



# Town Manager's Report

May 5, 2025



Lancaster  
Funding Now  
Open



Town Forest  
Maintenance Day  
May 10<sup>th</sup> at 9:30



Call for  
Candidates  
Town Clerk

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

**To:** Salem Town Council  
**From:** Joseph Devine, Town Manager  
**Date:** May 5, 2025  
**Re:** Town Manager's Report

## MEMORANDUM



### **News and Noteworthy:**

#### **Lancaster Fund Request for Funding is Open**

The Lancaster Fund is an endowment to the residents of the Town of Salem, NH administered by the Town Council with the stated purpose to be used to make Salem a better place to live. It is the philosophy of the Council that any and all disbursements from the fund impact positively the lives of all of its residents. While acknowledging this may not be possible with every disbursement, the Council shall determine which funding request provides the greatest benefit to the residents of Salem.



Each year in mid-April, the Town Council establishes a 30-day period for non-profit organizations to submit a request for funding from the Lancaster Fund. The highest amount an organization may receive is \$2,500. The Town Council has announced funding requests from the Lancaster Fund will be accepted between April 21, 2025 to May 21, 2025. Consideration of submitted requests will be held at a public Town Council meeting in June. A full copy of the public notice and submission guidelines may be viewed [here](#)

#### **Salem Planning Board Adopts 2025 Town-Wide Masterplan**

After over a year of hard work and effort, the Town is excited to announce the Salem Master Plan has now been finalized. On April 23, 2025, the Salem Planning Board unanimously adopted the 2025 Town-wide Master Plan. You can view the Master Plan at either of the links below:

- [Town of Salem Master Plan – Printable Friendly Version](#)
- [Town of Salem Master Plan – Online Viewer Friendly Version](#)



The Master Plan was guided and steered by the [Master Plan Steering Committee](#), comprised of individuals from various Town committees and Salem residents at large. Many opportunities for public feedback were provided, including in-person workshops, surveys, public comment cards, etc.

The [Master Plan Steering Committee](#) page hosts all historical documentation of the process, including meeting recordings, presentations, documents, etc. At their final Steering Committee

meeting on February 19, 2025, the Committee unanimously voted to recommend to the Planning Board to adopt the Master Plan.

For more information, please visit the following link or click the cover page below: [salemnh.gov/masterplan](http://salemnh.gov/masterplan)

## How to Live Your Best Life: ‘Aging Matters’ Informational Series

The Salem Council on Aging is continuing its new informational series to address ‘Aging Matters’ affecting seniors.

- JOIN US MAY 14 2025 -

# How to Live Your Best Life!

Presented by  
Doug Devine, Dir, Salem Fire Dept Emergency Medical Services.  
Topics include:  
■ Aging with Purpose: Health, Awareness, and Choices  
■ Paying Attention to your Body and Recognizing Changes  
■ The Power of Choice, Life’s Philosophy  
An informal coffee and conversation forum, as part of the series:

The next session will be on **Wednesday, May 14 from 10:00 to 11:30 am** and is titled **“How to Live Your Best Life”**. The meeting takes place at the Millville Arms Community Center, 44 Millville Street in Salem. This session is hosted by Salem FD Director of Emergency Medical Services, Doug Devine. The forum will be conducted in an informal, conversational format to directly address your concerns and direct you to solutions and resources. Coffee and pastries will be served.

## Pancake Appreciation Breakfast

On Wednesday, April 23rd, the Town of Salem hosted a Pancake Appreciation Breakfast to honor our administrative assistants and dedicated staff from Town Hall, the Senior Center, Police Department, Municipal Services, and Salem Community Television (SCTV). These employees are the backbone of our local government, working behind the scenes to ensure day-to-day operations run smoothly and our residents receive the highest level of service. In recognition of their commitment, I had the opportunity to join in by flipping pancakes and sharing in the celebration. It was a fun and meaningful way to say thank you to those who play such a vital role in supporting our community.



## Town Forest Maintenance Day

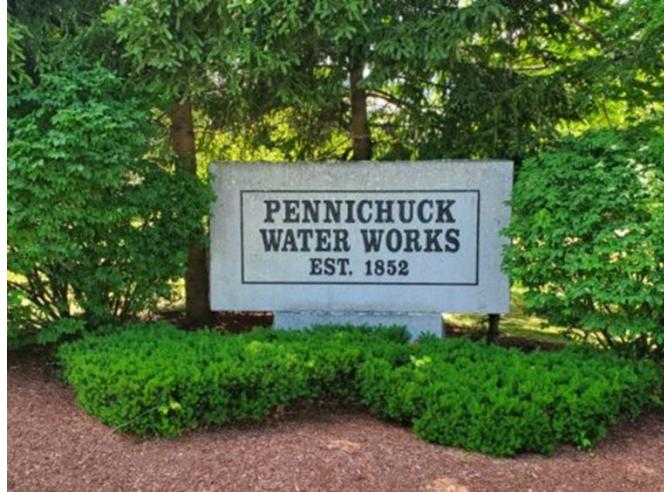


The Salem Conservation Commission is inviting residents to take part in the Annual Town Forest Maintenance Day on Saturday, May 10th, from 9:30 a.m. to noon.

Volunteers will meet in the parking lot off Shadow Lake Road before heading into the forest to assist with trail clearing, invasive species removal, and general cleanup efforts. This event is a great way to help care for one of Salem's most valued natural resources. The Town Forest not only offers recreational opportunities for residents but also serves as an important habitat for local wildlife. Residents are encouraged to RSVP in advance to help with task planning.

## Pennichuck Corporation Annual Meeting 2025

The Town of Salem has been invited to attend the annual meeting of sole shareholders for Pennichuck Corporation, which will be held on Wednesday, May 21, 2025, at 9:00 AM at Pennichuck's Distribution Facility in Merrimack, NH. This meeting includes the election of three directors, each to serve a three-year term. Fred Wallace, the Deputy Director of Municipal Services overseeing utilities, has offered to attend on behalf of the Town. If the Town Council would like to designate a representative to attend or has any input on the meeting, please let us know.



## Call for Candidates Town Clerk

The Salem, NH Town Council has issued a call for candidates to serve as the Town Clerk. The term will be until the next election in March 2026.

The Town Clerk is a vital and highly visible elected position in the Town of Salem. In accordance with New Hampshire law, the Town Clerk must be a resident of. The Town Clerk plays a central role in municipal operations, including the administration of elections, vital record keeping, motor vehicle registrations, and preservation of public documents.

Interested residents wishing to serve as the Town Clerk may submit a letter of interest and resume to the Town Council through the Town Manager's Office. The deadline for submitting a letter of interest is 5:00 p.m., Tuesday, May 13, 2025.

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

- Payroll Register No. 17 (04-22-25) - \$351,827.59
- Payment Check Register (04-22-25) - \$302,569.46
- Payroll Register No. 18 (04-28-25) - \$378,940.85