

To: Salem Town Council
From: Joseph Devine, Town Manager
Date: October 7, 2024
Re: Manager's Report

MEMORANDUM

[Signature]



Upcoming Events

Trick-or-Treating

Date: Thursday, October 31st

Time: 6:00 PM - 8:00 PM

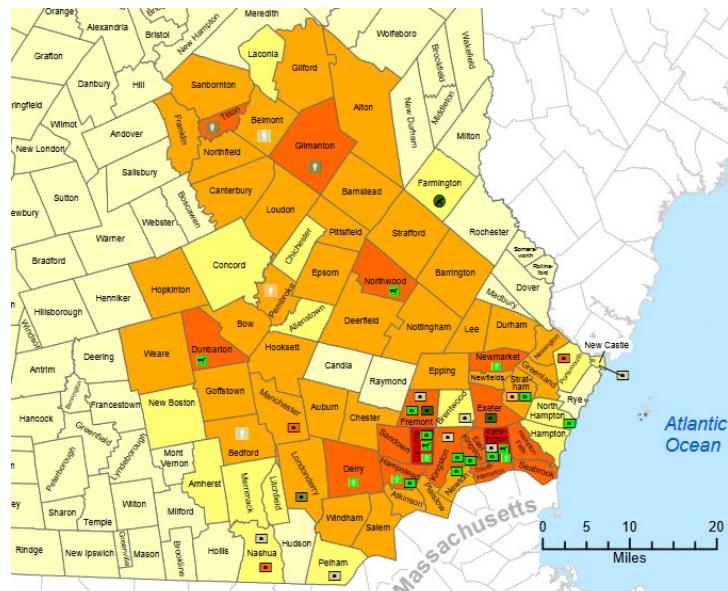
Participation in trick-or-treating is entirely optional. We encourage participants to engage safely and request that residents who do not wish to participate turn off their outside house lights during the designated hours.



Health and Safety Updates

Arboviral Risk Update

Salem has been reclassified to a Moderate Risk Level for arboviral diseases. While there have been no local cases reported in mosquitoes, animals, or humans, the risk has increased due to the presence of arboviral diseases in surrounding areas. The New Hampshire Department of Health and Human Services (DHHS) has reported a fifth resident testing positive for Eastern Equine Encephalitis Virus (EEEV) this year. Unfortunately, this individual, a resident of Danville, has passed away. We will continue to closely monitor the situation.



Cyanobacteria Warning for Arlington Mill Pond

Arlington Mill Pond remains under a Cyanobacteria Warning due to elevated bacteria levels exceeding the state limit of 70,000 cells/mL. Recent test results are as follows:

- Shore Drive Beach: 0 cells/mL
- Mary Ann Ave Beach: 552,400 cells/mL
- Cove Rd Ext: 79,000 cells/mL
- Glen Road: 266,000 cells/mL

This warning will remain in place until further notice, as we work with the appropriate agencies to monitor and address these levels.

Department Updates

Finance Department

The Finance Department has successfully finalized the 2023 Audit, with all reports submitted. We anticipate receiving the final audit report by the end of October. Additionally, preparations are underway for the upcoming 2025 budget season.

Fire Department

Next week marks Fire Prevention Week (October 5-12). Our department will participate in the Salem Scramble, using this opportunity to promote and educate the public on fire prevention. Upcoming events include:

- October 11: Fire vs. Police Blood Drive at the Knights of Columbus.
- October 12: MDA Boot Drive outside Central Fire.
- October 4: Live burn demonstration with a small home built by our team, aimed at educating the community on the importance of sleeping with doors closed at night to prevent fire spread.

Community Services

- Our inaugural Fenway Park tour trip was a success, providing a unique experience for participants. While some found the trip challenging, the consensus was that it was a once-in-a-lifetime opportunity for many.
- Fall Fest has been postponed to November 16 to allow more Salem residents to attend, as it conflicts with the Salem School District's Annual Salem Scramble Event.
- Trunk or Treat is scheduled for October 24 from 5:30 PM to 8:00 PM, featuring notable “trunks” from the Salem Police and Fire Departments, the Boys & Girls Club, a garbage truck from Casella Waste, and an oil truck from Palmer Gas & Oil.
- The 45's Tournament against Pelham took place on October 4, with over 40 teams participating.
- Ladies Tea is back and will be held on October 17.
- The Pickleball courts have been painted, nearing completion of this project. The fence will be installed the week of 10/7. The tennis courts have been resurfaced and are being used.



Human Resources

HR recently sponsored Wellness Week (September 23-27), which included:

- Tuesday: Massage Chairs
- Wednesday: Flu Clinic and Biometric Screening
- Thursday: Benefits Fair

HR has announced the Town of Salem Employee Discount Program, Benefit Spot, allowing employees access to exclusive discounts on products, services, and experiences, including theme park tickets, hotels, rental cars, concerts, electronics, and more.

From October to mid-November 2024, HR will engage in the Open Enrollment process for the 2025 benefit year. Positive news from the Town's Health Insurance Broker, HUB International, indicates no cost increase for employees with the current CIGNA health insurance plan. HR is also advocating for changes to the 2024 CIGNA Dental Plan and is in discussions with four unions regarding the potential offering of Delta Dental Insurance.

HR continues to test the new UKG HR Onboarding and Leave Management Modules. The UKG Applicant Tracking System will be addressed in December 2024, with an anticipated go-live date in January/February 2025.

October Work Anniversaries:

Name	Department	Hire Date	Years of Service
CRAIG LEMIRE	FIRE	10/24/2005	19
DIANA MCMAHON	POLICE	10/31/2005	19
JAY HEATH	FIRE	10/7/2007	17
HICHAM GEHA	POLICE	10/9/2007	17
JUSTIN BAGLEY	POLICE	10/21/2007	17
ERIC BECKER	M.S., DPW	10/7/2013	11
CATHY BROWN	FINANCE	10/12/2015	9
LAURA STEVENS	LIBRARY	10/19/2015	9
JEFFREY CZARNEC	POLICE	10/23/2017	7
CURTIS DIGIOVANNI	M.S., DPW	10/29/2018	6
ARTHUR HARVEY	POLICE	10/26/2019	5
MAXWEL GREELEY	POLICE	10/28/2019	5
MICHAEL GORDON	FIRE	10/4/2020	4
BENJAMIN WILSON	POLICE	10/4/2020	4
MATTHEW FITZGERALD	POLICE	10/18/2021	3
TODD WELCH	ENGINEERING	10/12/2022	2
DAVID GUARINO	M.S., DPW	10/2/2023	1
ADAM HOUGH	M.S., FLEET	10/2/2023	1
ROBERT BLANCHETTE JR	FINANCE	10/3/2023	1
LAUREN COTY	FIRE	10/8/2023	1
AKASIA WARE	FIRE	10/23/2023	1

Current Open Positions:

- Human Resource Specialist
- IT Manager (NEW)
- Chief Assessor
- Assistant Prosecutor (Currently in the background process)
- Dispatcher (2) (Two candidates in the background process)
- Firefighter (2)
- Patrol Officer (6) (One certified and two non-certified candidates in the selection process)
- Mechanic (1)
- Heavy Equipment Operator (2)
- Working Foreman
- Junior Engineer

Human Services

Leslie has been in her position for five months and is becoming acclimated to the flow and procedures of the department. We anticipate an increase in requests for assistance as the holidays and colder weather approach. Below are the activities of the Human Services Department over the past five months:

People/Agencies Met

- Isaiah 58 – Maggie Martin and Michael Traficante
- Greater Caregivers of Salem – Connie Young
- Nashua Welfare – Bob Mack and Sandra DeLosa
- St. David's Church – Rev. Carolyn Peterson
- St. Joseph's & Mary Church – Jan Carr and Steve Shank
- Salem Senior Center – Trina Reed and Maria Augeri
- Salem Fire Department – Craig Lemire
- Salem Police Department – Joel Dolan, Shane Smith, Bob Genest & Shaelyn Spencer
- Salem Family Resource Center
- Salvation Army – Joseph Tinsley
- Middlesex Recovery
- NH Division of Family Assistance – Janelle Furlong
- Derry Welfare – Susan Phelps
- Merrimack Welfare – Patricia Gibbons

Assistance Provided

- 8 Food Pantries
- 3 Utility Assistance
- 5 Housing Assistance
- 5 Rental Assistance
- 2 Medical Assistance
- 1 Mental Health Referral

Leslie plans to reach out to local organizations, schools, and places of worship in the community to educate them on how to connect with our services.

Municipal Services Project Updates

Ermer Rd Intersection Improvements Project

The engineering study phase of this project is completed. The recommended solution to the safety concerns is a single-lane roundabout, as it was found to produce the largest safety improvement at the intersection. The Town Council voted on August 5 to accept this alternative. Route 111 is a state-owned and maintained roadway, and NHDOT supports the proposed alternative. Design work will begin this fall.

Millville Dam Rehabilitation Project

Additional funding for the project has been procured, and a public meeting for the project has been set for October 7, 2024. The drawdown of the lake will begin shortly after Columbus Day, at which time the contractor will begin mobilizing for the project.

Butler St Sewer Pump Station Project

This project was advertised for bid and awarded. Work is expected to begin this fall, with delays caused by long lead times for materials, primarily the associated pumps.

Sewer I&I Investigation Project

A portion of the sewer system was video inspected for groundwater and stormwater inflow and infiltration. The Town has worked through the summary report with the engineering consultant, and work will begin on certain pipes this year.

WWTP Remediation

The removal of PCB/PFAS contaminated soil is expected to begin in October. Contracts, insurances, and bonds are being finalized.

MS4 - Stormwater

Year-end reports were completed in September. We are working to collect all relevant information for submission to the EPA. Illicit discharge detection and outfall sampling are ongoing. Currently, grant paperwork is being completed for the Arlington Pond nutrient source grant and the Captains Pond watershed grant work. We also received notice of a Clean Water State Revolving Fund (CWSRF) loan for a Stormwater Planning Project: the Arlington Pond Preliminary Watershed-Based Plan.

2024 Road Stabilization Program

Work associated with the Neighborhood Roads Program for Riversedge Drive, Hitching Post Lane, Dennison Ave, London Road, Helen Road, Pawtucket Lane, Emilio Lane, and King Street has been finalized, with only minimal punch list items remaining. Work has begun on additional roads placed back in the program with available funding: Greenwood Street, High Street, Mountain Avenue, and Union Street. The work associated with the Mill/Overlay has been completed for this year, including sections of N Main St, Delaney Way, Glen Road, Lou-Al Lane, Betty Lane, and Daniels Lane. Additional roads with available funding, such as Hemlock Lane and Chestnut Drive, are also being addressed. Furthermore, failing portions of various roads were resurfaced via the mill/fill method, and crack sealing has been completed on 31 streets, with additional work scheduled for October.

Main Street Culvert

The catastrophic failure of the Main Street Culvert has been repaired, and the roadway and accompanying right-of-way have been restored. The work was complex, involving the replacement of twin corroded 36" galvanized pipes that handle the watershed from the Millville Area. This project required reconstructing a major drainage vault while working around water, sewer, communications, and gas utilities.



Public Works Division Updates

Major demolition has started at DPW with the removal of the north wing and concrete slab in the fleet maintenance area. Staff have been busy relocating items out of the work zones, including moving fleet maintenance to the back of the building.



The cemetery project has moved to its final stages, with binder hot top in place, berm installed, and loaming completed and hydroseeded. Roadside mowing is ongoing, along with intermittent sweeping of main roads. The knotweed eradication program will begin in October.

Parks and Properties:

1. Prep for the 911 ceremony was completed.
2. Shrub removal is ongoing in Pine Grove Cemetery.
3. The ribbon was poured in exposed aggregate at the veterans' area in Pine Grove.
4. The new HR area at Town Hall is progressing, with painting underway.

Fleet:

1. Adam and Mike completed their tests for inspection licensing.
2. The mechanics are prepping vehicles for inspection.
3. The mechanic shop has been temporarily set up in door one until cold storage is completed.
4. The vehicle lift has been moved to cold storage, where the mechanics will be working this winter.

Utilities Division

Treatment Lab:

1. 20 bacteria samples from the distribution system.
2. TOC and UV254 samples from the distribution system.
3. Nitrate, nitrite, chloride, and sulfate samples from the distribution system.
4. QC samples (chlorine, temperature, pH, alkalinity, color, turbidity, hardness, and iron) taken from the distribution system.
5. Water bioburdens and Heterotrophic Plate counts—set up and reading.
6. Daily bench labs for quality control and compliance.

Systems:

1. Maintain and inspect 10 sewer pump stations weekly.
2. Run emergency generators at all water and sewer facilities once a week.
3. Coordinate with the contractor for repairs made at the Commercial Drive sewer pump station.
4. Inspect sewer trouble spots for blockage.
5. Mow grass at all utilities division properties.
6. Fill chemical day tanks and log readings at the water treatment plant daily, adjusting chemical feed as needed.
7. Fill chemical day tanks at Northland Rd PRV Station and make necessary adjustments to the chemical feed system daily.
8. Calibrate pH probe, CL17, and turbidimeters weekly.
9. Assist with Sanitary Survey.
10. Work with Water & Sewer regarding Water Quality Assessment.
11. Accompany vendor for TOMCO PM.

Meters/Backflow:

1. 150 backflow assemblies tested (mostly commercial properties).
2. 45 customer re-reads.
3. 48 meter service calls.
4. 12 meter installs.
5. Water shutoffs for non-payment.

Distribution:

1. 170 Dig Safe markouts.
2. 4 flow tests.
3. 2 fire hydrant repairs.
4. Witnessed chlorination testing for new water main installation, fill, and flush new water main installation.
5. Repaired 1 service box.
6. 2 service inspections.
7. Installed 6" new service at 21 Cross St (DPW).
8. Relocated hydrant on Main Street in Depot and installed 2" service for future irrigation system.

Exotic weed Identification study at Canobie Lake



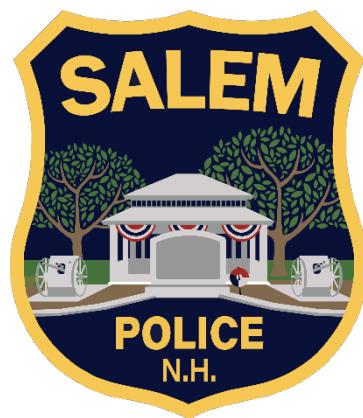
Planning Department

The Second Master Plan Survey is now live and will close November 4th – please find a link here: [Master Plan Survey](#)

Police Department

The Police Department will have two recruits graduate from the Academy on Friday, October 4, 2024. They will enter field training and hopefully be ready for solo patrol in early 2025. An officer is attending the Boston Police K9 Academy, with expectations for Officer Josh Peters and K9 Taco to complete the school in December.

We will begin background investigations on two dispatch candidates, one police officer candidate, and one prosecutor. Staff has been diligent in cleaning out clutter and preparing to relocate to Municipal Services. DC Smith recently graduated from the FBI National Academy in Quantico, VA.



We are in the middle of changing our uniform patch. The patch was designed by a Salem High School student as a class project and honors Salem's veterans while highlighting the Town Common gazebo, war memorial, and restored Civil War-era cannons. Our original patch will remain on our Honor Guard and Class A uniforms. The Citizen Police Academy is ongoing and will complete the course just prior to Thanksgiving. We have received final award notification for the Records Management System, and once the award is accepted and the contract is signed, the new system will take a minimum of 18 months to design and implement.

Salem Community Television (SCTV)

SCTV is in the process of hiring two part-time employees to cover meetings and assist with production. We're happy for our previous part-time employees who have moved on to full-time positions elsewhere, and we're backfilling those slots. We are also working to fill our Community Program Director position to return to full staffing strength.

We recently covered the "Family Feud at the Ingram Senior Center," where Town of Salem staff faced off against the seniors. Spoiler alert: The seniors are a competitive group!

[Watch Here](#)

The Master Plan Steering Committee held an information and outreach meeting on 9/18 at the 3 Seasons room at Salem High School, where dozens of local residents were able to comment and provide their opinions on the latest information.

[Watch Here](#)

Items Signed on Behalf of the Town Council Since Last Update:

- Payment Check Register (08-06-24) - \$5,558,160.59
- Payroll Register No. 32 (08-06-24) - \$353,748.87
- Payment Check Register (08-13-24) - \$4,301,472.90
- Payment Check Register (08-15-24) - \$67,597.00
- Payment Check Register (VOID) (08-15-24) - \$33,798.50
- Payroll Register No. 33 (08-12-24) - \$378,475.89
- Payment Check Register (09-20-24) - \$183,276.83
- Payroll Register No. 34 (08-19-24) - \$353,176.42
- Payment Check Register (08-30-24) - \$2,338,356.06
- Payment Check Register (09-06-24) - \$2,628,502.69
- Payroll Register No. 35 (08-26-24) - \$349,019.93
- Payroll Register No. 36 (09-03-24) - \$348,523.14
- Payment Check Register (09-10-24) - \$3,472,722.37
- Payroll Register No. 37 (09-09-24) - \$339,950.89
- Payment Check Register (09-17-24) - \$3,520,383.11
- Payment Check Register (VOID) (09-17-24) - \$248.00
- Payroll Register No. 38 (09-17-24) - \$365,621.00
- Payroll Register No. 39 (09-23-34) - \$622,191.35
- Payment Check Register (09-24-24) - \$362,324.98
- Payment Check Register (09-25-24) - \$5,704.66
- Payment Check Register (09-27-24) - \$6,964.59
- Payment Check Register (09-30-24) - \$3,927,848.18
- Payment Check Register (VOID) (09-24-24) - \$200.00
- Payment Check Register (VOID) (09-27-24) - \$6,954.59
- Payroll Register No. 40 (09-30-24) - \$344,665.20