

# TOWN OF SALEM

# MONTHLY DEPARTMENT UPDATES

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## IMPORTANT INFORMATION

Town Election – Tuesday, March 11, 2025. Polls open from 7:00 AM to 7:00 PM at 5 polling places.

Annual Rabies Clinic - Saturday March 22, 2025 at Salem Town Hall from 11:00 AM to 1:00 PM.

Salem Draft Master Plan now available for public review. <https://saalemnh.gov/masterplan>

The Town-wide 275th Anniversary Scavenger Hunt is open! The Scavenger Hunt was assembled as part of the year-long event schedule to celebrate Salem's historic milestone.

## FEBRUARY 2025 UPDATE

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



# 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 – February 2025  
DATE: February 24, 2025

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

### **1. CD Supported Projects:**

**Recreation Master Plan:** CD staff have worked collaboratively with the Recreation Advisory Committee (RAC) and the Town's consultant, Tighe & Bond, on developing a Recreation Master Plan. The Recreation Master Plan will inventory the Town's recreation land, facilities, and focus on two sites for proposed recreational development and produce conceptual designs and sketches.

At the February 13, 2025 RAC meeting, the RAC chose two sites to focus on in the plan. The first includes the Town owned parcels at Millville Lake, including the beach, bathhouse, and approximately 30 acres of developable land for potential beach access, fields, and other recreational development. The second includes the Town owned parcel at 73 Lawrence Road which could serve as a pocket park with wetland preservation and educational opportunities.

A recreation survey is also a part of this Recreation Master Plan effort. This survey will be available in early March and will run through late April / early May.

**Community Choice Aggregation Program (CCAP):** Crayton Brubaker presented on the CCAP (Warrant Article #14) at the Town's Deliberative Session on February 8, 2025. A website page has been developed detailing the background, process, and FAQs about the CCAP so residents can be informed when they cast their ballots on March 11, 2025:

<https://www.salemnh.gov/energycommittee>

In early March, there will be a 'What's Up Salem?' podcast episode on this topic. Salem Community Television (SCTV) also produced the following informative clip that helps provide residents with additional information on the CCAP / Warrant Article #14:

<http://saalem.cablecast.tv/CablecastPublicSite/show/18610?site=1>

**Regional Economic Development Center (REDC) Comprehensive Economic Development Strategy (CEDS) Meeting and Public Workshop:** On Wednesday, February 19, 2025, Crayton Brubaker and Jacob LaFontaine attended a REDC CEDS meeting and workshop to discuss southern NH regional economic development. This is a part of a 5-year update to the regional CEDS document. Salem's participation in the planning process

provides the Town representation on the steering committee and will help the Town when pursuing future grants. Discussion revolved heavily around housing, childcare, workforce development, and natural resources, which are the primary economic priorities in the region.

## 2. **GIS / Ongoing Operations:**

- Rolled out new asset management tool for Water Department users that includes locally hosted and maintained collection tools in a simpler and faster interface. This is meant to remedy longstanding complaints over functionality of VUEWorks in the field and represents a major upgrade in the user experience.
- Continued to assist Fire Department in migrating permitting services from RedAlert to OpenGov, including in form design, data analysis and troubleshooting.
- Continued to digitize stormwater systems to fill out the asset management system layers and provided access to DPW crews. Also continued to update and review local buildings layer in preparation for annual tax map series and April 1, 2025 assessment deadline.
- Assembled datasets for committee work and analysis, including recreation layers, open space layers, and Depot base plans and provided to respective consulting firms.

## 3. **Staffing Changes or Recognition:** None.

## 4. **Statistics:** Below outlines statistics for each of the major CD-supported website applications:

Website – Over the last 30 days (Jan 23, 2025 through Feb 23, 2025), there were approximately 28,000 users who visited the Town website. Notable top pages include traffic cameras, daily police logs, employment opportunities, and online services. Across all engagements across the site, the average engagement time was 54 seconds per page.

Town Hall Times Website – Over the last 30 days, there were approximately 1,047 users and 1,638 views across all articles. There was an average engagement time of 36 seconds per user. The most viewed articles during this time were Roy Sorenson's farewell interview, the 275<sup>th</sup> Anniversary Scavenger Hunt, and draft Salem Master Plan.

## 5. **Events:** CD Department staffed the following committees in February:

- Conservation Commission – February 5
- Depot Village Advisory Committee (DVAC) – February 5
- Communications Committee – February 13
- Recreation Advisory Committee – February 13
- Economic Development Committee (EDC) – February 18
- Open Space Task Force – February 20



# **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: February 5, 2025**

**TO: Joe Devine, Town Manager**

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

**SUBJECT: February 2025 Community Services Department Update**

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-The Rock N' Fun Summer Camp and Adventure Camp registration is open.

-The Community Gardens application is available online.

-February 24, 2025, we will be hosting Family Feud with the Salem Police Department Vs. Seniors.



## TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

# Memo

**DATE:** January 13, 2025

**TO:** Joseph Devine  
Town Manager

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

**RE:** Finance Department Update

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### Recommendation:

N/A.

### Summary:

During this past month we processed the final 2024 check run. This is the last step to allow Finance to begin our year end accruals. This process includes getting the final 2024 expenditures figures to request reimbursements from the town's other financing sources such as trust funds and impact fees. During March we will continue to work on our year end accruals and reconciliations to close the books. The auditors are scheduled to come out the week of May 12<sup>th</sup>.

Kasen White, the Finance intern had his last day on January 22<sup>nd</sup>. Kasen assisted with running reports, doing month end reconciliations, report to the US Census bureau, impact fee returns, and attended several meetings with the Finance Director.

Finance worked closely with the Town Manager's office to get the warrant articles and required state reports finalized for deliberative session.

Finance, Fire, and Municipal Services continue to work on the April 3-5, 2024 winter weather event. Chief Lemire completed the final sign off. There is one meeting remaining in order to complete this project.

The town received six bids for the investment advisor for the town's 457 RFP. The 457 plan committee has a couple of weeks to score each bid. Once the scores are compiled the committee will select two firms to interview.

Friday, February 21<sup>st</sup> was the last day for two finance department employees. Lucinda Garland, accounting clerk, retired after 10 years in Salem. Melissa Cappuchi, utility billing clerk, is transferring to the police department. This leaves utility billing in a vulnerable position for



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### **FINANCE DEPARTMENT**

staffing. We typically have two employees in the position and the backup is the accounting clerk. This means that management (Cindy and me) will spend more time covering the day-to-day operations of utility billing if the current full time clerk is out on lunch or on leave.

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)

## Memo

**Date:** February 19, 2025  
**To:** Joseph R. Devine, Town Manager  
**From:** Craig J. Lemire, Chief of Department  
**Re:** Monthly Update

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### Notable Items Related to Ongoing Operations:

580 Total Runs for January. Increase of 22 calls from last January.

73% were EMS Calls.

70% Simultaneous Runs Rate

40 total runs or 7% were to the Tuscan Village

70 total runs or 12% to the West-side of town

### Significant Incidents:

We delivered a healthy baby in the back of an ambulance while en route to the hospital. The delivery was challenging because of the babies positioning. Our firefighters did an outstanding job and both Mom and her baby are doing well.

01/01/2025

34 Lake St

Call Type: Structure Fire

Time of Alarm: 1116 HRS

IC: Sice

Struck Box 112

01/08/2025

Derry

Mutual Aid Brush Fire

Struck Box 333 for Salem Manpower

Fire: 121 Permits

Fire Inspections: 47

Revenue: \$6,032

Health: 75 Inspections and \$2,800 Revenue

Building: 300 Permits

249 Inspections

Revenue: \$192,044

Well/Septic: 14 Permits and \$1,340 Revenue





# 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)

## Training/Personnel Updates:

- A few of our firefighters completed Ice Rescue Tech Certification through the NH Fire Academy.
- Probationary firefighters Cole Ferguson and Shayna Ravenscroft successfully completed their Advanced EMT programs and are now nationally certified.
- Interviews were conducted in January to fill our 4 open firefighter positions. Contingent offers have been made to the top 4 candidates and HR is assisting us with the onboarding process. We hope to have them start their careers in March. Once on board, I look forward to introducing them to the Council.

## Training Hours Conducted

**Total: 458 hours**

## Other/In the News:

- Public Service Announcement on Carbon Monoxide and Ice Safety filmed by SCTV with Chief Lemire.



SALEM HAS ALMOST 1,000 HYDRANTS AND 8 CISTERNS IN TOWN.  
PLEASE DON'T BURY THEM. HELP US HELP YOU.  
**CLEAR THE HYDRANT CLOSEST TO YOUR HOME**

- Our members have been busy shoveling hydrants and we will continue to do what we can to keep them clear. However, with the amount of snow we have had and what is forecasted, we like to remind residents that they can help by clearing the hydrants in their neighborhood. Access to timely water is critical in the event of a house fire and could save a life or property.





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

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

SUBJECT: February 2025 HR Department Report

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

**SIGNIFICANT INITIATIVES:**

**Employee Navigator**

HR recently participated in a Kickoff meeting to begin the implementation process for Employee Navigator, a comprehensive benefits administration system. Once deployed, Employee Navigator will enable employees to enroll in benefits during new hire onboarding, open enrollment, and qualified life events, as well as access their benefit information 24/7. The full implementation process may take several months to complete.

**Ongoing Employee Health & Wellness**

HR distributed the February Monthly Awareness communication to all Town employees. While February may be the shortest month of the year, it is packed with significant holidays, observances, and events that highlight important causes, health initiatives, and awareness campaigns. Key February observances include:

- **American Heart Month:** A time to reflect on and promote heart health.
- **National Cancer Prevention Month:** A focus on raising awareness about cancer prevention.
- **National Children's Dental Health Month:** Promotes children's oral health, with free printable resources available for kids.
- **February 7 – National Wear Red Day:** A day dedicated to raising awareness of heart disease as a leading cause of death.
- **February 11 – International Day of Women and Girls in Science:** Encourages greater participation of women and girls in STEM fields.
- **February 11-17 – Random Acts of Kindness Week:** A week focused on kindness, including the health benefits of laughter.
- **February 17 – President's Day** (Town Hall CLOSED).
- **Neurodiversity:** Approximately 15-20% of the global population is neurodivergent, highlighting the diverse ways people think, learn, and interact.
- **Generational Burnout:** Gen Z and millennials are addressing burnout with "micro-retirements," while older generations are facing challenges in affording retirement.

This month offers an important opportunity to raise awareness, engage in meaningful initiatives, and reflect on both health and social well-being.



**TOWN OF SALEM, NEW HAMPSHIRE**  
**HUMAN RESOURCES DEPARTMENT**  
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## Job Openings Overview

### Town Manager Department

Position Title	Affiliation	Full/Part-time	Date Posted	Status
Assistant Town Manager	Non-Affiliate	Full-time	1/22/2025	Contacting Candidates to Interview

### Finance Department

Position Title	Affiliation	Full/Part-time	Date Posted	Status
Clerk III - Utility	SEA	Full-time	2/4/2025	Accepting Applications

### Collections Department

Position Title	Affiliation	Full/Part-time	Date Posted	Status
Collections Clerk	SEA	Part-time	1/3/2025	Conducting Interviews Week of 2/10/25

### Police Support Services Department

Position Title	Affiliation	Full/Part-time	Date Posted	Status
Prosecutor	SPAA	Full-time	12/17/2024	Pending Background Check, Anticipated Start Date: 03/10/2025
(2) Dispatchers	SPEA	Full-time	12/20/2024	Pending Background for 1 Finalist

### Police Patrol Department

Position Title	Affiliation	Full/Part-time	Date Posted	Status
(4) Patrol Officers	SPEA	Full-time	12/1/2024	Hired 1 Patrol Officer, 3 Vacancies Remaining, Entry Test Conducted on 2/8/25

The tables above display all the statuses of each job vacancy.



**TOWN OF SALEM, NEW HAMPSHIRE**  
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**Job Openings Overview** *(continued)*

**Fire Suppression Department**

Position Title	Affiliation	Full/Part-time	Date Posted	Status
Firefighter/Paramedic	IAFF	Full-time	10/28/2024	Completing Background Checks for 3 Finalists

**Municipal Services Department**

Position Title	Affiliation	Full/Part-time	Date Posted	Status
Municipal Services Director	Non-Affiliate	Full-time	12/12/2024	First Round Interviews Conducted Week Ending 2/7/25
Business Manager - Municipal Services	SPAA	Full-time	1/16/2025	Interviews Being Scheduled
Mechanic I	AFSCME	Full-time	1/27/2025	Posted a Year Ago, No Candidates with CDL
Heavy Equipment Operator	AFSCME	Full-time	1/6/2025	Posted a Month Ago, No Candidates with CDL
Light Equipment Operator	AFSCME	Full-time	1/27/2025	Posted a Month Ago, No Candidates with CDL

**Water Administration Department**

Position Title	Affiliation	Full/Part-time	Date Posted	Status
Construction Maint. Repair I	AFSCME	Full-time	2/27/2024	Posted a Year Ago, No Qualified Candidates with CDL-B & NH Distribution Cert.

The tables above display all the statuses of each job vacancy.



**TOWN OF SALEM, NEW HAMPSHIRE**  
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## Personnel Changes Overview

### Municipal Services Department

Name	Position	Misc. Info
Roy Sorenson	Municipal Services Director	Resigned: February 7, 2025

### Police Department

Name	Position	Misc. Info
Jason Grosky	Prosecutor	Resigned: February 17, 2025
Jacob White	Patrol Officer	New Hire: February 17, 2025

### Finance Department

Name	Position	Misc. Info
Lucinda (Cindy) Garland	Accounting Clerk	Retirement: February 28, 2025

### Fire Department

Name	Position	Misc. Info
Patrick Swanson	Fire Inspector	Retirement: February 28, 2025



**TOWN OF SALEM, NEW HAMPSHIRE**  
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## Years of Service Overview (January 2025)

### Finance Department

Name	Job Title	Unit	Hire Date	Years of Service
Galvin, Susan C	Accounts Payable Clerk	SEA	1/30/1978	47

### Municipal Services Department

Name	Job Title	Unit	Hire Date	Years of Service
Wallace, Frederick J	Municipal Svcs Dep Dir-UT	M.S., Water	1/29/1996	29
Sorenson, Roy E	Municipal Svcs Director	M.S. Admin	1/4/2016	9

### Fire Department

Name	Job Title	Unit	Hire Date	Years of Service
Muise, Thomas B	Firefighter	Fire FD	1/27/2003	22
Breton, Nathaniel L	Training Officer	Fire FD	1/29/2007	18
Quesnell, Jeffrey L	Paramedic	Fire FD	1/26/2009	16
Colby, Kennett J	Assistant Fire Chief	Fire SPAA	1/1/2010	15
Galipeau, Michael J	Deputy Chief, Fire Marshal	Fire SPAA	1/1/2010	15
Whalen, Michael Jared	Lt Paramedic	Fire FD	1/3/2011	14



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## Years of Service Overview (January 2025)

### Police Department

Name	Job Title	Unit	Hire Date	Years of Service
Wilson, Sean E	Patrol Officer	Police PD	1/6/2014	11
Bagley, Jeremy P	Patrol Officer	Police PD	1/23/2017	8
White, Lucas G	Detective	Police PD	1/15/2018	7
Peters, Joshua D	Patrol Officer	Police PD	1/8/2023	2
Kisiel, Ethan H	Patrol Officer	Police PD	1/9/2023	2
Lehew, Russell E	LEO	M.S., DPW - Streets	1/7/2024	1
Pacheco, Christopher R	LEO	M.S., DPW - Streets	1/7/2024	1
Lozowski, Jarred	Patrol Officer	Police PD	1/8/2024	1
McDowell, Robert J	Code Compliance Officer	Planning	1/8/2024	1
King II, Daniel T	HEO	M.S., DPW - Streets	1/16/2024	1
Olms, Kyra	Patrol Officer	Police PD	1/22/2024	1

### Town Manager Department

Name	Job Title	Unit	Hire Date	Years of Service
Devine, Joseph R	Town Manager	Town Manager	1/3/2022	3

### Planning Department

Name	Job Title	Unit	Hire Date	Years of Service
McDowell, Robert J	Code Compliance Officer	Planning	1/8/2024	1



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(603) 890-2070

## Years of Service Overview (February 2025)

### Kelley Library Department

Name	Job Title	Unit	Hire Date	Years of Service
Ducharme, Natalie L	Director	LIBR	2/19/1985	40
Campbell, Rebecca K	Head of Technical Services	LIBR	2/19/2015	10

### Municipal Services Department

Name	Job Title	Unit	Hire Date	Years of Service
Benson, Geoffrey O	Dep Director of MS-DPW	M.S. DPW	2/2/2009	16
Parnell, Robert John	Meter Repair Tech	M.S. Water	2/2/2020	5
Brown, Mark C	WTP Operator II	M.S. Sewer	2/3/2020	5

### Fire Department

Name	Job Title	Unit	Hire Date	Years of Service
Stevens, John A	FF/Assist Mechanic	Fire FD	2/29/2016	8
Lacarbonara, Joseph J	Paramedic	Fire FD	2/16/2020	5
Hamilton, Nicholas C	Paramedic	Fire FD	2/23/2020	5





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

**Years of Service Overview (February 2025)**

**Police Department**

Name	Job Title	Unit	Hire Date	Years of Service
Cabrera, Jefry R	Detective	Police PD	2/18/2019	6
Hennessy, Michael P	Patrol Officer	Police PD	2/22/2021	4

**M.S. Water (Public Works) Department**

Name	Job Title	Unit	Hire Date	Years of Service
Parnell, Robert John	Meter Repair Tech	M.S. Water	2/2/2020	5

**SCTV Department**

Name	Job Title	Unit	Hire Date	Years of Service
Fichera, Sean M	SCTV Ops Manager	SCTV	2/22/2022	3

**Human Resources Department**

Name	Job Title	Unit	Hire Date	Years of Service
Caron, Justine	HR Director	Human Resources	2/12/2024	1

**Planning and Inspections Departments**

Name	Job Title	Unit	Hire Date	Years of Service
Romano, John R	Building Inspector (PT)	Inspections	2/1/2022	3
Sternberg, Pamela J	Admin Sec	Inspections	2/21/2024	1

**Recreation Department**

Name	Job Title	Unit	Hire Date	Years of Service
Isabelle, Juliann K	Comm Serv Coord (PT)	C.S. Recreation	2/26/2024	1



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

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

2/11/25

To: Joe Divine, Town Manager

From: Leslie Kent, Director of Human Services

Re: Monthly Report

This past month I have seen 16 new individuals as well as continuing to work with others. January had some very cold days, so people have had issues paying heating costs and 1 person had a broken furnace and 2 a broken hot water heater. I have 2 people in a hotel all month, both paid for 13 nights themselves. Both are medically compromised, and it would be very detrimental for them to be on the street or in a shelter. There is a good possibility that both will be in permanent placements in February. I had 4 other people in a hotel for various times ranging from 1 night to 2 weeks. One person was displaced due to a fire in his home, 1 was placed by the Fire Dept. and another was placed by the Police Dept. The total cost for hotels in January was \$3659.

I helped 1 person with their rent for a total of \$2090. One person received Propane for \$599.85, this did not come out of the budget we had a credit at B&H from a donation given. I provided 4 gas vouchers for a total of \$160. I provided 9 MB gift cards, 1 Amazon gift card and 1 Target gift card, totaling \$775, all of these were donated cards. I paid \$750 for 1 cremation of a Salem resident.

I spent a total of \$6659 of the Human Services budget and gave out a total of \$1374 in resources that were donated to the Town.

This past month I attended the SNHHS, 2 MDT and WRCoC and Case Conferencing meetings, I attended the Town Council meeting on Warrant Articles and I visited Community Action in Salem.

My focus in the coming month is to make site visits to more agencies, particularly the ones we fund.

# Memo

**To:** Joe Devine, Town Manager

**From:** Tim Moynahan

**Date:** 2/14/2025

**Re:** February 2025 Information Technology Update

**30/60/90 Day Plan - 45 Day update**

Over the past 45 days, the goal was to meet with Department Heads and work with our existing Managed Service Provider to understand current technological ecosystems as well as meet with key vendors.

Also connected with CIO's and Directors of other towns/cities to talk all things IT related and establish a Learning community.

Attended an in-person Cybersecurity session sponsored by Primex and Water security webinar by CISA and NH DES. Also, attended a Webinar for using AI in Government.

**Temp PD/DPW project**

Working TempPD/DPW project as a priority to ensure the building is move-in ready with all IT (Data, Voice, Comms) related services with no, or minimal impact, to Police operations.

**Operations**

Ticket Volumes the past 30 days

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
25	81	52	61	40	1	2	262

Many of these tickets constitute Windows 10 to Windows 11 migration. We are 70% complete with a target date of completion Q3 2025

Reducing the footprint of legacy servers that are no longer supported and pose a vulnerability risk to our environment.

Updating/Creating new architecture and topology diagrams of our systems and locations.

### **Internal Technology Team**

We are seeking to establish an internal Technology Team.

*The Technology Team would be a resource for the Town Manager and Town Departments.*

*The purpose of the team is for members of each department to have a voice and help lead, influence, and improve all aspects of information technology and its impact on daily and future municipal operations.*

*Objectives would be to promote collaboration and communication, address cybersecurity and data privacy concerns, identify and maximize technology resources, and address effective use of technology to drive measurable outcomes.*

# **Public Works Division/ January 2025**

## **Streets and Shops:**

1. This month produced 12.5 inches of snow. We salted the primary routes 5 times and the secondary routes 3 times. We were out plowing the routes 3 times also
2. The crews have been busy replacing and checking cutting edges.
3. On Jan. 3<sup>rd</sup> there were two main water breaks at the same time. We sent a crew to repair one of the breaks.
4. We assisted Merrill excavating on the work prepping for the new sign at the senior center.
5. Sidewalk clearing after the storms has been challenging. This year we have three new operators running the machines.

## **Parks and Properties:**

1. Brush clearing is ongoing at pine grove cemetery.
2. The wreaths were removed from the town buildings.
3. The creche was moved from the common to behind the museum.
4. A major cleanup of the museum took place.
5. The service bids were completed for the facility contract work.

## **Fleet**

1. D-19 is completed and is on the road.
2. The new J hook dumpster is complete. It is rhino lined and is being used as a winter sand salt mix bin.
3. D20 had to have a PTO pump replaced in between storms
4. There have been multiple hydraulic line failures during storms.
5. P88 is complete this is the new mechanic service road truck

## **Upcoming project:**

1. **The temporary facility for PD is 6 weeks away**
2. **Completion of service bids**
3. **Winter operations**

# SALEM MUNICIPAL SERVICES

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



UTILITIES DIVISION  
Fred Wallace – Director

161 NORTH POLICY STREET  
SALEM, NH 03079  
TEL: 603-890-2179 FAX: 603-890-2173

**Date:** February 4, 2025

**To:** Joe Devine, Town Manager

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

**Re:** Utilities Division Update

The work on filter three to address underdrain issues continues. These repairs and maintenance practices are performed throughout the winter months when flows are low, and we can take a filter offline.

Along with filter maintenance, ten sewer lift stations, and four pump stations are kept in good working order. They are visited daily to assure proper function.



Although the water main failures have slowed down, we have experienced five since the beginning of the year, two of which were on February 7<sup>th</sup> as division employees were finishing with an overnight snow event. With assistance from DPW we were able to make both repairs simultaneously and restore water to both neighborhoods in a timely manner.

The treatment plant analysis continues with Weston and Sampson to address treatment processes to deal with emerging contaminants. We will be concentrating first on Cyanobacteria and the means to treat it at Arlington Pond.





# 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 - February Update

Date: 2/24/2025

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Please find recent Planning Division updates listed below:

- **The Planning Board** reviewed a proposal for a 7,500 sq. ft. warehouse and office building at 15 Trolley Lane on February 11<sup>th</sup>. At the February 25<sup>th</sup> meeting the Board is scheduled to review recreation designs for Tuscan Rec Park and the recreation area between Building 1200 and Building 1300 at Tuscan Village. A proposed concept for Rec Park contemplates a waiver of recreation impact fees for the 300 residential units at Building 1300.
- **The Master Plan Steering Committee** met for the final time for a joint meeting with the Planning Board on February 19<sup>th</sup>. The Committee endorsed the draft plan at this meeting and a final period of public comment is now open with final adoption anticipated in April. 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 Draft Plan and Public Comment Form can be found at [salemnh.gov/masterplan](http://salemnh.gov/masterplan)
- **The Zoning Board** heard four petitions on February 4<sup>th</sup>, including a rehearing for a duplex at 6 Lee Joy Lane which was denied. The Board is in the process of updating their Rules of Procedures and anticipate adopting amendments in early 2025.
- **Code Enforcement** has continued at a steady pace. 63 complaints were received in 2024, and 50 complaints were corrected – for a correction rate of 79%. The Code Enforcement Officer is specifically working on addressing accessory apartments constructed without permits and complaints regarding commercial uses at 89 N. Main Street. The hiring of Code Enforcement Officer Bob McDowell in January of 2024 has been critical to resolving violations, many of which would undoubtedly have persisted without his proficiency.
- **Plan Review Meeting** on February 12<sup>th</sup> the Planning Division hosted the first interdepartmental meeting to review upcoming land use applications and to create a more streamlined and predictable process for applicants. Meetings will continue to occur on a bi-monthly basis.



- **Zoning Amendments**, including updates to non-commercial keeping of chickens, temporary occupancy of manufactured homes, expansion of certain nonconforming uses, corner lot setbacks, and parking requirements, are scheduled to be heard by the Planning Board on February 25<sup>th</sup>. Amendments that receive a favorable majority vote from the Planning Board will then be referred to the Town Council.
- **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.



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: February 19, 2025  
Re: SCTV February 2025 Department Update

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February Department update notes for SCTV:

SCTV continued collaboration with other departments - Susan updated Senior Center programs for our 'Lunch and Learn' with Maria for February. We also covered the 'It's Your Birthday' premiere at the Senior Center where residents get cake and a beverage while all celebrating their birth month. It will be held on the 2<sup>nd</sup> Wednesday of the month.

The Master Plan Steering Committee will be meeting on 2/19 at the TV Studio. The MPSC, Planning Board and their consultants via Zoom will update the town on the latest results from the surveys and possible implementation strategies.

We are continuing our progress on recruitment videos with Fire, Police and HR on their video needs. Town Manager Joe Devine hosted an onboarding video to be used for HR to distribute to new hires for the Town of Salem. Susan created a promotion for the 275th Salembration Committee's Scavenger Hunt.

The Southern New Hampshire Chamber of Commerce will host a Candidate Forum on 2/27 in the TV Studio. SGC is also interviewing candidates and updating the election web site for the March elections.

Bob Berthel continued with new episodes of our series 'Salem History on Tape' with the SHS Class of 1981 Pops concert and a color segment on the 1982 Cheerleading squad. These events were largely recorded over in the 1970's and 80's so this was a wonderful discovery in our archive.

Respectfully submitted,

Tom Giarrosso  
Executive Director  
Salem Community Television