



# Town Manager's Report

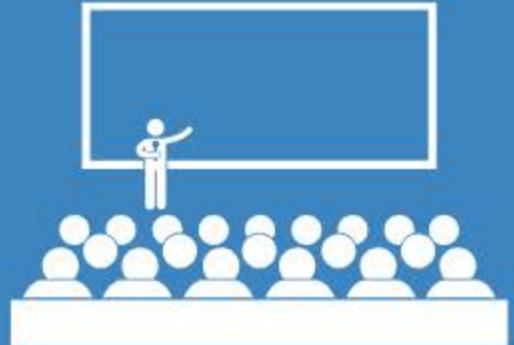
January 27, 2025



2025 Local  
Offices To Be  
Elected



Revaluation  
RFP



Town Hall Style  
Meeting with  
Municipal  
Services

Learn more at [www.salemnh.gov](http://www.salemnh.gov)

**To:** Salem Town Council  
**From:** Joseph Devine, Town Manager *[Signature]*  
**Date:** January 27, 2025  
**Re:** Town Manager's Report

# MEMORANDUM



## **News and Noteworthy:**

### **2025 Local Offices To Be Elected & Filing Period Announcement**

Filing Period: Wednesday January 22, 2025, through Friday January 31, 2025. Anyone interested in running for office will need to file at the Town Clerk's Office, 33 Geremonty Drive.

Town Meeting -First Deliberative Session – Saturday February 08, 2025, at Salem High School – 9:00AM

Election – Tuesday, March 11, 2025. Polls open from 7:00 AM to 7:00 PM at 5 polling places.

The following offices will be open for election:

- Town Councilor – THREE Years – Vote for THREE
- Budget Committee – THREE Years – Vote for TWO
- Town Moderator – ONE Year – Vote for ONE
- Library Trustee – THREE Years – Vote for ONE
- Trustee of the Trust Funds – THREE Years – Vote for ONE
- Planning Board – THREE Years – Vote for TWO
- Zoning Board of Adjustment – ONE Year – Vote for ONE
- Zoning Board of Adjustment – THREE Years – Vote for ONE

### **Update on Revaluation RFP**

I am pleased to provide an update regarding the Town's revaluation project. As of the proposal deadline, we received bids from two qualified vendors. Staff are currently in the process of reviewing the submitted proposals to ensure they meet the requirements outlined in the RFP and align with the Town's needs.

### **Update on 457 Investment RFP**

I wanted to provide an update regarding the Town's ongoing efforts to review and enhance our 457 retirement investment offerings. An RFP has been issued to evaluate potential providers, ensuring we continue to offer competitive and beneficial options to employees.

To ensure a collaborative approach, we have established a committee that includes representatives from each union as well as non-affiliated employees. This inclusive group will review the proposals and provide valuable input to help identify the provider that best meets the needs of our workforce.

## **Town Hall Style Meeting with Municipal Services**

I wanted to inform you about a town hall-style meeting I recently conducted with the staff of Municipal Services. As you know, the department is undergoing a leadership transition following Roy's resignation. The purpose of this meeting was to address staff concerns, provide reassurance, and gather feedback about the future direction of the department.

The objectives of the meeting included:

- Soliciting Feedback: Staff were encouraged to share their thoughts on the qualities and leadership style they value in the next director. This input will be instrumental in guiding the selection process.
- Discussing the Transition: We reviewed the steps being taken to ensure a smooth and seamless leadership transition, emphasizing the importance of operational continuity during this period.
- Providing Reassurance: I assured staff of our commitment to supporting the team and maintaining stability throughout the transition.
- Hearing Concerns: The meeting provided an open forum for staff to voice questions, concerns, and ideas, fostering a sense of collaboration and inclusivity.

The meeting was well-received, and the feedback gathered will help shape the department's path forward. I am confident that these discussions will contribute to a successful transition and strengthen the team's confidence in the process.

## **Rockingham County Budget**

The Rockingham County Commissioners have proposed a Fiscal Year 2025 budget totaling \$101,251,926, reflecting a 5.65% increase over the previous fiscal year. For context, the Consumer Price Index for the Northeast urban region reported a 3.5% increase over the twelve months ending in November 2024.

## **2024 Union Grievance Update**

I am pleased to inform you that during the calendar year 2024, the Town of Salem did not have any union grievances filed. This is a testament to the positive working relationships and open communication maintained between our management team and union representatives. This outcome reflects the Town's commitment to fostering a collaborative work environment and proactively addressing concerns to ensure a harmonious and productive workplace.

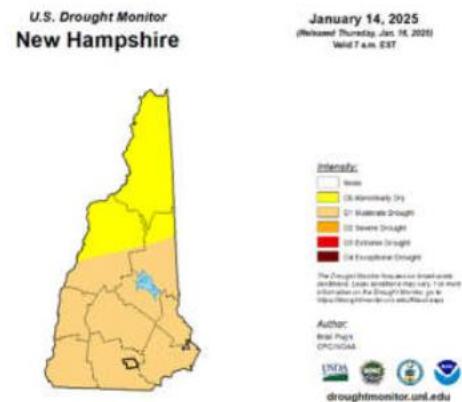
## **Salem's 275<sup>th</sup> Anniversary Scavenger Hunt**

The hunt runs from January 1st to July 4th and includes 75 locations across Salem. Participants must document each item with a printed selfie attached to the scavenger list. The locations include a mix of former landmarks and historical sites that may require some investigation, as they are no longer visible in town.

For more information, visit: [275th Anniversary Commission | Salem, NH](https://www.salemnh.org/275th-anniversary-commission)

## Drought Conditions:

Drought conditions essentially the same in Salem over the last several months where Salem is categorized as being in Moderate Drought. All of NH is categorized as at least Abnormally Dry and Moderate Drought covers approximately 66% of the State which is down from 85% and there is no longer any area categorized as Severe. Historically we start to see homes with wells drying up when conditions are classified as Severe, but it is possible it could happen now given the prolonged dry period. I would encourage all residents to conserve water as much as possible. It is expected that conditions will remain generally dry for some time.



## Right to Know Requests:

In 2024, the Town received and processed 70 Right-to-Know (RTK) requests. With our newly appointed RTK Specialist now in place, we are developing a policy to streamline the process for handling these requests, which we plan to present to the Council for adoption.

Additionally, we aim to enhance transparency by creating a dedicated section on our website where all RTK requests will be publicly accessible for review. This initiative is inspired by similar practices implemented in other communities. Here is an example:

### 91-A Right-to-Know Request Log

#### 2025

Date	Requester	Request	Response	Documents
January 15, 2025	Gonsalves, Matt (EBI Consulting)	Gonsalves 2025-01-15	Response	Please see response
January 10, 2025	Fitzgerald, Christine	Fitzgerald 2025-01-10	Response #1 Response #2	No government records found responsive
January 9, 2025	Esposito, Jonathan	Esposito 2025-01-09	Response	
January 6, 2025	Donovan, Megan	Donovan 2025-01-06	Response	

#### 2024

Date	Requester	Request	Response	Documents
May 16, 2024	Vignali, Bernard (Nova Group GBC)	Vignali 2024-05-16 #1, Vignali 2024-05-16 #2	Response	Please see response
May 7, 2024	Perez, Kristine	Perez 2024-05-07	Response	Perez 2024-05-07
May 2, 2024	Davison, Christopher (Zoning-Info)	Davison 2024-05-02	Response	Please see response
April 25, 2024	Esposito, Jonathan	Esposito 2024-04-25	Response	No government documents found responsive
April 10, 2024	Spell, Michele (Healey Construction Services, Inc.)	Spell 2024-04-10	Response	Spell 2024-04-10
February 23, 2024	Douglas, Glenn	Douglas 2024-02-23	Response #1, Response #2, Response #3, Response #4	Please see responses #2 & #3
February 16, 2024	Leighton, Matt (WMUR)	Leighton 2024-02-16	Response #1 Response #2	Leighton 2024-02-16
February 13, 2024	Skudlarek, Paul	Skudlarek 2024-02-13	Response #1 Response #2	Skudlarek 2024-02-13
January 2, 2024	Esposito, Jonathan	Esposito 2024-01-02	Response #1 Response #2 Response #3	Esposito 2024-01-02

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

- Payment Check Register (01-07-25) - \$17,647,701.08
- Payment Check Register (01-14-25) - \$3,303,081.14
- Payment Check Register (01-21-25) - \$255,765.53
- Payment Check Register (01-22-25) - 4,698.00
- Payment Check Register (12-31-24) - \$4,898,435.90
- Payment Check Register (VOID) (01-22-25) - \$4,698.00
- Payroll Manifest No. 01 (12-30-24) - \$337,888.58
- Payroll Manifest No. 02 (01-07-25) - \$322,383.75
- Payroll Manifest No. 03 (01-14-25) - \$345,794.77
- Payroll Manifest No. 04 (01-21-25) - \$334,835.32