

TOWN OF SALEM

MONTHLY DEPARTMENT UPDATES

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IMPORTANT INFORMATION

Dogs Licenses must be obtained from the Town Clerk by April 30th each year. Registrations can be done in person or online on the town's website.

The Town wants YOUR vision for the future of recreation in Salem, NH. Please fill out this short survey to give your thoughts on recreation and open spaces in town.

Salem Town Wide Yard Sale - Saturday, May 3rd, 8am-2pm

APRIL 2025 UPDATE

www.salemnh.gov



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: April 15, 2025

TO: Joe Devine, Town Manager

FROM: Katie Duffey, Community Services Director

SUBJECT: April 2025 Community Services Department Update

April 19, 2025- Easter Egg Hunt at Hedgehog Park (rescheduled)

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

May 3, 2025- Annual Town Wide Yard Sale. Register on-line.

77 Campers registered for the Rock 'N' Fun Summer Camp. 9 on the wait list.

44 Campers registered for the Adventure Camp

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

Hedgehog will officially open for the season Memorial Day weekend May 24, 2025

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. Survey to end May 15, 2025.

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



Trips & Parties for 2025



New trips advertised in the newsletter, registrations will start the first Monday of the month (when Monday is a trip or a holiday it will be the next day).

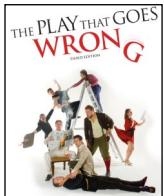
Save the Dates:

Casino

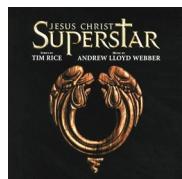


Encore Boston Harbor. \$20 slot play (subj. to change). **Date:** Monday, April 7th, leave the Icenter in Salem at 9am, return approx. 4pm. **Cost:** \$32pp includes casino package, motorcoach, tip.

These trips may be booked starting **March 3rd.**



The Play that Goes Wrong at Greater Boston Stage Co., Stoneham, MA with a delicious lunch at The Chateau Restaurant in Woburn. **Wednesday, April 16th, \$110pp**



Jesus Christ Superstar at The Palace Theatre, Manchester, NH with a delicious lunch at The Puritan Restaurant in Manchester. **Sunday, May 4th, \$95/99/107pp**



Attention New England Patriots fans! Join us as we tour the Patriots Hall of Fame and possibly the light-house too! We'll be dining at Olive Garden at Patriot Place. **Monday, May 19th, \$71pp**
\$66 for veterans with a military I.D.

These trips may be booked starting **Tuesday,**



Come From Away at Ogunquit Playhouse, Ogunquit, ME with a delicious lunch at The Bull & Claw in Wells, ME. **Thursday, June 5th, \$127pp**

April 8th.

Casino Encore Boston Harbor. \$20 slot play (subj. to change). **Date:** Monday, June 9th, leave the Icenter in Salem at 9am, return approx. 4pm. **Cost:** \$32pp includes casino package, motorcoach, tip.



These trips may be booked starting **May 5th.**

Lobstahs & Laughs! Featuring The Bobby Darling Show at Foster's Clambake, York, ME. Enjoy the goodness of Maine Lobster (or Chicken) with all the fixin's. Not only are **Bobby Darling** and **Dr. Devine** two incredibly talented musicians their uncanny wit and humor will have you in stitches. **Wednesday, July 16th, \$119pp**



Tootsie, the Musical at Interlakes Theatre, Meredith, NH. Wet your appetite at The Homestead Restaurant & Tavern in Bristol, NH with a delicious buffet. Then we'll see Tony award winning musical Tootsie. Based on the hit comedy film starring Dustin Hoffman and ranked as one of the best comedies of all-time. **Thursday, July 24th, \$109pp**

These trips may be booked starting **June 2nd**.



Indian Princess Cruise in Webster, MA with lunch in the Waterfront Room overlooking Webster Lake. **Wednesday, August 6th, \$87pp**



Tom Jones Tribute with Tino Macchia at Castleton in Windham. From Las Vegas it's the Acclaimed #1 Tribute Show to the Legendary Tom Jones! **Friday, August 22nd, \$89pp**

These trips may be booked starting **July 7th**.



It's Just Sex at Newport Playhouse in Newport, R.I. The Play... is a comedic and thought-provoking look at fidelity, lust, communication, and what it really takes for a marriage to survive and thrive. Includes a delicious buffet lunch and Cabaret show. **Tuesday, September 9th, \$111pp**

Casino Encore Boston Harbor. \$20 slot play (subj. to change). **Date:** Monday, August 4th, leave the Icenter in Salem at 9am, return approx. 4pm. **Cost:** \$32pp includes casino package, motorcoach, tip. *PR



This trip may be booked starting **Tuesday, Aug. 5th**



Conway Scenic Railroad.

October day to be determined

This trip may be booked starting **Tuesday, Sept. 2nd**



Hallowen Party at Lenzi's.

Friday, October 31st.

These trips may be booked starting **October 6th**.



November date to be determined.



Smile—A Christmas Tribute to Barbra Streisand & Tony Bennett at Castleton in Windham. "Smile" is a wonderfully enjoyable day full of the songs these two icons are best known for. **Thursday, December 4th, \$89pp**

These trips may be booked starting **November 3rd**.



December date to be determined.



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 – April 2025
DATE: April 9, 2025

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

1. **Community Choice Aggregation Program Submitted:** On March 11, 2025, the Town passed the Salem Community Choice Electric Aggregation Plan with over 83% in favor of the Plan. On April 1, 2025, the Town, in coordination with its consultants, Freedom Energy Logistics / Colonial Power Group, submitted the Plan to the Public Utilities Commission (PUC). PUC approval typically reviews and approves within 60 days.

After PUC approval, the Town will begin the process of implementing a CCA program and will keep residents informed. It is currently expected that a program may be able to launch in late 2025, depending on market conditions.
2. **NH BEA Grants Submitted:** In February and March 2025, CD staff worked on grants for both the NH Department of Business and Economic Affairs (BEA). The Town applied for both a Housing Infrastructure grant for Brady Ave water improvements and Housing Production grant which is an incentive grant for the development and permitting of affordable housing in the community. The Town is still waiting to hear back from both of these grants.
3. **Master Planning Efforts:** CD staff are involved with several planning efforts for local committees including:
 - Open Space Report Update for Open Space Task Force (Conservation Commission subcommittee)
 - Recreation Master Plan for Recreation Advisory Committee
 - Depot Village Master Plan for the publicly owned parcels for the Depot Village Advisory Committee (DVAC)

These planning efforts are continuing with monthly meetings for each of these efforts and will likely wrap up in the summer.

4. **Online Permitting:** John Vogl finished data assembly necessary for the transfer of RedAlert records to OpenGov. This conversion will bring all fire and building permit records into a single software platform and further the Town's goal of implementing online permitting. The import phase is now in our vendor's hands and we will work with them to finish out the project.
5. **Asset Management:** On the Asset Management front, John Vogl updated all the existing, hosted services to prepare for data collection from the 2025 construction season. This included closing out all 2024 data and testing to make the new year's efforts seamless.
6. **Data/Map Assembly:** John Vogl assembled all data needs to support both the Recreation Master Plan and the Open Space Task Force planning efforts. This involved organizing data for use by our consultants and making sure that plans were based on the most recent, accurate and vetted datalayers. John Vogl also developed an inventory of private docks based on aerial photo interpretation that is used to inform total valuations of waterfront properties. In addition, John worked with the Police Department to develop new training maps based on patrol districts and with the Fire Department to generate new Tuscan Village address/information plans that inform the numerous identifying systems out there, including street address, map-lot, building number and phase. Finally, John worked with Town Moderator Bernie Campbell to roll out new maps and datatables representative of the newly adopted voting districts.
7. **Statistics:** Below outlines statistics for each of the major CD supported website applications:

Website – Over the last 30 days (March 10, 2025 through April 9, 2025), there were approximately 22,000 users who visited the Town website. Notable top pages include the elections page, daily police logs, job postings, online services, and bids. Across all engagements across the site, the average engagement time was 75 seconds per page.

Town Hall Times Website – Over the last 30 days, there were approximately 2,100 users and 5,267 views across all articles. There was an average engagement time of 53 seconds per user.

MapGeo – In March, the Town achieved a new high of 1,076 unique views over 30 days, up from 828 in February, with over 2,000 visits in total. Notable searches from the site include property information, aerials, zoning districts, prime wetlands, and floodplains.



Date: April 15, 2025

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

RE: Engineering Department Update

Millville Dam Rehabilitation Project

Contractor has completed construction on the Millville Lake Dam Rehabilitation project. Water levels have been restored and final approvals are still pending from NHDES.

Butler St Sewer Pump Station Project

This project was advertised bid and awarded. The contractor has begun work installing temporary bypass manholes. Construction is expected to last into June 2025.

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 has begun. The base layer of pavement was installed on the new section of trail. Concrete ramps and intersection crossing will be ongoing. Construction is expected to last through May 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

Contracts for 2025 program have been awarded. Road program was presented to Town Council in early April for final adoption. Work is expected to begin in late April 2025.

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: April 9, 2025

TO: Joseph Devine
Town Manager

FROM: Nicole McGee, CPA
Finance Director

RE: Finance Department Update

Recommendation:

N/A.

Summary:

From March into April Finance continued to work on the year end process. We hope to have the books closed by the end of April.

Finance has a new part time utility billing clerk. She is currently training in entering payments and responding to customer phone calls. Utility billing will issue the annual Demand and Benefit Assessment billing.

Finance continues to work with Gravity on the new budgeting software. Currently we are working on formatting issues. The next step will be reconciling their HR module to the town's manual employee costs calculations to see if there are major discrepancies.

As always, the Finance Department is hard at work processing payroll, paying vendor invoices, answering utility billing questions, ensuring departmental purchases comply with the town's purchasing and procurement policy, and providing support to all departments in town.

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

MEMORANDUM

Date: April 15, 2025
To: Joseph R. Devine, Town Manager
From: Craig J. Lemire, Chief of Department
Subject: Monthly Department Update – March 2025

Notable Items Related to Ongoing Operations:

- **Total Runs:** 479 (Increase of 62 calls from March 2024)
- **EMS Calls:** 74% of total responses
- **Simultaneous Run Rate:** 60%
- **Tuscan Village Responses:** 30 total calls (6%)
- **West Side Responses:** 67 total calls (14%)

Significant Incidents:

- The department responded to **two untimely deaths by suicide**. Our personnel, in conjunction with the Salem Police Department, participated in a **Critical Incident Stress Debriefing** to support mental health and wellness.

Inspectional Services – March 2025:

| Category | Permits | Inspections | Revenue |
|----------------------|------------------------|-------------|--------------|
| Fire | 192 (146 burn permits) | 26 | \$22,604.50 |
| Health | - | 79 | \$39,185.00 |
| General Inspectional | 238 | 336 | \$120,368.99 |
| Well/Septic | 22 | - | \$2,220.00 |

Training and Personnel Updates:

- **New Firefighters:** Four new firefighters began service on April 7:
 - Alex Taylor
 - Brett Connal
 - Peter Beeley



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

- Joseph Philbrick



- **Retired Firefighter John Van Gelder** passed away unexpectedly. The department supported the family and took part in the arrangements.
- **EMS Training:**
 - All members were trained in the use of **LifeVac**, a new airway-clearing device.
 - Additional EMS training focused on **12-lead ECG interpretation** and **myocardial infarctions**.
- **Cardiology Training:** Provided at no cost by a Parkland Medical Center cardiologist.
- **Fire Warden Training:** Completed by all officers.
- **Cistern Checks:** Biannual inspections are underway to ensure operability and provide hands-on drafting practice from static water sources.
- **Awards and Recognition:**
 - **Firefighters Josh Tapley and Brad Palmer** received the **Class III Medal of Valor** from the NH Committee of Merit for rescuing two citizens from a vehicle on fire, placing themselves in significant danger.





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

- **Wellness and Physical Readiness:**

- 11 members participated in the annual **Boston Stair Climb “Fight for Air”** event, promoting fitness and health.
- **Firefighter Kasey Hartmann** placed 3rd in her age group – an impressive achievement. Pictured in front, 2nd from the right.



- **Certifications:**

- **Firefighter Alex Guzman** successfully completed **Paramedic School**.



Please let me know if you would like any additional information or clarification on the items above.



**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: April 2025 HR Department Report

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

Significant Initiatives: Enhance Employee Engagement

1. Employee of the Month: Kristen Moyer was selected as Employee of the Month for April 2025!

Kristen is recognized for her exceptional dedication and performance over the past seven months. She has excelled in her primary role as Administrative Assistant for Prosecution while simultaneously and seamlessly taking on the additional responsibilities of Administrative Assistant for the Chief of Police. Despite the demands of balancing these two roles, Kristen consistently performs at a high level with professionalism and a positive attitude. Her strong work ethic, exceptional organizational skills, and ability to manage complex, dual responsibilities have been crucial in keeping both the Prosecution and Police Departments running smoothly. Kristen fosters a welcoming and collaborative environment and has introduced valuable improvements to office efficiency. Her creativity, flexibility, and willingness to go above and beyond exemplify the town's values of teamwork and service.

Please join us in congratulating Kristen on this well-earned recognition!





2. Town Hall Pancake Breakfast

In a joint effort between the Town Manager and the HR Department, a Pancake Breakfast is planned for Wednesday, April 23, 2025, from 9:00 AM to 10:00 AM in the Knightly Room.

This appreciation event is an opportunity to collectively express our sincere appreciation for the administrative assistants across all Town departments, as well as the dedicated staff at Town Hall, the Senior Center, and SCTV team. This event aims to continue fostering a positive work environment and acknowledging their integral roles in serving the Town of Salem.

Understanding that Town Hall operations will continue during this time, employees are encouraged to stop by the Knightly Room to grab a delicious pancake breakfast between 9 & 10 a.m.

3. Ongoing Employee Health & Wellness

In April 2025, HR continues to align our commitment to supporting a healthy and inclusive workplace, this month's awareness communication focuses on several important themes which include the following:

- **Autism Awareness/Acceptance Month:** We promote understanding and acceptance of autism within the workplace, fostering an environment where all employees feel valued. Relevant resources were offered by Cigna Healthcare.
- **Child Abuse Awareness Month:** We highlight the critical importance of community collaboration in preventing child abuse and neglect, encouraging awareness of signs, and reporting procedures, referencing resources from the New Hampshire Children's Trust.
- **Women's Eye Health and Safety Month:** We emphasize the unique vision challenges women face and promoted preventative measures to protect their eye health, directing employees to resources focused on research-backed eye care.
- **Alcohol Awareness Month:** We aim to increase understanding of alcohol use disorder and its impact, promoting healthy choices and providing resources from the New Hampshire Medical Society.
- **Stress Awareness Month:** Recognizing the importance of mental health, we provide employees with a range of resources and practical tools for managing stress and promoting overall wellbeing, including materials from the Stress Awareness Month Resource Page, The American Institute of Stress, and via the Stress Management Society.



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3. Ongoing Employee Health & Wellness (continued)

- **Financial Literacy Month:** We encourage employees to focus on their financial health by promoting resources such as Mission Square's Financial Fitness Challenge to enhance their savings, financial planning, and investment knowledge.
 - On April 22nd, in the Knightly room, a financial wellness session will be led by Matthew Tylus, a local Financial Advisor, where employees will gain actionable strategies to take control of their finances.
- **Infertility Awareness Week (April 20-26):** We acknowledge the challenges faced by employees on their journey to parenthood and highlighted available support through resources from Boston IVF and the American Society for Reproductive Medicine (ASRM).

The above highlights our commitment to the holistic wellbeing of employees, encompassing their physical, mental, and financial health. We will continue to provide relevant resources and support throughout the year.

Job Openings Overview

Town Manager

| Position Title | Division/Department | Affiliation | Full/Part-time | Date Posted | Status |
|------------------------|---------------------|---------------|----------------|-------------|-----------------|
| Assistant Town Manager | Town Manager | Non-Affiliate | Full-time | 1/2/2025 | DOH May 5, 2025 |

Finance

| Position Title | Division/Department | Affiliation | Full/Part-time | Date Posted | Status |
|---------------------------|---------------------|--|----------------|-------------|------------------------|
| Accounts Payable Clerk IV | Finance | Salem Administrative and Technical Employees (SEA) | Full-time | 3/12/2025 | Conditional Offer made |

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)

Municipal Services

| Position Title | Division/Department | Affiliation | Full/Part-time | Date Posted | Status |
|-----------------------------|---------------------|--|----------------|-------------|---|
| Municipal Services Director | Municipal Services | Non-Affiliate | Full-time | 12/12/2024 | Accepting Applications |
| Administrative Assistant | Municipal Services | Salem Administrative and Technical Employees (SEA) | Full-time | 3/7/2025 | DOH May 5, 2025 |
| Mechanic I | Municipal Services | AFSCME | Full-time | 1/27/2025 | Interviews scheduled for week of April 21st |
| Heavy Equipment Operator | Municipal Services | AFSCME | Full-time | 1/6/2025 | Reviewing applications |
| Light Equipment Operator | Municipal Services | AFSCME | Full-time | 1/27/2025 | Conditional Offer made |

Police Patrol

| Position Title | Division/Department | Affiliation | Full/Part-time | Date Posted | Status |
|----------------------------|---------------------|--|----------------|-------------|----------------------------|
| (3) Police Patrol Officers | Police Patrol | Salem Public Administrators Association (SPAA) | Full-time | 12/1/2024 | (1) Conditional Offer made |

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



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

Job Openings Overview: (continued)

Police Support Services

| Position Title | Division/Department | Affiliation | Full/Part-time | Date Posted | Status |
|------------------------|-------------------------|--|----------------|-------------|----------------------|
| (2) Police Dispatchers | Police Support Services | Salem Public Administrators Association (SPAA) | Full-time | 12/20/2024 | (1) DOH; May 5, 2025 |

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

Personnel Changes Overview:

Fire

| Name | Position Title | Division/Department | Affiliation | Full/Part-time | Status |
|----------------|----------------|---------------------|--|----------------|--------------------|
| Alex Taylor | Firefighter | Fire | Professional Firefighters of Salem IAFF Local 2892 | Full-time | DOH: April 7, 2025 |
| Peter Beeley | Firefighter | Fire | Professional Firefighters of Salem IAFF Local 2892 | Full-time | DOH: April 7, 2025 |
| Joey Philbrick | Firefighter | Fire | Professional Firefighters of Salem IAFF Local 2892 | Full-time | DOH: April 7, 2025 |
| Brett Connal | Firefighter | Fire | Professional Firefighters of Salem IAFF Local 2892 | Full-time | DOH: April 7, 2025 |

Human Services

| Name | Position Title | Division/Department | Affiliation | Full/Part-time | Status |
|-------------|-------------------------|---------------------|--|----------------|---------------|
| Leslie Kent | Human Services Director | Human Services | Salem Public Administrators Association (SPAA) | Full-time | Step Increase |



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Personnel Changes Overview: (continued)

Police/Prosecution

| Name | Position Title | Division/Department | Affiliation | Full/Part-time | Status |
|---------------|--------------------------|---------------------|--|----------------|--|
| Kristen Moyer | Administrative Assistant | Police/Prosecution | Salem Administrative and Technical Employees (SEA) | Full-time | April Employee of the Month: (1) PTO day awarded |

Community Services

| Name | Position Title | Division/Department | Affiliation | Full/Part-time | Status |
|---------------|--------------------------------|---------------------|--|----------------|---------------|
| Dennis Iacono | Custodian | Community Services | Local #1801, American Federation of State, County and Municipal Employees (AFSCME) | Full-time | Step Increase |
| Maria Augeri | Community Services Coordinator | Community Services | Salem Administrative and Technical Employees (SEA) | Full-time | Step Increase |

SCTV

| Name | Position Title | Division/Department | Affiliation | Full/Part-time | Status |
|------------------|-----------------------|---------------------|--|----------------|---------------|
| Susan McLoughlin | Govt. Program Manager | SCTV | Salem Administrative and Technical Employees (SEA) | Full-time | Step Increase |

Collections

| Name | Position Title | Division/Department | Affiliation | Full/Part-time | Status |
|-----------------|-------------------|---------------------|--|----------------|---------------|
| Heather McGowan | Collections Clerk | Collections | Salem Administrative and Technical Employees (SEA) | Part-time | Step Increase |



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Personnel Changes Overview: (continued)

Municipal Services-Water

| Name | Position Title | Division/Department | Affiliation | Full/Part-time | Status |
|----------------|--------------------------|--------------------------|--|----------------|---------------|
| Robert Parnell | Meter Repair Tech. | Municipal Services-Water | Local #1801, American Federation of State, County and Municipal Employees (AFSCME) | Full-time | Step Increase |
| Peter Parrino | Cert. Backflow Inspector | Municipal Services-Water | Local #1801, American Federation of State, County and Municipal Employees (AFSCME) | Full-time | Step Increase |

Celebrating Work Anniversaries in April: Years of Service Overview

In April, 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.

Town Clerk

| Name | Hire Date | Years of Service | Division | Title |
|-------------|-----------|------------------|------------|------------|
| Wall, Susan | 4/15/1999 | 25.96 | Town Clerk | Town Clerk |

Collections

| Name | Hire Date | Years of Service | Division | Title |
|-----------------|-----------|------------------|-------------|-------------------|
| McGown, Heather | 4/18/2022 | 2.95 | Collections | Collections Clerk |



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

Human Services

| Name | Hire Date | Years of Service | Division | Title |
|--------------|-----------|------------------|----------------|-------------------------|
| Kent, Leslie | 4/22/2024 | 0.94 | Human Services | Human Services Director |

Community Services

| Name | Hire Date | Years of Service | Division | Title |
|----------------|-----------|------------------|--------------------|--------------------------|
| Reed, Trina | 4/30/2018 | 6.92 | Community Services | Community Services Clerk |
| Iacono, Dennis | 4/22/2024 | 0.94 | Community Services | Custodian |

Library

| Name | Hire Date | Years of Service | Division | Title |
|-------------|-----------|------------------|----------|-------------------------------|
| Dunn, Betty | 4/30/1979 | 45.92 | Library | Library Assistant Circulation |

SCTV

| Name | Hire Date | Years of Service | Division | Title |
|---------------------|-----------|------------------|----------|-------------------------|
| Giarrosso, Thomas D | 4/1/2009 | 16.00 | SCTV | Executive Director SCTV |
| McLoughlin, Susan D | 4/1/2009 | 16.00 | SCTV | GOVT Program Manager |

Fire Inspectional Services

| Name | Hire Date | Years of Service | Division | Title |
|-------------|-----------|------------------|----------------------------|-----------|
| Martin, Bob | 4/3/2000 | 24.99 | Fire Inspectional Services | Inspector |



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(603) 890-2070

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

Fire Suppression

| Name | Hire Date | Years of Service | Division | Title |
|----------------------|-----------|------------------|------------------|-----------------------|
| Coonrod, Stephen | 4/19/2004 | 20.95 | Fire Suppression | Captain |
| Patterson, Kevin | 4/16/2018 | 6.96 | Fire Suppression | Lieutenant |
| Carrier, Christopher | 4/16/2018 | 6.96 | Fire Suppression | Firefighter/Paramedic |
| Cleary, Carl | 4/3/2000 | 24.99 | Fire Suppression | Firefighter/Paramedic |
| Collins, Troy | 4/16/2018 | 6.96 | Fire Suppression | Firefighter/Paramedic |
| Ferguson, Dylan | 4/16/2018 | 6.96 | Fire Suppression | Firefighter/Paramedic |
| Lampinen, Clayton | 4/16/2018 | 6.96 | Fire Suppression | Firefighter/Paramedic |
| Owens, Andrew | 4/16/2018 | 6.96 | Fire Suppression | Firefighter/Paramedic |
| Peck, Jackson | 4/16/2018 | 6.96 | Fire Suppression | Firefighter/Paramedic |

Police Administration

| Name | Hire Date | Years of Service | Division | Title |
|-------------------|-----------|------------------|----------------------------|-----------------------------------|
| Cappuchi, Melissa | 4/2/2024 | 1.00 | Police/Prosecution Support | Support Service Clerk/Prosecution |

Police Investigative Services

| Name | Hire Date | Years of Service | Division | Title |
|---------------|-----------|------------------|-------------------------------|------------------|
| Babbitt, Mark | 4/21/2008 | 16.94 | Police Investigative Services | Evidence Officer |

Human Services Monthly Report

Month: March 2025 3/24/25 – 11:30am

CALLS

| TOTAL | RENT | HOTEL | HEAT | ELECTRIC | FOOD | GAS | HOLIDAY | AMBULANCE | CREMATION | OTHER |
|-------|------|-------|------|----------|------|-----|---------|-----------|-----------|-------|
| 65 | 11 | 4 | 6 | 7 | 6 | 1 | 0 | 2 | 1 | 27 |

CALLS YTD

| TOTAL | RENT | HOTEL | HEAT | ELECTRIC | FOOD | GAS | HOLIDAY | AMBULANCE | CREMATION | OTHER |
|-------|------|-------|------|----------|------|-----|---------|-----------|-----------|-------|
| 166 | 36 | 14 | 13 | 17 | 15 | 6 | 0 | 5 | 2 | 58 |

WALK INS

| TOTAL | RENT | HOTEL | HEAT | ELECTRIC | FOOD | GAS | HOLIDAY | OTHER |
|-------|------|-------|------|----------|------|-----|---------|-------|
| 5 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 1 |

WALK INS YTD

| TOTAL | RENT | HOTEL | HEAT | ELECTRIC | FOOD | GAS | HOLIDAY | OTHER |
|-------|------|-------|------|----------|------|-----|---------|-------|
| 13 | 1 | 0 | 1 | 2 | 2 | 4 | 0 | 3 |

APPOINTMENTS

| TOTAL | RENT | HOTEL | HEAT | ELECTRIC | FOOD | GAS | AMB | OTHER | 1 ST | F/U | NO SHOW/CAN. |
|-------|------|-------|------|----------|------|-----|-----|-------|-----------------|-----|--------------|
| 9 | 6 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 5 | 4 | 4 |

APPOINTMENTS YTD

| TOTAL | RENT | HOTEL | HEAT | ELECTRIC | FOOD | GAS | AMB | OTHER | 1 ST | F/U | NO SHOW/CAN |
|-------|------|-------|------|----------|------|-----|-----|-------|-----------------|-----|-------------|
| 52 | 19 | 10 | 3 | 6 | 6 | 3 | 1 | 4 | 14 | 17 | 15 |

RESOURCES GIVEN – TOTAL #/TOTAL \$

| Total # \$ | Town | Other (SA, GC) | Electric | Rent | Hotel | Heat | Food | Gas | Laundry | Holiday | Cremation | Other |
|------------|---------|----------------|----------|------|-------|------|---------|--------|---------|---------|-----------|--------|
| 16 \$1576 | 4 \$851 | 12 \$725.00 | 0 | 0 | 0 | 0 | 9 \$650 | 2 \$65 | 2 \$61 | 0 | 1 \$750 | 2 \$50 |

RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

| Total # \$ | Town | Other (SA, GC) | Electric | Rent | Hotel | Heat | Food | Gas | Laundry | Holiday | Cremation | Other |
|---------------|---------------|----------------|------------|----------|-------------|-------------|-----------|------------|---------|---------|-----------|---------|
| 57 \$16521.78 | 22 \$12498.91 | 35 \$4022.87 | 2 \$438.17 | 4 \$7184 | 7 \$3511.10 | 2 \$1199.70 | 26 \$2100 | 7 \$267.81 | 2 \$61 | 0 | 2 \$1500 | 6 \$260 |

RESIDENTS CONTRIBUTION TOWARD HOTEL

| Reporting Period | YTD |
|------------------|-------------|
| 0 | 2/\$4319.35 |

MEETINGS

| Date | Meeting |
|---------|------------------------------------|
| 3/5/25 | Pleasant St. Food Bank |
| 3/6/25 | Coalition to End Homelessness |
| 3/13/25 | Isaiah 58 |
| 2/19/25 | Salem MDT |
| 2/19/25 | WRCoC |
| 3/20/25 | Town Leaders Mtg |
| 3/20/25 | Rockingham Christian Church Dinner |
| 3/25/25 | Salem Community Support Mtg. |
| 3/26/25 | Primex Training |
| 3/27/25 | Veteran's Inc. |

SUMMARY:

In March the Town's spending was down \$3,130 compared to February, this was due to not having anyone in a hotel and no rent being paid in the month. The 2 people that were in the hotel have both been placed in permanent living. Though I had 11 inquiries and 6 appointments seeking rental assistance, none of them followed through with either their appointments or bringing the required documents needed to do an assessment.

I continue to use donated gift cards for food and other needs, Salvation Army vouchers for electric payment and we still have \$850 on account with B & H Oil.

I am involved in 5 community meetings that meet monthly. These have been a good networking opportunity. I am part of the start up of a Salem Support Meeting where we're bring together Salem providers and resources for case management, sharing resources and identifying ways that we can work together to help residents rather than working in silo's. We had our first official meeting this month. Hopefully this turns into a very useful and productive meeting.

I am working with Doug Devine and Nicole on reviewing requests to waive ambulance bills. I complete a financial assessment and make a recommendation to Doug & Nicole who either approve or deny and I inform the person of the decision.

I attended a dinner for the homeless at Rockingham Christian Church. I met Pastor Shan and members of the outreach team from the church. They do a lot for the residents of Salem including helping to pay back rent, overdue utility bills and heating fuel. They are very active with Isaiah 58 and the outreach to the homeless people in Salem.



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: April 15, 2025

Temp PD project

Milestones since the March update:

- Most Data and Communications gear has been moved to 21a Cross Street
- Switch to Comcast for our ISP
- Significant work efforts performed by our Vendor partners: Two-Way communications, NH State 911, Equature, Partners Technologies, Fantini Electric, and Boston Systems and Solutions.
- ***A big thank you to all these vendors and Harvey Construction for their support of this complex IT move***

Operations

Ticket Volumes the past 30 days

| Mon | Tues | Wed | Thu | Fri | Sat | Sun | Total |
|-----|------|-----|-----|-----|-----|-----|-------|
| 15 | 17 | 20 | 17 | 4 | 0 | 0 | 73 |

Internal Technology Team

Due to the Police Department moving the week of April 7th, the next technology team meeting was postponed to May 5th.



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

To: Town Council & Joseph Devine, Town Manager

From: Jacob LaFontaine, Planning Director

RE: Planning Division - March Update

Date: 4/15/2025

Please find recent Planning Division updates listed below:

- **The Planning Board** approved proposals for recreation designs at Tuscan Rec Park and the recreation area between Building 1200 and Building 1300 at Tuscan Village on March 25th. At that meeting the Board also reviewed a proposal for a 7,500 sq ft warehouse and office building at 92 Lowell Road and a liquidation facility at 26 Trolley Lane. On April 8th, a plan for a 3,770 sq. ft. cigar lounge/place of assembly at 23 South Broadway was continued, and this application along with the liquidation facility, modifications to Tuscan's Conservatory approval, and an AutoZone at 42 North Broadway are scheduled to be heard at the April 23rd meeting. The Board currently has a call for three alternate positions posted.
- **The Master Plan** is scheduled to be adopted by the Planning Board at their Wednesday April 23rd meeting. The Master Plan 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 proposed Plan can be found at salemnh.gov/masterplan
- **The Zoning Board** heard three petitions on April 1st and denied - denying an equitable waiver for a reduced setback at 62 North Main Street, granting a variance for a new dwelling on an undersized lot at 182 Shore Drive, and continuing an application to construct a new dwelling on an undersized lot at 14 Shannon Road. A rehearing request for 6 Lee Joy Lane, to permit a duplex on an undersized lot with reduced frontage, was continued at the applicant's request. The Board also appointed two alternates to three-year terms, a two-year alternate position remains open.
- **Code Enforcement** has continued at a steady pace. 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. The Town's Sign Regulation Brochure has recently been updated and signs sweeps will begin to occur regularly to ensure compliance with the Town's ordinance.

- **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, and temporary occupancy of manufactured homes were referred to the Town Council at the Planning Board's February 25th and March 25th meetings. These amendments were presented to the Town Council for a first read at the April 7th meeting, and are anticipated to be adopted at the Council's April 21st meeting.
- **Historic District Commission** met on March 27th, April 3rd and April 9th to review a proposal to redevelop the Veterans Park at Salem Common. The proposal was submitted by Project Salem, formerly known as the Salem, NH Won't Forget Committee, who had previously fundraised and facilitated the installation of Salem's 9/11 memorial in 2019. Proposed improvements include replacing the existing granite veterans monument at the corner of Main and Bridge Street with a 7ft black granite monument, constructing a field stone wall adjacent to the right-of-way, replacing the existing uneven brick pathway with an ADA compliant concrete pathway accented with brick pavers, a new "Veterans Park at Salem Common" sign, retention and relocation of the Vietnam Veterans Markers and Supreme Sacrifice monument, landscape and lighting improvements, new benches, etc. The proposal was approved by the HDC with several conditions which had been agreed upon over the course of the three meetings. The proposal is scheduled to be presented to the Town Council on April 21st.

Public Works Division/ March 2025

Streets and Shops:

1. This month we are starting to strip some salt trucks to prep them for construction season. The small one-ton trucks are stripped.
2. The boom flail is installed on a trackless vehicle and has been out cleaning up the road edges.
3. The benches and the bike station are assembled and installed at the Hampshire Rd. rail trail parking lot.
4. We have paved the trenches at the D.P.W. building where the temp trailers are now as well as a new walkway.
5. There was not a lot of winter weather in March, just a few spot salting events.

Parks and Properties:

1. With nicer weather Parks and properties have been starting their spring clean ups
2. At the end of the month the tennis and pickleball nets were put back up and are being used.
3. The final painting of the new finance is complete, all there is left is a small punch list of items to complete.
4. The facilities department has been dealing with a lot of the switchover to the temp P.D. building.
5. There is painting of the assistant T.M's office being completed.

Fleet

1. The small equipment was brought into the shop for the yearly service.
2. The fleet trucks are being gone through to park for the off season.
3. The Mechanic 1 has obtained his CDL B through the town.
4. The sweeper is in the fleet shop being prepped for the season.
5. One of the one ton dumps body was relined to make it useable for the season

Upcoming Projects:

1. The first week of April is liter week
2. Street sweeping will begin
3. Spring clean ups of the town facilities

SALEM MUNICIPAL SERVICES



UTILITIES DIVISION

Fred Wallace – *Director*

161 NORTH POLICY STREET

SALEM, NH 03079

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

Date: April 15, 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 nearly complete. The underdrains have been re-secured, with anchors installed to prevent future displacement. Three layers of filter media have been added, and the filter is now ready to be brought back online. Thanks to the swift and dedicated efforts of our treatment operators, a potentially much more serious issue was avoided.

The pictures below show the underdrains being reassembled. A crane was used to lift pallets of media to the roof, where staff opened the individual bags and poured the contents through the skylight into the filter below.



Hydrant flushing is currently in progress and will continue over the next several weeks. This routine maintenance helps ensure hydrants are functioning properly and also improve quality by keeping water moving through the system.





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: April 14, 2025
Re: SCTV April 2025 Department Update

April Department update notes for SCTV:

SCTV continued collaboration with other departments - Brenden updated Senior Center programs for our 'Lunch and Learn' with Maria for April. We also covered Men's Roundtable and Showstoppers Spring/Summer Dance Show.

The Planning Board will be doing a zoom with consultants on 4/23 to adopt the Master Plan at the TV Studio.

We covered several local events including a The Arts Academy of NH Dancers at the Ladies Tea, the annual Make a Wish dinner and the Knights of Columbus blood drive.

New episodes of the 'What's Up Salem' podcast included guest Salem Resident Harry Learned, Elder Affairs Officer Shalyn Spencer, and Community Services Director Katie Duffey.

Bob Berthel continued with new episodes of our series 'Salem History on Tape' with a look back at Salem's 250th celebrations including the Museum Open House and Birthday Celebrations. 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