

# A G E N D A

## TOWN COUNCIL MEETING

November 6, 2023

**Salem High School**  
**44 Geremonty Drive, Salem, NH**

**7:00 p.m. CALL TO ORDER**

1. Pledge of Allegiance
2. Meeting Minutes  
*(The Council will review and vote on the approval of meeting minutes.)*
3. Chairman Comments
4. Approve Consent Agenda  
*(The consent agenda is a list of documents signed by the Council as required. The Council approves the consent agenda at each Council meeting.)*
5. Additions and/or Requests by Public or Council by Vote
6. Police Department – Announce Retirement of K9 Apollo and Authorize Release of Dog to K9 Officer Daniel Nelson  
*K9 Apollo will retire from police service along with K9 Officer Daniel Nelson. The process to release a K9 to their handler requires the Council's acknowledgment and approval.*
7. Police Department – Accept Donation of \$1,000.00 from Avon Ceradyne for Special Services Unit  
*The Police Department received a donation of \$1,000.00 from a local company. The funds will be utilized by the Police Special Services Unit. The Council is required to accept the donation at a public meeting.*
8. Assessing Department – Discussion on Tax Exempt Organizations  
*The Council will continue their discussion on tax exempt organizations.*
9. Fire Department - Accept Donations
  - \$200.00 Gift Card to Suppa's from Farrell Family
  - Materials Valued at \$2,488.82 from Lowes for Use by Station 3
    - Install a Concrete Pad for a Gas Grill
    - Flooring Materials for Improvements to Kitchen and Dining Room*The Fire Department received two donations. The Council is required to accept the donations at a public meeting.*

10. Finance Department – Authorize Withdrawal of \$70,000.00 from the Depot Trust Fund and \$215,797.96 from Zone Two Traffic Impact Fees to Offset Cost of Depot Land Acquisition  
*Withdrawal from trust funds and impact fee funds requires Town Council approval. The Finance Director will provide background information to the Council on this request..*
11. Finance Department – Discussion/Approval of 2024 Default Budget  
*The Council will review the proposed 2024 default budget.*
12. Assistant Town Manager – Continued Discussion and Updates to Town Policies  
*The Council will continue the review and update of Town policies. The policies to be considered by the Council are the Fund Balance Policy, Mobile Device Policy Tax Compliance Policy, Water/Sewer Capital Reserve Fund Policy & Delegation of Depot Authority Policy. The updates are simply to reflect the change of term Board of Selectmen to Town Council as a result of the adopted Charter.*
13. Finance Department – Discussion/Approval of Amendment to Procurement Policy  
*The Council will review proposed amendments to the Procurement Policy as recommended by the Finance Director.*
14. Municipal Services Department - Proposed Amendment to Salem Municipal Code (SMC) Chapter 477 (Water) to Consider Waiver Provision of Requirement to Purchase Lawn Meter for Residential Irrigation Systems  
*The Town Council will review a proposed amendment to SMC Chapter 477 (Water). The proposed changes to the code include adding a waiver provision for the requirement to install a second meter for residential irrigation systems. If the Council agrees to the amendments, a public hearing will be scheduled at a future date for final adoption.*
15. Municipal Services Department – Discussion on Winter Weather Operations  
*Municipal Services Director Roy Sorenson will discuss the 2023/2024 winter weather operations.*
16. Town Manager’s Report/Questions from Town Council
17. Old Business/Tabled and Pending
18. Upcoming Meetings
  - November 20, 2023
  - December 4, 2023
  - December 18, 2023

Adjourn

**CONSENT AGENDA ITEMS - TOWN COUNCIL  
MEETING OF NOVEMBER 6, 2023**

	<b><u>TYPE OF ITEM SIGNED</u></b>	<b><u>DATE SIGNED</u></b>	<b><u>TYPE OF SIGNATURE</u></b>
1	Assessing - Tax Abatement Request - BHT Realty - 29 Main Street	11/02/23	DocuSign
2	Assessing - Tax Abatement Request - Rocksal Mall, 1 Mall Road	11/03/23	DocuSign
3	Assessing - Release of Lien, 75 S. Policy Street (Welfare)	11/06/23	In Person
4	Finance - Payment Check Register (10-11-23)	10/12/23	DocuSign
5	Finance - Payment Check Register (10-18-23)	10/19/23	DocuSign
6	Finance - Payment Check Register (10-24-23)	10/25/23	DocuSign
7	Finance - Payment Check Register (10-26-23)	10/27/23	DocuSign
8	Finance - Payment Check Register (10-30-23)	10/31/23	DocuSign
9	Finance - Payment Check Register (VOID) (10-31-23)	11/01/23	DocuSign
10	Finance - Payroll Register (10-16-23)	10/18/23	DocuSign
11	Finance - Payroll Register (10-23-23)	10/23/23	DocuSign
12	Finance - Payroll Register (10-30-23)	10/31/23	DocuSign
13	Tax Collector - Oath of Inventory of Taxes	10/26/23	DocuSign
14	Tax Collector - Tax Warrant (2023)	10/26/23	DocuSign
15	Tax Collector - Authorization to Print & Mail Tax Bills	10/30/23	DocuSign
16	Tax Collector - Authorization to Send Tax Bills Electronically	10/30/23	DocuSign