

**MINUTES OF THE  
DEPOT VILLAGE ADVISORY COMMITTEE (DVAC)  
REGULAR MEETING OF May 21, 2025**

**Salem Town Hall, 33 Geremonty Drive, Salem, NH Knightly Room**

**PRESENT:** Crayton Brubaker, Corinne Gordon, Cindi Woodbury, Larry Belair

**Also Present:** Paul Pelletier, Pat Good, Katie Duffey, Gail Coleman, Gordon Leedy, Jacob LaFontaine, Colleen Mailloux, Sean Lewis

**CALL TO ORDER:** Mr. Brubaker called the meeting to order at 3:00 pm

**Veteran's Plaza Update:** Mr. Brubaker provided an update that Mr. Danis sent to him via email. The footing and block wall have been completed. Fill behind the wall, recycled granite curb work, and electrical work / flagpole foundations will commence in the upcoming weeks. The patio is currently being quoted and will be one of the last items of the project to be completed. The first few hundred feet of the rail trail will be constructed later this summer to tie the new veteran's plaza into the area.

Mr. Pelletier let the Committee know that he would like to know when the ribbon cutting and/or groundbreaking. The Committee will let Mr. Pelletier know when those events are scheduled with the Chamber. The veterans' groups will also be informed.

**Review Final Concept Plan:** Mr. Brubaker explained the Committee process commenced thus far. Three initial plans were presented, which were revised into two plans, which is now one final conceptual plan. The Committee provided feedback to the consultant along the way. This final conceptual plan is now being presented to the Committee for final comments and changes.

Mr. Leedy noted that the comments from the last meeting were included in the final plan. Notably, slightly shifting the new building layout, the water fountain, the musical instruments, and parking layout. Mr. Leedy noted the ability to phase the restroom / lease space building since it will likely be one of the largest expenses of the plan. He noted the display arcade / caboose interchangeable area. He highlighted the one way in / one way out configuration of the NH Route 28 parking lot. He noted some challenges with the grading of the pathways and the accessible switchback ramps and stairs. The decorative fencing and tree plantings will be included as demarcating points of the park. Mr. Leedy presented precedent images of what items like waste receptacles, lighting poles, benches, gazebo, fencing, signage, musical instruments, and plantings could look like.

The Committee discussed the entrance signage. Mr. Belair noted that some folks are interested in donating certain benches along the rail trail or in the Depot area; he also discussed historically significant signage. Mr. Brubaker shared some questions from Mr. Topham that were sent in by email regarding sidewalks and the pathway; Mr. Leedy discussed the answer to those questions. The Committee discussed the curb cuts and access at the northwest parcel on the plan.

Mr. Pelletier asked about the ballpark costs of the plan. Mr. Leedy said there would be an estimate provided to the Town Council and a potential phasing plan. Mr. Belair discussed public fundraising

efforts that could be helpful for specific items in the plan.

Mr. Sean Lewis asked about the amount of impervious land in the Depot area and the amount of parking that was demonstrated in the plan. Mr. Pelletier suggested that parking is proposed to account for potential future development in the land around the Depot area. Mr. Leedy noted that if the parking is not needed, it doesn't necessarily need to be built immediately; he also acknowledged that the parking and the Depot Park will serve as a node / hub for the rail trail. The Committee discussed planting types of deciduous versus evergreen trees and other landscaping elements. The Committee noted that the plan is conceptual and intended to guide the implementation. It is also flexible with DVAC and the Town Council having the ability to amend, if desired.

**Mr. Belair** made a motion to approve the concept as presented and have Tighe & Bond incorporate the comments made at today's meeting.

The motion was seconded by **Mr. Brubaker**.

**ROLL CALL VOTE: 5-0** (Ms. Gordon, Mr. Belair, Ms. Woodbury, Mr. Pelletier, Mr. Brubaker voting in favor)

**Motion passed unanimously.**

Mr. Brubaker and Mr. Leedy will work on creating a presentation to the Town Council, including a potential phasing plan and cost estimates. Mr. Brubaker will send an email to the Committee prior to the Town Council presentation.

**SMART Goals:** Mr. Brubaker noted that the Town Manager asked each Committee to provide SMART goals for the Town Council. In 2024, DVAC's goals were to:

- 1) Develop and administer an RFQ for Master Plan of the Depot Village
- 2) Complete the front leg of the Depot portion of the Salem Bike Ped Corridor (Rail Trail) Phase 4

The first 2024 goal was complete. The second goal is ongoing as a part of the current improvements in conjunction with the veteran's plaza.

For 2025, Mr. Brubaker suggested goals of presenting the plan that was adopted to the Town Council and preparing a design to have a 'shovel ready' project. The Committee discussed various potential goals. Ms. Mailloux suggested putting together an implementation plan that identifies potential funding sources and costs for each phase. Mr. Leedy suggested a design development approach to creating more finalized plans. Mr. Belair stated he would like to continue progress with these plans over the next year and ensure such progress is being made. Mr. Leedy said Tighe & Bond will provide ballpark cost estimates. Mr. Belair discussed the need to acquire outstanding land that is half Town owned / half NHDOT owned, especially 1 North Broadway.

**Mr. Brubaker** made a motion to make the first goal to present the approved plan to the Council. The motion was seconded by **Mr. Pelletier**.

**VOTE: 5-0** (Ms. Gordon, Mr. Belair, Ms. Woodbury, Mr. Pelletier, Mr. Brubaker voting in favor)

**Motion passed unanimously.**

**Mr. Belair** made a motion to make the second goal to develop an implementation plan, design

development, and survey, and to find funding and/or grant sources for that work in coordination with the Town Council.

The motion was seconded by **Ms. Woodbury**

**VOTE: 5-0** (Ms. Gordon, Mr. Belair, Ms. Woodbury, Mr. Pelletier, Mr. Brubaker voting in favor)

**Motion passed unanimously.**

**Mr. Brubaker** made a motion to make the third goal to pursue land acquisition discussions with NHDOT in the Depot area to get full Town control of those properties.

The motion was seconded by **Mr. Belair**.

**VOTE: 5-0** (Ms. Gordon, Mr. Belair, Ms. Woodbury, Mr. Pelletier, Mr. Brubaker voting in favor)

**Motion passed unanimously.**

Mr. Brubaker will draft a memo and send that to the Town Manager in the next few days and present the goals to the Town Council. He will also inform the Committee when they go to the Town Council.

**Minutes:** The minutes for the last meeting are postponed until the next meeting.

The next meeting will be after the presentation of the plan to the Town Council.

**Adjournment:** **Mr. Brubaker** made a motion to adjourn at 4:01 pm.

The motion was seconded by **Ms. Gordon**.

**VOTE: 5-0-0** (Ms. Gordon, Mr. Belair, Ms. Woodbury, Mr. Pelletier, Mr. Brubaker voting in favor)

**Motion passed unanimously.**

**Meeting adjourned at 4:01 pm.**

Minutes by: Crayton Brubaker, DVAC Co-Chair