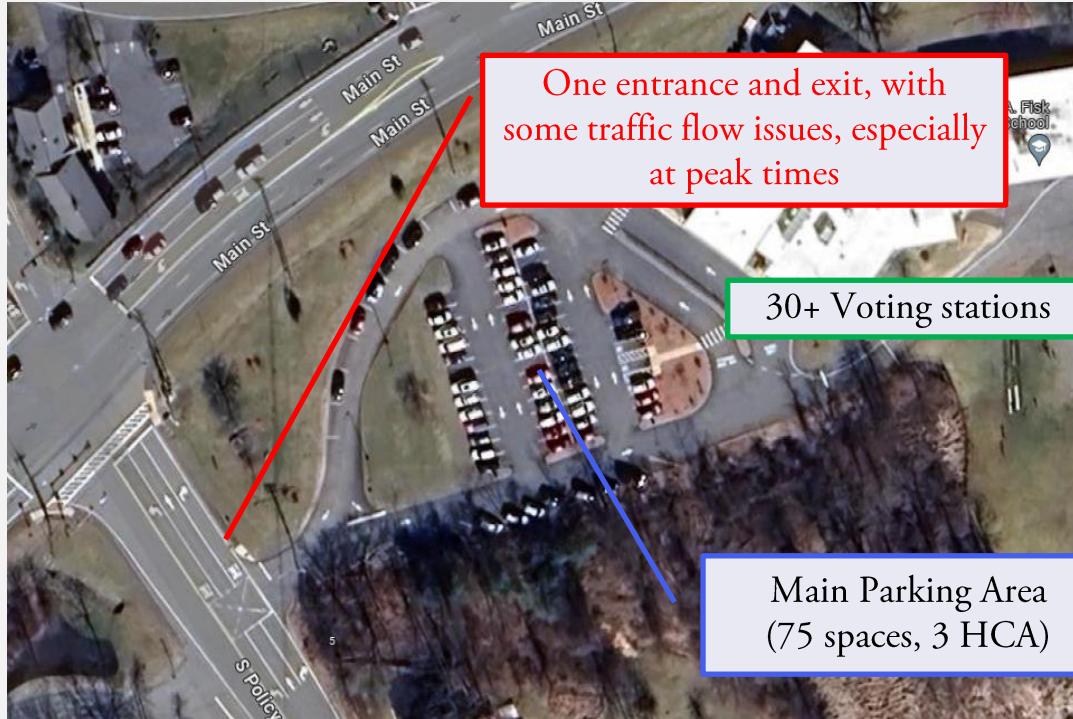
Voters By Checklist	4,181
Onsite Parking	106
Employee Parking	20
Voter Parking (Presidential)	86
Voters Per Parking Space	49

Notable limitations:

- Large parking area more than 150 yards from entrance



Fisk School



Voters By Checklist	3,340
Onsite Parking	75
Employee Parking	20
Voter Parking (Presidential)	55
Voters Per Parking Space	61

Notable limitations:

- Traffic flow at certain times of day can be an issue



Three entrances and exits,
improved traffic flow

Secondary Parking Area
(129 spaces)

Main Parking Area
(153 spaces)

80+ Voting stations

Woodbury School

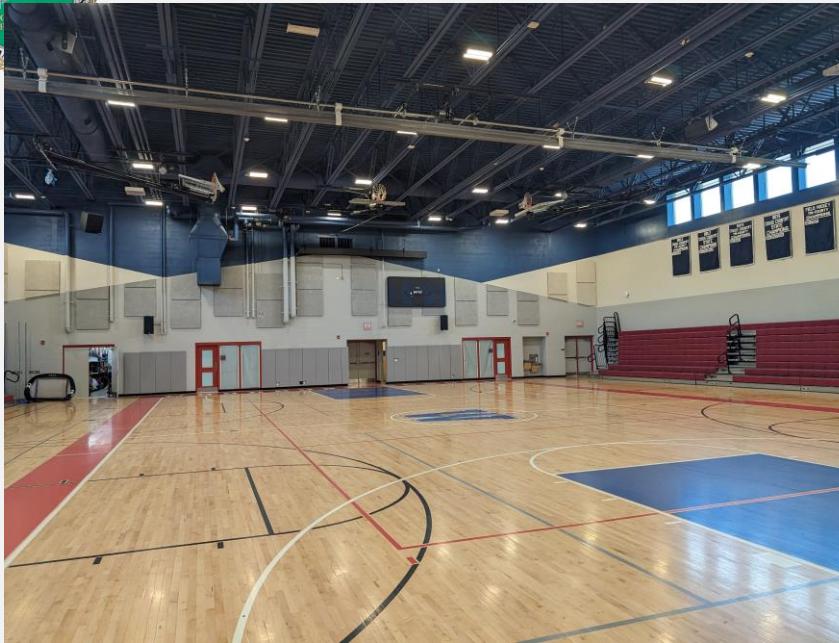
Voters By Checklist	7,759
Onsite Parking	258
Employee Parking	34
Voter Parking (Presidential)	224
Voters Per Parking Space	35



Exterior Entrance to Woodbury gym

View from entrance to parking: flat and close by:





Woodbury gym interior

View of interior of entrance door



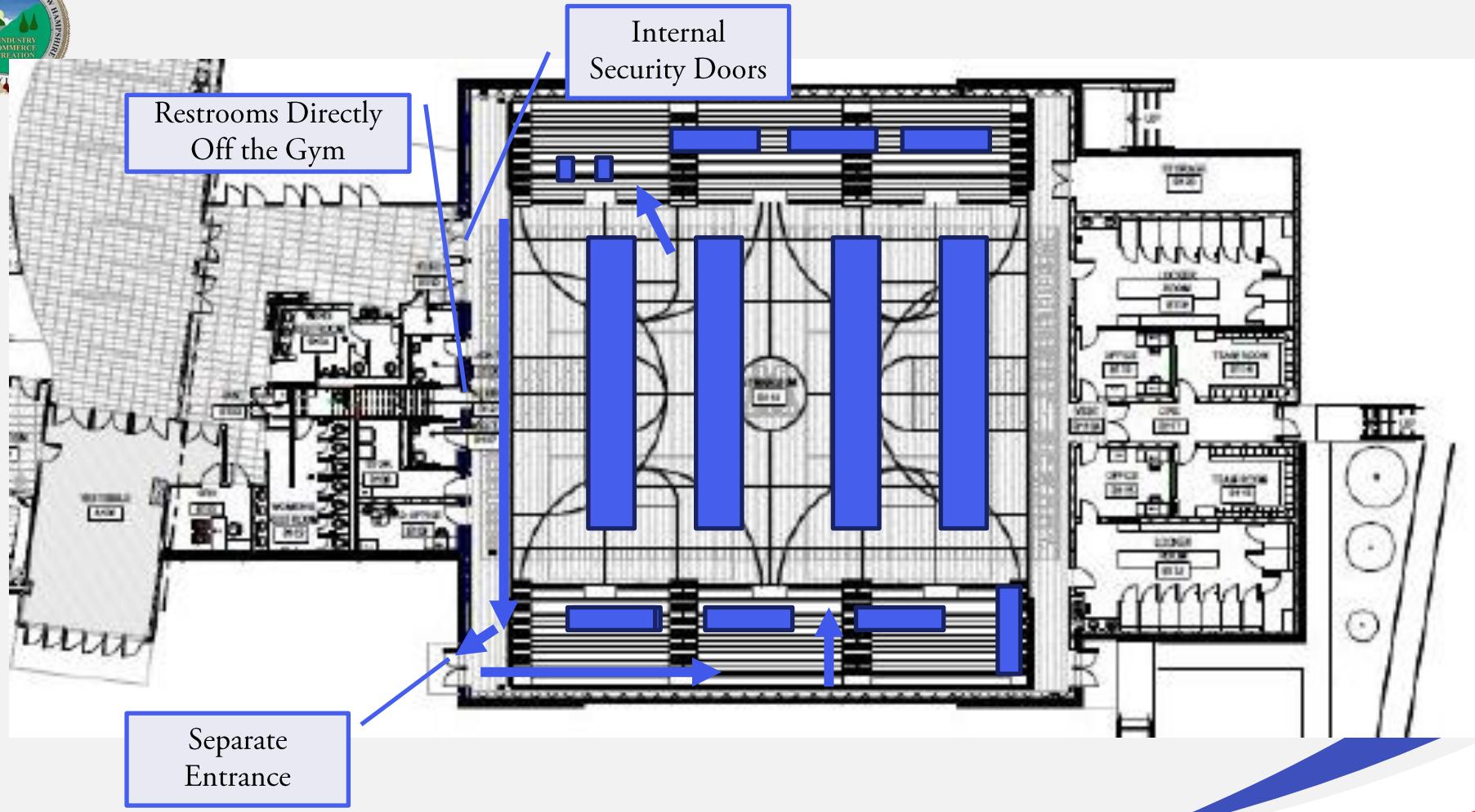


Doors to Woodbury interior. Can be secured while school is in session.

Restrooms directly off the gym, valuable when school is in session. (Not so at SHS)

Lobby area: Supervisors of the Checklist could use this area for Presidential Elections when school is closed







Why not Salem High School?

- While Salem High School seems like an attractive alternative, it has several drawbacks:
 - Parking: While there is ample parking, it is not situated in ways to give proper access to locations where voting would be taking place. Most handicapped accessible parking is located at the *front* of the building, near Geremonty Drive, rather than near the two gymnasiums. The closest accessible parking to the Davis Gymnasium is over 100 yards away, uphill.
 - The Davis Gymnasium is not appreciably larger than the new gym at Woodbury, and parking much closer and the terrain level.
 - The Lower Gym at SHS, which could theoretically support enough polling stations to accommodate the whole community, is not designed for direct public access, and parking would be an issue.
 - Given there is no appreciable difference between capacity at Woodbury vs. SHS, Woodbury makes a better choice due to accessibility issues.
 - Both gym locations at SHS would be difficult to isolate from the school for elections held while school is in session.
 - And reducing to one polling location for the whole town creates logistical issues of its own. SHS would not be able to accommodate students on election day due to student parking requirements, even for a municipal election. Closing SHS would necessitate closing all schools due to contract equity. Spreading out the load enables school to remain in session for municipal elections and state primaries.



Limited public
access, and
parking to this
location

Student Parking Area
(268 spaces)

PAC Parking
(10 HC, 19 standard)

Front Visitor Lot
(~80 spaces)

200+ Voting stations
in lower gym

Staff Parking Area
(~150 spaces)

80+ Voting stations at
in the Davis Gym



View from PAC Entrance to main parking

View from PAC Entrance to Davis Gym





View down stairs to Lower Gym from main PAC level
(Elevator not pictured)



Lower Gym capacity and view





Lower Gym outside entrance
(across from Grant Field entrance)

View toward rear parking





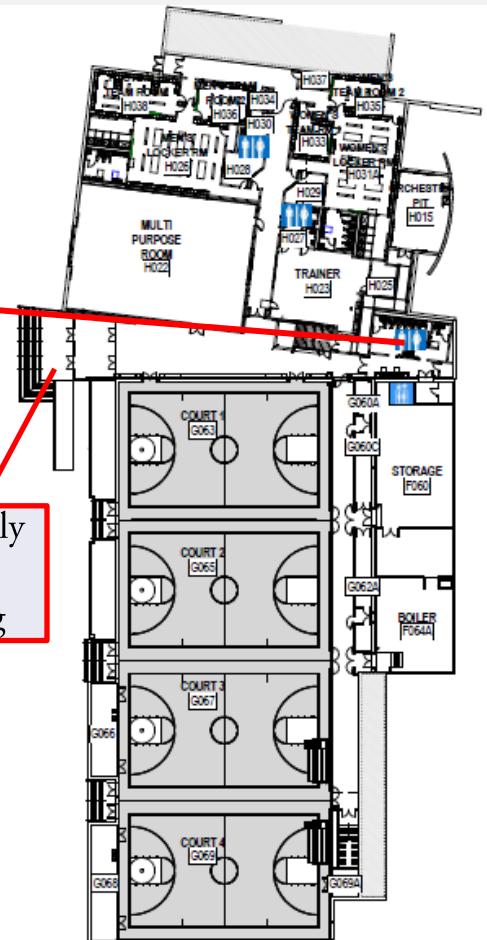
View of Lower Gym entrance
towards to main parking



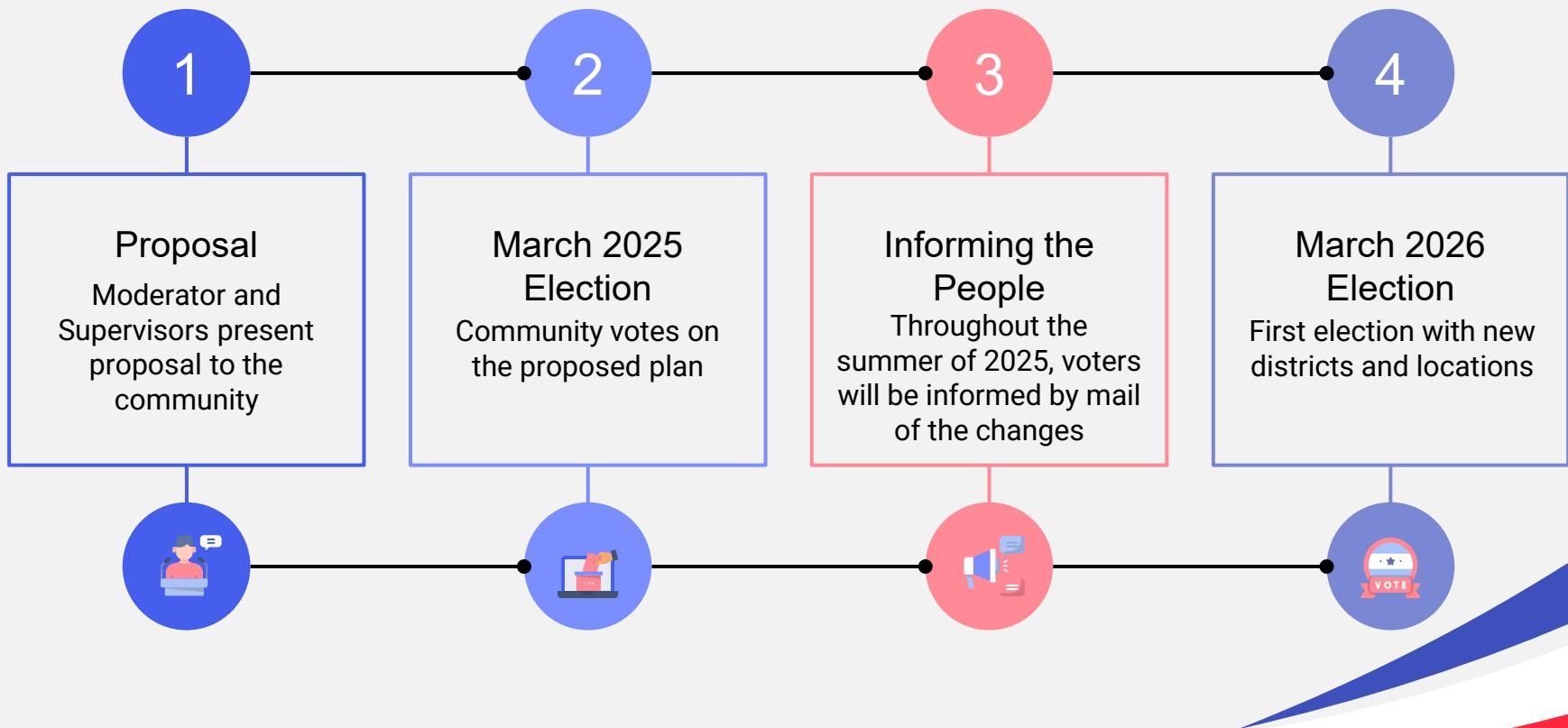
Restrooms are not self contained.

Can only be accessed through school building

Access Ramp only enters through school building



Timeline



Thank You

Graphics Courtesy
[Slidesgo](#) and [Freepik](#)

