

**MINUTES OF THE
BOARD OF SELECTMEN**

**Regular Meeting of
May 3, 2021**

The Board of Selectmen held a virtual meeting on Monday, May 3, 2021 at Salem Town Hall, 33 Geremonty Drive, Salem, NH.

PRESENT: Chairman Cathy Stacey, Selectman Jim Keller, Selectman Michael J. Lyons, Selectman Robert Bryant, Selectman Everett McBride, and Chris Dillon (Town Manager).

CALL TO ORDER:

Chairman Stacey began by calling the meeting to order at 7:02 p.m.

Chairman Stacey announced that this was a virtual meeting in accordance with the Governor's Order and public access was by phone participation. If there was any issue with the public access, the public could notify the Town Manager by email of the problem. She asked each member to confirm that they were alone in their rooms. Each member confirmed that they were alone.

1. Pledge of Allegiance

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

2. Meeting Minutes:

MOTION: by Selectman McBride

Move to approve the sealed Board of Selectmen Non-Public Session Meeting Minutes from April 19, 2021.

SECOND: by Selectman Bryant

ROLL CALL VOTE: 5-0-0

SELECTMAN BRYANT – YES

SELECTMAN KELLER – YES

CHAIRMAN STACEY – YES

SELECTMAN LYONS - YES

EVERETT MCBRIDE- YES

The motion passed unanimously.

MOTION: by Selectman McBride

Move to approve the Board of Selectmen Public Session Meeting Minutes from April 19, 2021.

SECOND: by Selectman Bryant

ROLL CALL VOTE: 5-0-0

SELECTMAN BRYANT – YES

SELECTMAN KELLER – YES

CHAIRMAN STACEY – YES

SELECTMAN LYONS - YES

EVERETT MCBRIDE- YES

1 **The motion passed unanimously.**

2
3 **3. Chairman Comments:**

4 None.

5
6 **4. Town Approve Consent Agenda**

7 Manager Dillon stated that the packet had a list of 11 consent items.

8
9 **MOTION:** by Selectman Bryant

10 *Move to approve the May 3, 2021 Consent Agenda.*

11 **SECOND:** by Selectman McBride

12 **ROLL CALL VOTE:** 5-0-0

13 **SELECTMAN BRYANT – YES**

14 **SELECTMAN KELLER – YES**

15 **CHAIRMAN STACEY – YES**

16 **SELECTMAN LYONS - YES**

17 **EVERETT MCBRIDE- YES**

18 **The motion passed unanimously.**

19
20 **5. Fire Department – Update on COVID-19**

21 Manager Dillon stated that the head of the Emergency Operations, Fire Chief Best was here to
22 provide an update.

23
24 Larry Best, Fire Chief, stated that a year ago they had 173 active cases and now had 45 active
25 cases. The best place to get information was on the COVID-19 page at nh.gov. It had
26 information on each community. Over 36,000 people had received COVID tests since the
27 pandemic began. Over the past seven days Salem had had a 5.6% positivity rate compared to a
28 3.5% rate for the State. The State was below 2,000 active cases for the first time since last year.
29 Things were headed in the right direction. Chief Best stated that he was not able to get feedback
30 from the State on where the transmission was coming from. They were spending a lot of time on
31 vaccinations. There were three vaccines in use. The Fire Department was active in the Salem
32 vaccine site which was giving about 2,000 vaccines per day. They were working on a plan for
33 vaccinating 12- to 15-year-olds which could be coming soon. The Fire Department had reached
34 out to different groups in town to see if anyone needed assistance in receiving vaccines. They
35 were trying to get the vaccines out and working shifts at the vaccine site. On May 7th, the Safer at
36 Home guidance would be replaced with a Universal Best Practices document. It would be up on
37 the Town website. The document had six references including the CDC website. There were
38 three attached documents. The school documents would remain in effect. The guidance
39 recommended maintaining vigilance but it would be up to the businesses to determine how to
40 implement them. The temporary outside seating had been allowed until fourteen days after the
41 State of Emergency ended. The State of Emergency would remain in effect for the foreseeable
42 future. Inspectional Services was going out and making sure that the places were safe. The Town
43 had responded to the pandemic in a number of ways. He felt that the residents had come together
44 in a big way to support each other.
45

1 Selectman Bryant asked where the Salem case numbers came from that were reported in the
2 news.

3
4 Chief Best stated that the numbers came from the New Hampshire Department of Public Health.

5
6 Selectman Bryant asked if the Town had anything to do with contact tracing.

7
8 Chief Best answered no. It was all done through the State Department of Health. It seemed that it
9 mostly just cases among family members.

10
11 Chairman Stacey stated thank you.

12
13 **6. Police Department – Accept Donation from Jerry Trickett of \$100 in Gift Cards to**
14 **Mary Ann’s Diner**

15 Manager Dillon stated that the packet had a memo from the Police Chief.

16
17 Joel Dolan, Police Chief, stated that he was there to ask the Board to accept a donation of ten -
18 \$10 gift cards to Mary Ann’s Diner. They were dropped off as an appreciation for the work the
19 police officers did. The Police Department was grateful for this support.

20
21 **MOTION:** by Selectman Bryant

22 ***Move in accordance with RSA 31:95(e) that the Board of Selectmen accepts with***
23 ***gratitude a donation of \$100 in gift cards to Mary Ann’s Diner from Jerry Trickett.***

24 **SECOND:** by Selectman McBride

25 **ROLL CALL VOTE:** 5-0-0

26 **SELECTMAN BRYANT – YES**

27 **SELECTMAN KELLER – YES**

28 **CHAIRMAN STACEY – YES**

29 **SELECTMAN LYONS - YES**

30 **EVERETT MCBRIDE- YES**

31 **The motion passed unanimously.**

32
33 **7. Finance Department – Public Hearing - Accept \$140,762.49 in FEMA Reimbursement**
34 **for COVID-19 Response During March 1 - May 31, 2020 and July 1 – December 31,**
35 **2020**

36 Chairman Stacey opened the Public Hearing at 7:21 PM.

37
38 Manager Dillon stated that the packet had a memo from the Finance Director regarding FEMA
39 reimbursements.

40
41 Nicole McGee, Finance Director, stated that FEMA had changed their reimbursement rate to
42 100% instead of 75% so some of the funds were the remaining 25% that had not previously been
43 given and the rest was new reimbursements at 100%.

44
45 Selectman Lyons asked if this was anticipated or unanticipated funds.

1 Ms. McGee answered that it was unanticipated funds.

2
3 Chairman Stacey asked if there was any public comment.

4
5 Manager Dillon answered that there were no callers.

6
7 **MOTION:** by Selectman Bryant

8 *Move in accordance with RSA 31:95(b) that the Board of Selectmen hereby accepts*
9 *reimbursement in the amount of \$140,762.49 from the FEMA for disaster 4516DR for the*
10 *Town's purchase of personal protective equipment, sanitation supplies, food, and overtime*
11 *costs relating to COVID-19 during March 1 – May 31, 2020 and July 1 – December 31, 2020.*

12 **SECOND:** by Selectman McBride

13 **ROLL CALL VOTE:** 5-0-0

14 **SELECTMAN BRYANT – YES**

15 **SELECTMAN KELLER – YES**

16 **CHAIRMAN STACEY – YES**

17 **SELECTMAN LYONS - YES**

18 **EVERETT MCBRIDE- YES**

19 **The motion passed unanimously.**

20
21 Chairman Stacey closed the Public Hearing at 7:24 PM.

22
23 **8. Finance Department – Discussion on Using Water/Sewer Demand & Benefit**
24 **Assessment (DBA) Funds to Pay for SRF Loans**

25 Manager Dillon stated that the packet had a memo from the Finance Director.

26
27 Ms. McGee stated that this was to pay for the loans for the South Broadway project. The loans
28 came in lower than expected which was good news. The plan was that the loans would be paid
29 through the water and sewer DBA. She was asking for the approval of those payments for this
30 year.

31
32 **MOTION:** by Selectman Bryant

33 *Move that the Board of Selectmen authorizes \$368,857.82 to be withdrawn from sewer*
34 *DBA and \$335,386.08 to be withdrawn from water DBA for the SRF loan payments for the*
35 *South Broadway sewer, water, and bridge project.*

36 **SECOND:** by Selectman McBride

37 **ROLL CALL VOTE:** 5-0-0

38 **SELECTMAN BRYANT – YES**

39 **SELECTMAN KELLER – YES**

40 **CHAIRMAN STACEY – YES**

41 **SELECTMAN LYONS - YES**

42 **EVERETT MCBRIDE- YES**

43 **The motion passed unanimously.**

9. Finance Department – Adopt Lease Resolution for Lease/Purchase of Police, Fire and Municipal Services Vehicles

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

Ms. McGee stated that this was part of the leasing package. It was the same leasing company they had used on the last couple leases. They were the ones with the best quote.

MOTION: by Selectman Bryant

Move that the Board of Selectmen hereby adopts the Resolution to lease/purchase seven vehicles for the Fire, Police, and Municipal Services Departments and authorize the Town Manager to sign the Resolution on behalf of the Town of Salem as described declaring the Town's official intent to reimburse expenditures made from the proceeds of the lease agreement or other obligations issued by or on behalf of the Town of Salem, NH; and further to authorize the Town Manager and/or Finance Director to sign any and all documents that may be required.

SECOND: by Selectman McBride

ROLL CALL VOTE: 5-0-0

SELECTMAN BRYANT – YES

SELECTMAN KELLER – YES

CHAIRMAN STACEY – YES

SELECTMAN LYONS - YES

EVERETT MCBRIDE - YES

The motion passed unanimously.

10. Municipal Services Department – GPI - Discussion on Rockingham Park Boulevard, Route 28, and Veterans Memorial Parkway Intersection Improvements

Manager Dillon stated the Municipal Services Director was here with GPI to discuss improvements to the intersection of Rockingham Park Boulevard, Route 28, and Veterans Memorial Parkway.

Roy Sorenson, Municipal Services Director, that they had talked about this intersection a year ago. GPI presented some plans and the Town finalized a recommended plan based on that discussion. The plan was revised and submitted to NH DOT who had come back with some comments. GPI, the engineer for the off-site improvements, had a representative present to discuss the feedback from the State.

Heather Monticup, GPI, stated that DOT had five questions/comments about the intersection which she would cover this evening. The items were the NH Route 28 Southbound right turn slip lane, the Veterans Memorial Parkway Westbound right turn slip lane, the southwest corner where Route 28 met Rockingham Park Boulevard, the Rockingham Park Boulevard Overhead Sign Structure, and the Rockingham Park Boulevard second eastbound through lane. The first item was the 28 southbound right turn slip lane which was proposed to be put under signal control because of the Rail Trail crossing. The DOT was asking why they needed to signalize that lane. GPI wanted it to be signalized because of the Rail Trail crossing and because it would no longer be its own lane. They wanted to make sure that the Board was in agreement with that because that was how GPI planned to go back to the DOT. The DOT had a similar comment

1 about the Veterans Memorial Parkway westbound slip right turn lane and if it needed to be
2 signalized. It was under signal control and DOT wanted it under yield control instead. GPI was
3 on the fence about this one. It was signalized now so they had proposed keeping it that way. The
4 intersection was being cleaned up in that area. The signal could be removed but there was a lot
5 going on in that intersection. The recommendation was to leave the signal but put up a sign for a
6 right turn after a stop. The next point was the three right-turn lanes from Rockingham Park
7 Boulevard. Liberty Utilities would be doing work on that side and putting in new poles. The
8 DOT would like to see the receiving lanes on 28 widened but the poles from the Liberty Utility
9 work presented an issue because they were high voltage. The poles had to be in a straight line so
10 they could not be moved away from the road. They might be able to gain a foot or two but that
11 would be it. The fourth comment was about changing the sign structure. DOT would like new
12 sign structures. GPI was not proposing any signs be replaced in their plan but they were looking
13 to shift the signs over in order to match the new lane lines. DOT was saying that the entire sign
14 structure would have to come down and be replaced in order to shift the sign locations. That was
15 not something that the project could afford at this time so they wanted to discuss that with the
16 Board. The current sign structure was bolted to a culvert on Rockingham Park Boulevard. The
17 option they had now was to leave the sign where they were and have them not centered over the
18 appropriate lanes. The sign structures ran about \$500,000 and the Tuscan Village had already
19 had to replace one of them. They wanted to keep the sign structure where it was. The last
20 comment was about the eastbound through lane. They had added the second lane going from
21 Rockingham Park to Veterans based on feedback from the Board. DOT was concerned about the
22 left-turn from 28 onto Rockingham Park and the alignment of Rockingham Park and Veterans
23 which was not ideal. DOT felt that the second through lane was unnecessary and if the road was
24 pushed back towards its original lanes then the sign issue went away and the road alignment was
25 better. GPI understood that the Board wanted this lane and DOT was not saying no to this lane
26 but they did not want it. Ms. Monticup asked for feedback on the comments.

27
28 Selectman Keller stated that the revised lane alignment to add the through lane was still the best
29 plan for the intersection. The throughput was more important than the road alignment. The traffic
30 issues from the South Broadway project showed the importance of that. He believed that they
31 should stick with the plan to have the second through lane. Selectman Keller asked why moving
32 the signs was not feasible and they had to tear down the current sign structure.

33
34 Ms. Monticup stated that the issue was that the DOT did not have the shop drawings for the sign
35 so they were unable to determine the appropriate loads if the sign were relocated on the sign
36 structure. That meant that the structure would have to be taken down and replaced if the signs
37 were to change locations on the structure.

38
39 Selectman Keller stated that he was neither in favor of keeping the signs where they were on the
40 structure nor in favor of spending half a million dollars on building a new sign structure. He did
41 not think either of the options was satisfactory. Selectman Keller asked if Ms. Monticup was
42 saying that even if the utility company moved the pole, all they could get was another foot.

43
44 Ms. Monticup stated that they had not fully investigated it. They could work with the utility
45 company to get them moved further south now because the poles had not been placed yet. The

1 difference would be a few feet. They would widen the road by the few feet that they were able to
2 get and that could be their response to the DOT.

3
4 Selectman Keller stated that he would advocate for getting what they could get and leaving it at
5 that. Regarding the slip lane off of Veterans, he wanted it to be signalized but right on red so he
6 did not support removing the signal. Selectman Keller stated that he would defer to other
7 members regarding the last point.

8
9 Selectman Lyons asked what DOT's thinking was regarding the slip lane onto Rockingham Park.

10
11 Ms. Monticup stated that she was unsure what DOT's reasoning was. GPI gave their explanation
12 for their proposal and explained that they wanted it to be a protected movement because of the
13 Rail Trail. The trail now had protection to cross the road with a designated crossing time in
14 addition to people pushing a button. They were hoping the Board supported GPI in pushing to
15 keep the signal there.

16
17 Selectman Lyons stated that he concurred that the signal should remain. He concurred with
18 Selectman Keller on the sign alignment and the right on red after stop idea for Veterans.

19
20 Chairman Stacey stated that she concurred regarding the right on red at Veterans. She asked what
21 the feasibility was of doing something on the turn onto Rockingham Park similar to what was
22 done on Range Road where the sign said no right turn on red when someone pushed the button to
23 cross.

24
25 Ms. Monticup asked if she meant a dynamic sign.

26
27 Chairman Stacey answered yes. She stated that she always thought the signs on Rockingham
28 Park were confusing because they had never been aligned properly and she wanted it looked into
29 more. Regarding widening the road, Chairman Stacey asked Mr. Sorenson if the utility work and
30 the widening affected the work that Mr. Sorenson had proposed on the drainage in that area.

31
32 Mr. Sorenson stated that the widening work would not affect the swale because the drainage was
33 further south. Liberty Utility had actually taken the poles down last week and the new poles
34 would be going up soon. There was a lot of work going on in that area and the Town would just
35 connect with the work that the others were doing there.

36
37 Chairman Stacey stated that she concurred with Selectman Lyons and Selectman Keller about
38 the through lane. They needed to flow the traffic properly.

39
40 Selectman McBride stated that he agreed on the throughput. He asked if the purpose of the light
41 on the slip lane going onto Rockingham Park was for the Rail Trail.

42
43 Ms. Monticup stated that the signalization was because the new configuration would have three
44 left turn lanes from 28 instead of the current two left lanes. So it was not just because of the Rail
45 Trail.

1 Selectman McBride asked if that slip lane could be right turn on red or not.

2
3 Ms. Monticup stated that they could turn right on red but she was hesitant to put a sign saying
4 right turn on red after a stop just because of the Rail Trail crossing.

5
6 Selectman McBride stated okay. He agreed about the right turn from Veterans having a sign.

7
8 Chairman Stacey asked how making the southbound traffic coming from 28 stop impacted the
9 traffic backup.

10
11 Ms. Monticup stated that they had analyzed it and the light had a longer queue. The right had a
12 longer opportunity to turn because they could go when the left turning traffic was moving from
13 Rockingham Park.

14
15 Selectman Lyons asked about the traffic engineering requirement for having signs stating that
16 they were approaching 93. There used to be signs like that on Route 28 but they were no longer
17 there.

18
19 Ms. Monticup stated that the signs were not required but if they were placed then there were
20 requirements for where they could be.

21
22 Selectman Lyons asked if his comment could be given to DOT to see what their feedback was.

23
24 Ms. Monticup answered yes.

25
26 Selectman McBride stated that there should be something that could be used on the sign that
27 would withstand the wind without adding to the weight of the structure.

28
29 Mr. Sorenson stated that the study on the Rail Trail crossing had been completed and Ms.
30 Monticup would be back in to discuss it. Municipal Services was still reviewing the report.

31
32 **MOTION:** by Selectman McBride

33 *Move that the Board of Selectmen supports the Node 10 intersection plans as discussed with*
34 *GPI at this evening's Board of Selectmen Meeting (May 3, 2021), and further directs the*
35 *Municipal Services Department and GPI to notify NH DOT as such regarding the final*
36 *design.*

37 **SECOND:** by Selectman Bryant

38
39 Selectman Lyons asked if the intent of the motion was to pass on the Board's comments.

40
41 Chairman Stacey stated that is how she took it.

42
43 Mr. Sorenson stated that DOT was looking for the Board to sign off on this.

44
45 Ms. Monticup stated that she would bring the comments to DOT.
46

Chairman Stacey stated that they wanted their comments addressed and not to give approval for plans that were different than what the Board wanted.

Selectman McBride offered to withdraw the motion.

Selectman Bryant withdrew his second.

Motion withdrawn.

Chairman Stacey stated that she did not want to endorse any final design.

Selectman Lyons stated that he would make an alternate motion that the Board of Selectmen authorize Heather Monticup to represent the Board's comments which include the plan presented and support for the right-hand turn slip lane signal remaining in place and the Board's comments regarding the overhead signs on Rockingham Park Boulevard made this evening

MOTION: by Selectman Lyons

Move that the Board of Selectmen authorizes GPI to represent the Board of Selectmen's comments in support of the plan presented and the Board's support for the right-hand turn slip lanes on Veterans and entering Rockingham Park Boulevard remaining signalized and including the Board's comments regarding the placement of the overhead signs on Rockingham Park Boulevard.

SECOND: by Selectman McBride

ROLL CALL VOTE: 5-0-0

SELECTMAN BRYANT – YES

SELECTMAN KELLER – YES

CHAIRMAN STACEY – YES

SELECTMAN LYONS - YES

EVERETT MCBRIDE- YES

The motion passed unanimously.

Chairman Stacey stated thank you.

11. Municipal Services - Depot Project Update

Manager Dillon stated that the packet had an update on the construction in the Depot.

Mr. Sorenson stated that the contractor was at 10%, engineering was at 23%, and contract time was at 28% completion. The drainage was 46% complete and a map was presented showing which areas were complete. This was the largest part of the job and good progress was being made. They had received clearance to start removing some of the MtBE contaminated soils. There was more type D soils found than expected and they were working on the cleanup.

12. Town Manager's Report/Questions from Board of Selectmen

Manager Dillon stated that forty-five new email addresses had been created for the various board and committee members. They would be contacting people to help set up the account access. A memo was sent to the Board earlier in the day about committee appointments. Another call for

1 candidates had been done and three applications were received. One was for EDAC and two
2 were for the Historic District. He did know if the Board wanted to take it up for discussion now.

3
4 Chairman Stacey stated that the Board would take it up now.

5
6 Selectman Lyons asked if they wanted to talk to the Economic Development applicant before
7 making the appointment.

8
9 Selectman McBride stated that he had a long conversation with Larry Belair about economic
10 development and the Depot. He had planned to bring a memo to the goal setting meeting.
11 Selectman McBride stated that he would get that memo out to the Board members. They needed
12 to make sure that EDAC reported to the Board of Selectmen. He had planned to move all of the
13 nominations.

14
15 Chairman Stacey stated that she wanted to appoint members given how difficult it was to find
16 people. She wanted to have EDAC determine what their goals were at their first meeting.

17
18 **MOTION:** by Selectman McBride

19 *Move that the Board of Selectmen appoints George Fredette to EDAC for a term ending April,*
20 *2024, Beth Roth to the Historic District Commission for a term ending April 2024, and Howie*
21 *Glynn to the Historic District Commission for a term ending April 2024.*

22 **SECOND:** by Selectman Bryant

23 **ROLL CALL VOTE:** 5-0-0

24 **SELECTMAN BRYANT – YES**

25 **SELECTMAN KELLER – YES**

26 **CHAIRMAN STACEY – YES**

27 **SELECTMAN LYONS - YES**

28 **EVERETT MCBRIDE- YES**

29 **The motion passed unanimously.**

30
31 Manager Dillon stated that the Lancaster Fund was taking applications and the deadline was May
32 26th. Manager Dillon stated that the last item was about Town Hall hours and seeing what the
33 Board felt about returning to normal hours.

34
35 **MOTION:** by Selectman McBride

36 *Move that the Town Hall return to normal hours of operation by May 10, 2021.*

37 **SECOND:** by Selectman Bryant

38
39 Selectman Keller asked about masking and other restrictions remaining in effect.

40
41 Selectman McBride answered yes. This just changed the hours.

42
43 **ROLL CALL VOTE:** 5-0-0

44 **SELECTMAN BRYANT – YES**

45 **SELECTMAN KELLER – YES**

46 **CHAIRMAN STACEY – YES**

1 **SELECTMAN LYONS - YES**
2 **EVERETT MCBRIDE- YES**
3 **The motion passed unanimously.**

4
5 Selectman Keller asked about Ermer Road.

6
7 Manager Dillon stated that he did not have an update.

8
9 Selectman Keller asked Manager Dillon about setting up a meeting with Senator Shaheen's
10 office.

11
12 Selectman Bryant stated that there was a rumor about a number of apartments being added to the
13 Tuscan Village. The look had been changed. They were told that watering would be handled
14 internally. He wanted to know how much the usage changes had impacted water and sewer
15 usage.

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

18 None.

19
20 **14. Additions and/or Requests by Public or Board by Vote:**

21
22 **15. Upcoming Meetings**

- 23 • May 17, 2021
24 • June 7, 2021
25 • June 21, 2021

26
27 Chairman Stacey stated that she did want to have a goal setting meeting and would try to
28 reschedule it.

29
30 **ADJOURNMENT AT 8:13 P.M.**

31 **MOTION:** by Selectman McBride

32 ***Move to adjourn at 8:13 PM.***

33 **SECOND:** by Selectman Bryant

34 **ROLL CALL VOTE: 5-0-0**

35 **SELECTMAN KELLER – YES**

36 **SELECTMAN MCBRIDE - YES**

37 **SELECTMAN BRYANT - YES**

38 **CHAIRMAN STACEY – YES**

39 **SELECTMAN LYONS - YES**

40 **The motion passed unanimously.**

41
42 Notes/minutes taken by: Jeremiah Lamson

43
44 Approved: Board of Selectmen

45
46 Date Approved: May 17, 2021