

1 **MINUTES OF THE**
2 **Town Council**

3
4 **Regular Meeting of**
5 **September 25, 2023**
6

7 The Town Council held a meeting on Monday, September 25, 2023, at the Media Center at
8 Salem High School Salem, NH.

9
10 **PRESENT:** Chairman Robert Bryant, Councilor Joe Sweeney, Councilor Cathy Stacey,
11 Councilor Keith Stramaglia, Councilor D.J. Bettencourt, Councilor Lisa Withrow, Councilor
12 Paul Pelletier, Councilor Bonnie Wright, and Chris Dillon (Town Manager).
13

14 **ABSENT:** Councilor Jim Keller
15

16 **CALL TO ORDER:**

17 Chairman Bryant began by calling the meeting to order at 7:01 p.m.
18

19 **1. Pledge of Allegiance**

20 Chairman Bryant led the Town Council in the Pledge of Allegiance.
21

22 **2. Meeting Minutes**

23 **MOTION:** by Councilor Wright

24 *Move to approve the Town Council Public Session Meeting Minutes from September 11, 2023.*

25 **SECOND:** by Councilor Stramaglia

26 **VOTE:** 7-0-1

27 **The motion passed with Counselor Stacey abstaining.**
28

29 **MOTION:** by Councilor Wright

30 *Move to seal the Town Council Non-Public Session Meeting Minutes from September 25,*
31 *2023, per RSA 91-A:3 II and III because it would affect adversely the reputation of a person*
32 *other than a member of the public body itself.*

33 **SECOND:** by Councilor Pelletier

34 **VOTE:** 8-0-0

35 **The motion passed unanimously.**
36

37 **3. Chairman Comments:**

38 Chairman Bryant stated that he would turn the floor over to Councilor Bettencourt.
39

40 Councilor Bettencourt stated that he was appointed as the Insurance Commissioner last week. He
41 was taken aback by the comments that came up about not continuing to serve on the Salem Town
42 Council if he was appointed. He asked the Attorney General's Office about whether or not there
43 was a State law that prohibited him from serving in both positions. They had not found one so
44 far. Councilor Bettencourt stated that he had also asked about getting a memo regarding when he
45 might have a conflict of interest related to the two positions. He could not find one in his own
46 research. The Town was self-funded for its insurance plans and so was outside his jurisdiction at

1 the Insurance Department. Unless an issue or a law was found he intended to complete his term
2 on the Town Council.

3
4 **4. Approve Consent Agenda**

5 Manager Dillon stated that the packet had a list of the Consent items.

6
7 **MOTION:** by Councilor Sweeney

8 *Move to approve the September 25, 2023 Consent Agenda.*

9 **SECOND:** by Councilor Wright

10 **VOTE:** 8-0-0

11 **The motion passed unanimously.**

12
13 **5. Additions and/or Requests by Public or Council by Vote**

14 Sandra Madruga, 8 Woodlawn Avenue, stated that she and other residents on Millville Lake had
15 attended a Recreation Advisory Committee Meeting last week. They had concerns about the state
16 of the beach there. Nothing had been done to the beach in several years. They wanted sand for
17 the beach because it had turned into a rocky area. There were a lot of kids there during the
18 summer. Ms. Madruga had offered to buy sand but was told that she would be sued if she did
19 that. She was there to ask for sand for the beach and to find out who maintained the beach. Ms.
20 Madruga wanted to know why the maintenance had stopped. Someone had corresponded with
21 the Town about it over the summer in an attempt to get answers. Some of the residents were
22 concerned that if they spoke up that the beach would be closed. They wanted things improved at
23 the beach and were looking to find out how to do that.

24
25 Manager Dillon stated that the topic came up before the Board of Selectmen a few years ago. It
26 used to be the Town beach in the past before they switched over to Hedgehog Park. No one
27 could use it for several years then the Millville Lake Protective Association had asked to
28 maintain the beach in order for it to be open for use again. The Association had requested a few
29 years ago to modify the agreement but the Board of Selectmen at the time declined to do that.

30
31 Chairman Bryant asked if Ms. Madruga was familiar with the Millville Lake Protective
32 Association.

33
34 Ms. Madruga answered a little because she had paid dues to it in the past. She and others used to
35 go swimming off of Woodland Avenue but there was a sign stating that it was private property
36 now, so they didn't go there anymore. Ms. Madruga stated that she was confused by all of the
37 rules, but she enjoyed Millville Beach and wanted to restore it.

38
39 Councilor Pelletier stated that he used to go to the beach back when it had a full-time lifeguard,
40 and the changing rooms were open. It used to be cleaner and wider in the past. Over the years the
41 beach had gone downhill. He had wanted to renovate the beach area for the past five years.
42 Maintenance of the parks in Salem had suffered and it was one of his goals. It would be nice to
43 reopen the beach. The lake would also stay cleaner if it was being used. Councilor Pelletier
44 wanted to see the maintenance policies for the Town parks. He wanted them to work on the
45 existing fields before adding new recreation areas. Michele Memorial Park had two fields that

1 were renovated by donations. The Town Council should be anticipating maintenance for the
2 parks across town.

3
4 Ms. Madruga stated that Concord environmental group came and treated the weeds twice, so
5 they were a lot better. A lot of people used the area.

6
7 Councilor Withrow stated that the Millville Protective Association did maintenance on the
8 beach. She asked if Manager Dillon had a contact for the Protective Association that he could
9 share.

10
11 Manager Dillon stated that he was not sure if the person they had as the Association President
12 was still the Association President, but they would look into it. He asked Ms. Madruga for her
13 contact information.

14
15 Ms. Madruga stated that no one had seen the Association doing work on the beach for years.

16
17 Councilor Withrow stated that they were active. She asked about putting the sand down at the
18 beach.

19
20 Manager Dillon stated that it would require a permit to put sand down, but they could work with
21 the residents about putting sand down.

22
23 Ms. Madruga thanked the Town Council for listening.

24 25 **6. Discussion on Resident Request to Lower Speed Limit on Meisner Road**

26 Manager Dillon stated that they received a request from a resident. The resident wanted to lower
27 the speed limit on the road from 30 to 25 miles per hour. The Police Department did speed
28 surveys there. The survey found that the top speed was 31 miles per hour and the average speed
29 was 27 miles per hour. The Town Council had the authority to lower speed limits to 25 miles per
30 hour.

31
32 Michael Toohey, Meisner Road, stated that he had lived on the road for fifty-two years. Over the
33 years the road has become part of Exit 1. People were using it to get to North Salem. He was
34 requesting that the speed limit be lowered because the area was heavily residential and there
35 were a lot of babies. There was a speed study, but nothing was happening at the time of the study
36 and school was not in session. He had offered to buy the signs. Mr. Toohey stated that he was
37 asking for a twenty-five mile per hour limit. A lot of towns had 25 mile per hour speed limits.
38 The road at one time was going to be a one-way road. It was widened and brought the road closer
39 to his house. He was just asking for the speed limit to be limited.

40
41 **MOTION:** by Councilor Stacey

42 ***Move that the Salem NH Town Council hereby lowers the speed limit on Meisner Road to 25***
43 ***miles per hour.***

44 **SECOND:** by Councilor Stramaglia

1 Councilor Bettencourt stated that he supported the motion. It would be up to the Police
2 Department to do some enforcement of the new speed limit to ensure that people followed it.

3
4 Mr. Toohey stated that the police could not be everywhere. They had tried to solve the problem
5 here.

6
7 Councilor Bettencourt stated that he understood that, but they also needed the enforcement part
8 of it in order to have the change be effective.

9
10 Mr. Toohey thanked the Board.

11
12 Councilor Sweeney stated that he supported the motion. He also wanted to know about roads in
13 Salem and ways to make them safer without lowering the speed. This was a road between two
14 larger roads.

15
16 Joel Dolan, Police Chief, stated that they had put speed monitors out on Meisner Road before.
17 Cars tended to look faster than what they were actually travelling for speeds. The data showed
18 that the average speed from the last three studies was 24.71 miles per hour. It was a very well-
19 travelled road. The data showed that people were travelling around the twenty-five mile per hour
20 limit currently. They had three accidents there since January of 2022. The Police Department
21 received complaints about speeding on a lot of roads. Traffic calming was done partly by
22 enforcement, education, and physical measures. He would recommend putting up speed limit
23 signs because there were none on the road currently. They could also do more enforcement and
24 an in-depth traffic study.

25
26 Councilor Withrow thanked Mr. Toohey for coming in. She spoke about the little green signs
27 that she noticed which seemed more effective in slowing cars down so they should put out a
28 couple.

29
30 Mr. Toohey stated that Meisner Road was probably one of the busiest secondary roads in Salem.
31 He wanted more signs out.

32
33 Chairman Bryant stated that they would get signs in the budget.

34
35 Councilor Sweeney stated that he wanted to extend the 25 mile per hour out to Geremonty
36 Extension because it was a separate road.

37
38 **MOTION:** by Councilor Sweeney

39 ***Move that the Salem NH Town Council hereby lowers the speed limit on Meisner Road and***
40 ***Geremonty Extension to 25 miles per hour.***

41 **SECOND:** by Councilor Stacey

42
43 Chairman Bryant asked about posting Kim Road because traffic would switch to it since it made
44 a circle.

45
46 Chief Dolan stated that they would need to change Kim Road to be consistent.

1 Chairman Bryant stated that they could put the speed limit signs on the corner so people would
2 get the idea.

3
4 Councilor Wright stated that Mr. Toohey should let the people around him know about the
5 change.

6
7 Chairman Bryant thanked Mr. Toohey for coming in.

8
9 **VOTE: 8-0-0**

10 **The motion passed unanimously.**

11
12 **7. Municipal Services Department – Accept Donations for Audio and Electrical Upgrades**
13 **at the Town Common:**

14 **a) \$3,500.00 from Salem Lions Club**

15 **b) \$3,000.00 from American Legion Post 63, American Legion Auxiliary Unit 63, and**
16 **AmVets Post 2**

17 Manager Dillon stated that the Town received donations from the Salem Lions Club and the
18 American Legion, American Legion Auxiliary, and AmVets.

19
20 Roy Sorenson, Municipal Services, stated that this was continuing the work on the Town
21 Commons. This was to upgrade the audio on the gazebo and the electrical that was out in the
22 landscape area. He thanked the groups.

23
24 Chairman Bryant stated that they kept getting comments on the cannons and how well they came
25 out.

26
27 **MOTION:** by Councilor Sweeney

28 *Move in accordance with RSA 31:95(b) that the Town Council accepts with gratitude the*
29 *following donations for a new audio system and various electrical upgrades, including accent*
30 *lighting on the Salem Town Common grounds: \$3,500.00 from the Lions Club, \$3,000.00*
31 *each from the American Legion Post 63, American Legion Auxiliary Unit 63, and the AmVets*
32 *Post 2 for a total of \$12,500.*

33 **SECOND:** by Councilor Wright

34
35 Chairman Bryant stated that any improvement to the audio at the gazebo would be great.

36
37 **VOTE: 8-0-0**

38 **The motion passed unanimously.**

39
40 **8. Community Police Department and Fire Departments – Accept Donations**

41 **A. Police Department**

- 42 • **\$100.00 in Gift Cards to Dunkin Donuts from James & Claudia Mottram**
43 • **\$100.00 in Gift Cards to Aroma Joe's from James & Claudia Mottram**
44 • **\$100.00 in Gift Cards to Aroma Joe's from Andreea Ocraim**
45 • **\$50.00 in Gift Cards to Main Street Bagel & Deli from Steve & Kathy Marullo**
46 • **\$150.00 in Gift Cards to Ralphie's Café Italiano from Duncan & Cynthia Bird**

- 1 • \$750.00 from Salem Lions Club for Salem Police Youth Program
- 2 • \$500.00 from Salem Lions Club for National Night Out

3
4 **B. Fire Department**

- 5 • \$50.00 Gift Card to Hawksie's Ice Cream from Anonymous Donor
- 6 • \$200.00 Visa Gift Card from Steve and Nina Goulet
- 7 • \$30.00 Gift Card to Romano's Pizza from Cartier Family

8
9 Manager Dillon stated that the packet had memos with the background on the donations. They
10 had Perry Plummer, the Interim Fire Chief, present. He gave Mr. Plummer's background as the
11 former Dover Fire Chief who had also worked for Homeland Security and the Department of
12 Safety.

13
14 Perry Plummer, Interim Fire Chief, introduced himself to the Town Council.

15
16 **MOTION:** by Councilor Sweeney

17 *Move in accordance with RSA 31:95(e) that the Town Council accept with gratitude the*
18 *following donations to the Police Department:*

- 19 • \$100.00 in Gift Cards to Dunkin Donuts from James & Claudia Mottram;
- 20 • \$100.00 in Gift Cards to Aroma Joe's from James & Claudia Mottram;
- 21 • \$100.00 in Gift Cards to Aroma Joe's from Andreea Ocraim
- 22 • \$50.00 in Gift Cards to Main Street Bagel & Deli from Steve & Kathy Marullo;
- 23 • \$150.00 in Gift Cards to Ralphie's Café Italiano from Duncan & Cynthia Bird;

24 **SECOND:** by Councilor Withrow

25 **VOTE:** 8-0-0

26 **The motion passed unanimously.**

27
28 **MOTION:** by Councilor Sweeney

29 *Move in accordance with RSA 31:95(b) that the Town Council accepts with gratitude the*
30 *following donations from the Salem Lions Club: \$750.00 for the Salem Police Youth Program*
31 *and \$500.00 for National Night Out for a total of 1,250.00.*

32 **SECOND:** by Councilor Withrow

33 **VOTE:** 8-0-0

34 **The motion passed unanimously.**

35
36 **MOTION:** by Councilor Sweeney

37 *Move in accordance with RSA 31:95(e) that the Town Council accept with gratitude the*
38 *following donations to the Fire Department:*

- 39 • \$50.00 Gift Card to Hawksie's Ice Cream from Anonymous Donor;
- 40 • \$200.00 Visa Gift Card from Steve and Nina Goulet;
- 41 • \$30.00 Gift Card to Romano's Pizza from Cartier Family

42 **SECOND:** by Councilor Withrow

43 **VOTE:** 8-0-0

44 **The motion passed unanimously.**

1 **9. Public Hearing - Municipal Services Department – Proposed Amendment and Adoption**
2 **of Salem Municipal Code Chapter 417 – Stormwater Management Regulations**

3 Chairman Bryant opened the Public Hearing at 7:42 PM.

4
5 Manager Dillon stated that the packet had a memo from the Engineering Manager.

6
7 John Klipfel, Engineering Manager, stated that they used the comments from the last meeting to
8 prepare a presentation and revise the proposed regulations.

9
10 Jaurice Schwartz, Weston, stated that she would cover a few things regarding the MS4 Permit.
11 There were impaired waters in Salem. They had to have a plan for how to improve the waters.
12 Salem had plans for many of the waters in the town. She covered the methods for improving
13 different impairments such as bacteria, chloride, and phosphorus. Captains Pond had a
14 phosphorus impairment, and a plan was prepared for addressing that impairment such as using
15 fertilizers that did not include phosphorus in them. Metal impairments could come from scrap
16 metal storage, junkyards, landfills, industrial sources, and motor vehicle washing. The Town had
17 done a lot of work on education regarding these impairments. The Town had an existing Chapter
18 417 which was the Stormwater Management Ordinance. They were proposing to update it with a
19 more comprehensive regulation. Ms. Schwartz stated that they wanted to improve the illicit
20 discharge detection and elimination provisions and spoke about the efforts to find discharges into
21 the drainage system. The other part of this update was to deal with construction and post-
22 construction stormwater management. The proposed policy aligned with what the MS-4 Permit
23 required. She went over the construction and post-construction portions of the ordinance. It
24 required proper erosion control measures on sites that disturbed an acre or more and ensuring
25 that construction debris was disposed of properly. The other part was the post-construction
26 maintenance of the drainage systems by the property owner and submission of as-built drawings.
27 They looked at other communities including Manchester and Derry regarding the enforcement
28 provisions and right-of-access. The ordinance gave the Town a right-of-entry onto private
29 property to address issues. There was a 14-day compliance period once a notice of violation was
30 served. Other communities had a two-day compliance period. Ms. Schwartz covered the fine
31 schedule. They wanted to put notice of the adoption to the EPA in the Year 5 report that was due
32 this year. The EPA had asked about if the ordinance had been adopted since it was a goal for this
33 year. They wanted to be able to answer the EPA and tell them that it was adopted in this permit
34 year. The EPA was watching to see what happened.

35
36 Councilor Stacey asked about the 24-hour notice. She spoke about people putting sump pumps
37 into the catch basins which would end once the storm finished. Councilor Stacey then asked
38 about abating septic system issues.

39
40 Mr. Klipfel stated that there were a lot of sump pumps in the area because of high groundwater
41 tables. These caused problems. If it was just groundwater, then it wasn't much different from
42 rainfall. The issues came from tying in other water sources into the sump pump such as washing
43 machines.

44
45 Councilor Stacey spoke about people emptying their pools and sending chlorine into the road.
46

1 Mr. Klipfel stated that people were supposed to let the chlorine dissipate first before emptying
2 their pools. It was important to make people aware of how it should be done. These were a lot of
3 things that they were already addressing now to make people aware of what they could and could
4 not do.

5
6 Councilor Stacey asked about what an abatement action would be if people did not come into
7 compliance with the ordinance.

8
9 Mr. Klipfel stated that it would be addressed on a case-by-case basis. They would have to look at
10 the cause. The Health Officer and the State would be involved with septic system issues even
11 without this ordinance.

12
13 Councilor Bettencourt stated that he had been in favor of this because he supported clean
14 environments and the EPA's enforcement would be costly if Salem was not in compliance with
15 the MS4 Permit requirements. He asked if the Town did not have any enforcement mechanisms
16 currently in place to address improper waste disposal.

17
18 Mr. Klipfel stated that they could talk with people to get voluntary compliance now.

19
20 Ms. Schwartz stated that there were some provisions in the wastewater ordinance that they used
21 currently. This would make that authority clearer and match the MS4 language.

22
23 Councilor Bettencourt stated that the enforcement plan was the important part. They would only
24 solve the problem if they had proper enforcement. There had to be some kind of due process if
25 they were going onto private property. He would support the ordinance but how it was
26 implemented would be important.

27
28 Mr. Klipfel stated that they would look at the enforcement plan. Code Enforcement could be
29 involved as well since they dealt with enforcement on private property. They were trying to get
30 this adopted as something in the middle.

31
32 Chairman Bryant asked if there was any public comment. There was none.

33
34 Chairman Bryant closed the Public Hearing at 8:04 PM.

35
36 **MOTION:** by Councilor Wright

37 ***Move that the Town Council amends Salem Municipal Code (SMC) Chapter 417 –***
38 ***Stormwater Management. The amendment calls for the rescinding of SMC 417-1 & 2 and the***
39 ***addition of Articles 417-101 through 417-505.***

40 **SECOND:** by Councilor Stacey

41 **VOTE:** 8-0-0

42 **The motion passed unanimously.**

10. Finance Department – Discussion and Selection of Financial Audit Firm

1 Manager Dillon stated that the packet had a memo from the Finance Director. The Charter, in
2 Section Article 4.10.2, stated that the Town Council was required to verify and select the Audit
3 Firm. The proposals were in Box but not printed out due to their size.
4

5
6 Nicole McGee, Finance Director, stated that they did an RFQ, and three firms responded. Three
7 members of the staff ranked the proposals, but it was the Council’s decision.
8

9 **MOTION:** by Councilor Sweeney

10 *Move that the Town Council awards Marcum as the audit firm for the Town of Salem for a*
11 *three-year period.*

12 **SECOND:** by Councilor Stacey

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

14 **The motion passed unanimously.**
15

11. Departmental Updates - Community Services Department

16 Manager Dillon stated that the Community Services Department was next on the schedule of the
17 department updates.
18

19
20 Katie Duffey, Community Services Director, stated that the Department had two divisions. She
21 covered the staffing for the Senior Services and the Recreation Division which were a
22 Community Services Coordinator for Senior Center Trips/Administration, a Coordinator for
23 Senior Center Programs/Activities, a Coordinator for Recreation which was vacant at the
24 moment, a Community Services Clerk, and a Custodian. The Senior Center ran 15 to 20
25 programs per day and 100 to 150 people per day. They relied on volunteers to help run
26 programs. An estimate on the value of the volunteerism was that it equaled \$124,000 per year.
27 She thanked the volunteers at the Senior Center. The Recreation Division had a number of
28 programs for youth programs, adult fitness classes, summer camp, summer adventure camp, and
29 special events like their Halloween event. The Halloween event was on Thursday, October 26th
30 at 5:30 PM this year. They were given an honorable mention by the NH Recreation Parks
31 Association for the 2022 Halloween event. It had 1,800 attendees and 30 town organizations
32 participated. Ms. Duffey listed the lease agreements that the department had with Salem Soccer,
33 Salem Youth Baseball, and the Field of Dreams. They had the highest participation numbers for
34 their summer camp, which had one for 6- to 10-year-olds and one for 11- to 15-year-olds. They
35 were using an online registration system now. They had secured funding for five new pickleball
36 courts at Michele Memorial Park. A 20th Anniversary Party was held and over ten new programs
37 had been added in the past year. The future goals were to add more adult recreation programs,
38 exploring adding a 4-5-year-old summer camp at the Palmer School, translate pamphlets into
39 Spanish to reach the Spanish-speaking population, complete the pickleball court construction,
40 and complete a building needs and facility evaluation assessment. Hedgehog Park had an issue of
41 overcrowding which was the root of a lot of the problems there. They had tried to control the
42 overcrowding this year. The Assistant Town Manager and the Police Department were brought
43 in to discuss the issue. They suggested putting up a fence to have one way in, limiting it to fifty-
44 seven spaces for the day, and no walk-ins. People would be given a wristband so that they could
45 leave and come back. She proposed season passes be bought at the Senior Center. The rates
46 would be increased. They spent \$30,000 on police details. That expense would decrease if the

1 crowd was brought under control. Ms. Duffey presented a steel ornamental fence which was
2 about \$88,000 and an aluminum ornamental fence at about \$71,000 as options. They could do
3 chain link, but it didn't look very good.

4
5 Councilor Sweeney stated that she had mentioned no walk-ins and asked if that meant that
6 people could not park across the street and walk over.

7
8 Ms. Duffey answered yes.

9
10 Councilor Withrow stated that Hedgehog Park was in the red for the current year by \$42,000 so
11 the new fees were not enough. She felt that the fence should be something that they looked at.
12 Councilor Withrow gave the breakeven numbers for the rates as \$22.00 and \$44.00 for day
13 passes and annual fees as \$60 and \$120 for resident and non-resident rates. She wanted to adjust
14 the current rates to a higher level.

15
16 Councilor Bettencourt stated that they needed to look at the revenue from the limit. He asked
17 about where people got the day passes since they were not allowing day passes.

18
19 Ms. Duffey stated that it would be bought at the gate.

20
21 Councilor Bettencourt stated that it would be limiting people to have to go through the gate.

22
23 Ms. Duffey answered yes.

24
25 Councilor Pelletier asked about whether or not Millville Beach had been discussed by her
26 department.

27
28 Ms. Duffey stated that they discussed it at the last meeting because Ms. Madruga came to speak
29 to them about it.

30
31 Councilor Pelletier stated that the presentation made no mention of Millville Lake Beach. They
32 were spending too much time on Hedgehog Park which was for anyone to use and primarily not
33 used by Salem residents.

34
35 Councilor Stramaglia stated that Millville Beach was under the Protective Association's control,
36 and they were supposed to be taking care of it.

37
38 Councilor Pelletier stated that that the approval could be withdrawn for lack of maintenance. A
39 lot of time was spent on a facility that was used by nonresidents. They were lacking in Salem
40 resident only facilities.

41
42 Councilor Bettencourt asked about the issue of season passes when the daily access limit was
43 reached. They may want to think about what happened when a season pass user showed up and
44 was turned away.

45
46 Ms. Duffey stated that access would be on a first-come, first-served basis.

1 Chairman Bryant asked how many Salem residents would buy season passes. He wondered how
2 many residents would use the park. A survey of residents would be good. Chairman Bryant
3 asked about Town property near Millville Lake.

4
5 Manager Dillon stated that the Town owned the beach at Millville Lake and then it owned land
6 across the street from the beach.

7
8 Councilor Wright recommended that they have someone review the Spanish translations if they
9 used software to do the translation.

10
11 Chairman Bryant asked what happened to the pickleball courts.

12
13 Ms. Duffey stated that the goal was to go out to bid next month for construction of the pickleball
14 courts. They had a land engineer and a surveyor come out to look at the site. They found that
15 only four dedicated courts could be put in. It made a difference in the plan to have them look at
16 it. She covered the layout and the parking spaces. The tennis courts would also be lined so that
17 eight pickleball courts could be used.

18
19 Councilor Pelletier asked about resurfacing the tennis courts.

20
21 Chairman Bryant stated that they planned to redo the tennis courts as part of this project and
22 make it more accessible for more people.

23
24 Councilor Bettencourt asked if the High School used the tennis courts and asked if they
25 contributed to the court maintenance if they did.

26
27 Councilor Withrow stated that they should be.

28
29 Chairman Bryant stated that they could contact them.

30
31 Ms. Duffey stated that crowd control at Hedgehog Park was the issue. If it was controlled, then
32 more residents would use the park. It was likely that Salem would get the grant to improve the
33 park.

34
35 Councilor Sweeney asked if it was a dry park.

36
37 Ms. Duffey answered yes. There was drinking happening on site despite that, which was why
38 they had the police details.

39
40 Councilor Pelletier asked about the fence and walking around the fence if it didn't go all the way
41 around,

42
43 Ms. Duffey stated that people could go around although it was a very long walk, but if they
44 didn't have the wristband then they would be asked to leave.

1 **12. Municipal Services Department – Authorize Town Manager as Representative for**
2 **Designation of Authorities for \$100,000.00 Clean Water State Revolving Loan Fund for**
3 **Sewer I & I Program**

4 Manager Dillon stated that the packet had a memo from the Engineering Director.

5
6 Mr. Klipfel stated that this was a designation of authority to accept the money that was approved
7 at Town Meeting.

8
9 **MOTION:** by Councilor Sweeney

10 *Move that the Town Council accepts and signs the Designation of Authorities for Clean Water*
11 *State Revolving Loan Fund. This certificate states the Town is willing to enter into an*
12 *agreement with the State of NH Department of Environmental Services and will receive up to*
13 *\$100,000.00 in principal forgiveness; and further authorizes Town Manager Christopher*
14 *Dillon to execute any documents which may be necessary to effectuate this agreement.*

15 **SECOND:** by Councilor Stacey

16 **VOTE:** 8-0-0

17 **The motion passed unanimously.**

18
19 **13. Municipal Services Department - Municipal Building Advisory Committee (MBAC)**
20 **Update**

21 Mr. Sorenson stated that this was focused on Old Town Hall, Court, and PD. They were working
22 on putting in new electrical wires in the ceiling. The project would take another month and a half
23 before they put the ceiling back together. The windows would be done in November. The
24 District Court roof work was rain delayed but the rubber membrane was down, and it should be
25 wrapped up this week. TGAS was putting designs together for the Police Station. They were
26 getting ready for public outreach. The PD Working Group was doing tours of the Police Station
27 for the public. The Finance Subcommittee was making progress at reviewing financing options
28 and looking to take advantage of our bond rating. The Communications Group was getting ready
29 to do outreach. They would look at getting the citizens' outreach going. The project would be
30 getting prices from three sources to determine the cost range. Mr. Sorenson covered what was
31 happening with reviewing the Senior Center RFQ, the feasibility study at Public Works, and
32 moving forward on the Town Hall project. He asked if they were okay with MBAC starting the
33 public outreach.

34
35 Councilor Bettencourt stated that he wanted to note that they should have a meeting at the Old
36 Town Hall once it was finished as part of the 275th birthday celebration.

37
38 Chairman Bryant stated that the West Side Fire Station was the only thing they didn't cover but
39 they needed to find land for it first.

40
41 Mr. Sorenson stated that MBAC was just waiting for information on that.

42
43 Councilor Sweeney stated that they were looking for ways to limit the impacts on the voters from
44 the Police Station project. They had the ability to phase in the bond impact over three years.

1 Chairman Bryant stated that the management took a back seat during the school building efforts.
2 They needed more residents who supported the project out there leading the effort.

3
4 Mr. Sorenson stated that they were working on outreach.

5
6 Councilor Wright stated that Sonny Tylus was donating stickers and business cards to hand out
7 about the project.

8
9 Mr. Sorenson stated that they had a QR Code which linked to the page on the website for the
10 project.

11
12 Councilor Wright stated that the Communications Committee was looking to start moving.

13
14 Mr. Sorenson stated that the information would start coming in soon to be providing it to the
15 public.

16
17 **14. Municipal Services Department – Pavement Condition Index (PCI) Update**

18 Manager Dillon stated that the packet had a memo from the Municipal Services Director.

19
20 Mr. Sorenson stated that the BETA Group performed the analysis. The last update was in 2017.

21
22 Anthony Garro, BETA Group, thanked the project manager who had done a lot of the work. The
23 pavement condition was an important component for maintaining the roads. The pavement
24 scores were presented as ranging from 0 which meant failed to 100 which was the best road
25 score. A road status curve was shown detailing how roads deteriorated. The program was a five-
26 step program with GIS as the backbone of what they did. The first step was system setup and GIS
27 marking. They inspected the pavement and then prepared the analysis. The last two steps were
28 planning and prioritizing. They used a technology called LIDAR which was repeatable,
29 consistent, and detailed more information than the naked eye could. Mr. Garro covered the
30 survey process. The report focused on the roughly 184 miles of paved roads owned by the Town
31 and the 3.5 miles of gravel roads. He covered the road bands and scores. The top band of defer
32 maintenance covered roads with scores of 92 to 100 while the bottom band of reclamation
33 covered scores of 0 to 60. Examples of the road scores were presented with pictures. There were
34 pictures of all the roads in the road program in the GIS report. The percentages of roads in the
35 categories and the state of the roads by category was presented. 4.85% of the roads were in the
36 bottom category, but the \$10 million cost to fix them was 25% of the repair cost to bring all
37 roads to a perfect score. The major roads were in great shape while the local roads still had roads
38 that needed to be reclaimed. A comparison of the scores from 2017 to 2023 was presented. The
39 overall score of 80 was the same. Mr. Garro spoke about the increases in unit prices. The cost to
40 repair the roads had increased 88% and the cost to address the backlog increased 51% from
41 2017. He spoke about the MyRoads program. They needed to keep other factors in mind beyond
42 the pavement condition as well. Cost projections were given. The budget amount to maintain the
43 80 score was about \$5.25 million per year. They gave recommendations which were to use the
44 \$5.25 million per year funding to keep the roads in good shape.

1 Chairman Bryant asked about the spending because he thought they had been spending \$5
2 million per year not the \$4.25 million that was shown from the 2017 recommendation.

3
4 Mr. Sorenson stated that they had been spending about \$4.5 million per year.

5
6 **MOTION:** by Councilor Stacey

7 *Move that the Town Council hereby adopts the 2023 PCI Report as presented by BETA*
8 *Group, of which to be used as a management tool to help develop future planning for the*
9 *Road Program.*

10 **SECOND:** by Councilor Stramaglia

11 **VOTE:** 8-0-0

12 **The motion passed unanimously.**

13 14 **15. Municipal Services Department – Road Committee Update**

15 Manager Dillon stated that packet had a memo from the Municipal Services Director.

16
17 Mr. Sorenson stated that this was an update on this year's Road Program. Dustin Road was a few
18 weeks away from completion. Keywaydin Drive had new construction going on at one lot so
19 final pavement was waiting until that was finished. He updated on other roads still under
20 construction. Most of the Mill and Overlay roads were complete.

21
22 Chairman Bryant asked about the PCI numbers next to the roads.

23
24 Mr. Sorenson stated that the numbers were from 2017. He showed a comparison of the Road
25 Program from 2021 versus this year that revealed they were doing a little over half of the linear
26 footage from 2021 in this year's program. The crack sealing roads were listed. A chart with the
27 current budget expenditures was shown. The Depot Project work started up in July. They would
28 adjust castings on the road this week and then do the final paving on the week of October 8th.
29 They had five street light poles to go up as well. Mr. Sorenson presented on the Node 10 work on
30 South Broadway along with the intersection of Rockingham, Broadway, and Veterans. The Road
31 Program would start becoming heavier on mill and overlay because the major reconstruction was
32 very low. They would look at adoption of next year's Road Program next month.

33
34 Councilor Withrow stated that they needed to do the Road Program because they let the roads go
35 in the past. They had spent \$65 million on the roads since the Road Program started. The Town
36 had other needs to take care of. They could reduce the funding and stay at a good level.

37 Councilor Withrow felt it was reasonable to reduce the spending. They had to get the Police
38 Station passed. She will be looking to reduce the amount during the budget process. Councilor
39 Withrow gave the spending numbers for the Road Program over the years. She did not want to
40 have it go away, but it needed to be scaled back.

41
42 Councilor Bettencourt stated that the Road Program was rightly loved, and he did not want to
43 have it go away. They had talked about the need for the Police Station and a West Side Fire
44 Station. At some point they had to prioritize budget items. They were working on financing
45 ideas. Inflation was affecting everyone. They had to consider reducing the Road Program
46 amount. He asked for the amount in the reserve fund.

1 Mr. Sorenson stated that he would get the answer.

2
3 Councilor Stacey stated that the roads were the biggest asset. She wanted to keep that funding
4 up. They also had gravel roads that needed to be addressed.

5
6 Chairman Bryant asked how many roads in the 5% that needed reconstruction had underground
7 issues.

8
9 Mr. Sorenson answered that some of them did. They had to make decisions because they would
10 never be perfect. There were areas with missing links.

11
12 Councilor Wright stated that she heard from a State Representative that it cost about \$50,000 to
13 maintain a road or \$1 million to rebuild it. She agreed with Councilor Stacey about keeping the
14 Road Program going at the current level.

15
16 Mr. Sorenson stated that the number for reconstruction had come down to 5% of the roads but it
17 was up to the Town Council to decide how they wanted to proceed. They had twenty-five people
18 at the last Road Committee meeting to talk about their roads. The Road Committee would come
19 back with an estimate for the 2024 Road Program.

20
21 Councilor Pelletier asked about the intersection of Mall Road and Pleasant Street.

22
23 Mr. Sorenson stated that they had a conceptual plan there. Intersections like that would be
24 standalone projects using impact fees. They would look towards getting them built outside the
25 Road Program.

26
27 Councilor Sweeney stated that it would be a master's thesis that someone should do to determine
28 the return on investment for the Road Program. He wanted to track data to see whether or not
29 adding lanes actually helped the congestion.

30
31 Mr. Sorenson stated that the ITS would help get that data.

32
33 Councilor Withrow stated that she agreed about the spending. She felt that if they reduced the
34 spending, they could still keep the program going.

35
36 Councilor Wright stated that her concern was that the average for the roads would keep going
37 down.

38
39 Councilor Stramaglia stated that most of his neighborhood was in the red because it hadn't been
40 touched since it was put in. He wanted the spending to keep going.

41
42 **16. Town Manager's Report/Questions from Town Council**

43 Manager Dillon stated that the School District was having a Special Meeting tomorrow night on
44 the excess revenue they received. The Government Academy will be coming back again with the
45 new session to start next Wednesday. Applications were being accepted through Friday. They
46 were having a Wellness Week for the staff, and he thanked the HR Staff for bringing it in.

1 Councilor Stacey asked about getting the Charter on the website.

2
3 Manager Dillon answered that a draft was on the website. He was unsure if the final posting went
4 up that day.

5 Councilor Stacey asked about whether or not the search for the new Fire Chief had started.

6
7 Manager Dillon explained that the Interim Fire Chief was reviewing the job description and
8 getting his feet wet with the department so that he could make recommendations as they went
9 through the search for a new Fire Chief.

10
11 Chairman Bryant asked about obfuscating the emails.

12
13 Mr. Devine answered that he did not know.

14
15 Chairman Bryant asked him to look into it.

16
17 **17. Old Business/Tabled and Pending**

18 Councilor Bettencourt stated that Councilor Sweeney had brought forward legislation to address
19 the Ermer Road intersection in his legislator capacity. The Council may need to send some
20 support to it in the future.

21
22 Councilor Sweeney stated that the Salem delegation was in support of it.

23
24 **18. Upcoming Meetings**

- 25 • October 2, 2023 (Regular Meeting)
26 • October 11, 2023 (6:30 p.m.) – 2024 Budget Reviews
27 • October 12, 2023 (Budget Review – 6:30 p.m.)
28 • October 16, 2023 (Budget Votes/Regular Meeting – 6:30 p.m.)
29

30 **ADJOURNMENT AT 9:39 P.M.**

31 **MOTION:** by Councilor Bettencourt

32 ***Move to adjourn at 9:39 PM.***

33 **SECOND:** by Councilor Wright

34 **VOTE:** 8-0-0

35 **The motion passed unanimously.**

36
37 Notes/minutes taken by: Jeremiah Lamson

38
39 Approved: Town Council

40
41 Date Approved: October 16, 2023