

# TOWN OF SALEM

# MONTHLY DEPARTMENT UPDATES

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## DECEMBER HOLIDAY HOURS

The Town Hall/Senior Center will be **closed** on Wednesday, December 18th from 12 pm - 2 pm.

The Town Hall/Senior Center will close at noon on December 24th and will not reopen until Thursday, December 26th.

It will also close at noon on Tuesday, December 31st and will not reopen until January 2nd.



## TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

# MEMO

**DATE:** December 9, 2024  
**TO:** Joseph Devine, Town Manager  
**FROM:** Joe Lessard, Interim Chief Assessor  
**RE:** Assessing Department Updates

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The Assessing Department is pleased to share the following updates:

**1. Professional Development:**

Amanda from the Assessing Department will be teaching a class on personal exemptions for fellow assessing clerks on behalf of the Department of Revenue Administration (DRA) in Concord this Friday. This is a testament to her expertise and the department's commitment to contributing to the professional development of peers across the state.

**2. Statistical Revaluation RFP:**

A Request for Proposals (RFP) has been posted for a statistical revaluation project, which is scheduled to begin in 2025 and be completed by April 1, 2026, as required by the New Hampshire Constitution and State Statutes.

**3. Property Record Card Verification Process:**

In 2025, the department plans to resume the process of verifying property record card information by visiting a portion of the Town. This essential task, which was paused due to the COVID-19 pandemic, will ensure accuracy and fairness in property assessments.

**4. Trends in Taxation and Property Value:**

Despite increasing taxes, the Town's property value growth has outpaced its budget increases. This trend is reflected in the declining percentage of market value that taxes represent, falling from 1.97% in 2016 to 1.27% in 2024.

**5. Staffing Challenges:**

The department continues to face challenges in filling the Chief Assessor position on a full-time, part-time, or contractual basis. My tenure as Contracted Interim Chief Assessor will conclude on December 31, 2024. While MRI will continue to provide limited support, they are unable to sustain the current level of staffing (3 days per week) that I have provided since July 2022.



# TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2086

Community Development Department

## **MEMORANDUM**

TO: Town Council  
Joe Devine, Town Manager  
FROM: Crayton Brubaker, Community Development Program Manager  
John Vogl, GIS Manager  
RE: Community Development Department Update – December 2024  
DATE: December 11, 2024

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Please find below updates for the Community Development Department for December 2024.

### 1. Notable items related to ongoing operations:

- CD Staff participated in collaborative meetings with Jacob Lafontaine and Utile Staff to generate the Draft Master Plan document for Committee Review and public comment. Crayton developed materials to increase public awareness of the Planning process and encourage greater participation.
- John Vogl continued to provide technical support to the Fire Department's OpenGov building permit software. Efforts are underway to incorporate Fire permitting under this system with public access becoming available in 2025. Special emphasis was paid to reviewing/processing historic RedAlert records so that they could be directly imported into our OpenGov so as to consolidate building and fire records into the one solution.
- John Vogl continued to provide mapping support to Municipal Services Operations, including updating water and sewer layers. Special attention was paid to reviewing the inventory of cross-country assets. Sewer assets were reviewed and GPS located as appropriate. John worked with DPW Foreman Gregg Minnon to update Pine Grove Cemetery mapping to incorporate all the work completed in the new section, and also assisted with laying out the new pre-buy section. Finally, John worked with Geoff Benson to publish the Winter Emergency Operations Plan and with Fred Wallace to complete the Lead Service Line Inventory study.
- John Vogl continued to maintain and provide updates to MapGeo to keep the most current versions of building, address and parcel mapping available to the public. Technical updates, including a new, closer zoom extent and tax rate data tab will be rolled out in early 2025.

### 2. Trainings:

- Crayton attended the NH Business and Economic Affairs (NHBEA) Economic Forum on November 14. It included presentations on ongoing economic development challenges and opportunities in NH, such as affordable housing, master planning, Invest NH, etc.

- John Vogl attended the NH DES Asset Management “Bringing it all Together” Workshop and completed a 7-hour ESRI ArcGIS Online training course.
3. Staff changes: None.
  4. Grant updates:
    - On November 18, 2024, Town Council accepted a US Department of Energy grant for \$76,090 from the Energy Efficiency and Conservation Block Grant (EECBG) Program. Funds will be used to install LED lighting and automatic dimmers in various town buildings.
  5. Statistics updates: None.
  6. Revenues: None.
  7. Notable events:
    - Town Council unanimously approved the Community Choice Electric Aggregation Program on December 2, 2024. This will be a warrant article for voter approval on March 2025 ballot. The intended goal of this program is to provide the community with more choice in energy supply thereby lowering a portion of electric utility bills.
  8. Staff kudos: None.
  9. Anticipated challenges: None.



**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: December 10, 2024**

**TO: Joe Devine, Town Manager**

**FROM: Katie Duffey, Community Services Director**

**SUBJECT: December 2024 Community Services Department Update**

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Please find attached the Senior Center Member statistics and the list of addresses participating in the Southern New Hampshire Tour of Lights.

-New program: It's your Birthday! From January 8, 2025, and moving forward, we will celebrate members' birthdays on the second Wednesday of every month. Rockingham Nutrition Meals on Wheels will provide meals, but participants must register with Meals on Wheels. Sweet treats will be provided. Members are asked to bring a picture to share and reminisce with each other.

-Winter Fest is December 19, 2024, from 5 pm to 7:30 pm. The Police Benevolence Association and the Salem Police Wellness Association sponsored the event. This event features a free horse-drawn carriage ride, free pictures with Santa, and a craft fair held at the Ingram Senior Center from 5 to 7:30 pm. Notably, Parking for this event is at the Town Hall and Court House to allow a safe route for our horse-drawn carriage ride.

-The Southern NH Tour of Lights locations have been posted on our Facebook page. This collaboration is with the Town of Merrimack, NH's Recreation Department. Surrounding towns provide addresses of houses that have been decorated and are willing to participate.

-Salem's 275th Anniversary is almost here, and the 275th Anniversary Commission has announced the celebratory event, Salembation, will be held on August 9, 2025, from 10 am to 3 pm on Geremony Dr. The event location will mimic the Family Fun Day event that the Field of Dreams hosts.

# Ingram Senior Center

## Demographics

### ALL Member as of 12/6/2024

By Age	60-70	%	71-80	%	81-90	%	91-100	%	101-110	%	Total
Resident	428	30.2	660	46.58	297	20.96	31	2.19	1	0.07	1417
Non-Resident	6	4.38	60	43.8	64	46.72	7	5.1	0	0	137
Outdoor Only	71	37.37	97	51.05	19	10	3	1.58	0	0	190

By Gender	Male	%	Female	%	Total
Resident	468	33.03	949	66.97	1417
Non-Resident	25	18.25	112	81.75	137
Outdoor Only	90	47.37	100	52.63	190

### New Resident Members in 2024 as of 12/6/24

294

By Age	60-70	%	71-80	%	81-90	%	91-100	%	101-110	%	Total
	112	38.09	128	43.54	49	16.67	4	1.36	1	0.34	294

By Gender	Male	%	Female	%	Total
	109	37.07	185	62.93	294



# Southern New Hampshire Tour of Lights

The Southern NH Tour of Lights program is a collaboration among Recreation Departments in South Central New Hampshire. For all of the homes on the list; the homeowner had to register their address with their local Recreation Department to appear on this list. There are 97 homes across 15 communities to check out. So grab the family and head out for an evening of festive holiday lights!

For each Town listed below, we have created a driving route using Chat Gpt that brings you in a logical order from one side of the Town to the other. Simply plug in the next address. **Enjoy and Happy Holidays!**

## ***AMHERST***

**52 Brook Road**  
**96 Baboosic Lake Road**  
**10 Waterview Drive**  
**5 Carriage Road**  
**3 N. Meadow Road**  
**6 Holt Road**  
**2 Airline Drive**

## ***ATKINSON***

**8 Academy Avenue**  
**37A Maple Ave**  
**2 Geary Lane**  
**1 Hawthorne Drive**

## ***AUBURN***

**447 Londonderry Turnpike**  
**34 Brookside Drive**  
**158 Old Candia Road**  
**26 Sag Harbor Drive**  
**43 Hunting Road**  
**26 Saddle Hill Drive**  
**14 Ledgewood Drive**

## ***BEDFORD***

**6 Barr Farm Road**  
**8 Stephen Drive**  
**24 Christmas Tree Circle**  
**68 Federation Road**  
**14 Sandy Pond Parkway**

## ***DANVILLE***

**3 Long Pond Road**

***DERRY***

**22 Old Manchester Road**

***GOFFSTOWN***

**7 Crockett Drive**

**58 Van Buren Circle**

**41 Tirrell Hill Road**

**15 Pasture Drive**

***HAMPSTEAD***

**69 Wash Pond Road**

**2 Oddfellows Road**

**179 Central Street**

**65 Laura Lane**

**26 Russet Lane**

**66 Harper Ridge Road**

***HOLLIS***

**142 Worcester Road**

***HUDSON***

**10 Daniel Webster Drive**

**15 Haverhill Street**

**17 Winding Hollow Road**

**5 Hopkins Drive**

**47 Adelaide Street**

**51 Ferry Street**

**68 Ferry Street**

**25 Beachwood Street**

**40 Rangers Drive**

**26B Lund Drive**

**75 Pelham Road**

***LITCHFIELD***

**454 Charles Bancroft Highway**

**23 Aldrich Street**

**7 Aldrich Street,**

**20 Birch Street**

**43 Garden Drive**

**2 Fallon Drive**

**15 Fallon Drive**

**4 Calawa Circle**

**33 Chasebrook Circle**

**33 Century Lane**

**15 Century Lane**

**12 Locke Mill Drive**

**67 Page Road**

**123 Hillcrest Road**

**19 Talent Road**

**140 Talent Road**

**18 Blue Jay Way**

**21 Bear Run Drive**

**1 Parker Circle**

**7 Parker Circle**

**3 Finch Court**

**Homestead Court**

**10 Lydston Lane**

***LONDONDERRY***

**5 Albany Ave**

**37 Otterson Road (Tune to 87.9 FM)**

**25 Royal Lane**



### ***MERRIMACK***

**20 Grapevine Rd  
12 Cathy Stree  
68 Davis Road  
16 Mill Street  
4 Brant Drive  
65 Patten Road  
38 Valleyview Drive  
5 Friar Tuck Court  
9 Profile Drive  
4 Cobblestone Place  
6 Jade Road  
8 Fields Farm Road  
1 Hansom Drive  
190 Naticook Road  
15 Wasserman Heights**

### ***NASHUA***

**4 Essex Street  
4 Greenlay St  
3 Greenlay St  
3 Evelyn Circle  
5 Gingras Drive  
8 Tempo Drive  
45 Cherrywood Drive  
19 Ashland St.  
19 Ferry Road  
52 Monroe St,  
27 Lockness Drive  
1120 West Hollis Street  
1 Rosecliff Drive**

### ***PELHAM***

**24 Mount Vernon Drive**

### ***SALEM***

**20 Alta Avenue  
6 Scott Terrace  
37 Ivan Gile Road**

**THANK YOU TO ALL OF THE  
HOME OWNERS FOR  
PARTICIPATING IN THE 5TH  
ANNUAL SOUTHERN NH  
TOUR OF LIGHTS AND FOR  
SUPPORTING YOUR LOCAL  
PARKS & RECREATION  
DEPARTMENT.**

**Southern NH Tour  
Of Lights**





## TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

# Memo

**DATE:** December 6, 2024

**TO:** Joseph Devine  
Town Manager

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

**RE:** Finance Department Update

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### Recommendation:

N/A.

### Summary:

The Finance Department has been focused on preparing for year end and year end reporting requirements. During this past month, Finance leadership has continued to work on the implementation of the new budgeting software, Gravity. This includes weekly meetings with the software programmers. We have also begun the series of training on how to use the software. The new budget book will look similar to the old budget book but with a more modernized, sleek look. Please see some samples at the end of the report of what the new budget book will look like. The new budget book will be available electronically. The Finance Department will no longer print paper copies of the budget as department heads and elected officials should have online access to the budget.

The Town paid its annual assessment to Rockingham County this week.

The Finance Department has been actively working to implement some of the recommendations made by the auditors. This included creating new funds for the performance escrow and various impact fee funds, the creation of a federal grants policy, closing out older capital projects, and working on implementing the changes to the Demand and Benefit Assessment twenty year contract. This last change is a significant change to how we record and process twenty year DBA contracts and will take some time to fully implement.

The Assistant Finance Director has been working closely with Quick Med Claims to get a better understanding of the write-offs still pending. As you may be aware, Salem received a new account manager at QMC this Spring. Since then she has been actively working on cleaning up old outstanding accounts for Salem. The Town Council can expect to see another larger ambulance



## TOWN OF SALEM, NEW HAMPSHIRE

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### FINANCE DEPARTMENT

write off requests mostly for claims dated prior to 2024. Once these old accounts have been written off to collections the town council will receive monthly requests from Finance.

Finance continues to work with the Fire Department and Municipal Services Department with FEMA regarding DR 4799 the April 3-5 storm event.

The Finance Director attended the Government Finance Officer Association's Annual Governmental GAAP Update webinar.

There were no staff changes in the Finance Department last month.

The Finance Department did not receive or apply for any grants last month.

This past month the Deferred Compensation Committee held its first meeting. The purpose of this committee is to review the town's 457 plan. The committee met with a consultant at the first meeting who provided advise on how to start the process. The committee will begin by submitting an RFQ for a consultant to provide investment advisory services. Once a consultant has been selected the committee will do an RFQ to select a recordkeeper for the plan's assets. Currently, the Town has its plan assets with MissionSquare. We recently learned that MissionSquare could have greater fees than other recordkeepers for 457 plans. Once we have these two providers in place, the committee will meet on a quarterly basis to review the investment performance of the town's plan. The next meeting is scheduled to occur on Thursday, December 12<sup>th</sup>. The committee will review and potentially adopt a charter, elect officers, and review the draft advisory services RFQ.

A representative from Finance and Fire met with the Town's new Verizon reps. This meeting was informative. From this meeting the town will meet with Verizon on a quarterly basis to review the accounts. We used to meet with Verizon on a quarterly basis but during COVID these meetings went away. We will also plan on having an informative meeting with the Emergency Management team and Verizon so that Verizon can make the team aware of the free services it provides to its first responder clients during emergencies or highly attended events (i.e. the Boston Marathon).

The first quarter of the new year is always a challenging time of year for finance. We work on IRS reporting (i.e. W-4s). NHRS reporting, ACA reporting, run dual check runs for the prior and current fiscal years, reconcile the books for year end, implementing a new budget, etc. We typically close the books in March/April which means we are a few months behind reconciling the new year.

Thank you.



# TOWN OF SALEM, NEW HAMPSHIRE

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FINANCE DEPARTMENT



## ANNUAL BUDGET

Town of Salem,  
New Hampshire

2025



Overview





# TOWN OF SALEM, NEW HAMPSHIRE

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

## FINANCE DEPARTMENT

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### 2024/2025 Budget Comparison

Department	2024 Budget			2025 Budget			\$ Increase/(Decrease)			% Increase/(Decrease)		
	Salary/ Benefits	Other	Total	Salary/ Benefits	Other	Total	Salary/ Benefits	Other	Total	Salary/ Benefits	Other	Total
Town Council	31,860	42,550	74,410	31,837	47,650	79,487	(23)	5,100	5,077	(0.07)%	11.99%	6.82%
District Court	-	106,504	106,504	-	104,382	104,382	-	(2,122)	(2,122)	100.00%	(1.99)%	(1.99)%
Town Manager	564,201	6,775	570,976	596,791	9,325	606,116	32,590	2,550	35,140	5.78%	37.64%	6.15%
Legal	-	163,700	163,700	-	164,500	164,500	-	800	800	100.00%	0.49%	0.49%
Human Resources	326,305	83,736	410,041	354,555	70,128	424,683	28,250	(13,608)	14,642	8.66%	(16.25)%	3.57%
Employee Benefits	1,361,373	22,861	1,384,234	1,179,534	22,992	1,202,526	(181,840)	131	(181,709)	(13.36)%	0.57%	(13.13)%
Boards & Committees	6,062	23,133	29,195	6,043	20,563	26,606	(19)	(2,570)	(2,589)	(0.31)%	(11.11)%	(8.87)%
Town Buildings	-	249,167	249,167	-	217,450	217,450	-	(31,717)	(31,717)	100.00%	(12.73)%	(12.73)%
Finance	1,085,534	56,616	1,142,150	1,127,648	58,946	1,186,594	42,114	2,330	44,444	3.88%	4.12%	3.89%
Information Technology	39,919	881,152	921,071	152,362	955,508	1,107,870	112,443	74,356	186,799	281.68%	8.44%	20.28%
Assessing	333,995	130,088	464,083	432,146	130,088	562,234	98,151	-	98,151	29.39%	-%	21.15%
Town Clerk	240,933	11,600	252,533	236,141	11,600	247,741	(4,792)	-	(4,792)	(1.99)%	-%	(1.90)%
Elections	98,010	29,300	127,310	20,191	47,100	67,291	(77,819)	17,800	(60,019)	(79.40)%	60.75%	(47.14)%
Collections	342,559	-	342,559	379,240	-	379,240	36,681	-	36,681	10.71%	100.00%	10.71%
Tax Collector	192,408	22,170	214,578	192,990	22,170	215,160	582	-	582	0.30%	-%	0.27%
Debt Services	-	710,388	710,388	-	1,732,183	1,732,183	-	1,021,795	1,021,795	100.00%	143.84%	143.84%
Insurance	30,000	493,196	523,196	-	511,498	511,498	(30,000)	18,302	(11,698)	(100.00)%	3.71%	(2.24)%
Community Development	266,105	2,755	268,860	276,604	2,830	279,434	10,499	75	10,574	3.95%	2.72%	3.93%
Planning	296,163	2,717	298,880	297,307	2,730	300,037	1,144	13	1,157	0.39%	0.48%	0.39%
Police	13,595,737	789,970	14,385,707	14,038,399	787,033	14,825,432	442,662	(2,937)	439,725	3.26%	(0.37)%	3.06%
Fire	14,931,583	1,402,385	16,333,968	15,626,173	1,419,344	17,045,517	694,590	16,959	711,549	4.65%	1.21%	4.36%
Municipal Services	3,944,814	4,376,263	8,321,077	-	8,445,251	8,445,251	(3,944,814)	4,068,988	124,174	(100.00)%	92.98%	1.49%
Human Services	138,044	141,504	279,548	-	211,220	211,220	(138,044)	69,716	(68,328)	(100.00)%	49.27%	(24.44)%
Community Services	532,273	94,328	626,601	-	645,387	645,387	(532,273)	551,059	18,786	(100.00)%	584.19%	3.00%
Library	1,314,766	358,957	1,673,723	-	1,716,440	1,716,440	(1,314,766)	1,357,483	42,717	(100.00)%	378.17%	2.55%
Community Contributions	-	12,600	12,600	-	5,000	5,000	-	(7,600)	(7,600)	100.00%	(60.32)%	(60.32)%
<b>Subtotal - General Fund</b>	<b>39,672,645</b>	<b>10,214,415</b>	<b>49,887,060</b>	<b>34,947,961</b>	<b>17,361,317</b>	<b>52,309,278</b>	<b>(4,724,684)</b>	<b>7,146,902</b>	<b>2,422,218</b>	<b>(11.91)%</b>	<b>69.97%</b>	<b>4.86%</b>
Capital Improvements	-	1,859,973	1,859,973	-	10,767,030	10,767,030	-	8,907,057	8,907,057	100.00%	478.88%	478.88%
Separate Warrant Articles	-	5,740,000	5,740,000	-	-	-	-	(5,740,000)	(5,740,000)	100.00%	(100.00)%	(100.00)%
<b>Total - General Fund</b>	<b>39,672,645</b>	<b>17,814,388</b>	<b>57,487,033</b>	<b>34,947,961</b>	<b>28,128,347</b>	<b>63,076,308</b>	<b>(4,724,684)</b>	<b>10,313,959</b>	<b>5,589,275</b>	<b>(11.91)%</b>	<b>57.90%</b>	<b>9.72%</b>
Sewer Fund	366,640	4,317,853	4,684,493	396,993	4,521,646	4,918,639	30,353	203,793	234,146	8.28%	4.72%	5.00%
<b>Water Fund</b>	<b>1,533,741</b>	<b>4,658,307</b>	<b>6,192,048</b>	<b>1,647,124</b>	<b>3,927,044</b>	<b>5,574,168</b>	<b>113,383</b>	<b>(731,263)</b>	<b>(617,880)</b>	<b>7.39%</b>	<b>(15.70)%</b>	<b>(9.98)%</b>
<b>Grand Total</b>	<b>41,573,026</b>	<b>26,790,548</b>	<b>68,363,574</b>	<b>36,992,078</b>	<b>36,577,037</b>	<b>73,569,115</b>	<b>(4,580,948)</b>	<b>9,786,489</b>	<b>5,205,541</b>	<b>(11.02)%</b>	<b>36.53%</b>	<b>7.61%</b>





# TOWN OF SALEM, NEW HAMPSHIRE

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

## FINANCE DEPARTMENT

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Town of Salem, NH • Annual Budget • 2025

### 2025 Revenue Report

	Actual 2023	Budget 2024	Actual 2024	Budget 2025	Increase (Decrease)	% Change
TAXES	171,986	156,000	179,641	160,000	(19,641)	-10.93%
INTERGOVERNMENTAL REVENUES- STATE	3,631,360	4,532,696	587,423	8,470,000	7,882,577	1341.89%
LICENSES AND PERMITS	9,223,136	8,898,500	6,908,239	9,067,900	2,159,661	31.26%
CHARGES FOR SERVICES	4,365,749	4,061,942	2,769,986	4,610,633	1,840,647	66.45%
MISCELLANEOUS REVENUES	925,330	121,000	492,902	321,000	(171,902)	-34.88%
OTHER FINANCING SOURCES	791,804	3,296,853	393,792	6,371,925	5,978,133	1518.10%
<b>Total General Fund</b>	<b>19,109,366</b>	<b>21,066,991</b>	<b>11,331,981</b>	<b>29,001,458</b>	<b>17,669,477</b>	<b>155.93%</b>
INCOME FROM SEWER FUND	5,028,171	4,684,493	3,434,371	-	(3,434,371)	-100.00%
<b>Total Sewer Fund</b>	<b>5,028,171</b>	<b>4,684,493</b>	<b>3,434,371</b>	<b>-</b>	<b>(3,434,371)</b>	<b>-100.00%</b>
INCOME FROM WATER FUND	5,243,054	6,192,048	3,599,835	-	(3,599,835)	-100.00%
<b>Total Water Fund</b>	<b>5,243,054</b>	<b>6,192,048</b>	<b>3,599,835</b>	<b>-</b>	<b>(3,599,835)</b>	<b>-100.00%</b>
<b>Total Revenue</b>	<b>29,380,591</b>	<b>31,943,532</b>	<b>18,366,187</b>	<b>29,001,458</b>	<b>10,635,271</b>	<b>57.91%</b>

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### 2025 Revenue Report

	Actual 2023	Budget 2024	Actual 2024	Budget 2025	Increase (Decrease)	% Change
<b>TAXES</b>						
10000 - 3120 Yield Tax-Current Year	2,242	1,500	-	1,500	1,500	0%
10000 - 3125 Excavation Activity Tax GG1	-	-	-	-	-	0%
10000 - 3130 Boat Tax-Current Year	24,553	25,000	22,108	25,000	2,892	13.08%
INTEREST AND PENALTIES	144,530	129,500	157,532	133,500	(24,032)	-15.26%
<b>Total TAXES</b>	<b>171,986</b>	<b>156,000</b>	<b>179,641</b>	<b>160,000</b>	<b>(19,641)</b>	<b>-10.93%</b>





# TOWN OF SALEM, NEW HAMPSHIRE

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

## FINANCE DEPARTMENT

### 2025 Revenue Report

	Actual 2023	Budget 2024	Actual 2024	Budget 2025	Increase (Decrease)	% Change
<b>INTEREST AND PENALTIES</b>						
10000 - 3159 Interest-Tax Deeded Property	-	-	26,236	-	(26,236)	-100.00%
10000 - 3160 Interest-Current Year Prop Tax	24,195	25,000	8,613	30,000	21,387	248.32%
10000 - 3161 Interest-Prior Yrs. Prop. Tax	55,737	70,000	-	60,000	60,000	0%
10000 - 3183 Tax Lien Interest	26,858	3,500	5,061	2,500	(2,561)	-50.60%
10000 - 3184 Tax Lien Interest-2019 Levy	3,987	1,000	4,342	1,000	(3,342)	-76.97%
10000 - 3185 Tax Lien Interest-2018 Levy	326	-	2,034	-	(2,034)	-100.00%
10000 - 3186 Tax Lien Interest-2017 Levy	144	-	350	-	(350)	-100.00%
10000 - 3187 Tax Lien Interest-2016 Levy	35	-	-	-	-	0%
10000 - 3189 Tax Lien Interest-2023 Levy	-	-	63,436	10,000	(53,436)	-84.24%
10000 - 3190 Tax Lien Interest	12,139	10,000	20,882	20,000	(882)	-4.22%
10000 - 3191 Tax Lien Interest-2002 Levy	21,109	20,000	26,580	10,000	(16,580)	-62.38%
<b>Total INTEREST AND PENALTIES</b>	<b>144,530</b>	<b>129,500</b>	<b>157,532</b>	<b>133,500</b>	<b>(24,032)</b>	<b>-15.26%</b>



# 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)

## Memo

**Date:** December 10, 2024  
**To:** Joseph R. Devine, Town Manager  
**From:** Craig J. Lemire, Chief of Department  
**Re:** Monthly Update

---

### Notable Items Related to Ongoing Operations:

525 Total Runs for November. On pace to surpass last year's total.

73% were EMS Calls.

Simultaneous Runs Rate was 67%

40 total runs were to the Tuscan Village.

Dispatch Center completed!



Station 2 HVAC schedule for Dec 11<sup>th</sup> replacement

The closing date for firefighter applications is Dec. 20<sup>th</sup>

Hazard Mitigation Plan- likely the last meeting is Dec. 16th

Fire Permits: 50

Health: 74 Inspections and \$1,550 Revenue

Fire Inspections: 76

Revenue: \$3,192.50

Burn Permits: 16

Inspectional Services:

Well/Septic: 20 Permits and \$1,520 Revenue

Permits 248

Inspections 308

Revenue: \$44,136

Integrity-Community-Compassion-Excellence



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

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

## Department Goals Updates:

Facility Plan- Reached out to Trident, we should have an updated design from TGAS by the end of week.

Reorganization Plan- Working with TM

Strategic Planning- Considering options to assist us.

Updating Policies/Procedures- A lot of progress has been made.

Access to Online Permitting- All fire permits have been moved to opengov. Still working on opengov connection with munismart. Kiosks and ipads ordered and will be installed ASAP.

## Training/Personnel Updates:

470 hours of Training for December

Pam-Employee of the Month

Dispatcher RIT training in Derry

Crowd Management Training on-going for All Fire Officers

Until Gas and Liberty Electric Training for C1 and C2

L.t Patterson took 3 newest firefighters to Londonderry to practice self-rescue (bailout of windows)







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152 MAIN STREET, SALEM, NH 03079

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

## Upcoming Items/Key Dates:

Senior Luncheon- Dec 9<sup>th</sup>



Gift Card Donations through Rotary- Dec 13<sup>th</sup> FD delivers to needy

## Other/In the News:

- Triple fatal car accident I93
- Serious Accident on South Broadway where a pedestrian was struck, and med flighted in serious condition.
- 2 recent fires- 1 of which family lost everything plus their dog.





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

- Female firefighters spoke with Local Girl Scouts as "Prominent Females in the Community."



- Parade- Delivered Santa with Fire Department built float. SFD families joined the celebration.







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Integrity-Community-Compassion-Excellence





# SALEM FIRE DEPARTMENT

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

- Donation to Salem Rams- 140 Guardian Helmet Caps for all players to help prevent concussions. Covered by SCTV, Eagle Tribune, Boston Channel 7 News



Delivered Santa to Carols for Cocoa event at SHS:



Integrity-Community-Compassion-Excellence

To: Town Manager, Joe Devine  
From: Justine Caron, HR Director

SUBJECT: MONTHLY DEPARTMENT REPORT

HR kicked off November sharing the November Awareness tips and guidance with all Town employees and will continue this monthly practice as the department continues its focus on improving employee engagement across the Town of Salem. HR successfully executed and concluded Open Enrollment (OE) ending before the Thanksgiving holiday.

To follow up on last month's update, the new job announcement templates for Salem [Fire](#), [Town Hall](#), [PD](#), and [DPW](#) were created, screen shots of the new job posting graphics are shown below:

POLICE DISPATCHER

FIREFIGHTERS AND FIREFIGHTER/PARAMEDIC



RIGHT TO KNOW/ADMINISTRATIVE ASSISTANT



HEAVY EQUIPMENT OPERATOR – PARKS & PROPERTIES



HR recently learned that the Town of Salem was selected as a [2025 Employ Humanity® Best Place to Work!](#) HR plans to use this new distinction as a recruitment tool currently now on promoting the [Town's the Employment Opportunities website](#).



In November 2024, the Employee Recognition Committee (ERC) recommended Pam Russell as the December 2024 Employee of the Month. Town Manager, Joe Devine with support from Fire Chief, Craig Lemire presented Pam with an Employee of the Month Certificate in front of her Central Fire colleagues



on Monday, December 2nd.

HR welcomed its newest team member, Rebekah McGuire, full-time HR Specialist who has kicked off her 1<sup>st</sup> week sharing the December Awareness outreach to employees and will moderate the Employee Recognition Committee (ERC) to nominate the Employee of the Month for January 2025.

On behalf of the entire HR team, I would like to extend a “Big Thank You” to Roy Sorenson, James Pacheco, and the entire Municipal Services team for their assistance with our move and setup of our new department. Additionally, we’d also want to express our sincere gratitude to Mike and Mitchell from IT for quickly getting us up and running with our PCs and printer! Thank you!



On Wednesday, December 11th from 10 a.m. – 1 p.m., we will be hosting an informal Open House to any employee and Town Council member who’d like to stop our new HR location with a meet & greet opportunity as we continue to welcome our newest team member, HR Specialist, Rebekah McGuire to the Town of Salem!

Lastly, due to UKG not assigning a new project manager and implementation team, the HR Goals for 2024-2025 associated with launching ULK’s Leave module, ACA/COBRA compliance, benefits enrollment management, and the Applicant Tracking System continue to be delayed. HR is actively working with HUB International, the Town’s health insurance broker, as we both hope for a revised UKG GO Live date to occur sometime in Spring 2025.





***Town of Salem, New Hampshire***  
***Human Services***

33 Geremonty Drive  
Salem, New Hampshire 03079  
(603) 890-2130 FAX (603) 893-3190

12/10/24

To: Joe Devine, Town Manager

From: Leslie Kent, Director of Human Services

Re: Monthly Report

This time of year, with the time change and holidays can be a particularly difficult time for a lot of people and even more so for those that don't have secure housing or food. Everything is about sharing and giving, and many don't have the means to give or people to share the holidays with, this creates a lot of depression with feelings of loneliness and low self-worth. I have been seeing this with some of the residents coming in seeking assistance. A big part of my job besides providing assistance is to try and help them not feel ashamed or worthless about asking for help.

It's been a busy month with Thanksgiving, people needing a turkey and fixings for the holiday. There were numerous places around town for people to sign up for Holiday baskets, but we did have some come in that missed sign up dates. Luckily our community partners, Boys & Girls Club, Isaiah 58 and Salem Family Services provided me with baskets to give out to these people. Great teamwork to make sure that everyone could enjoy a nice meal on Thanksgiving.

For Christmas we have gotten gift cards from the Christmas Fund and Rotary Club that the Fire Dept. will deliver to individuals in need. This has been a big task coordinating it all, but it will be well worth it, when I tell people they are getting a holiday gift card they are so grateful. Again, community partners have stepped up and offered toys/gifts for any families I get that are in need.

The HS office is in its final resting place (hopefully) and it's great, still some minor tweaks to get completely settled but that will come. I do want to thank James and his crew for all their ongoing work to make this as smooth as possible.

This past month I have seen 11 new individuals as well as continuing to work with others. Electric shut off notices have been the biggest issue with facing eviction being the 2<sup>nd</sup> biggest issue.

This past month I attended the SNHHS meeting, WRCOC Case Conferencing and visited the Hope Ctr. Food Bank.

I think the challenges I may face coming up are doing warrant articles and annual report for the first time.

# SALEM MUNICIPAL SERVICES

Roy E. Sorenson - *Director*

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES



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

21 Cross Street

Salem, NH 03079

TEL: 603-890-2150 FAX: 603-890-3882

**Date:** December 10, 2024  
**To:** Town Council  
**From:** Roy E. Sorenson, Municipal Services Director  
**Through:** Joseph Devine, Town Manager  
**RE:** Department Update

The DPW renovation has continued in aggressive fashion with new roofing, framing, masonry, plumbing, electrical, and ductwork, all starting in earnest on the building proper. The fleet has been relocated out to Warm Storage and complete demolition work has started in the back bays of DPW. The new Warm Storage building has been working wonderfully through the early stages on winter. Work to be scheduled in the coming month includes windows, siding, concrete slab in new fleet area, and internal framing of the new administrative and locker rooms.



Winter presents many issues other than snow and ice events as the cold weather can sometimes cause havoc with our infrastructure. As we prepare for winter, we also must manage the changing conditions that lead to water main breaks. As the freeze/thaw and ground movement changes with



temperatures, the water main mains move within the soils and are susceptible to failures. Staff have repaired six breaks over the past month and a half, including as many as three in one week. Typical failures are circumferential and are repaired with single band pipe repair clamps as shown in the photo below. Repairs can be difficult as they may occur around existing services and other elements of infrastructure including sewer drainage, and gas.

The Holiday Season has begun, and staff have been busy prepping special areas of Town thereof. The Old Common was decorated, and new lighting



was provided through the efforts of local charities and businesses. The same holds true for the banners in the Depot completing the program for

the various times of the year. All of the properties and facilities have been cleaned up and there are limited areas that still need attention. It has been a balancing act trying to finish out the season while preparing winter equipment while the DPW renovation is in process.



The major cleanup of contaminated soil is winding down at the former wastewater facility site. Contaminated areas originally targeted for excavation are complete. An approximately 10 ft long area of exposed sludge at the northern end of the has been excavated and represents that last area of visually identified sludge. The areas requiring additional excavation based on confirmation sample results via the change order are nearly complete and are anticipated to be completed by the week of December 23rd. Confirmation result exceedances are getting fewer as the excavation proceeds.







# 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 Update

Date: 12/10/2024

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Please find recent Planning Division updates listed below:

- **The Planning Board** has approved the following notable projects since 11/12/24: a five-story parking garage at 26 Via Toscana; a 4,220 sq. ft. addition to the existing car dealership at 417 South Broadway; 55 age-restricted residential units at 380 Main Street; an 8,000 sq. ft. church at 287 Lawrence Road; and a 151,500 sq. ft. charitable gaming facility at 1 Mall Road (former Lord and Taylor). The Planning Board amended their Rules of Procedure on 8/13/24 and the site plan and subdivision application on 11/26/24.
- **The Master Plan Steering Committee** has met six times in 2024 and will meet for the final time on December 11<sup>th</sup> to review the Draft Plan and make recommendations prior to Planning Board review. The Steering Committee has been instrumental in ensuring that the document is reflective of our community wide aspirations and Community Development Staff Crayton Brubaker and John Vogl have been indispensable to the process.
- **The Zoning Board** has reviewed over 50 petitions this year including, many for residential development – most notably 22 townhouses at 175 Main Street and 55 age-restricted units at 380-384 Main Street.
- **Code Enforcement** has continued at a steady pace. To date, 62 complaints have been received in 2024 and 30 complaints have been corrected. On November 21<sup>st</sup> staff attended NH Business and Economic Affairs (BEA) PLAN webinar “Investigating and Enforcing Land Use and Zoning Violations.” The hiring of Code Enforcement Officer Bob McDowell in January of this year has been critical to resolving violations, many of which would undoubtedly have persisted without his proficiency.
- **An InvestNH Municipal Per Unit Grant** was awarded to the Town of Salem in the amount of \$740,000 for the Depot and Main Development at 41 Main St. The MPU grant provides an incentive of \$10,000 per new unit of affordable housing permitted.

- **Housing Champion Designation** has also been applied for through BEA, designation would allow Salem to become eligible for infrastructure funding and additional per-unit production grants - designation is pending. Crayton Brubaker, Community Development Program Manager, was instrumental in the submission of both the MPU and Housing Champion applications.
- **Zoning Amendments**, including updates to non-commercial keeping of chickens, temporary occupancy of manufactured homes, expansion of certain nonconforming uses, mobile food vendors, and parking requirements, were reviewed by the Planning Board on 12/10/24 and should be before the Town Council early 2025.
- **Salem Housing Supply Statistics** are currently being updated using the most recent data (2022) and will be presented to the Planning Board early 2025. The data is compiled using BEA's Current Estimates and Trends in New Hampshire's Housing Supply study. In 2022, Salem issued more permits for residential development (470 units) than any other municipality in the State – Please see tables below:

<b>Municipality</b>	<b>Residential Units Permitted in 2022</b>
Salem	470 units
Portsmouth	404 units
Londonderry	321 units
Rochester	287 units
Manchester	263 units

<b>Salem Housing Composition (2022)</b>	
<b>Housing Type</b>	<b>Estimated Units</b>
Single Family	8,852
Two Family	804
3-4 Family	408
5 or More	2,653
Manufactured Housing	639
<b>Total</b>	<b>13,356</b>

- **Update to the Public Safety, School and Recreation Impact Fee Schedule** remains on-going. The Planning Division is working with Mark Fougere on the first update since 2016; traffic impact fees were updated in 2023.



# Town of Salem

## New Hampshire

To: Town Council

From: \_\_\_\_\_

Date: \_\_\_\_\_

Re: Monthly Department Activities Update

Notable items Related to Ongoing Operations

Department Goal Updates

Training/Personnel Updates

Upcoming Items/Key Dates

Other/In the News



## TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 893-7069 x-5118 · FAX: (603) 890-2220

SALEM COMMUNITY TELEVISION

### **MEMORANDUM**

To: Joe Devine, Town Manager  
From: Tom Giarrosso, Executive Director, SCTV  
Date: December 9, 2024  
Re: SCTV December 2024 Department Update

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December Department update notes for SCTV:

The SCTV Executive Director spoke at the Exchange Club on 11/14 to promote the station and recruit volunteers for SCTV. We received feedback from members, and several reached out for more information on how to post to the bulletin board. SCTV continued collaboration with other departments - Susan updated Senior Center programs for our 'Lunch and Learn' with Maria, and Recreation programs with Juliann for December.

The Master Plan Steering Committee meeting is scheduled in the TV Studio for 12/11. SCTV is coordinating a Zoom call with consultants, which will save on travel fees. We are also covering the Budget Committee meeting that evening, with a concurrent Zoom session at the Knightly Meeting Room.

We continued our progress on recruitment videos with the Fire Chief and will follow up with Police and HR on their video needs in December.

The Salem Holiday Parade event on 12/1 was a great success. The entire staff worked on the multi-camera production, and editing continues this week. We will cover the Parade awards on 12/12 and premiere both shows starting Saturday, 12/14 at 8:00 pm on SCTV 16.

SCTV welcomed Kenny Chouinard and McKayla Phillips as part-time employees on 11/18. They will be working on community projects, programming, and training for meeting coverage. Mike Riley and Larry Seaman covered the Lions Club tree lighting on 12/4. The 70th annual event was well attended and included a visit from Santa. Group coverage of the Town Tree Lighting/Carols and Cocoa with Salem School District Media also had Santa drop by with a little help from the Salem Fire Department Ladder Truck and three school chorus groups on 12/5. The show will be replayed throughout the holiday season.

On 12/2, SCTV presented a 2025 Budget request of \$608,733, which was approved unanimously by the Town Council.

Respectfully submitted,

Tom Giarrosso  
Executive Director  
Salem Community Television