

# TOWN OF SALEM

# MONTHLY DEPARTMENT UPDATES

## INSIDE THIS UPDATE

- Page 1 - Assessing Department
- Page 2 - Community Development
- Page 4 - Community Services Department
- Page 5 - Engineering Division
- Page 7 - Finance Department
- Page 9 - Fire Department
- Page 11 - Human Resources
- Page 17 - Human Services
- Page 19 - Information Technology
- Page 21 - Planning Division
- Page 23 - Public Works Division
- Page 24 - Utilities Division
- Page 25 - Police Department
- Page 27 - SCTV



## IMPORTANT INFORMATION

Temporary Relocation of Salem Police Department - Moving to 21 Cross Street - Week of April 7, 2025

Litter Free Salem - Pick up will begin the week of March 31<sup>st</sup> and run for two weeks. Blue bags are available at the DPW Building. .

Recreations Masterplan Survey available on the Town's website.

Hydrant Flushing will begin Thursday 4/11 and continue on Thursday nights for several weeks.

Mosquito Control Program begins April 7<sup>th</sup>.

## MARCH 2025 UPDATE

[www.salemnh.gov](http://www.salemnh.gov)

**Monthly Departmental Highlights****February 2025**

Department	Assessing
Preparer's Name/Date	Ellen Brideau / March 7, 2025

**Significant Departmental Accomplishments:**

- Processed 99 taxpayer exemption applications.
- Staff completed 177 property inspections within the month of February as part of the ongoing collection of building permits.
- The department received 15 Real Estate Abatement Applications by the filing deadline of 3/3/25. To date 4 have been submitted to Town Council with recommendations from the Assessing Department.
- Initiated a data quality review by systematically evaluating parcels with special conditions and/or overrides to validate their use and determine if they remain warranted.
- The staff reviewed and corrected ownership records for 1300 + accounts to clear the misuse of an asterisk within the name field
- A report was created to identify parcels with missing photos, 195 parcels identified and 121 remaining to be corrected
- The department is very pleased to acknowledge that Amanda Mazerolle was recognized as Employee of the Month. Amanda is certainly an asset to the Department.



# TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2086  
Community Development Department

## **MEMORANDUM**

TO: Town Council  
Joe Devine, Town Manager  
FROM: Crayton Brubaker, Community Development Program Manager  
John Vogl, GIS Manager  
RE: Community Development Department Update – March 2025  
DATE: March 12, 2025

---

Please find below updates for the Community Development Department for March 2025.

1. **Master Planning Efforts:** CD staff are involved with numerous planning efforts for local Boards and/or Committees including an Open Space Task Force Update for the Conservation Commission, a Recreation Open Space Master Plan for the Recreation Advisory Committee, a Depot Village Master Plan for the Depot Village Advisory Committee, and the Comprehensive Master Plan for the Planning Board. Both John Vogl and Crayton Brubaker were involved in these plans, including facilitating meetings, managing consultants and preparing materials for the committee discussion. Each planning process is moving along in earnest with deliverables anticipated in mid-2025.
2. **Online Permitting:** John Vogl continued to work with Inspectional Services to implement on-line permitting for Fire services. This is to advance the Fire Department's goal of improving permitting services and more fully implementing our OpenGov software. In February, John assisted with setting up Health permits and troubleshooting/fine tuning efforts with the Fire permit rollout.
3. **Asset Management:** On the Asset Management front, John Vogl rolled out a new map service to improve data collection and access to utility maps using services that are available for free with our GIS maintenance. The new maps are significantly more user friendly and are highly fine tuned to the needs of the water department. They are also tied directly to active GIS files meaning that users will see feature updates in real time. John Vogl and Glenn Burton have been reviewing/uploading water main break reports to make this historic data more readily available. Further, John Vogl worked with Utilities to record proactive maintenance at known sewer trouble spots. John also provided regular GIS mapping updates including address and building changes are new permits or construction occurred.

4. **Statistics:** Below outlines statistics for each of the major CD supported website applications:

Website – Over the last 30 days (Feb 10, 2025 through Mar 11, 2025), there were approximately 27,000 users who visited the Town website. Notable top pages include the elections page, daily police logs, job postings, and online services. Across all engagements across the site, the average engagement time was 53 seconds per page.

Town Hall Times Website – Over the last 30 days, there were approximately 1,400 users and 2,476 views across all articles. There was an average engagement time of 42 seconds per user.

MapGeo – Over the last 30 days, there were 828 unique visitors to the Town's MapGeo site (up slightly from 730 visitors in January) with 1,541 visits in total. Notable searches from the site include property information, aerials, zoning districts, prime wetlands, and floodplains.



## **Town of Salem, New Hampshire COMMUNITY SERVICES DEPARTMENT**

**Ingram Senior Center, 1 Sally Sweet Way, Salem, New Hampshire 03079  
(603) 890-2190**

Katie Duffey, Community Services Director

### **Memo**

**DATE: March 18, 2025**

**TO: Joe Devine, Town Manager**

**FROM: Katie Duffey, Community Services Director**

**SUBJECT: March 2025 Community Services Department Update**

---

April 1, 2025- Tentative date for the pickleball courts to open

April 7, 2025- Outdoor Only Registration begins for Seniors

April 12, 2025- Easter Egg Hunt at Hedgehog Park

May 3, 2025- 50<sup>th</sup> Annual Rotary Club of Greater Salem, NH  
Fishing Derby at Hedgehog Park

77 Campers registered for the Rock 'N' Fun Summer Camp

Hedgehog Season Pass is available to purchase at the Ingram Senior Center.

Salem Career & Technical Education Center to build a shed for the Recreation Department

The Open Space Master Plan is well underway and going very well.

\*\*\*Please find attached the Senior Trips for the remainder of the year.



**Date:** March 18, 2025

**To:** Town Council  
**From:** John P. Klipfel, Engineering Director  
**Thru:** Joseph Devine, Town Manager

**RE:** Engineering Department Update

---

### **Millville Dam Rehabilitation Project**

Contractor is well under way with the Millville Lake Dam Rehabilitation project. A temporary bypass pipe was installed and access roads built. Rock anchor drilling occurred in early March. Contractor is working on site establishment then will remove the temporary access road. Water levels are expected to be restored on a normal timeframe.

### **Butler St Sewer Pump Station Project**

This project was advertised bid and awarded. The contractor has mobilized to the site and will begin work in March. The delay is due to long lead times with materials, mainly the associated pumps.

### **Brookdale Rd Sewer Pump Station Project**

This project has been bid. The Town is working on contract approvals. Construction is expected to begin late 2025 and last into 2026.

### **Sewer I&I Investigation Project**

The Town entered into contract with Insituform to begin lining sewer pipes. Work expected to begin early 2025.

### **WWTP Remediation**

The contractor Strategic has completed excavation activities. The site will be backfilled and reestablish the grades to complete. This is the last remediation activity remaining on the property. Work is expected to be completed early 2025.

### **Rail Trail Phase VI**

The contract has been awarded to Busby Construction. Construction is scheduled for Spring 2025.

### **Signal Upgrade Project**

The contract has been awarded to Dagle.

### **MS4 - Stormwater**

Illicit discharge detection and outfall sampling are ongoing. Currently grant paperwork is being completed for the Arlington Pond watershed grant and the Captains Pond watershed grant. Work on those projects are set to be started in 2025, we are awaiting DES approvals.

### **Road Program**



Work has been completed for 2024 construction season. Contracts for 2025 have been put out to bid and are being reviewed. Road program will need to be adjusted due to raising costs of construction.

**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 because it was found to produce the largest safety improvement at the intersection. NHDOT supports the proposed alternative and design will begin in 2025.



## TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2040 · FAX: (603) 890-2091

### FINANCE DEPARTMENT

# Memo

**DATE:** March 12, 2025

**TO:** Joseph Devine  
Town Manager

**FROM:** Nicole McGee, CPA  
Finance Director

**RE:** Finance Department Update

---

#### **Recommendation:**

N/A.

#### **Summary:**

During this past month Finance continued to work on the year end accruals. We have a good portion of the accruals booked and are focusing on the year end reconciliations. The auditors are scheduled to come out the week of May 12<sup>th</sup>.

Finance, Fire, and Municipal Services continued to work on the April 3-5, 2024 winter weather event. We had our final closeout meeting with FEMA. On 3/11/25 the Town received the final reimbursement for this FEMA event.

The Deferred Compensation Plan committee evaluated the six bids that were submitted and recommended two firms to present to the committee. NSP and Captrust overwhelmingly scored higher than the other four firms that submitted bids.

Finance is interviewing candidates for the part time utility billing clerk. So far we have not had luck in finding the right candidate we continue to interview in hopes of finding a capable and competent utility billing clerk.

In late February, Finance worked with the Tax Collector in the second step in the lien process. In this phase we added the costs (\$22.50) to each account that has an outstanding property and certain utility billing accounts. There was a bug with MuniSmart which required the Tax Collector to manually adjust her letters and amount due for the customers with impending lien notices that only had the certain outstanding utility billing invoices.

Finance worked with the Trustees of the Trust Funds, Clarfeld, and Bartholomew to submit the MS 9 and MS 10 reports to the State.



## TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2040 • FAX: (603) 890-2091

### FINANCE DEPARTMENT

In March Finance trained Rebekah McGuire how to enter purchase requisitions. Finance was asked to pull employee reports for an employee census requested by HUB to transition to the Navigator system for benefits enrollment. We explained in writing how to run these reports so that HR will not have to rely on Finance staff or Rena to run these reports.

Ms. Lemelin worked on a detailed analysis of Stephen Lundquist's pay from October 2024 to the current. Mr. Lundquist is out on leave and his short term disability was approved retroactively (from my understanding) this required a reconciliation of what the town paid, what Hartford will pay retroactively, and what Mr. Lundquist should pay the town back in order to reinstate his accrued leave. Ms. Lemelin asked for review from HR in February but has not heard back from the HR staff to see if they agree with her reconciliation or not. Typically, HR and the Payroll coordinator review these complex situations so that both departments are in agreement. It is crucial that HR is intimately knowledgeable about these reconciliations so that they can explain it to the employee and to verify that Finance has applied the benefit accurately.

Ms. Lemelin has requested that HR review Mr. Farah's workers compensation reconciliation. She has also requested that HR fix several billing issues on the Cigna bill. The absence of the part time HR specialist has made it absolutely clear that the full time staff in HR need additional training in this complex benefit administration situations. I have requested a meeting with payroll and HR to review these issues to see if we can give the HR staff the training they need in order to foster a collaborative working environment.

On March 3<sup>rd</sup> I presented to the Men's Morning group at the Ingram Senior Center. I presented how the tax rate is calculated and Salem's budgeted process. The presentation was well received with a few members remaining after the meeting to discuss further and thank me for explaining the process.

Lastly, the town elections occurred yesterday. This week Finance will work on compiling the final 2025 operating budget.

Thank you.



# SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE

152 MAIN STREET, SALEM, NH 03079

PHONE: 603-890-2215 CELL: 603-327-6505

[clemire@salemnh.gov](mailto:clemire@salemnh.gov)

## Memo

**Date:** March 21, 2025  
**To:** Joseph R. Devine, Town Manager  
**From:** Craig J. Lemire, Chief of Department  
**Re:** Monthly Update

---

### Notable Items Related to Ongoing Operations:

500 Total Runs for February.  
74% were EMS Calls.  
68% Simultaneous Runs Rate  
20 total runs were to the Tuscan Village  
61 total runs or 12% to the West-side of town

Annual maintenance of our Lifepacks/AED completed.  
We finalized meetings with HSEM and FEMA and received all reimbursements from last Aprils Storm.  
NH Bureau of EMS completed Ambulance Inspections of Rescues 1 and 4.

### Significant Incidents:

SFD responded to a structure fire on Cross Street on 2/20/2025  
Heavy fire was found when we arrived in 2 bays of an attached garage behind the home. SFD was able to contain the fire spread to the garage and the home was saved.  
Mutual Aid assisted on scene as well as for station coverage.





# SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE  
152 MAIN STREET, SALEM, NH 03079  
PHONE: 603-890-2215 CELL: 603-327-6505  
[clemire@salemnh.gov](mailto:clemire@salemnh.gov)

Fire: 70 Permits  
Fire Inspections: 36  
Revenue: \$8,435

Health: 62 Inspections and \$2,375 Revenue

Building: 183 Permits  
241 Inspections  
Revenue: \$242,908

Well/Septic: 14 Permits and \$1,300 Revenue

## Training/Personnel Updates:

- Patrick Swanson retirement- Patrick was an outstanding member of our department and will be greatly missed.
- Brothers of SFD- Firefighter/Paramedic Dylan Ferguson and Firefighter/AEMT Cole Ferguson played in the annual Battle of the Badges hockey game to support CHAD. They played great and Team Fire won for the first time in 4 years. The event raised \$265,000 to support critical healthcare services for children and their families. Many of our members went to the game to support them.



- EMS Training on Neonatal Resuscitation

## Training Hours Conducted

Total: 250 hours



**TOWN OF SALEM, NEW HAMPSHIRE  
HUMAN RESOURCES DEPARTMENT  
33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2070**

To: Joseph Devine, Town Manager and members of Town Council  
From: Justine Caron, HR Director

RE: March 2025 HR Department Report

The Department of Human Resources is happy to highlight the following:

**Significant Initiatives: Enhance Employee Engagement**

**1. National Employee Appreciation Day**

In celebration of National Employee Appreciation Day on March 7, 2025, on behalf of the Town Manager and in collaboration with the HR department, we are happy to share pens attached to bookmarks as a token of gratitude with all employees.



HR distributed packets to Department Heads who then assisted in distributing them to their teams on Friday, March 7<sup>th</sup>. This thoughtful gesture reflects our collective gratitude for their ongoing contributions and commitment to the Town of Salem. Increasing employee engagement, thanking employees for everything they do, where employees feel seen, supported, and motivated.



**TOWN OF SALEM, NEW HAMPSHIRE  
HUMAN RESOURCES DEPARTMENT  
33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2070**

**2. New Employee Welcome Page:**

Giving new team members a warm welcome isn't just a polite thing to do. The way that someone starts within an organization can set the tone for their entire career with you. This new page and [welcome video](#) is created to help new employees to start off on the right foot, establishing a welcoming and positive workplace.

**3. New Employee Lunch**

New employee lunches foster connection, belonging and demonstrates positive workplace culture. The goal of this new initiative is to spend lunch with leadership in an open forum, talking about new employees' experience, listening to ideas/insights based on their first few months of employment with the Town of Salem. These lunches are also intended to help new employees get to know one another, which may support long-term retention. The HR Department plans to organize these lunches quarterly.

The first new employee lunch will be held on Wednesday, March 18<sup>th</sup>, at 12 p.m. in the Knightly room, new employees, hired since December 2024, accompanied by their supervisor, all invited to have lunch with Town Manager, Joe Devine.

**4. Employee of the Month:** Amanda Mazerolle was selected as the Town of Salem's Employee of the Month for March 2025!

Over the past two years, Amanda has consistently gone above and beyond in countless ways—whether it's her annual visits to the Senior Center to educate residents on personal exemption requirements, her meticulous work reviewing exempt organizations and property eligibility, or her proactive approach to streamlining processes.

Her commitment to fairness and accuracy has made a real difference in our community, ensuring exemptions are properly allocated while processing new applications every year. But Amanda does not stop. There she is a forward-thinker who created a detailed manual to support future team members and has taken on additional responsibilities to keep the department running smoothly.

Public service is about making a meaningful impact, and Amanda does just that. We are incredibly grateful to have her on our team, and this recognition is well deserved!





**TOWN OF SALEM, NEW HAMPSHIRE  
HUMAN RESOURCES DEPARTMENT  
33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2070**

### **5. New Initiative: Employee Birthday and Work Anniversary Cards**

Celebrating employee birthdays and work anniversaries boosts morale, fosters inclusivity, and strengthens workplace relationships. HR has introduced personalized cards, signed by the HR team and Town Manager, to recognize these milestones. Moving forward, we will continue to celebrate these events monthly, ensuring all employees feel valued and appreciated.

### **6. On-Site Training: Workers' Compensation Overview**

HR is excited to announce that PRIMEX will be on-site to provide essential training on workers' compensation. These sessions will offer a comprehensive overview of the entire process, from start to finish, detailing what employees can expect if they are injured, as well as the expectations we have for them throughout the process.

Upcoming Training Sessions:

1. General Employee Training  
Date: Wednesday, March 26th  
Time: 11:00 a.m. – 12:00 p.m.
2. Department Heads and Supervisors Training  
Date: Thursday, March 27th  
Time: 11:00 a.m. – 12:00 p.m.

Both sessions will be held in the Knightly Room at Town Hall.

### **Job Openings Overview**

Position Title	Division/Department	Affiliation	Full-Part-time	Date Posted	Status
Town Manager					
Assistant Town Manager	Town Manager	Non-Affiliate	Full-time	1/2/2025	2nd Interviews Completed
Finance					
Accounts Payable Clerk IV - Finance	Finance	Salem Administrative and Technical Employees (SEA)	Full-time	3/12/2025	Accepting Applicants

The tables above display all the statuses of each job vacancy.



**TOWN OF SALEM, NEW HAMPSHIRE**  
**HUMAN RESOURCES DEPARTMENT**  
33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2070

### Job Openings Overview (continued)

Position Title	Division/Department	Affiliation	Full-Part-time	Date Posted	Status
Municipal Services					
Municipal Services Director	Municipal Services	Non-Affiliate	Full-time	12/12/2024	Refreshed Posting; Accepting Applications
Administrative Assistant - Municipal Services	Municipal Services	Salem Administrative and Technical Employees (SEA)	Full-time	3/7/2025	Accepting Applicants
Mechanic I	Municipal Services	AFSCME	Full-time	1/27/2025	Reviewing Applications
Heavy Equipment Operator	Municipal Services	AFSCME	Full-time	1/6/2025	Reviewing Applications
Light Equipment Operator	Municipal Services	AFSCME	Full-time	1/27/2025	Interviews Completed

Position Title	Division/Department	Affiliation	Full-Part-time	Date Posted	Status
Police Patrol					
(3) Police Patrol Officers	Police Patrol Department	Salem Public Administrators Association (SPAA)	Full-time	12/1/2024	Entry Test Conducted on 2/8/25; Interviews Scheduled
Police Support Services					
(2) Police Dispatchers	Police Support Services Department	Salem Public Administrators Association (SPAA)	Full-time	12/20/2024	(1) Pending background check; (1) Vacancy Open

The tables above display all the statuses of each job vacancy.



**TOWN OF SALEM, NEW HAMPSHIRE**  
**HUMAN RESOURCES DEPARTMENT**  
**33 GEREMONTY DRIVE, SALEM, NH 03079**  
**(603) 890-2070**

## Personnel Changes Overview

Name	Division/Department	Position	Affiliation	Details
Kimberly Babaian	Municipal Services	Business Manager - Municipal Services	Salem Public Administrators Association (SPAA)	New position; start date: 03/10/2025
Jessica Cain	Police Support Services Department	Prosecutor	Salem Public Administrators Association (SPAA)	New Hire; start date: 03/10/25
Marlena Minnon	Collections Department	Part-time, Collections Clerk	Salem Administrative and Technical Employees (SEA)	New Hire; start date: 03/10/25

## Celebrating Work Anniversaries in March: Years of Service Overview

In March, we celebrate the dedication of employees marking work anniversaries with the Town of Salem. Recognizing these milestones strengthens employee engagement and shows our appreciation for their continued contributions. Below is an overview of employees celebrating their anniversaries this month.

Name	Position Title	Division/Department	Years of Service
Town Manager			
Witley, Maureen	Executive Assistant	Town Manager	33
Community Services			
Peters, Wendy	Senior Center Coordinator	Community Services	15
Fire Suppression			
Hartmann, Kasey	Firefighter/Paramedic	Fire Suppression	2
Hussni, Hassan	Firefighter/Paramedic	Fire Suppression	9
Feole, Andrew	Sergeant	Fire Suppression	9
Edson Palmer, Bradley	Firefighter/Paramedic	Fire Suppression	13
Kelley, Thomas	Lieutenant	Fire Suppression	13
Marchand, Michael	Firefighter/Paramedic	Fire Suppression	13
Balentine, Paul	Battalion Chief	Fire Suppression	22
Finance			
Lemelin, Paula	Payroll Coordinator	Finance	9



**TOWN OF SALEM, NEW HAMPSHIRE  
HUMAN RESOURCES DEPARTMENT  
33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2070**

**Celebrating Work Anniversaries in March: Years of Service Overview (continued)**

Name	Position Title	Division/Department	Years of Service
<b>Municipal Services Parks/Property</b>			
Pacheco, James	Working Foreman	Municipal Services Parks/Property	16
<b>Police Investigative Services</b>			
Bernard, Michael	Sergeant	Police Investigative Services	20
<b>Police Patrol</b>			
Feole, Andrew	Sergeant	Police Patrol	9
<b>Police Support Services</b>			
Pappalardo, Beth	Support Services Clerk	Police Support Services	17
Deschene, Scott	Dispatch Supervisor	Police Support Services	27
<b>Planning</b>			
Gard, Bridget	Administrative Assistant	Planning	1
<b>Town Clerk</b>			
Dudley, Jennifer	Deputy Town Clerk	Town Clerk	6

## Human Services Monthly Report

Month: February 2025

### CALLS

TOTAL	RENT	HOTEL	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
41	10	2	1	5	3	0	0	3	0	17

### CALLS YTD

TOTAL	RENT	HOTEL	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
101	25	10	7	10	9	5	0	3	1	31

### WALK INS

TOTAL	RENT	HOTEL	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	OTHER
3	0	0	0	1	0	0	0	2

### WALK INS YTD

TOTAL	RENT	HOTEL	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	OTHER
8	1	0	1	1	0	3	0	2

### APPOINTMENTS

TOTAL	RENT	HOTEL	HEAT	ELECTRIC	FOOD	GAS	AMB	OTHER	1 <sup>ST</sup>	F/U	NO SHOW/CAN.
16	3	3	2	2	4	0	1	1	9	4	3

### APPOINTMENTS YTD

TOTAL	RENT	HOTEL	HEAT	ELECTRIC	FOOD	GAS	AMB	OTHER	1 <sup>ST</sup>	F/U	NO SHOW/CAN.
43	13	10	3	6	5	2	1	3	19	13	11

### RESOURCES GIVEN – TOTAL #/TOTAL \$

Total # \$	Town	Other (SA, GC)	Electric	Rent	Hotel	Heat	Food	Gas	Holiday	Cremation	Other
17 \$5779.32	5 \$4128.47	12 \$1650.85	2 \$438.17	2 \$3094	2 \$887.30	1 \$599.85	8 \$700	0	0	0	2 \$60

### RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

Total # \$	Town	Other (SA, GC)	Electric	Rent	Hotel	Heat	Food	Gas	Holiday	Cremation	Other
42 \$14945.78	18 \$11795.08	24 \$3150.70	2 \$438.17	4 \$7184	7 \$3511.10	2 \$1199.70	17 \$1450	5 \$202.81	0	1 \$750	4 \$210

### RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
2/\$1633.43	2/\$4319.35

## MEETINGS

Date	Meeting
2/6/25	Greater Salem Adult MDT
2/8/25	Town Deliberative Session
2/19/25	WRCoC
2/20/25	Salem MDT
2/20/25	Salem Boys & Girls Club
2/26/25	Salem Family Services

## SUMMARY:

February was a slower month than January, having less than ½ the calls and appointments. I met Marco Abreu and did a site visit to the Boys and Girls Club.

I attended various meetings, a new one that started in January, the Salem Adult MDT. This focuses on the Seniors that are receiving or needing resources. It is comprised of Doug Devine, Shayln Spencer, Brian Lockard, Service Link, DHHS, DHHS APS, DOJ, Town of Atkinson, Town of Plaistow and Town of Windham. This has been a particularly helpful meeting for collaborating on resources, I have learned a lot about what's available for seniors.

The Salem Family Services meeting was particularly exciting because along with them and Isaiah 58 we are working on putting together an updated resource binder. We are also starting a Salem HS Council next month to include other agencies, churches and people from Salem to coordinate resources.

By the end of the month both people that we had in a hotel for awhile moved on to permanent placement. This took a coordinated effort between several agencies. We no longer have anyone in a hotel at this time.

I have been able to use donated resources to help residents as well as have the 2 people in the hotel pay for some of their stay. This saved the Town \$4784.13 for the month of February. I also utilized other community resources that helped with rent, electricity, food, and heating fuel.



# TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

Information Technology Department

## **MEMORANDUM**

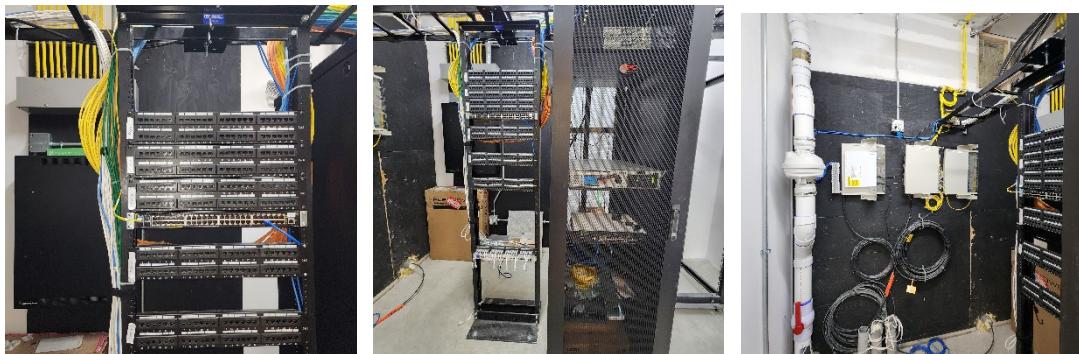
TO: Joe Devine, Town Manager  
FROM: Tim Moynahan  
RE: Information Technology Department Update  
DATE: March 18, 2025

---

### **Temp PD/DPW project**

Milestones since the February update:

- Power and Uninterruptible Power Supplies (UPS') have been installed
- Cat6 cabling has been "punched down" in room
- Town Fiber has been installed in the Server/Comms Room
- Internet Service Provider has been installed for Internet and Phone
- Firewall and switches have been installed, and testing continues
- The phone system has been installed, and testing continues



### **Operations**

Ticket Volumes the past 30 days

Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
33	47	35	26	25	1	0	167

Numbers include ongoing migration to Windows 11, support for Fire Department Inspectional services kiosks, ongoing stability and reliability issues at current Police Department, and network cleanup and Internet Services issues at the Ingram Senior Center

### **Internal Technology Team**

On March 3<sup>rd</sup>, we had our initial Technology Team meeting. The meeting was an open-ended data gathering session with other departments. The overarching brainstorming question was to hear “what’s working and what’s not working?”

Several themes were identified which included reviewing and updating outdated operational policies, standardization of processes, and modernization of technologies.

We plan to meet on the first Monday of each month and our next meeting is April 7<sup>th</sup>. I look forward to coming to an April or May meeting for a more detailed report to the Town Council, as well as answer any questions.



# Town of Salem, New Hampshire

Community Development Department

Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079

(603) 890-2083 - Fax (603) 898-1223

e-mail: [jlafontaine@salemnh.gov](mailto:jlafontaine@salemnh.gov)

To: Town Council & Joseph Devine, Town Manager

From: Jacob LaFontaine, Planning Director

RE: Planning Division - March Update

Date: 3/12/2025

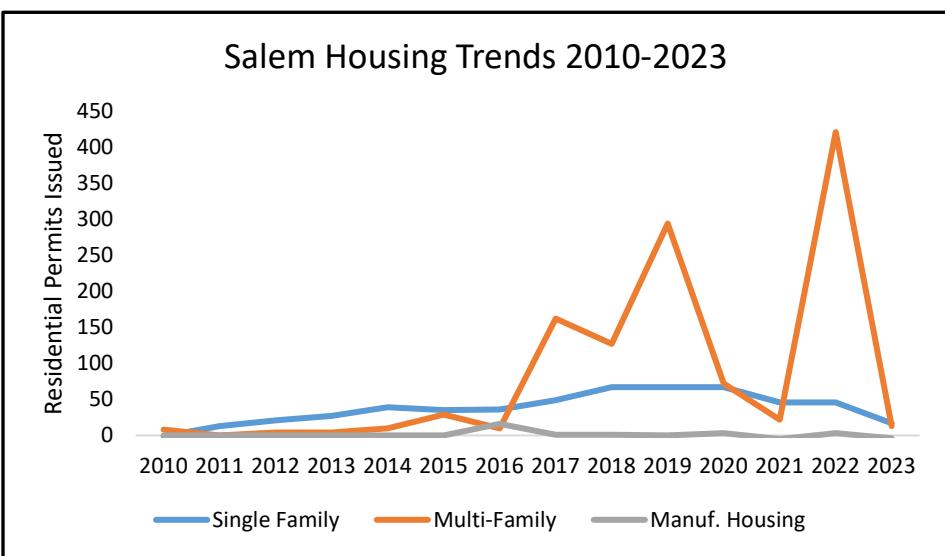
---

Please find recent Planning Division updates listed below:

- **The Planning Board** reviewed proposals for recreation designs at Tuscan Rec Park and the recreation area between Building 1200 and Building 1300 at Tuscan Village on February 25<sup>th</sup>. Following the meeting the applicant withdrew a request to waive recreation impact fees for the 300 residential units at Building 1300. Revised plans will be heard at the March 13<sup>th</sup> and March 25<sup>th</sup> meetings. The Board will also review a proposal for a 7,500 sq ft warehouse and office building at 92 Lowell Road on March 25<sup>th</sup>. The Board currently has a call for alternates posted.
- **The Master Plan Steering Committee** met for the final time for a joint meeting with the Planning Board on February 19<sup>th</sup>. The Committee endorsed the draft plan at this meeting and a final period of public comment is now open with final adoption anticipated to occur at the Planning Board's Wednesday April 23<sup>rd</sup> meeting. The Steering Committee was instrumental in ensuring that the document is reflective of our community wide aspirations and Community Development Staff Crayton Brubaker and John Vogl have been indispensable to the process. The Draft Plan and Public Comment Form can be found at [salemnh.gov/masterplan](http://salemnh.gov/masterplan)
- **The Zoning Board** heard three petitions on March 4<sup>th</sup> and granted variances for a reduced setback at 5 Hickory Lane, a new dwelling at 12A Otis Ave, and a 1,554 sq. ft. accessory apartment at 6 Lee Joy Lane, while a re-hearing request for a duplex at 6 Lee Joy Lane was continued. The Board is in the process of updating their Rules of Procedures, it's anticipated that revisions will be adopted at their May 6<sup>th</sup> meeting. The Board currently has a call for alternates posted.
- **Code Enforcement** has continued at a steady pace. 63 complaints were received in 2024, and 50 complaints were corrected – for a correction rate of 79%. Code Enforcement Officer Bob McDowell is specifically working on addressing accessory apartments constructed without permits and complaints regarding commercial uses at 89 N. Main Street.
- **Plan Review Meetings** continue to be hosted on a bi-monthly basis. The interdepartmental meetings are held to review upcoming land use applications and to create a more streamlined and predictable process for applicants.

- **Zoning Amendments**, including updates to the non-commercial keeping of chickens, expansion of certain nonconforming uses, corner lot setbacks, and parking requirements, were referred to the Town Council at the Planning Board's February 25<sup>th</sup> meeting. At that meeting modifications were requested to an amendment to 490-808 Temporary Occupancy of house trailer or mobile home, revisions have been made and will be heard at the Board's March 25<sup>th</sup> meeting. It's anticipated that these amendments will be presented to the Town Council for a first read at the April 7<sup>th</sup> meeting.
- **Salem Housing Supply Statistics** are currently being updated using the most recent data (2023) and will be presented to the Planning Board at their March 25<sup>th</sup> meeting. The data is compiled using BEA's [Current Estimates and Trends in New Hampshire's Housing Supply study](#). After issuing more permits for residential development (470 units) than any other municipality in the State in 2022, Salem saw relatively modest housing production in 2023, issuing a net total of 26 residential permits. However, since 2017 Salem has consistently been a top producer of residential units. For instance, Salem issued the most single-family building permits in 2019, second most in 2018, third most in 2020 and sixth most in 2021. Salem has been among the top seven producers of multi-family units in 2017, 2018, 2019, 2020, and 2022. Salem's housing supply has increased by 9% since 2017. The full report can be found on the Planning Board's website ([see 3/13/25 Meeting Materials](#)).

Salem Housing Composition (2023)	
Housing Type	Estimated Units
Single Family	8,869
Two Family	817
3-4 Family	408
5 or More	2,653
Manufactured Housing	6395
<b>Total</b>	<b>13,382</b>



- **Litigation Update:** on March 3<sup>rd</sup>, Hillsborough Superior Court Northern District issued the Court's Final Order on Renner v. Salem ZBA, affirming the ZBA's decision to uphold the administrative determination that Ms. Renner is operating a "kennel" at 75 Lake Shore Road. On February 27<sup>th</sup>, the Plaintiff (the Cummings) in Cummings v. Salem Planning Board requested to dismiss their appeal of the Board's approval of Live! Casino's site plan, with prejudice.

# **Public Works Division/ February 2025**

## **Streets and Shops:**

1. The month of February has been very busy with 32 inches of snow recorded. This resulted in 8 winter events.
2. The second week of the month had three plow events which had the crews busy.
3. We had to run two nights of snow removal on route 28. We are finding the new Rt. 28 and the Rockingham Blvd. challenging to remove the snow.
4. The trackless machines have been out nonstop. On top of the sidewalk clearing, they do we have sent them into subdivisions to widen the roads out.
5. There have been a lot of mailbox repairs and sign repair work associated with the storms.

## **Parks and Properties/Facilities**

1. The holiday banners have been taken down and stored. The banner arms are removed as they need some touch up painting done for them.
2. We had to push back the snowbanks at the town buildings as they were getting too big.
3. For the month there were 6 full burials. This has been very challenging with the frost and snowstorms.
4. James P. has been busy securing the service bids needed to maintain the facilities
5. James is working at painting offices at town hall.

## **Fleet**

1. The new utilities foreman truck has arrived and is being upfitted with racks and strobes.
2. With the large number of events this month there have been a lot of breakdowns of the large trucks. A new PTO pump had to be installed in D17
3. A sign of the wear the big truck are taking is the replacement of the oil pan in D18.
4. Unfortunately we broke a plow frame on one of the foreman trucks, we were able to find a frame in the back yard that will work for the rest of this year.
5. The last week of the month we are hoping to wash the fleet and get it greased.

## **Upcoming project:**

1. **The temporary facility for PD is 4 weeks away**
2. **Completion of service bids**
3. **Winter operations**

# SALEM MUNICIPAL SERVICES



## UTILITIES DIVISION

Fred Wallace – *Director*

161 NORTH POLICY STREET

SALEM, NH 03079

TEL: 603-890-2179 FAX: 603-890-2173

**Date:** March 18, 2025

**To:** Joe Devine, Town Manager

*F. Wallace*

**From:** Fred Wallace, M.S. Utilities Division Director

**Re:** Utilities Division Update

---

Work on the Filter 1 underdrains is ongoing. During our exploratory investigation, we uncovered a new issue:



some of the braces holding the underdrains in place have shifted or become bowed over time. To address this, we will need to remove all the filter media, complete the required repairs, and replace the filter media. This work is expected to take approximately three weeks due to product availability.

We have started testing our water supplies for a range of unregulated contaminants. These are substances that currently do not have established drinking water standards set by the EPA. The goal of this monitoring is to assist the EPA in determining whether these contaminants should have a standard. A formal notification letter will be sent to all customers, providing details about the sampling process, along with information from the EPA and DES.

The annual consumer confidence report for the 2024 reporting year is being formatted and will be ready for distribution soon.



I am thrilled to announce that after several months without a CMR1, we are in the process of onboarding a new hire. While there were limited candidates, we believe our selection will prove to be a valuable addition to our team.





# Town of Salem

## New Hampshire

To: Town Council

From: \_\_\_\_\_

Date: \_\_\_\_\_

Re: Monthly Department Activities Update

Notable items Related to Ongoing Operations

Department Goal Updates

Training/Personnel Updates

Upcoming Items/Key Dates

Other/In the News



## TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 893-7069 x-5118 · FAX: (603) 890-2220

SALEM COMMUNITY TELEVISION

### MEMORANDUM

To: Joe Devine, Town Manager  
From: Tom Giarrosso, Executive Director, SCTV  
Date: March 18, 2025  
Re: SCTV March 2025 Department Update

---

March Department update notes for SCTV:

SCTV continued collaboration with other departments - Brenden updated Senior Center programs for our 'Lunch and Learn' with Maria for March. We also covered Men's Roundtable and the Women's update on the election process.

The Master Plan Steering Committee met on 2/19 at the TV Studio. The MPSC, Planning Board and their consultants via Zoom updated the town on the latest results from the surveys and possible implementation strategies. The Planning Board will be doing a zoom with the consultants on 4/23 to adopt the Master Plan at the TV Studio.

We covered several local events including a Women's Club author presentation, the Elks Irish Night, and the annual Ganley awards at the Boys and Girls Club. Brenden also put together 'Walk Down Memory Lane - A Spotlight on Canobie Lake Park's Ballroom', narrated by longtime resident Stephanie Micklon.

SGC updated the election website at [elections.salemnh.tv](http://elections.salemnh.tv), adding a talk at the Senior Center by Nicole McGee on how the budget is created and the Town Manager about the 2025 default. We held live election coverage on 3/11 at the Senior Center and posted the results on the channels and social media that night.

Bob Berthel continued with new episodes of our series 'Salem History on Tape' with a look back at Salem's 250<sup>th</sup> celebrations including the Colonial Ball and Civil War encampment. We are working with the Salem Historical Society to facilitate playing our archives at the Salem Museum for programming during the day on their new TV.

Respectfully submitted,

Tom Giarrosso  
Executive Director  
Salem Community Television