

TOWN OF SALEM

MONTHLY DEPARTMENT UPDATES

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MAY 2025 UPDATE

www.salemnh.gov



IMPORTANT INFORMATION

During May, we recognize and celebrate the important contributions of our firefighters, municipal clerks, police, EMS, and public works staff. Their dedication truly reflects the themes of service, care, and community—and we thank them for their commitment to Salem

The Town of Salem has launched Salem Speaks, a new webpage designed to answer resident questions and clear up common misconceptions. It's part of our commitment to transparency and will be updated regularly with helpful information on key topics like development, taxes, infrastructure, and more. Visit: SalemNH.gov/SalemSpeaks.

Monthly Activity Report - Assessing Department

Month: April 2025

Prepared by: E. Brideau & J. Skene

1. Overview

April is a particularly busy month for the Assessing Department due to multiple statutory deadlines that must be met.

2. Key Activities

- In the first third of the year A Mazerolle received: 170 applications were received to qualify or requalify residents for property tax credits and exemptions. (103 for the elderly, disabled or blind exemptions and 67 for veterans' and disabled veterans' credits)
- To date, 131 applications have been approved and 32 applications denied, with 7 applications pending (as of 4/30/25).
- A Mazerolle removed 94 exemptions or credits due to no longer qualifying (death, moved, etc.) in the first third of the year.
- A Mazerolle 271 deeds from January to April 30.
- J Skene processed 11 solar exemption applications from January to April 15.
- J Skene completed 144 residential property inspections between March 1 and April 30.
- Contracted staff completed 118 commercial property inspections between March 1 and April 30.
- Completed data entry of residential & commercial properties to get ready to run the biannual warrant for tax bills.
- J Skene removed 536 EYB Overrides in favor of more efficient methods of assessing override values.
- Submitted 2026 reevaluation contract to DRA Director Sam Greene for review.
- R Marquis reviewed mobile home inventories from 8 of the 11 mobile home parks in town that responded to our request.
- R Marquis took on a project of researching deed addendums for in-law/accessory apartments to make notes in file for legal use.
- R Marquis has also been attaching PA-34s to the PRCs to have a fuller picture for sales analyses.

- E Brideau is reviewing pending utility cases and has 5 remaining abatement applications to process
- The 2026 revaluation contract has been reviewed and is now with the DRA for final approval
- E Brideau has begun reviewing all sales to insure that property data matches MLS in preparation for the upcoming revaluation



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: Colleen Mailoux, Assistant Town Manager
Crayton Brubaker, Community Development Program Manager
John Vogl, GIS Manager

RE: Community Development Department Update – May 2025

DATE: May 12, 2025

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

1. **NH BEA Grants Approved:** The Town applied for and received two grants through the NH Department of Business and Economic Affairs (BEA). One was for \$859,689 for the Brady Ave water construction project and the other was for \$297,000 as an incentive grant for the development / permitting of affordable housing in the community.
2. **Online Permitting:** John Vogl continued to support 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 on-line permitting. John also worked with the Health Department and Building Departments to develop forms and workflow for processing septic/well permits and Certificates of Occupancy.
3. **Asset Management:** John Vogl and Glenn Burton worked to improve the data dictionaries for our local stormwater databases. This involved simplifying/streamlining data design with an eye toward more efficient data collection going forward. At the same time, we are working with the Engineering department to incorporate asset management more solidly into the road program efforts by improving the accessibility of infrastructure condition records.
4. **Data/Map Assembly:** John Vogl coordinated with the Rockingham Planning Commission to assemble all the data needs for the Open Space Plan Update. This involved handing over our highly accurate and vetted local data for use in identifying conservation priorities. John continued inputting map updates to reflect new or improved building structures throughout town. At the beginning of May, we ran off the first draft set of 2025 Tax Maps. These maps depict all the lot and building changes effective April 1, 2025 and are used extensively throughout town departments. The same data was uploaded to MapGeo for easier public access.

Regular data updates continued throughout the month, including quarterly updates to mapped sales records and the town's 'water model' which compares actual and predicted water usage by properties in the Tuscan Village. John Vogl also continued to provide updates to NH 911 and NH DOT to support their regular data requests.

5. **Master Planning Efforts:** Crayton Brubaker and John Vogl 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.

6. **Statistics:** Below outlines statistics for each of the major Salem website applications:

Main Website – In April 2025, there were approximately 18,642 users who visited the Town website and 64,527 total page views. Notable top pages include the daily police logs, job postings, online services, and bids. The average engagement time was 1 minute 10 seconds per user.

Town Hall Times Website – In April 2025, there were approximately 1,408 users and 6,429 views across all articles. There was an average engagement time of 1 minute 17 seconds per user.

MapGeo – In April 2025, the Town achieved a new high of 1,268 unique views over 30 days, up from 1,076 in March, with over 2,300 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: May 19, 2025

TO: Joe Devine, Town Manager

FROM: Katie Duffey, Community Services Director

SUBJECT: May 2025 Community Services Department Update

On June 16, 2025, we will facilitate a Kick-off to Summer BBQ at the Senior Center. Texas Roadhouse will provide food, and our seniors will enjoy a lively concert. Concerts will continue monthly throughout the summer. We currently have 95 members registered.

The Senior Division has offered a horseback riding trip. The first trip sold out in one day, so we offered another date, which also sold out.

77 Campers registered for the Rock 'N' Fun Summer Camp. 15 on the wait list.

166 Campers registered for the Adventure Camp.

The Open Space Master Plan is well underway and going very well. The survey will end May 15, 2025. On June 12, 2025, at the regularly scheduled Recreation Advisory Committee meeting, we will review the survey results, review and discuss two site diagrams, finalize the parks and recreation inventory, and review the level of service and park comparison data.

Southern NH Playground Challenge:

Multiple Recreation Departments across Southern NH have partnered with us to invite families to visit different playgrounds in the area. We have created a unique and fun passport challenge for families reaching multiple communities. You can find more information at salemnh.myrec.com. **Flyer attached.

Our Fishing Derby, sponsored by the Rotary Club and held on May 3, 2025, was a great success. Congratulations to our winners, and a big thank you to our volunteers and participants! **Picture attached.



live
FREE &
play
SOUTHERN, NH
PLAYGROUND CHALLENGE



The Live Free & Play Southern NH Playground Challenge is a free & fun outdoor activity for the whole family! Recreation Departments in Southern, NH have come together to challenge your family to create your own adventure this Summer!

Keep track of your progress by coloring in the map on page 3 & use #livefreeandplaygroundnh to show off your family fun!

Salem, NH

Field of Dreams
48 Geremonty Dr.
Salem, NH 03079

Hedgehog Park

53 Lowell Rd.
Salem, NH 03079

Auburn, NH

**Circle of Fun
Playground**
5 Bunker Hill Rd.
Auburn, NH 03032

Londonderry, NH
Funway Playground
Nelson Rd
Londonderry, NH 03053

Pelham, NH

**Dennis P. Lyons
Memorial Park**
24 Village Green
Pelham, NH 03076

Muldoon Park
27 Muldoon
Parkway
Pelham, NH 03076

Milford, NH

Keyes Park
45 Elm St.
Milford, NH 03305

Merrimack, NH

**Kids Kove Playground @
Twin Bridge Park**
487 Daniel Webster Hwy
Merrimack, NH 03054

Veterans Memorial Park
East Entrance
5 Veterans Park Dr.
Merrimack, NH 03054

**Norma French Memorial
Playground @
Wasserman Park**
116 Naticook Rd.
Merrimack, NH 03054

Danville, NH

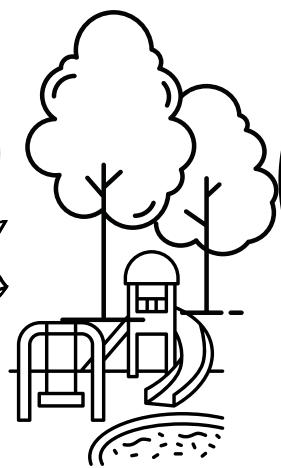
Goldthwaite Park
Diamond Dr.
Danville, NH 03819



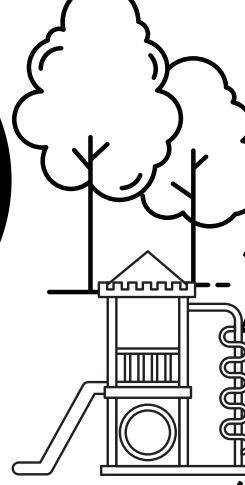
Use a crayon to color in the points on the map to track your progress!



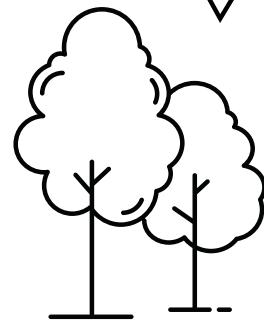
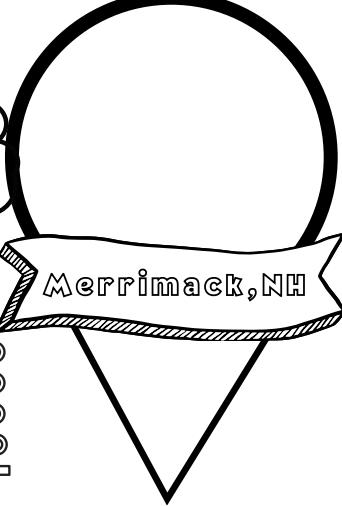
Pelham, NH



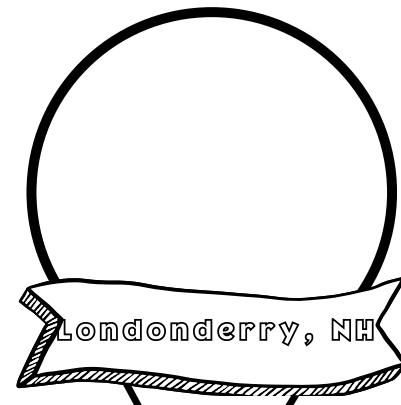
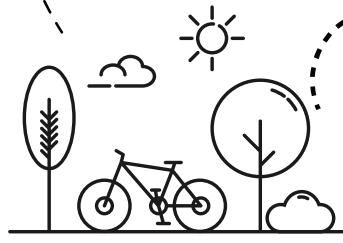
Salem, NH



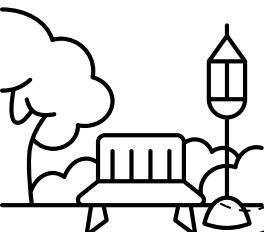
Merrimack, NH



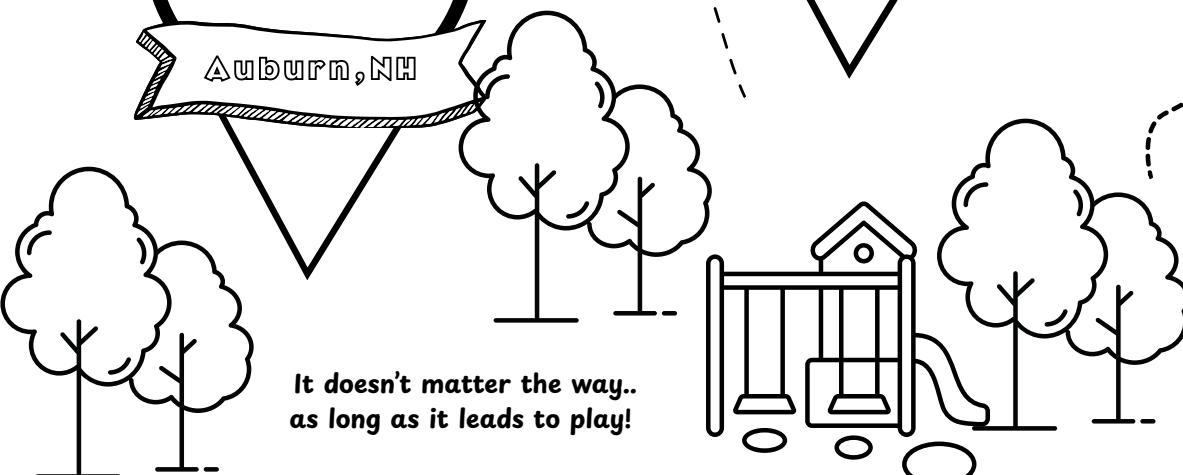
Milford, NH



Londonderry, NH



Auburn, NH



It doesn't matter the way..
as long as it leads to play!

**live
FREE &
PLAY**
SOUTHERN, NH
PLAYGROUND CHALLENGE

50th Annual Fishing Derby Winners



Superlative Winners



Brinley Burke,
Smallest Fish
Overall Winner
(0-8y)



Matthew Hyuk
Smallest Fish
Overall Winner
(9y-15y)

Smallest Fish Caught:

Smallest Fish	4& Under	Brinley Burke
Smallest Fish	5 to 6 Yo	Charles Gilberg
Smallest Fish	7 to 8 Yo	Desmond Hanes
Smallest Fish	9 to 10 Yo	Giuliana Turtroni
Smallest Fish	11 to 12 Yo	Dominic Turtroni
Smallest Fish	13 to 15 yo	Matt Huyuk

Special Award, Spirit of Salem Winner



Julie Kenyon
275th Anniversary
Spirit of Salem Award
Chuck Black Bass
Most Spirited Winners:



Brielle Barthelemy
Chuck Black Bass
Most Spirited
(0y-8y)



Kyleigh Burke,
Chuck Black Bass
Most Spirited
(9y-15y)

Superlative Winners



Ellie Gagne
Largest Fish
Overall Winner
(0y-8y)



Patrick Ruddell
Largest Fish
Overall Winner
(9y-15y)

Largest Fish Caught:

Largest Fish	4& Under	Brielle Barthelemy
Largest Fish	5 to 6 Yo	Ellie Gagne
Largest Fish	7 to 8 Yo	Aaron Abbas
Largest Fish	9 to 10 Yo	Patrick Rudell
Largest Fish	11 to 12 Yo	Adam Abbas
Largest Fish	13 to 15 yo	Matthew Hilbert



Date: May 12, 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 is well underway with work installing temporary bypass manholes. Construction is expected to last until June 2025.

Brookdale Rd Sewer Pump Station Project

Replace the water main from Cortland Ave to Golf Course. This project has been bid and awarded to N. Granese & Sons. Work is expected to begin May 2025 and last into Summer 2025

Brady Ave Water Main Replacement 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 which will help reduce inflow. Work expected to begin June 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 June 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 June 2025.

Signal Upgrade Project

The contract has been awarded to Dagle. Work is expected to last through summer 2025

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 on Road Stabilization contract has begun and is expected to last through June 2025 with Road Reconstruction contract to follow in Summer 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 late 2025.



TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

Memo

DATE: May 13, 2025

TO: Joseph Devine
Town Manager

FROM: Nicole McGee, CPA
Finance Director

RE: Finance Department Update

Summary:

The Finance Department closed fiscal year 2024 this past month. The final financial reports have been submitted to the audit firm CBIZ. CBIZ visited the Town on April 24th to do some preliminary work on the fiscal year 2024 audit. The audit firm is on site this week, the week of May 12th for their field work. Finance has been working with CBIZ to provide them with the supporting documentation that they require for the audit.

The Finance Department has extended an offer letter for the second accounts payable clerk. The second accounts payable clerk is a newly added position in 2025. The volume of invoices that the town is processing has increased to volumes in which one person cannot efficiently process the invoices. We are excited to welcome a new member to our team.

The Finance continues to work on the implementation of the new budgeting software Gravity. Finance leadership will undergo “train the trainer” trainings later this month. It is our goal to go live with this software for the 2026 budget.

For MBAC, the Building Condition Index Evaluation Committee continues to meet to evaluate the town buildings. To date we have evaluated the:

- Pine Grove Cemetery Garage
- South Fire Station
- Water Treatment Plant
- Ingram Senior Center

This week we are scheduled to evaluate the Palmer School and Depot Train Station.

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: May 12, 2025

To: Joseph R. Devine, Town Manager

From: Craig J. Lemire, Chief of Department

Subject: Monthly Department Update – April 2025

Notable Items Related to Ongoing Operations:

- **Total Runs:** 429 (Decrease of 57 calls from April 2024)
- **EMS Calls:** 74% of total responses
- **Simultaneous Run Rate:** 59%
- **Tuscan Village Responses:** 22 total calls (5%)
- **West Side Responses:** 32 total calls (7.5%)
- **South Side Responses:** 128 total calls (30%)

Significant Incidents:

- April 20, 2025: Brush Fire on Glen Rd. Approximately a 30'x80' area burned.
- April 29, 2025: Brush Fire on Hampshire Rd. Approximately 100'x100' area burned. Mutual Aid was requested for station coverage.

Inspectional Services – March 2025:

Category	Permits	Inspections	Revenue
Fire	73 (154 burn permits)	37	\$74,891
Health	-	78	\$15,000
General Inspectional	294	323	\$508,735
Well/Septic	34	-	\$3,400

Training and Personnel Updates:

- **New Firefighters:** Completed 4 weeks of training and they are now working on the line.
- **Retirements:** Congratulations to FF/Paramedic Carl Cleary and FF/AEMT Tom Ryan



SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE

152 MAIN STREET, SALEM, NH 03079

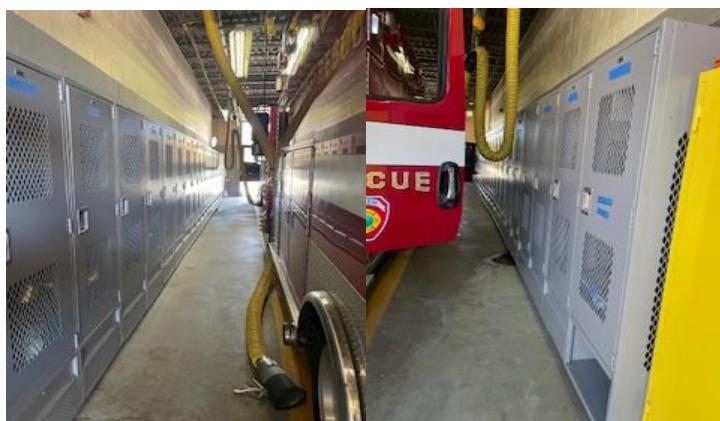
PHONE: 603-890-2215 CELL: 603-327-6505

clemire@salemnh.gov

- **Resignations:** FF/EMT Amber O'Dowd resigned after 17 years of service. Dispatcher Akasia Ware resigned after 18 months of service. Best of luck in their future endeavors.
- **EMS Training:**
 - Members are completing biannual EMT refresher training which includes 4- 8-hour days of all topics related to EMS.
 - Additional EMS training focused on **Difficult Airway Management using new training Manikin.**
 - This Manikin will allow us to practice:
 - **Intubations, Airway complications, Surgical Airways, Bilateral Needle Decompressions and more...**



- **Annual Hose Testing** is underway. All hose is tested by being pressurized to ensure no leaks and/or failures to hose and couplings.
- **Annual Fit Testing** completed by our PPE Technician to ensure all face masks have a good seal for members to safely wear SCBA in an Immediately Dangerous to Life (IDLH) atmosphere.
- **New Gear Locker's** were assembled and installed- thank you for the Town's support, these were purchased with year-end funds. They are a huge improvement to our Central Station Apparatus Bay.





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

- **Enterprise Bank** recognized SFD and SPD with an annual first responder breakfast.
- **Attended community events**
 - **Easter Egg Hunt**
 - **Kid's Safety Event**
- **Wellness and Physical Readiness:**
 - Multiple members attended a free Yoga session, and they look forward to similar future events.
 - Dispatcher Lauren Coty is attending a multiple-day Peer Support Training event in Manchester.

Safety Minute:

With Mosquito and Tick Season upon us, here are some tips to prevent bites and illnesses:

- **Protect yourself from bites.** Wear [insect repellents](#) and treat clothing with permethrin. When outside, wear protective clothing such as socks, long-sleeved shirts, and long pants. Wear light-colored clothing, which makes it easier to spot ticks.
- **Check yourself for ticks.** After being outside, check your body for ticks. If you find a tick that has bitten you, remove it as soon as possible with a pair of tweezers to lower your risk of illness. Consider using the [Tick Bite Bot](#) to help you decide when to contact your healthcare provider. To get rid of any loose ticks that haven't bitten yet, shower as soon as possible and wash and dry your clothes on high heat after coming indoors.
- **Take precautions in tick and mosquito habitats,** including forests, marshes, trails, and tall grasses. Stay on cleared paths to help reduce the risk of tick bites.
- **Reduce the number of ticks and mosquitoes around your home.** Clear leaf litter, tall grass, or brush around your home and mow the lawn frequently. Remove or cover outdoor items with standing water, where mosquitoes lay their eggs. Install or repair window and door screens to prevent mosquitoes from entering your home.

For more information about ticks and mosquitoes, the illnesses they spread, and how to prevent bites, visit the [DHHS Tickborne Diseases webpage](#) and the [DHHS Mosquito-Borne Illnesses webpage](#).

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
From: Justine Caron, HR Director

SUBJECT: May 2025 HR Department Report

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

Significant Initiatives: Enhance Employee Engagement

Employee of the Month: James Pacheco was selected as Employee of the Month for May 2025! James is recognized for consistently going above and beyond in his role with the Municipal Services Department. Whether it's responding to a quick fix like a clogged sink or taking on major tasks like rearranging office spaces to improve efficiency, James is always ready to help. He brings a thoughtful, proactive approach to everything he does, ensuring smooth communication during vendor visits and minimizing disruptions for staff across departments.

His leadership is especially evident in his coordination of key projects—from managing HVAC upgrades and new department spaces during the Town Hall renovations to help facilitate a successful 2024 General Election by ensuring all five polling places were fully prepared. He is a steady, reliable presence who handles each challenge with professionalism and care.

James is also known for his incredible work ethic and willingness to jump in wherever needed.

Please join us in congratulation James on this week-earned recognition!





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

Monthly Wellness Awareness Activity: HR shared the monthly wellness communication to all Town employees highlighting May is Mental Health Awareness Month, a time to check in with ourselves and one another. Mental wellness isn't just the absence of illness, it's about thriving, staying balanced, and being able to meet challenges with clarity and resilience. CIGNA resources were also shared in support of employees' mental health awareness and offered:

Ways to Support Your Mental Health This Month:

- ➡ **Take Micro-Breaks** – Step away for 2-3 minutes every hour. Stretch. Breathe. Look out a window.
- ➡ **Talk it Out** – Don't hesitate to reach out to a friend, colleague, or mental health professional. Together we can build a culture where no one feels ashamed to speak up or seek help. A check-in, a kind word, or simply listening without judgement can make a powerful difference. Asking "How are you, really?" can open the door to meaningful support and healing.
- ➡ **Set Boundaries** – Protect your downtime. A rested mind is a productive one.
- ➡ **Desk-Friendly Breathing Exercise** - Breathe in for 4 counts → Hold for 4 → Breathe out for 4 → Repeat x3

Wellness Activity Challenge: HR announced a three (3) week wellness activity challenge encouraging employees to achieve 150 minutes per week of activities like walking, biking, or strength training for a chance to receive a \$50 gift card!





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

Significant New Initiative:

Succession Planning: HR began rolling out a new succession planning initiative to assist in planning for the continuity of key positions, maintain Town knowledge, and prepare employees for future growth opportunities. This initiative is essential for workforce stability, organizational resilience, and employee development, enabling the Town to proactively address unexpected vacancies.

Over the next several months, HR will schedule meetings with all Deputy Directors and Department Heads in collaboration with Town leadership to help create a culture of skill development and readiness. The goal of succession planning is to help ensure the Town's workforce remains skilled, motivated, and prepared to meet future challenges, strengthening the Town's ability to deliver consistent, high-quality services to the Town.

Milestone Achieved:

Employee Navigator: May 12th, HR went live with Employee for new employees. Employee Navigator is an on-line benefits administration system which affords employees the ability to access their benefit information 24/7. This system will also afford employee's the ability to elect their annual open enrollment benefits beginning this fall 2025. This online benefits system is offered at no cost through the Town's Health Insurance Broker, HUB International.

Job Openings Overview: The tables below display the status of the job vacancies.

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 05/19/2025	Position Filled. DOH



TOWN OF SALEM, NEW HAMPSHIRE
HUMAN RESOURCES DEPARTMENT
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Job Openings Overview: (continued)

Municipal Services

Position Title	Division/Department	Affiliation	Full/Part-time	Date Posted	Status
Public Works Director	Municipal Services	Non-Affiliate	Full-time	4/28/2025	Accepting Applications
Administrative Assistant	Municipal Services	Salem Administrative and Technical Employees (SEA)	Full-time	3/7/2025	Position Filled. DOH 05/19/2025
Mechanic I	Municipal Services	AFSCME	Full-time	1/27/2025	Internal Promotion Awarded 5/5/2025
Mechanic II	Municipal Services	AFSCME	Full-time	5/6/2025	Accepting Applications
Heavy Equipment Operator	Municipal Services	AFSCME	Full-time	1/6/2025	Interviews held 04/28/2025
Light Equipment Operator	Municipal Services	AFSCME	Full-time	1/27/2025	Position Filled. DOH 04/28/2025



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

Job Openings Overview: (continued)

Police

Position Title	Division/Department	Affiliation	Full/Part-time	Date Posted	Status
(3) Police Patrol Officers	Police	Salem Public Administrators Association (SPAA)	Full-time	12/1/2024	(1) Pending Background Check

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) Position Filled. DOH 05/05/2025; (1) Pending Check

Fire

Position Title	Division/Department	Affiliation	Full/Part-time	Date Posted	Status
Fire Dispatcher	Fire	Professional Firefighters of Salem IAFF Local 2892	Full-time	4/28/2025	Accepting Applications



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Personnel Changes Overview:

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP	PAY ADJ	PROMOTION	OTHER	MISC. INFO
Varies	N/A	Varies	12	12						X					Step Raises
Municipal Services	Pacheco	Foreman Municipal Services	1	X										X	May Employee of the Month (1) PTO day awarded
Municipal Services	Sweeney	Administrative Assistant	1	X			X								DOH May 19, 2025
Municipal Services	Flanagan	Mechanic 1st Class	1	X								X			Promotion; Effective May 4, 2025
Finance	McGee	Finance Director	1	x								X			Pay Adjustment; Effective May 1, 2025
Town Manager	Witley	Executive Assistant	1	X									X		Banked Time Buyback
Police	Dragon	Dispatcher	1	X			X								DOH May 5, 2025
Town Manager	Mailloux	Assistant Town Manager	1	X			X								DOH May 5, 2025
Community Services	Isabelle	Community Services Coordinator	1	X									X		Moved to Full-time Status; Effective May 1, 2025



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

Personnel Changes Overview: (continued)

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP	PAY ADJ	PROMOTION	OTHER	MISC. INFO
Town Clerk	Dudley	Town Clerk	1	X										X	Appointed as Town Clerk; Effective May 1, 2025
Community Services	Chute	Park Attendant	1		X	X									DOH May 18, 2025
Fire	Ryan	Firefighter	1	X					X						Retirement; Effective May 1, 2025
Fire	Ware	Dispatcher	1	X						X					Resignation; Effective April 28, 2025
Community Services	Schleigh	Park Attendant	1		X	X									Rehire; Effective May 1, 2025
Community Services	Sordillo	Park Attendant	1		X	X									Rehire; Effective May 1, 2025



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Years of Service Overview: Celebrating Work Anniversaries in May 2025

NAME	HIRE DATE	YEARS OF SERVICE	DIVISION	TITLE
Regina Marquis	5/3/2021	3.96	Assessing	Assessing Clerk
Melanie Swenson	5/16/2023	1.92	Collections	Collections Clerk
Crayton Burbaker	5/8/2023	1.95	Community Development	Community Development Program Manager
Jason Smith	5/12/2008	16.93	Police Support Services	Captain
James Bacon	5/6/2018	6.95	Police Support Services	Dispatcher
Christine Dugas	5/4/1998	26.96	Police Support Services	Support Services Supervisor
Nolan Demers	5/23/2023	1.91	Police Patrol	Patrol Officer
Kyle Boucher	5/20/2024	0.91	Police Patrol	Patrol Officer
Nicholas Powden	5/10/2021	3.94	Police Patrol	Patrol Officer
Brian Lawrence	5/27/2013	11.89	Police Special Services	Community Affairs Officer
Robert Farah	5/27/2013	11.89	Police Investigative Services	Detective
Peter Beeley	5/4/2015	9.96	Fire Suppression	Firefighter/Paramedic
Robert Douglas	5/1/2017	7.96	Fire Suppression	Firefighter/Paramedic
Michael Fuller	5/16/2022	2.92	Fire Suppression	Firefighter/Paramedic
Joshua Gagnon	5/4/2015	9.96	Fire Suppression	Firefighter/Paramedic
Alexander Guzman	5/16/2022	2.92	Fire Suppression	Firefighter/Paramedic
Brian Lockard	5/28/2002	22.89	Fire Inspectional Services	Health Officer



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Years of Service Overview: Celebrating Work Anniversaries in May 2025 (continued)

NAME	HIRE DATE	YEARS OF SERVICE	DIVISION	TITLE
Kim Babaian	5/17/2021	3.92	Municipal Services	Business Manager-Municipal Services
Benjamin Syke	5/31/2022	2.88	Municipal Services Streets/Shops	Heavy Equipment Operator
Owen Kallery	5/1/2024	0.96	Municipal Services Streets/Shops	Heavy Equipment Operator
Thomas Cloutier	5/23/2022	2.9	Municipal Services Streets/Shops	Light Equipment Operator
Willard Rock	5/27/2005	19.89	Municipal Services Parks/Property	Light Equipment Operator

Human Services Monthly Report

Month: April 2025

CALLS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
42	7	4	1	10	6	2	0	0	0	12

CALLS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
208	43	18	14	27	21	8	0	5	2	70

WALK INS

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

WALK INS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	OTHER
16	1	0	2	3	3	5	0	3

APPOINTMENTS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	AMB	OTHER	1 ST	F/U	NO SHOW/CAN.
19	2	1	3	7	4	1	0	1	10	5	4

APPOINTMENTS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	AMB	OTHER	1 ST	F/U	NO SHOW/CAN
71	21	11	6	13	10	4	1	5	28	24	19

RESOURCES GIVEN – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC	RENT	HOTEL	HEAT	FOOD	GAS	LAUNDRY	HOLI DAY	CREMATION	OTHER
17 \$3339	2 \$964	15 \$2375	5 \$1250	1 \$914	0	1 \$300	6 \$650	1 \$25	1 \$50	0	0	2 \$150

RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC	RENT	HOTEL	HEAT	FOOD	GAS	LAUNDRY	HOLI DAY	CREAMTION	OTHER
74 \$19861	24 \$13463	50 \$6398	7 \$1688	5 \$8098	7 \$3511	3 \$1500	32 \$2750	8 \$293	3 \$111	0	2 \$1500	8 \$410

RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
0	2/\$4319.35

MEETINGS

Date	Meeting
4/3	Greater Salem AMDT
4/5	Food Bank Mtg.
4/10	SNH Human Service Council
4/16	Salem CARES
4/16	WRCoC
4/17	Greater Salem AMDT
4/23	Greater Salem Caregivers

SUMMARY:

April was a slower month than the first 3 months. The primary resource being sought was help with electric shut offs due to the winter moratorium being lifted.

With NH Food Banks losing close to 1 million dollars in funding there is concern about meeting the food needs of those that rely on the food banks.



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: May 13, 2025

Operational Updates summary

- Worked with multiple Telecom providers to prove and disconnect cables from existing poles and connections to 9 Vets.
- Continued support for Prosuite setup and implementation, including client setups and database backups on existing IMC instance.
- Working to upgrade existing Traffic camera server off legacy Windows OS and database versions.
- Replacing 12-year-old Security Badge print that is end of life and picture IDs are low quality, at best.
- Start working on adding Chatbot to existing website
- Breakthrough on recurring Police Dispatch applications causing instability and public safety issues. After working with the State of NH, a change has been implemented, and we are seeing positive results.

Operations

Ticket Volumes the past 30 days

Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
18	12	5	12	29	1	1	78

Internal Technology Team

We met on 5/5. Conversation ensued around Policy updates (e.g. AI) and hardware standardization (e.g. Dual monitors).



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 - May Update

Date: 5/13/2025

Please find recent Planning Division updates listed below:

- **The Planning Board** approved proposals for a liquidation facility at 26 Trolley Lane, and modifications to Tuscan's Conservatory approval on April 23rd. An application for a cigar lounge/place of assembly at 23 South Broadway was continued after the owner's authorization was revoked, and the Board reviewed a conceptual application for an AutoZone at 42 North Broadway which is being proposed under the Depot Village Overlay District. On May 13th a plan for a 7,500 sq. ft. warehouse at 15 Trolley Lane and a conditional use permit for additional signage at 159 N. Broadway are scheduled to be heard. On May 27th a plan to construct a new BJ's Wholesale Club at 92 Cluff Crossing Road will be heard. *The Board currently has a call for three alternate positions posted.*
- **The Master Plan** was 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 were indispensable to the process. The approved Plan can be found at salemnh.gov/masterplan *The Planning Board now hopes to pursue a comprehensive update of the zoning ordinance to ensure congruence with the Master Plan.*
- **The Zoning Board** heard two petitions on May 6th - granting variances to construct a new dwelling on an undersized lot at 14 Shannon Road, and to allow an existing duplex and six-unit building to remain on a lot 1.24 acres after subdivision. A rehearing request for 6 Lee Joy Lane, to permit a duplex on an undersized lot with reduced frontage, was withdrawn by the applicant. The Board currently has one alternate position 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 adopted by the Town Council on April 21st, after a first read on April 7th and public hearings held by the Planning Board on February 25th and March 25th. *The Planning Board is scheduled to hold a workshop to discuss additional zoning amendments at their May 13th 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 Virginia Swiss 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 was approved by the Town Council on April 21st.*



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

Public Works Division/ April 2025

Streets and Shops:

1. April is pothole season, the crews have been busy repairing potholes.
2. There was an emergency repair of a catch basin at 2 Ballard Lane
3. This month was a good time for the boom flail mower to be roadside mowing
4. The first week of April is litter week. The public works division with the help of the utilities division cleaned up 5 tons of litter from the roadside.
5. The street sweeper has started to sweep the town.

Parks and Properties:

1. With the new business manager starting we had to shift offices around at the D.P.W.
2. Spring clean ups of the town facilities have begun
3. Because of the new roads in the back section of Pine Grove cemetery we rented a pipe puller and pulled new water line for all new spigots in the area.
4. The plow damage in the cemetery has been repaired
5. The facilities department was very busy with the temporary P.D. move into 21 Cross St.

Fleet

1. A large repair of the Street Sweeper has done to get the machine ready for the season.
2. Five vehicles that are going to the state auction were stripped and prepped.
3. The salters were conditioned for storage.
4. The move into the new fleet shop has begun
5. Daily maintenance of the fleets vehicles

Upcoming projects

1. The Depot Veterans Plaza work has begun
2. Winter plow damage will start
3. Complete the move into the new fleet shop.



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: May 13, 2025
Re: SCTV May 2025 Department Update

May Department update notes for SCTV:

SCTV continued collaboration with other departments - Brenden updated Senior Center programs for our 'Lunch and Learn' with Maria for May. We also covered Men's Roundtable and Aging Matters with Officer Shalyn Spencer.

The Planning Board Meeting was held at the TV Studio and included a zoom with consultants on 4/23 to adopt the Master Plan.

We covered several local events including a dedication of the Pickleball courts and the new Basketball court, as well as an update on Milleville Lake Dam. Michael Riley also covered the Town Easter egg hunt at Hedgehog Park.

New episodes of the 'What's Up Salem' podcast included guest Salem Resident Patty Drellick and Finance Director Nicole McGee.

Bob Berthel continued creating new episodes of our series 'Salem History on Tape' with a look back at Salem's 225th celebrations including the 250th 4th of July Celebration and a Historical Tour of School Street Homes.

Respectfully submitted,

Tom Giarrosso
Executive Director
Salem Community Television

SALEM MUNICIPAL SERVICES



UTILITIES DIVISION

Fred Wallace – *Director*

161 NORTH POLICY STREET

SALEM, NH 03079

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

Date: May 13, 2025

To: Joe Devine, Town Manager

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

Re: Utilities Division Update

With over 8 inches of rainfall so far this May, we're facing challenges in managing lake levels and river flows. The excessive runoff from these rain events has made it difficult to control turbidity levels. Canobie Lake is currently full and prepared for summer withdrawals. According to our water model, assuming normal rainfall and continued use of SNHRW, we do not anticipate any water use restrictions during the summer months.



We are now operating under the Cyanobacteria Monitoring and Response Plan. Since April 1st, no measurable levels of cyanobacteria have been detected. However, with rising temperatures, we've observed minor indications of cyanobacteria presence, though these remain well below levels of concern.

Hydrant flushing is ongoing and will continue over the next several weeks. So far, our team has flushed 300 of the 500 hydrants scheduled for the spring flushing program.

