

# TOWN OF SALEM

# MONTHLY DEPARTMENT UPDATES

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## IMPORTANT INFORMATION

Town Hall will be closed on Wednesday, December 17, from 11:45 AM to 2:00 PM for the Town's annual staff holiday gathering. Regular operations will resume at 2:00 PM.

Town Hall will close at 12:00 PM on December 24 and will remain closed on December 25, resuming regular business hours on December 26. On December 31, Town Hall will also close at 12:00 PM and will not reopen until January 2, 2026.

The Transfer Station will operate from 7:00 AM to 6:45 PM on December 23 and December 30. On December 24 and December 31, hours of operation will be from 7:00 AM to 2:45 PM.

***Please be advised that the Transfer Station will be closed on December 25 and January 1.***

## DECEMBER 2025 UPDATE

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

## Monthly Department Highlights – Assessing Department for December 2025

Prepared by: Jon Duhamel

### **Key Activities**

- A Mazerolle processed a multitude of deeds this month.
- Jon is working on appeals & getting Vision what they need for 2026 Update
- R Marquis has been helping with printing water bills for the Collections Department and preparing the letters we will send out to taxpayers where Docks were added.
- A Mazerolle has been cleaning up ownership files in the CAMA system by filling in blank ownership lines, along with R Marquis helping too ongoing as we found over 6,000.
- J Witkowski has submitted the equalization data to the DRA
- A Mazerolle has also been working on her Clerk's Processes Manual-ongoing.
- R Marquis has continued attaching PA-34s to the PRCs to have a fuller picture for sales analysis. As well as helping to clean up our docuware system.
- Checking MLS listings for changes we are not aware of.
- Jillian has been assisting Tuscan Village with their addresses, also collecting necessary documents for changes to lot lines, mergers, subdivisions.
- We have sent letters to all our CU properties requesting they update their maps, this was requested by DRA as part of the update.
- All: Various misc. items that have arisen

## **COLLECTIONS DEPARTMENT – NOVEMBER 2025**

### **A. Top Achievements/Significant Activities of the Month**

Dawn Arahovites has completed her state training and is doing great on her own window now.

Carla Carlson started with us on November 17<sup>th</sup> and is our new part-time collection clerk. She is doing well in training so far.

We have received our dog tags for 2026 and will begin selling them on January 2<sup>nd</sup>.

### **B. Important Dates & Reminders for Residents**

The State of NH has enacted fee adjustments for municipal agent services effective **January 1, 2026**. These changes apply to vehicle registrations, title services, and related transactions conducted by municipal agents (including town and city clerks). The updates are mandated under RSA statutes and are intended to align fees with administrative costs and service delivery requirements.

Please be advised that the **January 2026 motor vehicle registration reminder letters will not be generated until January 2, 2026**. This scheduling ensures that the letters reflect the **updated 2026 municipal agent fees** established by the State of New Hampshire.

If the reminders were generated prior to January 2, the fee amounts included would not be accurate under the new schedule. By waiting until January 2, residents will receive correct and up-to-date information regarding their registration costs.

### **C. Key Statistics at a Glance**

We processed:

\$581,912 in motor vehicles.

\$8,328 in motor vehicle agent fees.

\$1,064 in title fees.

\$463.50 in dog license fees.

\$675 in civil forfeiture fees.

\$350 in misc fees.

Totaling \$592,792.50.

We processed roughly 234 certified copies of vital records resulting in \$1360 in revenue and 11 marriage licenses resulting in \$77 in revenue for a total of \$1,437.

Giving us a GRAND TOTAL of **\$594,229.50** in revenue for November 2025.



# TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

## 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 – December 2025

DATE: December 8, 2025

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

1. **NNECAPA Conference:** In November 2025, CD Program Manager Crayton Brubaker and Planning Director Jacob LaFontaine attended the Northern New England Chapter – American Planning Association (NNECAPA) conference hosted in Portland, Maine. The sessions were informative and helpful in training for Crayton Brubaker in municipal urban planning, understanding barriers to housing development, and identifying affordable housing grants and projects' feasibility as well as successful planning efforts in other New England communities that reflect intentional planning in coordination with the desires of the community.
2. **EDC Commuter Census Survey:** In early November, the Town launched a survey to identify needs and desires from Salem residents regarding transportation. The survey has been live for approximately one month and we have received over 110 responses. The Economic Development Committee will review the results of the survey in the winter and can provide this data to inform public transportation decisions in the future.
3. **Regional Economic Development Center (REDC) Hosted Comprehensive Economic Development Strategy (CEDS) Meeting at Old Salem Town Hall:** On Wednesday, November 19, the REDC held the 2025 kickoff CEDS meeting at the Old Salem Town Hall. The group is comprised of economic development and business professionals from across the region, particularly in Rockingham County. Jacob LaFontaine, Planning Director, gave a presentation on significant economic development projects and infrastructure improvements in Salem, including recent and proposed developments at Tuscan Village and the Mall at Rockingham Park. Jen Kimball from REDC also gave an update and presentation about the CEDS process. This was the first CEDS meeting in Salem in over three years and we were excited to host the various communities at our wonderfully renovated Old Town Hall. We extend our deep appreciation for all of the volunteers who helped make this a successful event.



4. **Asset Management:** John Vogl furthered asset management tools available to public works by building out a presence for Parks and Properties and improving usability of the Facilities module in VueWorks. These enhancements afford the opportunity to track work orders to specific assets throughout town, including such things as garden beds, playground equipment and other amenities. Also for Public Works, John worked to log storm drain cleaning records collected by our contractor and make that data available for review/analysis by Engineering and Public Works. Further, John trained Engineering staff to use the new, latest version of ArcGIS Pro to more closely integrate GIS tools into road program planning efforts.
5. **Map Production:** In addition to managing base map layers, John Vogl worked with the Assessing Department to update Current Use mapping and assessing neighborhood values and with the Police Department to update Patrol Zone maps.
6. **Statistics:** Below outlines statistics for each of the major Salem website applications:

November 2025	Page Views	Users	Average Engagement Time
Main Website (salemnh.gov)	59,089	20,397	53s
Town Hall Times (news.salemnh.gov)	10,623	3,942	38s
MapGeo	2,033	1,154	4:26s As with previous months, notable searches included base mapping, aerial photography and zoning.



# Town of Salem, New Hampshire

## COMMUNITY SERVICES DEPARTMENT

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

### Memo

**DATE:** December 8, 2025  
**TO:** Joseph Devine, Town Manager  
**FROM:** Colleen Mailoux, Assistant Town Manager  
**RE:** Community Services Department Update

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The Community Services Department welcomed a new employee in November, Front Desk Clerk Kelsey McRobbie.

On November 19, the Senior Division held its annual Thanksgiving Dinner. This year the event was held at the Ingram Senior Center. A delicious meal was catered by Hart's Turkey Farm and members of the Salem Police Department helped to serve food. The B-Street Bombers entertained the crowd and had everyone dancing up a storm!

On December 11, Salem Senior Tappers and Salem Recreation Dancers are showing off their amazing talent at the Showstoppers Dance Show at the Ingram Senior Center.

The Senior Services Division is conducting a survey of its members to learn more about what programs and activities our members have enjoyed the most, and what new offerings they would like to see. The survey is open through December and results will be presented in the New Year.

Winterfest is on December 11 from 5:30pm-7:30pm at the Ingram Senior Center. The event features a Cocoa Crawl, local vendor market, food trucks, scavenger hunt and raffle prizes. The Community Services Division is grateful for the support of participating organizations: Salem Area Women's Club, Salem Conservation Commission, Belko Landscaping, Bridging the Horizon and the Kimi Nichols Center. Winterfest is made possible through the generosity of the following sponsors: United Health Care, Salem Police Benevolent Association, Atwood Jewelers, Benefit Advisors Group, and Wingate.

The Southern NH Tour of Lights is back and Salem is brighter than ever! The Southern NH Tour of Lights is a collaboration among Recreation Departments in Southern Central New Hampshire. The full map can be found on the Community Services Department Facebook page. A map of participating properties in Salem can be found at [www.SalemLights.com](http://www.SalemLights.com). Thank you to all of our festive residents and neighbors for making this possible!

Members of the Recreation Advisory Committee participated in the Salem Holiday Parade.



Adaptive Basketball wrapped up its season last week. Thank you to Officer Lawrence for joining us for the final night of the program, and a special thank you to our volunteer coaches, Maddie, Celeste and Clay!





**Date:** December 8, 2025

**To:** Town Council  
**From:** John P. Klipfel, Engineering Director  
**Thru:** Wayne Amaral, Director of Municipal Services  
Joseph Devine, Town Manager  
**RE:** Month of November - Engineering Department Update

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### **Bridge Street Bridge Reconstruction**

This project was advertised bid and awarded to E.D. Swett Inc. The Town will hold a preconstruction meeting in December, and the contractor is expecting to begin construction soon after. This work will require a major shutdown of Bridge Street. The shutdown has not been scheduled but is expected to begin in January. Advanced notice and detour maps will be provided to the prior to the shutdown.

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

This project was advertised bid and awarded. The Town held a preconstruction meeting, and the contractor is expecting to begin construction Winter 2025.

### **Brady Ave Water Main Replacement Project**

The Project involves the replacement of water main from Cortland Ave to the Golf Course. Phase two is the installation of new water main from the Golf Course to Lowell Road. Utility work was completed in September. Final paving to be completed in Spring 2026.

### **MS4 - Stormwater**

MS4 permit was submitted to DES in September. 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 early 2026, we are awaiting DES approvals.

### **Road Program**

Road program is completed for 2025. Planning for 2026 is underway.

### **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. Design is underway and hoping to be completed by year end. A temporary solution to reduce accidents prior to roundabout construction is being designed and NHDOT is in discussions to modify the speed limit to 45 mph in Salem's section of the corridor.





## TOWN OF SALEM, NEW HAMPSHIRE

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

### FINANCE DEPARTMENT

# Memo

**DATE:** December 9, 2025

**TO:** Joseph Devine  
Town Manager

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

**RE:** Finance Department Update

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### **Summary:**

#### **2026 Budget Review.**

The Budget Committee conducted its final review of the proposed operating budget. The reduced the operating budget by \$2 million. The next review will take place during the Deliberative Session on Saturday, January 31<sup>st</sup>.

The Town Council had their preliminary review of proposed 2026 warrant articles. The next review will occur on Monday, December 15, 2025.

### **Year End Preparation**

The Town's fiscal year end is December 31, 2025. The Finance department is preparing for the year end reporting requirements. Finance is closely monitoring departmental spending.

### **Staffing Update**

The Accounting Manager Ryan Gibbons started on December 1, 2025. He will spend the next few months training in various aspects of the finance department.

### **Municipal Building Advisory Committee (MBAC)**

MBAC members were tasked with completing a capitalization prioritization matrix for Alice Library and the North Fire Station. These scores will be compiled and reviewed at the next MBAC meeting. These collaborative efforts will support the creation of a comprehensive, data-driven capital plan for Town facilities.

Thank you.



# SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE

152 MAIN STREET, SALEM, NH 03079

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

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

## MEMORANDUM

**Date:** December 4, 2025

**To:** Joseph R. Devine, Town Manager

**From:** Craig J. Lemire, Chief of Department

**Subject:** Monthly Department Update – November 2025

### Notable Items Related to Ongoing Operations:

- **Total Runs:** 556 for October
- **EMS Calls:** 71% of total responses
- **Simultaneous Run Rate:** 64%
- **Tuscan Village Responses:** 40 total calls (7%)
- **West Side Responses:** 71 total calls (13%)
- **South Side Responses:** 143 total calls (26%)

### Inspectional Services:

Category	Permits	Inspections	Revenue
Fire	55 (32 burn permits)	80	\$10,825
Health	-	58	\$875
General Inspectional	237	369	\$124,122
Well/Septic	10	-	\$1,000

### Department Updates:

- Firefighter/Paramedic Michael Gordon was recognized as this year's Firefighter of the Year at the Boys and Girls Club. Well Done!
- The Salem Firefighters Relief Association had their bi-annual Boot Drive outside of Central Fire bringing in nearly \$10,000 for Muscular Dystrophy Association.
- Members attended Veteran's Day events at Woodbury School and Town Common.
- Our annual Firefighter's Ball was a huge success over at the Tuscan Ballroom.
- Chief Lemire hosted an Emergency Management Meeting at Central Fire.
- SFD assisted Woodbury School with Tower Ladder 1 for their annual Egg Drop event.
- Members are completing their CPR recertification process as well as EMS continuing education.
- Members took part in NH Homeland Security training.
- We hosted the Boys Scout- Scouting for Food event.
- SFD once again was honored to bring Santa through the parade route at Salem's Holiday Parade.



# SALEM FIRE DEPARTMENT

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Integrity-Community-Compassion-Excellence



## SALEM FIRE DEPARTMENT

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# Did You Know?

To look up permits in Salem, New Hampshire, you have a couple of options.

First, you can directly visit the Map-Geo portal by going to <https://salemnh.mapgeo.io/datasets/properties?modal=disclaimer>. This interactive map tool allows you to explore property data and permits within the town.

Alternatively, you can visit the town's official website, use the search feature, type in issued permits, and find the Map-Geo link there.

Both options offer a user-friendly way to access comprehensive property and permit information.





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

To: Joseph Devine, Town Manager

From: Rebekah McGuire, HR Specialist

SUBJECT: December 2025 HR Department Report

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

**Employee of the Month:** Scott Sullivan was selected as Employee of the Month for December 2025!

Scott consistently demonstrates professionalism, reliability, and a strong work ethic. He spends much of his time in the field, working directly with residents and contractors to ensure that construction projects throughout Salem are completed safely and in compliance with applicable codes.

He approaches his work with a steady and respectful demeanor, even in challenging situations, and is known for his practical approach and willingness to support both the public and his colleagues. His knowledge, consistency, and problem-solving skills have made him a key part of the department and a dependable resource to the community.

Congratulations, Scott, and thank you for your continued dedication to the Town.





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

## **NHMA**

HR attended the Annual NHMA Conference gaining valuable knowledge regarding health care trends, employment law, employee discipline and 1<sup>st</sup> amendment audits. Helpful information was passed on to all employees to assist in unique situations.

## **Conflict Management**

Primex, our liability insurer, presented informative training for the Municipal Services Department regarding conflict management in the workplace.

## **NH Deferred Compensation Plan Transition**

Employees continue to meet with Robert Knight, Investment Advisor from Empower, to discuss the transition to the State of NH Deferred Compensation Plan from the current provider. Robert conducted personalized sessions December 2<sup>nd</sup> and December 9<sup>th</sup> for all employees to prepare a retirement strategy.

## **Years of Service Overview: Celebrating Work Anniversaries in December 2025**

In December, 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.

<b>Full Name</b>	<b>Title</b>	<b>Hire Date</b>	<b>Years of Service</b>
Rebekah McGuire	Human Resources Specialist	12/2/2024	1
Timothy Moynahan	IT Manager	12/30/2024	1
Jacob Lafontaine	Planning & Zoning Director	12/9/2019	6
Ashley Trzesiara	Dispatcher	12/14/2008	17
Catherine Bonds	Victim Witness Advocate	12/27/2022	3
Robert Kirley	Lieutenant	12/5/2011	14
Brendan Gleason	Lieutenant	12/16/2005	20
Michael White	Sergeant	12/13/2004	21
Riccardo Nicosia	Patrol Officer	12/14/2004	21
Leo Leblanc	Mechanic	12/9/2019	6
Zander Mondejar	Light Equipment Operator	12/1/2024	1
William Simone	Working Foreman	12/9/2015	10
Michael Stickney	Heavy Equipment Operator	12/18/2015	10

## Human Services Monthly Report

Month: November 2025

### CALLS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
70	11	6	6	8	4	3	10	1	0	12
	WATER	RESOURCES								
	3	6								

### CALLS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
586	121	57	41	79	46	22	12	8	2	127
	WATER	RESOURCES								
	10	61								

### WALK INS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
9	2	1	1	0	1	1	0	2	1

### WALK INS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
43	8	3	3	4	7	8	1	3	6

### APPOINTMENTS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 <sup>ST</sup>	F/U	NO SHOW/CAN.
20	5	2	3	4	2	2	0	1	1	11	7	2

### APPOINTMENTS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 <sup>ST</sup>	F/U	NO SHOW/CAN
206	49	25	19	37	24	13	1	32	6	88	75	43

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

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC C#/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
10 \$2669.50	3 \$2044.50	7 \$625	1 \$200	1 \$705	1 \$1332	0	2 \$300	3 \$75	1 \$7.50
				WATER #/\$	CREMATION #/\$	OTHER #/\$			
				0	0	1/\$50			

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

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
152 \$38223.50	47 \$20042.50	55 \$18181	14 \$4768	9 \$12198	11 \$6923	5 \$3,216	63 \$5886	22 \$783	14 \$388.50
				WATER #/\$	CREMATION #/\$	OTHER #/\$			
				1/\$611	2/\$1,500	19/\$1,950			

### RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
1/\$96.97	4/\$4535.68

## MEETINGS/VISITS

Date	Meeting
11/4/25	PIT (Point of Count) Mtg.
11/4/25	Salem CARES
11/12/25	Budget Committee
11/13/25	SNHHSC
11/18/25	Staff Mtg
11/19/25	Seniors Thanksgiving
11/20/25	GSA AMDT
11/20/25	Isaiah 58 Dedication
11/25/25	ERC

## SUMMARY:

Calls and appointments remained about the same as last month, with a slight increase in walk-ins. Expenses decreased dramatically from last month, primarily due to the DV person leaving the hotel and electric payments decreasing. Also, I had considerable help with paying some of the rent, heat and electricity from the churches, Isaiah 58 and Community Action. Salem Family Resource Center has been taking care of parents who need diapers, wipes, and food.

Thanksgiving was a success I worked with the area agencies and food banks to ensure all that needed help received food baskets.

We're now gearing up for Christmas and with that a lot of calls have begun coming in about the gift cards the Fire Department delivers from the Rotary and Christmas Fund.

I am preparing for the holidays, gathering resource information and creating a list of residents for the fire dept.to deliver gift cards donated by the Christmas Fund and Rotary. For food baskets and gifts, I am working with the food pantries, family gifts Isaiah 58 and Salem Family Resources are distributing.

Fuel Assistance is starting again in December, so I've been referring to residents as well as helping those who need help filling out applications.

With the new year coming up I am tracking changes in the laws concerning housing, and cash and food stamp benefits.



# 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: December 8, 2025

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### **Operational Updates summary**

- Continued support of Police Department with new CAD implementation
  - Additional work is aligned to MDT integration.
- Prolonged dialogue with BCN to identify end points for Analog/Copper services still in Town.
  - BCN is trying to unravel over 10 years of data/services inherited.
- Implementing solution at PD to begin testing removing dependency on copper.
- Working with our telephone vendor to move copper/analog faxes to a Hosted fax solution that is HIPPA and PCI compliant.
  - This is scheduled for migration on 12/9/2025 and reduces costs by 84% and a 2026 Cost avoidance of ~\$6000/year
- Sunday Emergency call for power outage.

### **Operational numbers**

Ticket Volumes Last Full Month (November)

165 Created tickets

By day of week

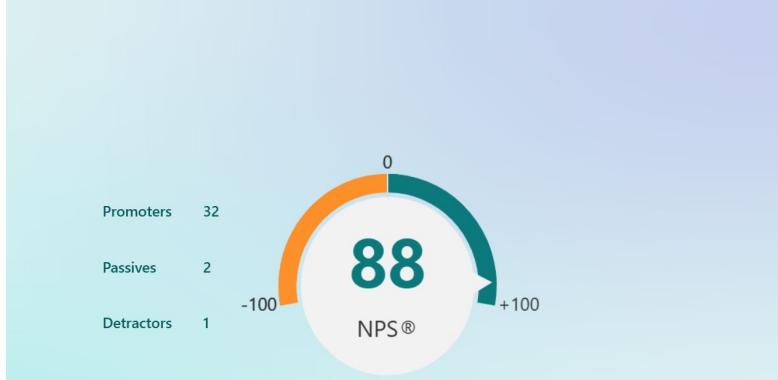
Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
48	44	25	20	27	0	1	302

155 Closed/Resolved Tickets

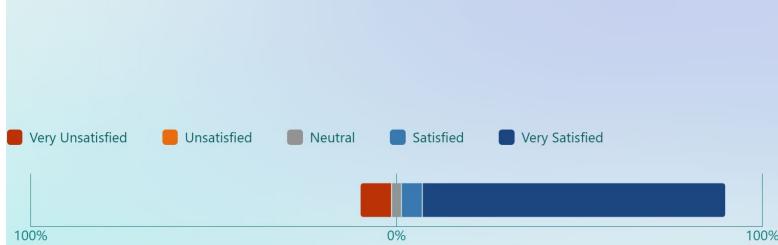
## **Customer Satisfaction/NPS**

All Responses YTD (Since August)

How likely are you to recommend Salem IT to a friend or colleague?



How satisfied are you with your recent experience with the IT Department? (Scale: 1 = Very Unsatisfied, 5 = Very Satisfied)





# Town of Salem, New Hampshire

Community Development Department

Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079

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

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

To: Town Council & Joseph Devine, Town Manager

From: Jacob LaFontaine, Planning Director

RE: Planning Division – October Update

Date: 12/9/2025

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Please find recent Planning Division updates listed below:

- **The Planning Board** approved a 1.5-megawatt commercial solar array on the capped landfill at 87A Lowell Road (LL&S); a conditional use permit for signage at 24R Via Toscana (Epicurean); and lot line adjustments at 175 and 177 Main Street; and at 11 Shadow Lake Road and 374 North Broadway on October 28<sup>th</sup>. On November 13<sup>th</sup>, the Board adopted the Recreation Master Plan; approved a conditional use permit for reduced parking and revised site plan at 125 South Broadway (Great Greek and B-tone Fitness); and a 12,000 sq. ft. free-standing 24-hour emergency room (HCA Health Services) at 53 South Broadway. They also accepted an application for Tuscan's North Jewel Buildings at 21 Via Toscana. On November 25<sup>th</sup> the Board approved a 5,100 sq. ft. event space and lounge (Identity, LLC) with reduced parking at 357 South Broadway. A proposal for a 6,800 sq. ft. AutoZone at 42 North Broadway; a 19,600 sq. ft. restaurant and entertainment use (Loretta's Last Call and Game On) with reduced parking at 11 Mall Road; and a proposal to add 150 seats at the Rockingham Christian Church at 2 Keewaydin Drive are scheduled to be heard on December 9<sup>th</sup>. *The Board currently has a call for three alternate positions posted.*
- **The Zoning Board of Adjustment** heard eight petitions on November 4<sup>th</sup> - granting variances to construct 11 manufactured housing units at 52 Granite Ave; residential additions with nonconforming setbacks at 25 Settlers Lane and 15 Cindy Avenue; new single-family dwellings on undersized lots with reduced setbacks at 22 Nolet Avenue, 205 Shore Drive and 209 Shore Drive; a new dwelling on a lot without frontage on Nugget Hill Road; and a use and height variance at 44 Pelham Road which will be reheard on December 11<sup>th</sup> due to a faulty abutter notice. *The ZBA meets next on December 11<sup>th</sup> (rescheduled from 12/2 due to snowstorm) and currently has a full slate of alternates after the recent appointment of Mike Smith as the Board's fifth alternate.*
- **A Comprehensive Zoning Update** request for qualifications (RFQ) is currently being drafted by staff. The comprehensive update of the zoning ordinance will help ensure congruence between the ordinance and the recently adopted Master Plan.
- **Code Enforcement** has continued at a steady pace. Code Enforcement Officer Bob McDowell has specifically been working to address encroachments on Town land and conservation easements held by the Conservation Commission. He is also working to address instances of site plan

noncompliance, 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 are occurring regularly to ensure compliance with the Town's ordinance. Code Enforcement Officer McDowell also recently updated the Town's ADU application to conform with the recent zoning amendment.

- **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 revising residential definitions to exclude transient uses, revising the accessory dwelling unit ordinance and residential parking requirements to comply with State law, and requiring wetland mitigation monitoring, were adopted by the Town Council on September 22<sup>nd</sup>, following a first read on September 8<sup>th</sup> and after receiving the Planning Board's unanimous recommendation at a public hearing on August 26<sup>th</sup>. *The Planning Board is currently workshopping additional amendments to present to the Council in early 2026.*
- **The Historic District Commission** is continuing to work on updating their regulations, reviewing potential design criteria, and working on public outreach and engagement.
- **Professional Development** - In September, the New Hampshire Planning Association (NHPA) and Salem Planning Division hosted a panel discussion and walking tour of Tuscan Village – panel members included Joe Faro, Tuscan Brands; Matt Menning, Elm Grove Companies; Ken Brown, Mall at Rockingham Park; and Jacob LaFontaine, Planning Director. Planning Director Jacob LaFontaine also attended the Northern New England Planning Conference in November and NHPA's Annual Conference in December, where he was elected to NHPA's Executive Committee. He is also scheduled to attend the NH Institute of Politics 2025 Housing We Need Forum.



# 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/ November 2025

## **Streets and Shops:**

1. Finally, the Veterans plaza is complete with the ribbon cutting on November 5<sup>th</sup>.
2. The repairs to this years catch basins are complete to date. There is a couple of catch basins that need attention if the weather allows us.
3. The sidewalk machine operators have gone through their routes and stakes the areas they need to.
4. The installation of the rear parking lot lights is complete, which will help in the winter operations.
5. The warm storage building is being upfitted to accommodate the highway division for winter operations. Last winter half of the building was also used as a fleet shop.

## **Parks and Properties:**

1. The town facilities fall clean up was wrapped up just in time as the weather turned cold at the end of the month
2. The cemetery leaves cleanup is complete.
3. The town building has been stocked with calcium stations
4. The transition of all the seasonal equipment into storage to make room for the winter seasonal equipment is ongoing .

## **Fleet**

1. **The town snow blowers have been through the fleet shop**
2. The Trackless machines have gone through the fleet shop and have been switched to their winter operation mode.
3. D14 is back in the salting fleet after extensive repair.
4. Winter prep of the fleet is concluding just in time.

## **Upcoming projects**

### **Winter operations.**



## TOWN OF SALEM, NEW HAMPSHIRE

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SALEM COMMUNITY TELEVISION

### MEMORANDUM

To: Joe Devine, Town Manager  
From: Tom Giarrosso, Executive Director, SCTV  
Date: December 9, 2025  
Re: SCTV December 2025 Department Update

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December Department update notes for SCTV:

SCTV recorded the Salem Holiday Parade on November 30<sup>th</sup>. The theme focused Salem's 275<sup>th</sup> Salembration. We will also host the Parade Awards ceremony on December 10<sup>th</sup> and plan on premiering the Parade and Awards Saturday December 13<sup>th</sup> on Channel 16 at 8 pm.

Holiday coverage continues with Carols and Cocoa, a joint production with Salem School District Media, the Elementary, Middle, and High School chorus singers, and the Salem Fire Department escorting Santa Claus for a sing along and the lighting of the Town Hall tree. Larry Seaman also recorded the Lions Club Tree lighting at the Town Common, where Santa lit the tree and talked with younger residents.

Mya and Susan worked on projects including a Holiday music concert with local pianist and lawyer Shirley Kerman, the Salem Boys and Girl's Club Annual Awards, and the Silverthorne Deck Ribbon Cutting. SCTV covered Thanksgiving with the Salem Police, where they served residents meals at the Ingram Senior Center.

Brenden produced a video forum on the Salem NH Housing Discussion including residents and business leaders, Salem Representatives and Town Staff talking about lot sizes and potential options to relieve the housing shortage in Salem.

Salem Museum's 'Flashback Film Fest' will continue in January with 'A Short History of Salem Churches' created in 2000. The Film Fest will take a break over the winter months, with only one film scheduled for each month in January – March.

New episodes of the 'What's Up Salem' podcast were released including Marco Abreu from the Salem Boys and Girls Club about his work with the club and how it helps the community thrive.

Bob Berthel continued creating new episodes of our series 'Salem Holiday Memories' with a look back at the early Salem Holiday parades.

Respectfully submitted,

Tom Giarrosso  
Executive Director  
Salem Community Television

**Date:** December 5, 2025**To:** Wayne Amaral, M.S Director**From:** Fred Wallace, M.S. Utilities Division Director**Re:** Utilities Division Update*F. Wallace***Treatment Lab**

- Collected 20 bacteria samples from the distribution system.
- Performed TOC and UV254 sampling from the distribution system.
- Collected and analyzed nitrate, nitrite, chloride, and sulfate samples from the distribution system.
- Conducted quality control (Q.C.) sampling, including chlorine, temperature, pH, alkalinity, color, turbidity, hardness, and iron.
- Set up and read water bioburdens and heterotrophic plate counts.
- Performed daily bench tests for quality control and regulatory compliance.
- Prepared and submitted the quarterly disinfection report.
- Began preparations for upcoming lead and copper sampling.
- Prepared quarterly disinfection report.

**Systems**

- Conducted weekly maintenance and inspections on 10 sewer pump stations.
- Ran emergency generators weekly at all water and sewer facilities.
- Inspected sewer trouble spots for potential blockages.
- Performed daily inspections at Arlington Pond Pump Station.
- Filled and logged daily chemical tank readings at the water treatment plant; adjusted chemical feeds as needed.
- Maintained chemical tanks and adjusted chemical feed systems daily at Northland Rd PRV Station.
- Calibrated pH probes, CL17 analyzers, and turbidimeters weekly.
- Assisted contractor with finish water pump install.
- Conducted weekly inspections at Millville Lake Dam.
- Mow several sewer right of ways
- Winterized irrigation system at Northland PRV station
- Continuing cyanobacteria surveillance at Arlington Pond
- Completed switch over to Arlington Pond



## **Meters & Backflow**

- 247 Backflow Assemblies tested
- 55 total backflow appointments
- 45 customer re-reads
- 25-meter service calls
- 2-New meter installs
- 35 MIU Replacements
- Water Shutoffs For Non-Payment
- 10 Seasonal shut offs

## **Distribution**

- Responded to three (2) main water breaks
- Assisted with nonpayment water shut offs
- Completed 189 Dig Safe mark outs
- Repaired two (2) hydrants
- Performed six (4) service inspections
- Conducted nineteen (24) lead and copper checks
- Filled and flushed several new water main installs
- Performed several pressure tests and chlorination
- Completed hydrant inspections with Hampshire Fire for multiple commercial buildings
- Blew off chlorine and collected samples the following day
- Repaired five (5) shut off valves
- Performed ten (10) tap inspections in Windham
- Backfilled and loamed and paved remaining lead and copper check sites
- Inspected tapping sleeve for new install on Seed St.

