

**MINUTES OF THE
CAPITAL IMPROVEMENTS PLAN COMMITTEE**

July 8, 2025

The CIP Committee held a meeting on Tuesday, July 8, 2025 at the Salem Town Hall, 33 Geremonty Drive, Salem, NH.

Committee Members Present: Sean Lewis (PB Rep), Nicole McGee, Brian Thornock (BC Rep), Jim Koczat, Joe Sweeney (TC Rep), Colleen Mailloux

Staff Present: Crayton Brubaker; John Klipfel, Geoff Benson, Fred Wallace, Wayne Amaral

The meeting was called to order at 1:02 pm.

1. Department Presentations – Municipal Services

MS4 Compliance

Mr. Klipfel explained this project. This is an annual project for the MS4 permit, it is currently year 7 of the permit. The Town has a contract with Weston & Sampson for this project. The amount is \$150,000 per year, which is consistent for the last few years. This is a permit required for reporting to the EPA.

Ms. McGee asked about the Clean Water State Revolving Fund (CWSRF) loan application. The Town did not pursue this year's grant application, there are two years of backlogs of successful applications that the funding has not been received yet by the Town. Mr. Klipfel explained the plan for current and future projects related to the CWSRF, which is a different project than the MS4.

Millville St. Bridge / Culvert at Hitty Titty Brook

Mr. Klipfel explained the problems with this culvert. The road has flooded 4-5 times over the last 3 years and the flooding is becoming more frequent. The Lake/Bluff Street Water Main extension ties into this project and doing both at once would help with the flooding issues. This project is proposed to be for design and construction this year. As proposed, design could commence in early 2026. The Lake/Bluff Water Main extension is fully designed.

Mr. Benson explained current culvert is a 6' plastic pipe. Mr. Lewis asked about the project and funding. Mr. Klipfel explained that the project would be designed as a box culvert and would be substantially different from what is currently there. Since this is not currently a bridge, the Town cannot apply for bridge aid. The project will be updated to reflect the full \$1.5 million with tax levy. The request will be for design and construction in 2026. Approximate cost for the design portion of the project is \$160,000 and construction is \$1.3 million. It can be broken up into multiple years, but it would be nice to do both. Mr. Thornock asked about the cost estimate and how it was derived. Mr. Klipfel explained that the estimate was created by Weston & Sampson. Mr. Thornock asked how this project ties into and is designed in coordination with the Lake/Bluff Street Water Main extension. The Town could save some money by putting these two

1 projects together and bidding and constructing at the same time. Ms. Mailloux asked about the
2 process with warrant article and funding timeline issues. Mr. Klipfel explained possible scenarios
3 with funding with both projects or either project. Mr. Lewis asked if phasing was done between
4 design and construction, what would happen. Mr. Klipfel said that they would proceed for design
5 with this project, adjust the portion of design for Lake/Bluff around Millville St. Bridge, and then
6 not construct the area of Millville St. Bridge. Mr. Amaral discussed the potential impact to the
7 neighborhood of doing two different constructions.

8 9 ***Lake/Bluff Street Water Main Extension***

10 This project was designed 2 years ago. Construction has been deferred multiple times. When Roy
11 Sorenson, prior Municipal Services Director, was putting together the water rate program, he
12 included this project in the assumptions. This project is primarily to close a loop in the water
13 system. Mr. Wallace explained that the water quality would be improved by doing this. This
14 project includes 9,000 linear feet of water main on Lake and Bluff Street. Most people have
15 wells in this area, and this could allow for residents to tie into the new water main. Some of the
16 residents have problems with their well water quality. Mr. Wallace explained their conversations
17 with NHDES. Mr. Klipfel explained that this project doesn't include funding for tie in, but would
18 make it easier for them to in the future. NHDES could give residents with well issues low-
19 interest loans to tie into the water system, if this project is funded. Mr. Lewis asked about the
20 number of affected homes and potential affected residents. Mr. Wallace will get that information
21 to the Committee. Mr. Brubaker asked whether this project was assumed to be constructed when
22 the water rate plan was adopted by the Town Council and Mr. Klipfel noted that it was assumed
23 for construction in 2026.

24
25 *Mr. Sweeney joined the meeting at 1:37pm.*

26
27 Mr. Thornock and Mr. Wallace discussed the Southern NH regional water line from Manchester
28 and the history and current capacity. Mr. Thornock asked what percentage of water is from
29 Canobie versus from Manchester; Mr. Wallace said it fluctuates. Mr. Thornock expressed his
30 concerns about water capacity and development. Mr. Thornock asked how this loop impacts
31 north Salem water quality. Mr. Wallace explained that this project would connect to two current
32 dead ends. Ms. McGee asked how Second and Third Street ties into this project. It was
33 previously a separate project, then was included as a part of this project. Second and Third Street
34 will likely just be a bid alternate for the project; the estimated cost is approximately \$650,000.

35 36 ***Main Street Water Main Replacement***

37 Mr. Klipfel explained that this was project was not included in the original list sent out to the
38 Committee, but they wanted to include since it was assumed in the water rate plan. This project
39 includes replacement of 8,000 linear feet of 125+ year old water main on Main Street from
40 Millville to Bridge St. This project is proposed just design for 2026. Design cost is
41 approximately \$225,000. Mr. Wallace explained EPA requirements related to the Lead Service
42 Line inventory. Ms. McGee asked which is more significant – phase 2 of the Water Treatment
43 Plant (WTP) or this project. Mr. Wallace stated phase 2 of WTP. Mr. Wallace explained the
44 status of Salem's Lead Service Line inventory.

45 46 ***Road Program***

1 This project is requested this year for \$3.6 million. Mr. Klipfel explained the fluidity of the road
2 program and prioritization of roads. Mr. Lewis asked about the breakdown of mill and overlay
3 and reconstruction and Mr. Klipfel explained the current status. There are approximately 6 or 7
4 miles of road mile reconstruction. Mr. Thornock asked about the status of PCI compared to a few
5 years ago; Mr. Klipfel explained the forecasting model for PCI projections in relation to funding.
6 Mr. Klipfel explained that more of the roads are in better conditions due to the continual
7 investments. Mr. Koczat explained that the same number of funding each year gets you less and
8 less each year. By the time the budget gets to Town Council, the Municipal Services Department
9 will have an updated annual road program.

10 11 ***Infiltration and Inflow***

12 Mr. Klipfel explained this project. This is an annual project and is proposed to be funded by
13 sewer rates. The Town has a solid sewer system. The estimated cost is \$200,000 for 2026. This
14 project is a part of contractual obligations with the Greater Lawrence Sanitary District (GLSD).
15 NHDES is also involved with these projects and requirements. Ms. McGee asked what the I&I
16 projects will be for 2026. Mr. Klipfel explained that the Town got a very favorable bid for lining
17 of pipes and the project will likely include pipe lining and construction for 2026.

18 19 ***SW50 – Street Sweeper***

20 This street sweeper is 16 years old; the estimated useful life is 10-12 years. In 2025, \$10,000 of
21 maintenance work was done. In 2024, \$7,000 of maintenance was needed. This sweeper is used
22 as a part of the MS4 permit. The cost is \$440,000 for the sweeper as per the most recent quote. A
23 year or two ago, the cost was in the \$330,000 range. Mr. Benson explained the street sweeping
24 policy and how the Town decides where to sweep. Maintenance is a consistent issue. The Town
25 has contracted sweeping services, but it is expensive for them to come out and the contract is
26 primarily only used for emergencies. Ms. McGee discussed leasing versus paying cash for
27 equipment; she also explained the leasing, which is essentially to finance and then own at the end
28 of the term. The current sweeper has been used for just over 5,000 working hours and about
29 32,000 miles. The old unit would probably be traded in.

30 31 ***L35 – Rubber Tire Excavator***

32 The rubber tire excavator estimate is approximately \$275,500. Mr. Benson explained what
33 current equipment we have and the limited capacity of some of that equipment. This rubber tire
34 excavator would be able to be a much more efficient machine. The Town spends approximately
35 \$10,000 per year on renting excavators for various projects. There is a cross-functional use to
36 this project between the whole Municipal Services department. It could also help with
37 emergencies. There are approximately 5-6 staff qualified to operate this equipment. Mr.
38 Thornock recommended that when it comes to budget season, estimated savings being presented
39 to the Town Council and Budget Committee, that would help explain the project. Mr. Amaral
40 asked about splits between tax rate, water rate, and sewer rate for this project and any equipment
41 shared between the divisions. Mr. Lewis asked about the useful life of the vehicle, and it is
42 approximately 15 years. This is a replacement for L33 equipment.

43 44 ***S22 – Large Six Wheeler***

45 This large six-wheeler cost is estimated at approximately \$235,000. The current one is from 2010
46 and is well past its useful life. The current equipment is limited and deteriorated. This proposed

1 equipment would have a J-hook. Mr. Lewis asked about the lead time and Mr. Benson said it
2 would take about a year. The current vehicle would likely be put to auction if this project was
3 approved. Ms. McGee and Mr. Benson discussed the VCI sheets and trying to find or create
4 those for the various vehicles.

5
6 *Mr. Klipfel, Mr. Benson, Mr. Wallace, and Mr. Amaral left the meeting at 2:35 pm.*
7

8 **2. Review of Minutes – May 20, 2025**

9

10 **MOTION BY:** Colleen Mailloux

11 *Move to approve the minutes of the May 20, 2025 CIP Meeting.*

12 **SECOND BY:** Jim Koczat

13 **VOTE:** 5-0-1 (Mr. Sweeney abstained)

14 **The motion passed.**
15

16 **3. Review of Easy CIP Scoring / Reviewing Project Information**

17 Mr. Brubaker overviewed the Easy CIP scoring. Scores are due July 31.
18

19 **4. Other**

20 The schedule for the next few meetings is as follows:

21 Tuesday, July 15, 2025 – 1pm – Department Presentations Part 2

22 Tuesday, August 5, 2025 – 1pm – Final Project Ranking and Recommendation
23

24 **5. Adjourn**

25

26 **MOTION BY:** Nicole McGee

27 *Move to adjourn at 2:44 pm.*

28 **SECOND BY:** Brian Thornock

29 **VOTE:** 6-0-0

30 **The motion passed unanimously.**
31

32 **ADJOURNMENT AT 2:44 PM.**
33

34 Notes/minutes taken by: Crayton Brubaker