

# TOWN OF SALEM

# MONTHLY DEPARTMENT UPDATES

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## IMPORTANT INFORMATION

### 2026 Town Manager's Budget Now Online

The 2026 Town Manager's Budget was presented to the Town Council and is now available at [salemnh.gov/2026budget](http://salemnh.gov/2026budget). Residents can review presentations, watch meeting videos, and submit questions to [budget@salemnh.gov](mailto:budget@salemnh.gov). The Town Council will meet on October 8 and October 15 to review, refine, and finalize the budget.

Trick or Treating will be on October 31<sup>st</sup> from 6PM - 8PM

Annual Truck or Treat will be at the Senior Center on October 23rd from 5:30PM - 7:30pm

## SEPTEMBER 2025 UPDATE

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

## Monthly Department Highlights – Assessing Department for August 2025

Prepared by: Jillian Witkowski

### **Key Activities**

- A Mazerolle processed 83 deeds this month.
- J Witkowski completed 60 residential property inspections between July 29 and August 28.
- R Marquis has been helping with printing water bills for the Collections Department and helping to answer any questions the residents have that she is capable of with their water bills.
- A Mazerolle has been cleaning up ownership files in the CAMA system by filling in blank ownership lines, along with R Marquis helping too.
- J Witkowski has completed the Town's MS-1 and it has been sent to the DRA.
- J Witkowski gathered some back up information together for the September 8<sup>th</sup> Council meeting.
- A Mazerolle has also been working on her Clerk's Processes Manual.
- R Marquis has continued attaching PA-34s to the PRCs to have a fuller picture for sales analysis.
- E Brideau is reviewing questions etc. with our town attorney for an abatement with Rocksal going to Court and an outstanding abatement with our town Utilities.
- J Witkowski has been trying to work kinks out with the new EQ system to try to get ahead of the deadline. Slow going but some steps in the right direction have been made.

## **COLLECTIONS DEPARTMENT – JULY & AUGUST 2025**

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

We have promoted collection clerk Meghan Grubbs to be our new Deputy Clerk. She was officially appointed by the Town Council on September 8<sup>th</sup> and is doing great!

HR has posted the full-time collection clerk position and interviews will begin next week. Once that candidate is chosen and begins training, we will begin looking for someone to fill the part-time afternoon collection clerk position. Discussions are in the works to potentially change the hours of this position to mid-day hours to help provide better coverage during lunch time.

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

Town Council approved the Civil forfeiture fees for all outstanding 2024 dog licenses and those fees have been implemented and notices are being mailed out.

The 2026 landfill permits are now available for sale.

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

We processed:

\$1,368,394 in motor vehicles.

\$20,871 in motor vehicle agent fees.

\$2,730 in title fees.

\$1,944 in dog license fees.

\$175.00 in civil forfeiture fees.

\$1,000 approx. in misc fees.

Totaling \$1,395,114.

We processed roughly 200 certified copies of vital records resulting in \$2,965 in revenue and 64 marriage licenses resulting in \$448 in revenue for a total of \$3413.00.

Giving us a GRAND TOTAL of **\$1,398,527** in revenue for July & August 2025.



# 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: Colleen Mailoux, Assistant Town Manager  
Crayton Brubaker, Community Development Program Manager  
John Vogl, GIS Manager

RE: Community Development Department Update – September 2025

DATE: September 10, 2025

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

1. **Community Choice Aggregation (CCA) Program Public Outreach:** In August and September, Crayton Brubaker and Bart Fromuth of Freedom Energy began public outreach information campaign on the CCA program. This included updating the Town website, launch of a standalone CCA program website, an FAQ video filmed with SCTV, a press release sent to newspapers, and a ‘What’s Up Salem?’ podcast episode. Information will continue to be sent throughout October. Mailings will be sent to residents in late September with more information and how to opt out, if residents would like to opt out. A public meeting will be held on October 9 at 7pm at the Salem High School for residents to have their questions answered.
2. **Depot Village Master Plan Presented to Planning Board:** On Tuesday, September 9, Crayton Brubaker, DVAC Co-Chair, presented the Depot Village Master Plan to the Planning Board. The Plan received excellent feedback and the Planning Board unanimously voted to adopt the plan, as was recommended by the Depot Village Advisory Committee (DVAC). Next steps include DVAC meeting again to come up with recommendations for a phasing plan to present back to the Town Council.
3. **Asset Management:** John Vogl and Glenn Burton completed a review and inventory of the town’s crosswalks and added those features to the town’s asset management tools. This allows for tracking of maintenance activities and better budgeting to describe the true cost/extent of necessary painting work.
4. **Map Production:** John Vogl and Glenn Burton worked to develop new mapping of the town’s fiber network, including all material sizes and connections. This required researching numerous as-built plans and other records, from different sections of town, to piece together a seamless map. The product provides ready, accessible documentation for the many users of this system.

Further, John Vogl updated the Town’s addressing records to match the formatting needs

of the Police Departments new CAD program. This program will make addressing records readily available on the PD dispatching and mobile devices for the first time.

5. **Statistics:** Below outlines statistics for each of the major Salem website applications:

Main Website – In August 2025, there were approximately 16,140 users who visited the Town website and 56,538 total page views. Notable top pages include the daily police log, job postings, online services, and the 275<sup>th</sup> anniversary page. The average engagement time was 1 minute 14 seconds per user.

Town Hall Times Website – In August 2025, there were approximately 1,172 users and 6,929 views across all articles. There was an average engagement time of 1 minute 50 seconds per user.

MapGeo – In August 2025, the Town experienced 1,227 unique views over 30 days on its local MapGeo for Salem site, roughly the same number as in June and July. As in previous months, notable searches from the site include property information, aerials, zoning districts, prime wetlands, and floodplains. Throughout the month, all the operational data sets were updated to keep the information as current as possible.



## 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:** September 15, 2025

**TO:** Joseph Devine, Town Manager

**FROM:** Colleen Mailloux, Assistant Town Manager

**RE:** Community Services Department Update

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The Community Services Department wrapped up summer with some exciting programming and has kicked off the fall season.

The Recreation Division released their Fall Recreation Programs in August (see attached).

Notably, we added two new recreation programs and a new event:

- Toddler Sports Program, this "just for fun" sports program is for children under 3 years old to learn the basics of organized sports activities such as soccer, basketball and baseball.
- Our Spring Track program is such a hit with kids 5-7 years old that we opened up a Fall Session beginning Mondays in September.
- Kids versus parents dodgeball game to be held on October 6.

Our Annual Trunk or Treat will take place on October 23 this year at the Ingram Senior Center from 5:30pm to 8:00pm!

The Senior Division's longtime Community Services Coordinator, Wendy Peters, retired on September 2. We are grateful to Wendy for her years of service. Trina Reed will succeed Wendy as Coordinator and the Senior Division is looking forward to a seamless transition and continuing to offer our members with a wide variety of activities and adventures!

In August, the Senior Division hosted Anniversary and Tournament Week, with daily tournaments and a number of events including Pizza Day, Bountiful Breakfast and an Ice Cream Social (sponsored by United Healthcare).

We hosted a well attended Fraud Seminar w/ Salem Police, NH Department of Justice, NH Bankers Association, Bank of America, and Enterprise Bank (soon to be Rockland Trust) to help educate our members. The event inspired a follow-up event, a Deed Fraud Seminar with New Hampshire's Assistant Attorney General.

On September 10, the annual Volunteer Luncheon Appreciation was held at LaBelle Winery in Derry. Thank you to our volunteers who selflessly dedicate their time!

SALEM, NH RECREATION

# FALL PROGRAMS

2025

SEP 13

BOB KOCZAT  
MEMORIAL  
BASKETBALL  
TOURNAMENT!

MORE INFO INSIDE!

ANNUAL  
TRUNK OR  
TREAT!

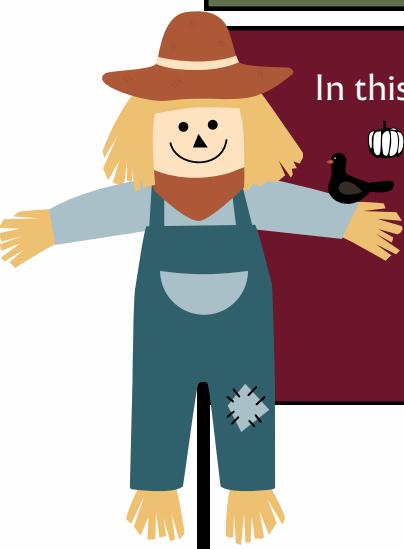
OCT 23

MORE INFO INSIDE!

In this brochure you will find:



Information on Adult,  
Youth, Adaptive and other  
Community Programming  
by Salem, NH Recreation



SALEM  
Community  
Services  
Department

Registration Open At:  
[Salemnh.myrec.com](http://Salemnh.myrec.com)

Find Us at The  
Ingram Senior Center



1 Sally Sweet Way  
Salem, NH 03079

Monday-Thursday:  
8:30AM-4:30PM  
Friday:  
8:30AM-3:30PM

Fall 2025

# ADULT PROGRAMS



## Adult Tennis Lessons

Beginner-Intermediate Tennis Lessons. All New Cardio Integration with Coach Molly Ratcliffe!

Saturday Mornings -  
Michelle Memorial Park  
August 30 to October 25

### Session I - 8:30AM-9:30AM

\$60 Residents                    \$65 Non-Residents

### Session II - 9:30AM-10:30AM

\$60 Residents                    \$65 Non-Residents

## Dance Aerobics

Dance Aerobics with Instructor Marie Camaratta. Join Salem Recreation's "Show Stoppers" Ingram Senior Center  
August 18 to October 23

### Monday Session - 6:00PM-7:00PM

\$50 Residents                    \$60 Non-Residents

### Thursday Session - 6:15PM-7:15PM

\$50 Residents                    \$60 Non-Residents

## Tap Dance

Tap Dance with Instructor Marie Camaratta. Join Salem Recreation's "Show Stoppers"

Ingram Senior Center  
August 18 to October 23

### Beginner Monday's - 7:00PM-8:00PM

\$50 Residents                    \$60 Non-Residents

### Advanced Thursday's - 7:15PM-8:15PM

\$50 Residents                    \$60 Non-Residents

## Men's Volleyball 2025-2026

Drop in Men's Volleyball, Excluding Holiday's and other School Closures.

Lancaster Elementary School  
Wednesday Evenings until May.

## 2025-2026 Season

\$20 Residents                    \$25 Non-Residents



Fall 2025

# ADULT PROGRAMS



# Men's Basketball 2025

## Drop in Men's Basketball Excluding Holiday's and other School Closures.

Tuesday, Thursday Evenings,  
Sunday mornings. Locations Vary

## **Men's 18-39y Basketball**

\$15 Residents

\$25 Non-Residents

## Men's 40+ Basketball

\$15 Residents

\$25 Non-Residents



# Volunteer Opportunities

Salem Recreation is looking for a weekly/Bi-Weekly volunteer to support with Recreation and Conservation programming and marketing!

Applicants can email  
[jisabelle@salemnhanh.gov](mailto:jisabelle@salemnhanh.gov)



Fall 2025

# YOUTH PROGRAMS



## Flag Football

Join 22.6 Athletics for Fall Flag Football!

8/17-11/16

Walmart Field

## Fall Flag Football 8y-15y

\$140 Res \$150 Non Residents

## Don't Miss Out!

Find Basketball Tournament,  
Parents vs Kids Dodgeball and Trunk  
or Treat on the Events Page!

## Youth Tennis

Join Coach Tim for Tennis Lessons! We offer classes for littles, beginners and even high school level students.

Saturday and/or Sunday Sessions  
9/6-10/26

### Tennis for Littles (5y-7y)

11:30AM-12:30PM

#### Saturday Sessions

\$75 Res \$85 Non Residents

#### Sunday Sessions

\$75 Res \$80 Non Residents

### Intermediate Tennis 8y-11y and 12y-17y

2:00PM-3:30PM

#### Saturday Sessions

\$115 Res \$120 Non Residents

#### Sunday Sessions

\$115 Res \$120 Non Residents

## Intro to Sports

3 Years and Under!

9/4-9/25

Hedgehog Park

### Morning Session

10:30AM-11:15AM

\$10 Res \$10 Non Resident

### Evening Session

5:30PM-6:15PM

\$10 Res \$10 Non Resident

## Intro To Track

5y-8y

9/8-9/29

Salem High School Track

4:30PM-5:30PM

\$25 Res \$25 Non Resident

## Fall Tennis 8y-11y

12:30pm-2:00PM

#### Saturday Sessions

\$115 Res \$120 Non Residents

#### Sunday Sessions

\$115 Res \$120 Non Residents

## Advanced Tennis 12y-17y

Tennis Lessons for Students at the Varsity Level only, students must have Coach Tim permission to register! Reach out to Juliann Isabelle, [Jisabelle@salemnh.gov](mailto:Jisabelle@salemnh.gov) for more information.

3:30-5:30PM

#### Saturday AND Sunday Sessions

\$195 Residents \$200 Non Residents

Fall 2025

# ADAPTIVE PROGRAMS



## Adaptive Soccer

Join Salem Recreation for Adaptive Soccer and Movement!

•♦ .... ♦•

Walmart Field  
5:30PM-6:30pm

9/9-10/7

\$25 Residents \$25 Non Residents

## Adaptive Basketball

Join Salem Recreation for Adaptive Basketball!

•♦ .... ♦•

Barron Elementary School

6PM-7PM

11/3-12/1

\$25 Residents \$25 Non Residents

## Adaptive Floor Hockey

Join Salem Recreation for Adaptive Floor Hockey!

•♦ .... ♦•

Barron Elementary School

6PM-7PM

2/2-3/2

\$25 Residents \$25 Non Residents

Register at

[salemnh.myrec.com](http://salemnh.myrec.com)

or visit the Ingram Senior Center  
at 1 Sally Sweet Way, Salem NH

Email [Jisabelle@salemnh.gov](mailto:Jisabelle@salemnh.gov)

with any questions!

Salem, NH Recreation



# FALL EVENTS!



## ADAPTIVE PROGRAMS END OF SUMMER COOKOUT!

\$14 PER PERSON  
CATERING FROM RED  
ROBIN  
2PM-4PM  
REGISTRATION OPEN  
UNTIL 8/15



## PARENTS VS KIDS DODGEBALL GAME!

\$10 REGISTRATION  
(1 PARENT + 1 KID)  
\$5 FOR ADDITIONAL KIDS AND  
OR PARENTS

BARRON ELEMENTARY SCHOOL  
5PM-6:30PM



## BOB KOCZAT MEMORIAL BASKETBALL TOURNAMENT

OPEN TO ALL AGES  
3V3 STYLE BASKETBALL  
TOURNAMENT  
\$10 PER PERSON.  
REGISTER AS  
INDIVIDUAL OR TEAM  
HEDGEHOG PARK STARTING @ 9AM



## TRUNK OR TREAT

OPEN TO ALL AGES

COSTUME CONTEST FOR  
KIDS 10 YEARS &  
UNDER!



INGRAM SENIOR CENTER @ 5:30PM



**Date:** September 4, 2025

**To:** Town Council  
**From:** John P. Klipfel, Engineering Director  
**Thru:** Wayne Amaral, Director of Municipal Services  
Joseph Devine, Town Manager

**RE:** Month of August - Engineering Department Update

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**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 Fall 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. This project has been bid and awarded to N. Granese & Sons. Work is underway and temporary water has been hooked up. Project is expected to last into Fall 2025.

**WWTP Remediation**

The contractor Strategic has completed excavation activities. The site will be backfilled and reestablish the grades to complete. This is the last remediation activity remaining on the property. Work is expected to be completed in August 2025.

**Signal Upgrade Project**

The contract has been awarded to Dagle. Work is expected to last through Fall 2025

**MS4 - Stormwater**

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 2025, we are awaiting DES approvals.

**Road Program**

Contracts for 2025 program have been awarded. Road program was presented to Town Council in early April for final adoption. Work on Road Stabilization contract has begun and is expected to last through September 2025 with Road Reconstruction contract to follow. Rubber Chip Seal treatment occurred in August.

**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:** September 12, 2025

**TO:** Joseph Devine  
Town Manager

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

**RE:** Finance Department Update

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#### **Summary:**

Finance continues to work on the implementation of the new budgeting software Gravity. Department heads submitted their 2026 budget requests using the new budgeting software. All new requests including personnel were submitted manually to Finance.

Most of this past month has been dedicated to FY 2026 budget preparation. The Town Manager, Assistant Town Manager, and members of finance met with all departments regarding their FY 2026 budget requests. After these meetings we reviewed their requests and have and continue to make adjustments if and when necessary.

For MBAC, the Building Condition Index (BCI) Evaluation Committee has performed a site review of all buildings under the purview of the MBAC committee. The committee met to review the deficiencies in each building. Each building's BCI sheet is being compiled. Once compiled the BCI will meet again and review for accuracy before presenting to the MBAC committee.

The 2024 financial statement audit is ongoing. The auditors were on site Friday, September 5<sup>th</sup> to get some final audit support. We anticipate drafts any day now.

The State MS-434 report was submitted to the state on time.

Union negotiations are ongoing with SPAA and we have tentatively agreed with SPEA. We anticipate signing off on a collective bargaining agreement next week. After that the union will present the agreed upon changes to their membership to vote on.

The utility billing will no longer send certified delinquent notices. The second delinquent notices will continue to be mailed to customers but through regular mail.

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:** September 5, 2025

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

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

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

### Notable Items Related to Ongoing Operations:

- **Total Runs:** 536 (End of Month run total: 4096)
- **EMS Calls:** 72% of total responses
- **Simultaneous Run Rate:** 65%
- **Tuscan Village Responses:** 25 total calls (5%)
- **West Side Responses:** 46 total calls (8.5%)
- **South Side Responses:** 153 total calls (28.5%)

### Inspectional Services – July 2025:

| Category             | Permits              | Inspections | Revenue   |
|----------------------|----------------------|-------------|-----------|
| Fire                 | 38 (45 burn permits) | 32          | \$11,959  |
| Health               | -                    | 120         | \$3,225   |
| General Inspectional | 233                  | 337         | \$120,740 |
| Well/Septic          | 33                   | -           | \$3,300   |

### Department Updates:

- Significant/Newseworthy Incidents:
  - Tragedy on N. Broadway when workers were electrocuted and one did not survive.
- Retired FF Tommy Sharpe passed away. SFD honored him at wake and funeral procession.
- Back Parking Lot has been paved- big thank you to the Town for supporting this project and to the Public Works and Engineering Divisions for their much-needed assistance.
- Dispatcher Lauren Coty received recognition as the Town's Employee of the Month.
- Battalion Chiefs Tim Sice and Shane Murphy attended School based reunification training.
- Salem Firefighters attended community events like the 275<sup>th</sup> Anniversary Salembration, Salem Police National Night Out, and the Elk's annual Kids Festival.
- Reminder we will be having out annual 9/11 remembrance at our monument in the Town Common.



# 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)

- We are planning our annual Open house on October 4<sup>th</sup> from 10am-2pm at Central Fire. Bring the family!
- In coordination with Red Cross and Knights of Columbus we hosted another successful community blood drive.





**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

Date: September 8, 2025

SUBJECT: September 2025 HR Department Report

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

**Significant Initiatives:** Enhance Employee Engagement:

Congratulations to Lt. Robert (Bob) Genest of the Salem Police Department's Special Services Division on being named September 2025 Employee of the Month!

Bob has gone above and beyond in his role as head of the Police Department's Special Services Division. He has led with dedication, professionalism, and a positive attitude, managing recruitment, department expansion, and new initiatives with excellence.

Bob is not only a strong leader but also a supportive colleague who fosters a team-oriented environment.

Please join us in congratulating Bob on this well-deserved recognition. His hard work, leadership, and commitment to the Town of Salem are deeply appreciated.





### **Ongoing Monthly Health and Wellness Awareness –**

In recognition of National Wellness Month, HR issued its August Wellness Awareness communication to all Town employees, promoting physical, emotional, and preventive well-being.

#### **September Highlights:**

- Flu Clinic (Sept. 17): In partnership with Hannaford Pharmacy, on-site flu shots will be available at Town Hall. Pre-registration is encouraged, and retirees are also welcome.
- Massage Chairs (Sept. 17): Relaxation sessions will be offered at multiple Town locations throughout the day for all Town of Salem employees.
- Annual Benefits Fair (Sept. 18): This is annual event where employees and retirees can meet with benefit providers and get plan information.
- Employee Appreciation BBQ (Sept. 25): This is a time to celebrate employee contributions with food and camaraderie at the Senior Center.
- World Suicide Prevention Day (Sept. 10): Highlights the global impact of suicide and promoting the theme “Changing the Narrative on Suicide.”
- Hispanic Heritage Month (Sept. 15 – Oct. 15): Celebrates the history, culture, and contributions of Hispanic Americans.
- Mindfulness Toolkit: was offered to help employees learn how to reduce stress, stay grounded, and improve focus through mindfulness practices including meditation, relaxation, and gratitude.
- Quick Self-Care Videos: Employees were encouraged to take a few minutes to reset with a couple short, engaging videos: one focused on Mindfulness and another Gratitude Video: title, “A Powerful Tool.” ComPsych, the Town’s Employee Assistance Program (EAP) has GuidanceResources® and provides employees 24/7 access to confidential mental, emotional, legal, financial, and work-life support.

The Town of Salem and the HR team are committed to helping employees practice self-care.



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

**New Background Check Provider:**

As part of the implementation of the Town's new Applicant Tracking System (ATS), Human Resources (HR) identified that the system offers seamless integration with multiple background check providers. Recently, HR was notified that our current background screening vendor would be implementing a 3.5% service fee increase effective October 1, 2025.

In addition to this upcoming cost increase, HR has observed ongoing delays in the return of background check results with our current provider, which contributed to impact the timeliness and efficiency of our hiring process. In light of these concerns as well as the financial implications, this was an appropriate time to evaluate alternative background check vendors that would better support the Town's needs.

HR conducted a review of three vendors and compared pricing and service levels. One provider emerged as a favorable option, offering a more transparent and consistent pricing model that should reduce previously hidden fees and variable charges associated with the current vendor. The new provider also offers fixed-rate pricing across all service packages (Basic, Municipal, Financial, and Firefighter), with no additional fees for alias searches, county follow-ups, or other common services that often result in inflated total costs under the current model.

Additional advantages also include:

- No fees for implementation, ATS integration, or account configuration.
- No annual maintenance costs.
- No contractual lock-in, volume commitments, or early termination penalties.
- The new background check provider has municipal experience.

After presenting the findings and recommendation to the Town Manager, HR received support to proceed with transitioning to the new background check provider this fall. This change not only aligns with the goals of improved hiring efficiency, improved cost control, and additional efficiencies with ATS system integration, and a decision made through a lens of fiscal responsibility and long-term budget stewardship.



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

**Job Openings Overview:** The tables below display the status of the job vacancies.

| <b>Position Title</b>  | <b>Division/<br/>Department</b> | <b>Affiliation</b>  | <b>Full/Part-<br/>time</b> | <b>Date<br/>Posted</b> | <b>Status</b>                                       |
|--|---------------------------------|---|----------------------------|------------------------|---|
| Chief Assessor   | Assessing                       | Salem Public<br>Administrators<br>Association (SPAA)  | Full-time                  | 8/27/2025              | Interview held<br>9/05/2025                         |
| Deputy Town Clerk  | Collections                     | Salem Administrative<br>and Technical<br>Employees (SEA)                                    | Full-time                  | 7/9/2025               | Pending Town<br>Council Approval<br>9/08/2025       |
| Community Services<br>Coordinator                              | Community<br>Services           | Salem Administrative<br>and Technical<br>Employees (SEA)                                    | Full-time                  | 8/25/2025              | Interview<br>occurring week of<br>9/15/2025         |
| Fire Dispatcher  | Fire                            | Professional Firefighters<br>of Salem IAFF Local<br>2892                                    | Full-time                  | 4/29/2025              | Interviews held<br>9/05/2025                        |
| Firefighters/Paramedic   | Fire                            | Professional Firefighters<br>of Salem IAFF Local<br>2892                                    | Full-time                  | 5/29/2025              | (4) Positions:<br>DOH: 9/08/2025                    |
| Mechanic - 2nd Class   | Municipal<br>Services           | Local #1801, American<br>Federation of State,<br>County and Municipal<br>Employees (AFSCME) | Full-time                  | 5/6/2025               | DOH: 9/15/2025                                      |
| Light Equipment Operator                                       | Municipal<br>Services           | Local #1801, American<br>Federation of State,<br>County and Municipal<br>Employees (AFSCME) | Full-time                  | 5/22/2025              | DOH: 8/25/2025                                      |
| (2) Police Patrol Officers                                     | Police                          | Salem Police Employees<br>Association (SPEA)  | Full-time                  | 12/20/2024             | (2) Positions:<br>DOH: 9/8/2025 &<br>DOH: 10/6/2025 |
| Animal Control Officer<br>(ACO)                                | Police                          | Salem Police Employees<br>Association (SPEA)  | Full-time                  | 9/4/2025               | Accepting<br>Applications                           |
| Assistant to the Town<br>Manager/Communications<br>Coordinator | Town<br>Manager                 | Non-Affiliated Employee<br>(NONA)   | Full-time                  | 8/7/2025               | Interviews<br>scheduled week of<br>9/15/2025        |



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

## Personnel Changes Overview:

| DEPT                                      | NAME         | POSITION                               | # of Employees | FT | PT | SEASONAL/TEMP | NEW HIRE | REHIRE | RETIREMENT | SEPARATED | STEP | OTHER | MISC. INFO                                    |
|---|--------------|--|----------------|----|----|---------------|----------|--------|------------|-----------|------|-------|---|
| Varies                                    | N/A          | Varies                                 | 6              | 6  |    |               |          |        |            |           | X    |       | Step Raises                                   |
| Assessing                                 | Witkowski    | Deputy Assessor                        | 1              | X  |    |               |          |        |            |           |      | X     | Additional Duties Increase Per CBA            |
| Assessing                                 | Witkowski    | Deputy Assessor                        | 1              | X  |    |               |          |        |            |           |      | X     | Retro Increase to 4/17/2025                   |
| Fire                                      | Coty         | Dispatcher                             | 1              | X  |    |               |          |        |            |           |      | X     | August Employee of the Month, PTO Day Awarded |
| Municipal Services                        | Sharpe       | Light Equipment Operator               | 1              | X  |    |               | X        |        |            |           |      |       | DOH 8/25/2025                                 |
| Municipal Services                        | Benson       | Deputy Director MS-DPW                 | 1              | X  |    |               |          |        |            |           |      | X     | End Temporary Plus Rate                       |
| Municipal Services                        | Plante       | Seasonal - Municipal Services          | 1              |    | X  |               |          |        |            |           |      |       | DOT 8/15/2025                                 |
| Municipal Services                        | R. O'Brien   | Seasonal - Municipal Services          | 1              |    | X  |               |          |        |            |           |      |       | DOT 8/15/2025                                 |
| Municipal Services                        | T. O'Brien   | Seasonal - Municipal Services          | 1              |    | X  |               |          |        |            |           |      |       | DOT 8/15/2025                                 |
| Municipal Services - Engineering          | Wallace      | Deputy Director MS-Utilities           | 1              | X  |    |               |          |        |            |           |      | X     | End Temporary Plus Rate                       |
| Municipal Services - Engineering          | Klipfel      | Deputy Director MS-Engineering         | 1              | X  |    |               |          |        |            |           |      | X     | End Temporary Plus Rate                       |
| Municipal Services - Water Administration | Truong       | Seasonal - Utilities (Water)           | 1              |    | X  |               |          |        | X          |           |      |       | DOT 8/08/2025                                 |
| Municipal Services - Water Administration | Milos        | Seasonal - Utilities (Water)           | 1              |    | X  |               |          |        | X          |           |      |       | DOT 8/15/2025                                 |
| Police                                    | Brockenberry | Dispatcher                             | 1              | X  |    |               | X        |        |            |           |      |       | DOH 8/04/2025                                 |
| Police                                    | Czarnecki    | Sergeant - Patrol                      | 1              | X  |    |               |          |        |            |           |      | X     | Transfer from Special Services : 8/24/2025    |
| Police                                    | Dempsey      | Dispatcher                             | 1              | X  |    |               |          |        | X          |           |      |       | Amended DOT 8/31/2025                         |
| Police                                    | Dempsey      | Dispatcher                             | 1              | X  |    |               |          |        |            |           |      | X     | Will Serve as PT Officer                      |
| Police                                    | Feele        | Sergeant - Special Services            | 1              | X  |    |               |          |        |            |           |      | X     | Transfer from Patrol: 8/24/2025               |
| SCTV                                      | Phillips     | PT SCTV Production & Engineering Asst. | 1              |    | X  |               |          |        |            | X         |      |       | DOT 8/22/2025                                 |



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

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

In September, 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.

### **Community Services**

| Full Name       | Title                       | Hire Date | Years of Service |
|-----------------|-----------------------------|-----------|------------------|
| Kathleen Duffey | Community Services Director | 9/20/2021 | 4                |

### **Fire Inspectional Services**

| Full Name      | Title                       | Hire Date | Years of Service |
|----------------|-----------------------------|-----------|------------------|
| Scott Sullivan | Building Official/Inspector | 9/14/2020 | 5                |

### **Fire Suppression**

| Full Name          | Title                   | Hire Date | Years of Service |
|--------------------|-------------------------|-----------|------------------|
| Dennis Galvin      | Lieutenant              | 9/13/2004 | 21               |
| Gerald Mackey      | Lieutenant              | 9/1/2008  | 17               |
| Jonathan Barker    | Firefighter/Paramedic   | 9/26/2016 | 9                |
| Sean Beaudet       | Firefighter/Paramedic   | 9/3/1994  | 31               |
| Mark Curtin        | Firefighter/Paramedic   | 9/23/2002 | 23               |
| Patrick Emanuelson | Firefighter/Paramedic   | 9/26/2016 | 9                |
| Joseph Scanlon     | Firefighter/Paramedic   | 9/1/2008  | 17               |
| Ronald Spicer      | Inspector (Firefighter) | 9/1/2008  | 17               |

### **Human Resources**

| Full Name    | Title                          | Hire Date | Years of Service |
|--------------|--------------------------------|-----------|------------------|
| Rena Webster | PT, Human Resources Specialist | 9/10/1986 | 39               |

### **Library**

| Full Name    | Title                | Hire Date | Years of Service |
|--------------|----------------------|-----------|------------------|
| Cynthia Lord | Supply Chain Manager | 9/1/2003  | 22               |



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

## **Years of Service Overview: (continued)**

### **Municipal Services – Parks/Property**

| Full Name  | Title     | Hire Date | Years of Service |
|------------|-----------|-----------|------------------|
| Mike Adams | Custodian | 9/30/2019 | 6                |

### **Police Administration**

| Full Name         | Title                             | Hire Date | Years of Service |
|-------------------|-----------------------------------|-----------|------------------|
| Kristen Cournoyer | Administrative Assistant to Chief | 9/20/2021 | 4                |

### **Police Patrol**

| Full Name       | Title          | Hire Date | Years of Service |
|-----------------|----------------|-----------|------------------|
| Connor Nolan    | Sergeant       | 9/2/2012  | 13               |
| Nicholas Manent | Sergeant       | 9/17/2018 | 7                |
| Evan Mullen     | Patrol Officer | 9/12/2022 | 3                |
| Cody Sharpe     | Patrol Officer | 9/11/2016 | 9                |

### **Police Special Services**

| Full Name      | Title                       | Hire Date | Years of Service |
|----------------|-----------------------------|-----------|------------------|
| Ruben Jimenez  | Comm Prob Oriented Policing | 9/10/2018 | 7                |
| Bjaran O'Brien | Animal Control Officer      | 9/19/2022 | 3                |

### **Tax Collector**

| Full Name      | Title                    | Hire Date | Years of Service |
|----------------|--------------------------|-----------|------------------|
| Donna Bergeron | PT, Deputy Tax Collector | 9/4/2001  | 24               |

### **Town Clerk**

| Full Name    | Title      | Hire Date | Years of Service |
|--------------|------------|-----------|------------------|
| Nicole Morse | Town Clerk | 9/15/2014 | 11               |



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

## **Years of Service Overview: (continued)**

### **Water Administration**

| Full Name       | Title                            | Hire Date | Years of Service |
|-----------------|----------------------------------|-----------|------------------|
| Kyle Fox        | Working Foreman                  | 9/15/2014 | 11               |
| Edward Graziano | Construction Maint<br>Repair III | 9/9/2024  | 1                |
| Peter Parrino   | Backflow Inspector               | 9/25/2006 | 19               |
| Jeff Young      | Working Foreman -<br>Systems     | 9/19/2016 | 9                |

| DEPT                                      | NAME         | POSITION                               | # of Employees | FT | PT | SEASONAL/TEMP | NEW HIRE | REHIRE | RETIREMENT | SEPARATED | STEP | OTHER | MISC. INFO                                    |
|---|--------------|--|----------------|----|----|---------------|----------|--------|------------|-----------|------|-------|---|
| Varies                                    | N/A          | Varies                                 | 6              | 6  |    |               |          |        |            |           | X    |       | Step Raises                                   |
| Assessing                                 | Witkowski    | Deputy Assessor                        | 1              | X  |    |               |          |        |            |           |      | X     | Additional Duties Increase Per CBA            |
| Assessing                                 | Witkowski    | Deputy Assessor                        | 1              | X  |    |               |          |        |            |           |      | X     | Retro Increase to 4/17/2025                   |
| Fire                                      | Coty         | Dispatcher                             | 1              | X  |    |               |          |        |            |           |      | X     | August Employee of the Month, PTO Day Awarded |
| Municipal Services                        | Sharpe       | Light Equipment Operator               | 1              | X  |    |               | X        |        |            |           |      |       | DOH 8/25/2025                                 |
| Municipal Services                        | Benson       | Deputy Director MS-DPW                 | 1              | X  |    |               |          |        |            |           |      | X     | End Temporary Plus Rate                       |
| Municipal Services                        | Plante       | Seasonal - Municipal Services          | 1              |    | X  |               |          |        |            |           |      |       | DOT 8/15/2025                                 |
| Municipal Services                        | R. O'Brien   | Seasonal - Municipal Services          | 1              |    | X  |               |          |        |            |           |      |       | DOT 8/15/2025                                 |
| Municipal Services                        | T. O'Brien   | Seasonal - Municipal Services          | 1              |    | X  |               |          |        |            |           |      |       | DOT 8/15/2025                                 |
| Municipal Services - Engineering          | Wallace      | Deputy Director MS-Utilities           | 1              | X  |    |               |          |        |            |           |      | X     | End Temporary Plus Rate                       |
| Municipal Services - Engineering          | Klipfel      | Deputy Director MS-Engineering         | 1              | X  |    |               |          |        |            |           |      | X     | End Temporary Plus Rate                       |
| Municipal Services - Water Administration | Truong       | Seasonal - Utilities (Water)           | 1              |    | X  |               |          |        |            | X         |      |       | DOT 8/08/2025                                 |
| Municipal Services - Water Administration | Milos        | Seasonal - Utilities (Water)           | 1              |    | X  |               |          |        |            | X         |      |       | DOT 8/15/2025                                 |
| Police                                    | Brockenberry | Dispatcher                             | 1              | X  |    |               | X        |        |            |           |      |       | DOH 8/04/2025                                 |
| Police                                    | Czar nec     | Sergeant - Patrol                      | 1              | X  |    |               |          |        |            |           |      | X     | Transfer from Special Services : 8/24/2025    |
| Police                                    | Dempsey      | Dispatcher                             | 1              | X  |    |               |          |        |            | X         |      |       | Amended DOT 8/31/2025                         |
| Police                                    | Dempsey      | Dispatcher                             | 1              | X  |    |               |          |        |            |           |      | X     | Will Serve as PT Officer                      |
| Police                                    | Feole        | Sergeant - Special Services            | 1              | X  |    |               |          |        |            |           |      | X     | Transfer from Patrol: 8/24/2025               |
| SCTV                                      | Phillips     | PT SCTV Production & Engineering Asst. | 1              |    | X  |               |          |        |            | X         |      |       | DOT 8/22/2025                                 |

Date Last Updated:  
9\_8\_2025

## Human Services Monthly Report

Month: August 2025

### CALLS

| TOTAL | RENT  | HOTEL HOUSING | HEAT | ELECTRIC | FOOD | GAS | HOLIDAY | AMBULANCE | CREMATION | OTHER |
|-------|-------|---------------|------|----------|------|-----|---------|-----------|-----------|-------|
| 59    | 15    | 6             | 4    | 7        | 2    | 2   | 0       | 0         | 0         | 12    |
|       | WATER | RESOURCES     |      |          |      |     |         |           |           |       |
|       | 1     | 10            |      |          |      |     |         |           |           |       |

### CALLS YTD

| TOTAL | RENT  | HOTEL HOUSING | HEAT | ELECTRIC | FOOD | GAS | HOLIDAY | AMBULANCE | CREMATION | OTHER |
|-------|-------|---------------|------|----------|------|-----|---------|-----------|-----------|-------|
| 387   | 82    | 35            | 25   | 55       | 33   | 15  | 0       | 6         | 2         | 80    |
|       | WATER | RESOURCES     |      |          |      |     |         |           |           |       |
|       | 7     | 47            |      |          |      |     |         |           |           |       |

### WALK INS

| TOTAL | RENT | HOTEL HOUSING | HEAT | ELECTRIC | FOOD | GAS | WATER | OTHER |
|-------|------|---------------|------|----------|------|-----|-------|-------|
| 2     | 1    |               |      |          |      |     |       | 1     |

### WALK INS YTD

| TOTAL | RENT | HOTEL HOUSING | HEAT | ELECTRIC | FOOD | GAS | WATER | OTHER |
|-------|------|---------------|------|----------|------|-----|-------|-------|
| 30    | 5    | 2             | 2    | 4        | 6    | 6   | 1     | 4     |

### APPOINTMENTS

| TOTAL | RENT | HOTEL HOUSING | HEAT | ELECTRIC | FOOD | GAS | WATER | OTHER | 1 <sup>ST</sup> | F/U | NO SHOW/CAN. |
|-------|------|---------------|------|----------|------|-----|-------|-------|-----------------|-----|--------------|
| 31    | 5    | 2             | 5    | 6        | 5    | 2   | 0     | 6     | 11              | 16  | 4            |

### APPOINTMENTS YTD

| TOTAL | RENT | HOTEL HOUSING | HEAT | ELECTRIC | FOOD | GAS | WATER | OTHER | 1 <sup>ST</sup> | F/U | NO SHOW/CAN |
|-------|------|---------------|------|----------|------|-----|-------|-------|-----------------|-----|-------------|
| 138   | 37   | 15            | 12   | 26       | 17   | 8   | 1     | 22    | 58              | 52  | 37          |

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

| TOTAL #/\$   | TOWN #/\$ | OUTSIDE #/\$ | ELECTRIC #/\$ | RENT #/\$ | HOTEL #/\$ | HEAT #/\$   | FOOD #/\$  | GAS #/\$  | LAUNDRY #/\$ | WATER #/\$ | CREMATION #/\$ | OTHER #/\$ |
|--------------|-----------|--------------|---------------|-----------|------------|-------------|------------|-----------|--------------|------------|----------------|------------|
| 15<br>\$3555 | 2<br>\$39 | 13<br>\$3516 | 1<br>\$1000   | 0         | 0          | 2<br>\$1716 | 7<br>\$550 | 2<br>\$50 | 2<br>\$39    | 0          | 0              | 2<br>\$200 |

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

| TOTAL #/\$    | TOWN #/\$      | OUTSIDE #/\$   | ELECTRIC #/\$ | RENT #/\$     | HOTEL #/\$     | HEAT #/\$     | FOOD #/\$     | GAS #/\$    |
|---------------|----------------|----------------|---------------|---------------|----------------|---------------|---------------|-------------|
| 121<br>31,938 | 41<br>\$16,238 | 30<br>\$15,700 | 12<br>\$4,488 | 8<br>\$11,493 | 9<br>\$3,873   | 5<br>\$3,216  | 50<br>\$4,500 | 15<br>\$608 |
|               |                |                | LAUNDRY #/\$  | WATER #/\$    | CREMATION #/\$ | OTHER #/\$    |               |             |
|               |                |                | 11<br>\$339   | 1<br>\$611    | 2<br>\$1,500   | 16<br>\$1,310 |               |             |

### RESIDENTS CONTRIBUTION TOWARD HOTEL

| Reporting Period | YTD         |
|------------------|-------------|
| 0                | 2/\$4319.35 |

## MEETINGS/VISITS

| Date    | Meeting         |
|---------|-----------------|
| 9/5/25  | Staff Meeting   |
| 9/5/25  | Salem CARES     |
| 9/7/25  | Salem Adult MDT |
| 9/20    | WRCoC           |
| 9/27    | Salem CARES F/U |
| 9/27/25 | Officer Spencer |
| 9/28/25 | Salem Adult MDT |
| 9/28/25 | Fair Hearing    |

## SUMMARY:

There continues to be a steady stream of people requesting resources. Our spending was about the same as last month but this month only \$39 was from the town directly. This is because I started using our Salvation Army vouchers for rent and heat, not just electricity. Also, with a donation from Salem Contractors I was able to get gas cards. I have been helping several seniors apply for benefits like food stamps, cash benefits, Medicare reimbursement, etc. to help them get more income to relieve some of the financial stress.

Salem CARES has become a good resource, being able to reach out to a big group of resources at once to either help with the cost of things like rent, hotel, etc., as well as quickly finding other resources that the town doesn't provide.

With summer ending and winter approaching, I'm expecting the need for heat, electric and housing to go up.



# 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: September 8, 2025

---

### **Operational Updates summary**

- Police Department copper fax lines successfully transitioned to SIP on 8/12.
- Strong Thunderstorm and lightning strike/power surge impacted some equipment at 21a Cross street. Largest impact was 911 not ringing at PD (it was still ringing at FD). Radio communications were intact and utilized between the two departments
- Windows 11 Migrations continue.
  - ~25 devices remain to be migrated
- POC for 5 users on how to reimagine mobile users in Administration on how we perform work across Town locations and off site, safely and securely.
  - User feedback has been positive with information being gathered to improve efficiency and productivity through infrastructure enhancements
- Work continues to identify and reduce reliance on copper infrastructure in Town.
- New Customer satisfaction survey sent after resolved IT tickets
- Budget submitted for review.

### **Operations**

Ticket Volumes Last Full Month (August)

| Mon | Tues | Wed | Thu | Fri | Sat | Sun | Total |
|-----|------|-----|-----|-----|-----|-----|-------|
| 65  | 52   | 37  | 41  | 44  | 0   | 3   | 242   |

219 Resolved Tickets Last Full Month (August)



# 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 – September Update

Date: 9/22/2025

---

Please find recent Planning Division updates listed below:

- **The Planning Board** continued an application for a 7,200 sq. ft. warehouse/office building and conditional use permit for reduced wetland setbacks on August 12<sup>th</sup>. Applications for a two-lot subdivision at 97 Millville Street, a two-lot subdivision at 434 Main Street, and a proposal for retail firearm sales (200 sq. ft.) at 40 Lowell Road were all approved on August 26<sup>th</sup>. The Planning Board also unanimously recommended approval of four proposed zoning amendments at this meeting. On September 23<sup>rd</sup> conditional use permits for signage at 24R Via Toscana (Whole Foods), and at 8 Lowell Road (Husson Motors), as well as a conceptual discussion for a 19,600 sq. ft. restaurant and entertainment use at 11 Mall Road (Game On and Loretta's Last Call) are scheduled to be heard. *The Board currently has a call for three alternate positions posted.*
- **The Zoning Board** heard three petitions on August 5<sup>th</sup> - granting variances to construct an addition with a reduced side and rear setback at 5 Bailey Road, to construct an addition with reduced side setbacks at 6 Green Acre Ave, and to allow an existing duplex and garage to remain on an undersized lot after subdivision. *The ZBA is scheduled to hear ten variance requests at their October 7<sup>th</sup> meeting.*
- 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 is specifically working on addressing 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.
- **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 recommended for approval by the Planning Board at a public hearing on August 26<sup>th</sup>. The Town Council held their first read on September 8<sup>th</sup>, and a second read and public hearing are scheduled for September 22<sup>nd</sup>.
- **Historic District Commission** met on June 25<sup>th</sup> to review a second driveway that had been added at 314 Main Street without prior approvals. The Commission also met on September 17<sup>th</sup> to review a proposal to add a stockade fence at 297 Main Street and a potential bench donation at 304 Main Street. *The Commission is currently working on updating their regulations and drafting design criteria.*



# 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/ August 2025**

## **Streets and Shops:**

1. Catch basin repairs are proceeding with the help of renting a mini excavator for the month of August which makes repairs much more efficient.
2. We had to replace a collapsed cross pipe on Main St by the Garabedian building. We replaced the pipe to the center line of the road.
3. The boom flail was down for two and a half weeks with a major repair to the front end.
4. Long line painting has been completed by the contractor
5. Stop bar painting is going well and is half way done, all this work is in house.

## **Parks and Properties:**

1. The recent lack of rain has slowed down mowing in the cemetery, so the crew has shifted to cutting back brush in Pine grove.
2. We rented a large 60 horsepower tractor with a boom attachment to mow the edge of the rail trail.
3. The large tractor worked on the overgrowth at Michele park especially along the outfield fence.
4. Painting of some areas of town hall is caught up for now.
5. Salembration went off without a hitch

## **Fleet:**

1. Inspections are going well with no major problems yet
2. The sweeper is down with a large hydraulic line broken.
3. The new P88 is a truck set up for on the road work, the mechanics have been out three times this month with emergency repairs. The truck can handle any quick repair to one of our vehicles.
4. The Mohawk mobile lift can lift large vehicles. It was used to lift the sweeper up to work on the hydraulic issue. The sweeper had only been up on ramp until we had the mohawk lift.

## **Upcoming projects**

1. **The depot veteran plaza will continue with the patio and electric work complete.**
2. **Catch Basin repairs are ongoing**
3. **The new stop signs in the Granite St. area are being installed.**



## 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: September 15, 2025  
Re: SCTV September 2025 Department Update

---

September Department update notes for SCTV:

Bob Berthel premiered his documentary about Gerald Ford titled "A President Comes to Town" - a look back at the President's visit to Salem in 1975, with interviews from residents who were touched by the events from 50 years ago.

SCTV hosted a Water Pipeline Project Informational Meeting at the TV Studio on September 10<sup>th</sup>. State officials and residents listened to the latest information on the project, and asked questions about water levels, funding challenges and construction timelines.

SCTV will be hosting an update for the Community Choice Electric Aggregation Plan at the TV Studio on Thursday October 9<sup>th</sup> at 7:00 pm. Residents can ask questions about the opt out style plan which is expected to save residents over 10% on a portion of their electric bills starting in November.

Mya edited a performance of 'My Favorite Songs with Shirley Kerman', a local pianist and lawyer who enjoys tickling the ivories into her 90's.

Susan and Mike Riley covered Wendy Peter's retirement party at the Ingram Senior Center celebrating her many years working with the Salem residents. She also covered the Hidden Jewel awards sponsored by the Southern NH Chamber of Commerce and Salem Cooperative Bank

Salem Museum's 'Flashback Film Fest' continues in September with historical videos about Salem on Rockingham Park, Johnny Appleseed, and General LaFayette's visit to Salem on Mondays at 3 pm.

New episodes of the 'What's Up Salem' podcast were released including Bart Fromuth talking about the Community Choice Electric Aggregation Plan starting soon and Municipal Services Director Wayne Amaral on the latest info on projects happening in town.

Bob Berthel continued creating new episodes of our series 'Salem History on Tape' with a look back at Salem's Trolley era, the 1996 Woodbury Middle School video yearbook, and the Field of Dreams opening in 1992.

Respectfully submitted,

Tom Giarrosso  
Executive Director  
Salem Community Television

**Date:** September 4, 2025**To:** Wayne Amaral, M.S Director**From:** Fred Wallace, M.S. Utilities Division Director**Re:** Utilities Division Update – August 2025

---

**Treatment Lab**

1. Collected 20 bacteria samples from the distribution system.
2. Performed TOC and UV254 sampling from the distribution system.
3. Collected and analyzed nitrate, nitrite, chloride, and sulfate samples from the distribution system.
4. Conducted quality control (Q.C.) sampling, including chlorine, temperature, pH, alkalinity, color, turbidity, hardness, and iron.
5. Set up and read water bioburdens and heterotrophic plate counts.
6. Performed daily bench tests for quality control and regulatory compliance.
7. Completed UCMR5 sampling requirements.
8. Prepared and submitted the quarterly disinfection report.
9. Began preparations for upcoming lead and copper sampling.
10. Prepared quarterly disinfection report.

---

**Systems**

1. Conducted weekly maintenance and inspections on 10 sewer pump stations.
2. Ran emergency generators weekly at all water and sewer facilities.
3. Inspected sewer trouble spots for potential blockages.
4. Performed daily inspections at Arlington Pond Pump Station.
5. Filled and logged daily chemical tank readings at the water treatment plant; adjusted chemical feeds as needed.
6. Maintained chemical tanks and adjusted chemical feed systems daily at Northland Rd PRV Station.
7. Calibrated pH probes, CL17 analyzers, and turbidimeters weekly.
8. Cleaned intake screens at the low lift station weekly.
9. Conducted weekly inspections at Millville Lake Dam.
10. Replaced the guardrail at GLSD meter vaults (Cross St., Hampshire Rd.).
11. Oversaw HVAC system replacement at the treatment plant.

---



## **Meters & Backflow**

1. Tested 458 backflow prevention assemblies.
2. Completed 46 backflow inspection appointments.
3. Performed 45 meter re-reads.
4. Responded to 25 meter service calls.
5. Installed 4 new water meters.
6. Replaced 79 Meter Interface Units (MIUs).
7. Conducted water shutoffs for non-payment.
8. Installed 1 new service line.

---

## **Distribution**

1. Completed 117 Dig Safe mark-outs.
2. Repaired 3 gate boxes.
3. Conducted 4 service inspections.
4. Repaired 3 hydrants.
5. Verified inventory and equipment readiness.
6. Provided daily oversight of contractor work on Brady Ave water main installation.
7. Performed 2 hydrant flow tests.
8. Flushed and chlorinated 4,000 feet of new water main on Brady Ave, placing it into service.
9. Assisted with water shutoffs due to non-payment.
10. Flushed hydrants in North Salem to address water quality issues.
11. Supported consultant with service location data for the Route 28 water main design project.

