

To: Salem Town Council
From: Joseph Devine, Town Manager *[Signature]*
Date: October 6, 2025
Re: Town Manager's Report

MEMORANDUM



News and Noteworthy:

Perambulation Update

Julieann Isabelle recently completed coordination with Paul Wainwright from Atkinson to locate and document the boundary markers along the Salem/Atkinson line. This project is now considered complete. John Vogl also transferred the updated point information into our GIS system and adjusted the boundary file to reflect the new readings.

Thank you to Julieann and John for their diligent work in bringing this project to completion.

Elections / Redistricting Update

At Town Meeting in March, voters approved the redistricting plan which included:

- Relocating the current District 4 polling location from the Senior Center to Woodbury School.
- Eliminating Soule School as a polling location.
- Renumbering the districts to remove skips and reduce confusion.

As part of implementation, we are preparing a mailer to inform voters of the changes. The question was raised whether to send a postcard to all registered voters or to target only those directly affected by the changes. After discussion, the Town Moderator and I agree that limiting the mailer to impacted voters will reduce unnecessary confusion. I wanted to confirm that the Council agrees with this approach before finalizing the outreach.

Rail Trail – Phases IV & V

Greenman-Pedersen, Inc. (GPI) has begun design work on the next phases of the Salem Rail Trail, extending from Main Street to Rockingham Park Boulevard. The design is funded by Tuscan Brands, with construction to be supported through Congestion Mitigation and Air Quality (CMAQ) funding. Because of the federal funding, the project will follow the Local Public Agency (LPA) process, which includes review by NHDOT and a Local Concerns Meeting to gather public input. The project schedule anticipates design work beginning in fall 2025 and construction starting in May 2027, with completion expected by January 2028.

Police Department – CALEA Assessment

The Police Department successfully completed its second annual CALEA assessment. The review included a random check of 25% of departmental policies and proofs, along with four one-hour staff interviews covering separate topics. While we are awaiting the official report from CALEA, the exit interview was overwhelmingly positive, and no corrections or changes were required.

A special thank you to Accreditation Manager Melody Smith for her dedication and effort in ensuring such a successful assessment.

Halloween Trick-or-Treat

Trick-or-treat in Salem is scheduled for Friday, October 31, 2025, from 6:00–8:00 PM. Public Safety will have additional patrols during this time. Please use extra caution on neighborhood streets and consider reflective gear/flashlights.

Recreation – Trunk or Treat

The Recreation Department will be hosting Salem's Annual Trunk or Treat on Thursday, October 23, 2025, from 5:30–7:30 PM at the Ingram Senior Center. Parking will be available at the Courthouse and Town Hall, with a “Haunted Forest Path” guiding families to the event entrance. This year's event will also feature a costume contest for participants, in addition to decorated vehicles, candy, and plenty of family fun. Many local businesses and organizations have partnered with us to make this event possible—special thanks to all our community sponsors for their support. More information and registration details are available at www.salemh.myrec.com

NHMA Annual Conference

The New Hampshire Municipal Association will host its 84th Annual Conference & Exhibition on Wednesday, November 19 (7:30 AM–4:30 PM) and Thursday, November 20 (7:30 AM–2:45 PM) at the DoubleTree by Hilton Manchester Downtown, 700 Elm Street, Manchester.

This statewide event features workshops, training sessions, and networking for municipal officials. The keynote speaker is Jan McInnis—comedian, author, and business humor expert—presenting “Bouncing Back: Handling Setbacks Like a Comedian,” focusing on resilience and leadership with practical, humor-driven takeaways.

Councilors are encouraged to attend to connect with peers, learn best practices, and represent Salem in statewide discussions. To register, please contact Maureen or me.

Water Supply & Drought Conditions

While we are late in the season, the ongoing dry conditions warrant consideration of potential restrictions on outdoor water use. According to the most recent drought monitor, our area remains classified as “abnormally dry.” Although a formal drought has not been declared, our water model projects that Canobie Lake may approach 216 feet before the system transitions to Arlington Pond. In addition, there is no significant rainfall forecasted in the near future.

Current flows from Manchester are at 0.4 MGD, a reduction from the 0.8 MGD levels we maintained in July and August. To maintain compliance with the six-month average of 0.5 MGD, further flow reductions will be necessary next month.

We will continue to closely monitor the situation, and if conditions worsen, we may bring forward a discussion at the next Council meeting regarding the implementation of outdoor water use restrictions.

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

- Payment Check Register (09-23-25) - \$235,478.78
- Payroll Register Week No. 39 (09/22/25) - \$606,977.13
- Payroll Register Week No. 40 (09-29-25) - \$367,056.78
- Payment Check Register (09-30-25) - \$7,621,219.74