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**MINUTES OF THE
BOARD OF SELECTMEN**

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**Regular Meeting of
April 10, 2023**

7 The Board of Selectmen held a meeting on Monday, April 10, 2023 at the Media Center at Salem
8 High School Salem, NH.

9
10 **PRESENT:** Chairman Cathy Stacey, Selectman Joe Sweeney, Selectman Jim Keller, Selectman
11 Robert Bryant, and Chris Dillon (Town Manager).

12
13 **ABSENT:** Selectman Keith Stramaglia

14
15 **CALL TO ORDER:**

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

17
18 **1. Pledge of Allegiance**

19 Chairman Stacey led the Board of Selectmen in the Pledge of Allegiance.

20
21 **2. Meeting Minutes:**

22 **MOTION:** by Selectman Bryant

23 *Move to approve the sealed Board of Selectmen Non-Public Session #1 Meeting Minutes from*
24 *March 20, 2023.*

25 **SECOND:** by Selectman Keller

26 **VOTE:** 4-0-0

27 **The motion passed unanimously.**

28
29 **MOTION:** by Selectman Bryant

30 *Move to approve the sealed Board of Selectmen Non-Public Session #2 Meeting Minutes from*
31 *March 20, 2023.*

32 **SECOND:** by Selectman Keller

33 **VOTE:** 4-0-0

34 **The motion passed unanimously.**

35
36 **3. Chairman Comments:**

37 None.

38
39 **4. Town Approve Consent Agenda**

40 Manager Dillon stated that the packet had a list of consent items.

41
42 **MOTION:** by Selectman Bryant

43 *Move to approve the April 10, 2023 Consent Agenda.*

44 **SECOND:** by Selectman Keller

45 **VOTE:** 4-0-0

46 **The motion passed unanimously.**

1 **5. Police Department – Accept \$6,000.21 Grant from NH Department of Highway Safety**
2 Manager Dillon stated that the packet had a memo from the Police Chief.

3
4 Joel Dolan, Police Chief, stated that he was asking the Board to accept an amendment to the
5 Highway Safety Grant. This was an additional \$6,000.21. It was a matching grant which would
6 be used to purchase and upgrade three mobile data terminals for three of the police cruisers.

7
8 **MOTION:** by Selectman Bryant

9 *Move in accordance with RSA 31:95(b) that the Board of Selectmen hereby accepts with*
10 *gratitude a grant from the State of NH, Office of Highway Safety for \$6,000.21 to purchase*
11 *and install three mobile data terminals for the police department; and further authorize the*
12 *Town Manager to sign any and all documents necessary to effectuate this grant.*

13 **SECOND:** by Selectman Keller

14 **VOTE:** 4-0-0

15 **The motion passed unanimously.**

16
17 Chief Dolan wanted to recognize the communications staff because it was National Public Safety
18 Telecommunicators Week. They were the lifeline and the first ones that people would talk to
19 when contacting the Police Department. It was a very hardworking group of men and women. He
20 wanted to publicly thank them.

21
22 Chairman Stacey thanked them as well.

23
24 **6. Community Services Department - Accept Various Donations**

25 **a. \$1,000.00 from Greater Salem Rotary for Fishing Derby**

26 **b. \$500.00 in Gift Cards to T-Bones from T-Bones Staff**

27 Manager Dillon stated that there were two donations to the Community Services Department.

28
29 Katie Duffey, Community Services Director, stated that they had received a donation from the
30 Greater Salem Rotary for the annual Fishing Derby. The Fishing Derby will be held on April
31 22nd at Hedgehog Park. The Rotary also helps run the event as well. She recommended that they
32 accept the donation.

33
34 **MOTION:** by Selectman Bryant

35 *Move in accordance with RSA 31:95(b) that the Board of Selectmen hereby accepts with*
36 *gratitude a donation of \$1,000.00 from the Greater Salem Rotary Club towards operating costs*
37 *of the Fishing Derby scheduled for Saturday, April 22, 2023.*

38 **SECOND:** by Selectman Keller

39 **VOTE:** 4-0-0

40 **The motion passed unanimously.**

41
42 Ms. Duffey stated that they also received a donation from T-Bones. It was a random act of
43 kindness that T-Bones employees dropped off on a Friday. Community Services thanked them
44 for the donation. The Department planned to use them as prizes throughout the year.

1 **MOTION:** by Selectman Bryant
2 *Move in accordance with RSA 31:95(e) that the Board of Selectmen hereby accepts with*
3 *gratitude a donation of \$500.00 in gift cards to T-Bones from T-Bones Staff.*

4 **SECOND:** by Selectman Keller

5 **VOTE:** 4-0-0

6 **The motion passed unanimously.**

7
8 **7. Review Complaint Policy and Pet Policy**

9 Manager Dillon stated that this item was to review draft policies for the Complaint Policy and
10 the Pet Policy. They had the Interim Human Resources Director in attendance via Zoom to
11 discuss the policies.

12
13 Chairman Stacey stated that the policy needed to state Town Council instead of the Board of
14 Selectmen. She also wondered about requiring proof of vaccination for the animals if someone
15 was bringing a pet in.

16
17 Diane Hoyt, Interim Human Resources Director, stated that she believed the form for the
18 employees to submit had that requirement on it.

19
20 Selectman Bryant asked if it eliminated the possibility of animals riding around in Town vehicles
21 beyond the police K-9s.

22
23 Ms. Hoyt stated that she would look into it.

24
25 **MOTION:** by Selectman Bryant

26 *Move that the Board of Selectmen approve the Complaint Policy as presented.*

27 **SECOND:** by Selectman Keller

28 **VOTE:** 4-0-0

29 **The motion passed unanimously.**

30
31 Selectman Bryant stated that the Pet Policy was not ready so they would give Ms. Hoyt time to
32 look into those questions.

33
34 Chairman Stacey stated thank you to Ms. Hoyt.

35
36 **8. Town Manager's Report/Questions from Board of Selectmen**

37 Manager Dillon stated that the mosquito control program started today. He wanted to have Mr.
38 Sorenson report on some traffic impacts.

39
40 Roy Sorenson, Municipal Services Director, stated that they had some roadwork coming up.
41 They had work on Main Street from Pleasant to Broadway. It was I&I work that would happen
42 over the next two days. The Tuscan would then be tapping the water main as part of the
43 Workforce Housing project on Thursday and Friday nights. The detour packages would go into
44 effect for the work. The weather should be good.

45
46 Manager Dillon stated that Municipal Services was also flushing hydrants this week. He stated

1 that they did a call for candidates for the traditional committees. Manager Dillon had some
2 questions about the new committees and how the seats should be staggered. The proposal was for
3 the Communications Committee's five member terms to be staggered 2-2-1 over the three years.
4 The Ethics Committee also had five members and they looked at 2-2-1 for the staggering of
5 terms as well. The Economic Development Action Committee did not have a defined number of
6 members. He wanted to know if they wanted to post for the Committee to see what interest there
7 was in serving on EDAC first and let the Town Council decide on membership.

8
9 Chairman Stacey stated that the staggered terms for the Communications and Ethics Committees
10 were fine. She felt that they should post for the EDAC positions.

11
12 Selectman Sweeney asked how many were on the Committee in the past.

13
14 Manager Dillon answered that the previous EDAC had had nine members including
15 representatives from the Board of Selectmen and the Planning Board.

16
17 Selectman Keller stated that they would have to decide on the Charter for the Committee.

18
19 Manager Dillon stated that was left up to the Town Council in the Town Charter.

20
21 Chairman Stacey stated that they would need to do that first before moving forward on
22 appointing people.

23
24 Manager Dillon asked if the Board wanted staff to present some proposed guidelines based on
25 what was done previously to the Town Council.

26
27 Selectman Keller stated that they could start with the previous setup and then decide what the
28 purpose of the Committee was. It was ineffective last time.

29
30 Chairman Stacey stated that she thought it would be different this time. The Town Council had
31 control where the previous EDAC was under the Planning Board. That was where the
32 miscommunication happened last time.

33
34 Selectman Keller stated that the Town Council would have to do the oversight because the
35 Council now handles Zoning. He felt that they had just shifted the problem.

36
37 Manager Dillon asked when they wanted to discuss the Committee charge.

38
39 Chairman Stacey stated that it would be when the full Town Council was there on May 15th.

40
41 Manager Dillon stated that the current Recreation Advisory Committee has nine members and
42 the Historic District Commission has five members. The Charter did not define how many
43 members would be on the new Recreation Advisory Committee or the Historic District
44 Commission. He figured that they would want to keep the status quo there.

45
46 Chairman Stacey stated yes.

1 **9. Old Business/Tabled and Pending**

2 a. **Municipal Services Department – Continued Discussion - Municipal Building**
3 **Advisory Committee (MBAC) Update**

4
5 **MOTION:** by Selectman Bryant

6 *Move to remove from the table discussion from the April 3, 2023 meeting relating to the*
7 *Municipal Building Advisory Committee Update.*

8 **SECOND:** by Selectman Keller

9 **VOTE:** 4-0-0

10 **The motion passed unanimously.**

11
12 Selectman Bryant stated that they were trying to wait for Selectman Stramaglia since MBAC was
13 his committee and this was a request from MBAC. He would make the motion since Selectman
14 Stramaglia was unable to make it.

15
16 **MOTION:** by Selectman Bryant

17 *Move that the Board of Selectmen hereby confirms that the best location to house a new Police*
18 *Station will be at 9 Veterans Memorial Parkway, otherwise known as Map 108, Lot 7960, and*
19 *which is the current location of the existing Police Station.*

20 **SECOND:** by Selectman Sweeney

21 **VOTE:** 4-0-0

22 **The motion passed unanimously.**

23
24 **MOTION:** by Selectman Bryant

25 *Move that the Board of Selectmen hereby authorizes funding an amount of up to \$500,000.00*
26 *for the purpose of procuring all professional services necessary for preliminary engineering*
27 *and design for a new Police Station. Funding shall be through Public Safety Impact fees in*
28 *the amount of \$150,000.00 and by monies made available through the American Rescue Plan*
29 *Act in the amount of \$350,000.00.*

30 **SECOND:** by Selectman Sweeney

31 **VOTE:** 4-0-0

32 **The motion passed unanimously.**

33
34 **10. Additions and/or Requests by Public or Board by Vote:**

35 None

36
37 **11. Upcoming Meetings**

- 38 • May 1, 2023
39 • May 15, 2023
40 • May 22, 2023 (Workshop with NHMA)

41
42 **ADJOURNMENT TO NON-PUBLIC SESSION UNDER RSA 91-A:3,II(a) AT 7:19 P.M.**

43 **MOTION:** by Selectman Bryant

44 *Move to adjourn at 7:19 PM.*

45 **SECOND:** by Selectman Keller

46 **ROLL CALL VOTE:** 4-0-0

- 1 **SELECTMAN KELLER - YES**
- 2 **CHAIRMAN STACEY - YES**
- 3 **SELECTMAN BRYANT - YES**
- 4 **SELECTMAN SWEENEY - YES**

5 **The motion passed unanimously.**

6

7 Notes/minutes taken by: Jeremiah Lamson

8

9 Approved: Board of Selectmen

10

11 Date Approved: May 1, 2023