

**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 Mailoux, 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

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

47

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

57

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

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

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

63 **Motion passed unanimously.**

64

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

68

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

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

73

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

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

84

85 *Mr. Brubaker made a motion to make the first goal to present the approved plan to the Council.*

86 *The motion was seconded by Mr. Pelletier.*

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

88 **Motion passed unanimously.**

89

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

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

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

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

95 **Motion passed unanimously.**

96

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

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

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

101 **Motion passed unanimously.**

102

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

106

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

108

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

110

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

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

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

114 **Motion passed unanimously.**

115

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

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118 Minutes by: Crayton Brubaker, DVAC Co-Chair