

TOWN OF SALEM

MONTHLY DEPARTMENT UPDATES

INSIDE THIS UPDATE

- Page 2 - Assessing
- Page 3 - Community Development
- Page 5 - Community Services
- Page 7 - Engineering Division
- Page 8 - Finance Department
- Page 10- Fire Department
- Page 12 - Human Resources
- Page 19 - Human Services
- Page 21 - Information Technology
- Page 23 - Planning Division
- Page 25- Police Department
- Page 27- Public Works
- Page 28- SCTV
- Page 29- Utilities Division



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 saalemnh.gov/2026budget. Residents can review presentations, watch meeting videos, and submit questions to budget@saalemnh.gov.

Trick or Treating will be on October 31st from 6PM - 8PM

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

OCTOBER 2025 UPDATE

www.salemnh.gov

Monthly Department Highlights – Assessing Department for September 2025

Prepared by: Jillian Witkowski

Key Activities

- A Mazerolle processed a multitude of deeds this month.
- We have welcomed Jon Duhamel as our new Chief Assessor. He began 9/29/25.
- J Witkowski completed 31 residential property inspections between August 28 and September 30.
- 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 begun work on the Town's Equalization Sales report to send to the DRA by December 1.
- J Witkowski gathered some back up information together for the September 8th 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. As well as helping to clean up our docuware system.



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 Mailloux, Assistant Town Manager
Crayton Brubaker, Community Development Program Manager
John Vogl, GIS Manager
RE: Community Development Department Update – October 2025
DATE: October 8, 2025

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

- Capital Improvement Program (CIP) Committee Updates and Presentations:** In September, Crayton Brubaker met with the CIP Committee to propose improvements to Salem's process. These process improvements include elements such as:
 - Internal department prioritization;
 - Inclusion of master planning effort(s) and supporting documentation;
 - Inviting relevant committees when presenting projects; and,
 - Taking a comprehensive look at the six-year outlook, rather than just updating the immediate next year annually.

Crayton also presented the 2026 CIP presentation to the Town Council at their September 22, 2025 meeting and the Council approved bylaws updates.
- Continued Public Outreach for New CCA Program:** Crayton Brubaker and Bart Fromuth of Freedom Energy continued public outreach information campaign on the CCA program. Town residents were mailed notices for the CCA program around September 24. Outreach also 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. A public meeting will be held on October 9 at 7pm at the Salem High School for residents to have their questions answered.
- Recreation Master Plan Adopted by Recreation Advisory Committee:** On Thursday, September 11, Crayton Brubaker presented the Recreation Master Plan Phase 1 to the Recreation Advisory Committee. The Plan received excellent feedback and the Recreation Advisory Committee unanimously voted to adopt the plan. The Plan was presented to the Town Council at their September 22 meeting. Next steps include presenting to the Planning Board and a request for the Town Council to adopt at a future meeting.
- Asset Management:** John Vogl and the IT department rolled out a new, updated iPads to Municipal Services foremen for use in field collection. These iPads feature 5G data plans

and remedy coverage issues that were previously causing loss of productivity. The iPads provide access to all the GIS services and VUEWorks tools.

5. **Map Production:** John Vogl and Glenn Burton continued work on the fiber network and lead service line inventory, both projects which commenced in September. Previous work regarding the OpenGov/RedAlert import was closed out.

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

Main Website – In September 2025, there were approximately 15,509 users who visited the Town website and 54,821 total page views. Notable top pages include the daily police log, agenda center, online services, and the transfer station. The average engagement time was 1 minute 17 seconds per user.

Town Hall Times Website – In September 2025, there were approximately 1,287 users and 6,648 views across all articles. There was an average engagement time of 1 minute 38 seconds per user.

MapGeo – In September 2025, the Town experienced 1,281 unique views over 30 days on its local MapGeo for Salem site, roughly the same number as in July and August. 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: October 9, 2025
TO: Joseph Devine, Town Manager
FROM: Colleen Mailloux, Assistant Town Manager
RE: Community Services Department Update

.....

The Senior Division wrapped up the summer concert and lunch series with a visit from Elvis on October 3. As we head into cold and flu season, Hannaford Pharmacy held a vaccine clinic and the senior center hosted a health fair featuring exhibitors, raffle prizes and giveaways. Benefits Advisors Group will provide a presentation on October 20 on Medicare Annual Enrollment. They will provide information on what is changing and what you need to know!

All Aboard! A trip on the Conway Scenic Railroad in North Conway on October 8 included an 11 mile journey in the Mount Washington Valley, just in time for peak foliage season.



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!

The Senior Division has a number of exciting events and activities to look forward to in coming weeks as we prepare to celebrate Halloween and Thanksgiving.



The Recreation Division just finished our Fall Session of Youth Track. This spring program was highly requested to be introduced into a new season and we successfully completed the program with 17 children participating. With High school sports in full swing, the Recreation Division has coordinated with the school district on scheduling facility use for the track program. Dick's House of Sport graciously allowed the track program to wrap up their session at their new facility outdoors! Thank you DSG!

A brand new program called toddler sports just wrapped it's first session. This just for fun program was a hit with 5 kids enrolled and had a variety of activities to move through in this 45 minute session. We look forward to launching more family and early childhood focused programs in the future to meet the needs of our community.



Adaptive Soccer had our final practice! We sent off our athletes with awards and medals and are looking forward to Adaptive Basketball will start in November. Interested athletes can register on [MyRec.](#)

If you have a spooktacular light display you want to share, or want to take a haunted tour visit check out [SalemFrights!](#) A self-guided Halloween light display tour for all of the spooky sights in Salem! If you have a spooktacular light display or want to take a haunted tour visit

Don't miss our Annual Trunk or Treat event on October 23 from 5:30-7:30. Parking is located at the court house and Town Hall. Walk the spooky path to the Ingram center. This event is free and open to the public. Preregistration and information can be found on [MyRec.](#)



Date: October 3, 2025

To: Town Council

From: John P. Klipfel, Engineering Director

Thru: Wayne Amaral, Director of Municipal Services
Joseph Devine, Town Manager

RE: Month of September - Engineering Department Update

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. Utility was completed in September. Final paving to be completed in spring 2026.

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 was completed in September.

Signal Upgrade Project

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

MS4 - Stormwater

MS4 permit was submitted to DES in September. Illicit discharge detection and outfall sampling are ongoing. Currently grant paperwork is being completed for the Arlington Pond watershed grant and the Captains Pond watershed grant. Work on those projects are set to be started in 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: October 8, 2025

TO: Joseph Devine
Town Manager

FROM: Nicole McGee, CPA
Finance Director

RE: Finance Department Update

Summary:

Budgeting Software and 2026 Budget Review

The new budgeting software, Gravity, is officially live. The Town Council is actively reviewing the Town Manager's Recommended Budget for FY2026 through the system. Earlier this month, the Budget Committee was granted access as well. Both the Town Council and Budget Committee can now access the budget via the software platform, in addition to the traditional PDF budget book. The Town Council has conducted two reviews of the FY2026 budget and is scheduled to hold its final vote on Wednesday, October 15.

2024 Financial Audit Completed

The 2024 financial statement audit has been completed. Final statements will be uploaded to the Town's website in the coming days.

Transition to ACH Payments from the State

The Town has successfully transitioned to receiving ACH (Automated Clearing House) payments from the State. Previously, payments such as grants, rent, and Meals & Rooms Tax revenue were sent via paper checks. This transition ensures faster receipt of funds and eliminates the risk of checks being lost or delayed in the mail.

457 Plan Recordkeeper Transition

The Town's 457 Deferred Compensation Plan is transitioning from MissionSquare to Empower, through the State of New Hampshire Deferred Compensation Plan (NHDCP). We are currently in the two-week "blackout period" during which employees cannot make changes to their investments. Payroll contributions are still being withheld and will be transferred to Empower once the transition is complete. This change will result in significantly lower plan fees for employees, and the Town's fiduciary responsibility for these funds will now reside with the NHDCP.



TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

Staffing Update

The Finance Department currently has an open Account Manager position. We are actively reviewing applications.

MBAC – Building Condition Index (BCI) Evaluation

The Building Condition Index (BCI) Evaluation Committee has completed site assessments of all buildings. The committee has reviewed building deficiencies and is compiling BCI sheets for each structure. At the last meeting, members were asked to come prepared to the next session with recommendations regarding each building—whether it should be demolished and rebuilt, renovated and/or expanded, or maintained as-is. These discussions will support the development of a comprehensive capital plan for Town facilities.

Thank you.



SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE

152 MAIN STREET, SALEM, NH 03079

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

clemire@salemnh.gov

MEMORANDUM

Date: October 6, 2025

To: Joseph R. Devine, Town Manager

From: Craig J. Lemire, Chief of Department

Subject: Monthly Department Update – September 2025

Notable Items Related to Ongoing Operations:

- **Total Runs:** 476 (End of Month run total: 4572)
- **EMS Calls:** 71% of total responses
- **Simultaneous Run Rate:** 58%
- **Tuscan Village Responses:** 30 total calls (6%)
- **West Side Responses:** 54 total calls (11%)
- **South Side Responses:** 121 total calls (25%)

Inspectional Services – July 2025:

Category	Permits	Inspections	Revenue
Fire	91 (27 burn permits)	30	\$31,425
Health	-	90	\$1,925
General Inspectional	273	331	\$77,841
Well/Septic	17	-	\$1,700

Department Updates:

- **Open House Success** - We hosted a fantastic community event featuring department demonstrations, car seat safety checks, AED and CPR training, and much more. A big thank-you to everyone who joined us and made the day such a success!





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

- **New Firefighters Welcomed** - We're pleased to announce the addition of four new firefighters who have completed their in-service training: Travis Bounsy, William Willette, Tyler Burgoyne, and Noah Souther. *Pictured below at Town Council Meeting.*



- **New Dispatcher** - Please welcome Cameron McNally, *pictured above*, our newest Dispatcher, who is currently in training as he learns the ropes of this critical role.

- **Fully Staffed** - We're excited to share that the department is now operating at full staffing levels.

- **Ongoing Training** - Our team completed 293 hours of training this month, including new EMS instruction on Cannabis Use Disorder and best practices for managing related emergencies.

- **Community and Remembrance** - We were honored to host the Greater Salem Rotary 9/11 Breakfast at Central Fire Station and to hold our annual 9/11 Ceremony at the Town Common — both very well attended and meaningful events. *Pictured below at Memorial.*



- **Reach the Beach** - Congratulations to the dozen department members who once again completed the 200-mile Reach the Beach relay race, An incredible display of teamwork and endurance. *Pictured above at Finish Line.*

Integrity-Community-Compassion-Excellence



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: October 6, 2025

SUBJECT: OCTOBER 2025 HR DEPARTMENT REPORT

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

Significant Initiatives: Enhance Employee Engagement:

Please join us in congratulating Crayton Brubaker, Community Development Program Manager, as Salem's October Employee of the Month!

Crayton consistently goes above and beyond in his role, serving as staff liaison to several boards and committees and earning praise for his professionalism and responsiveness. He has played a key role in major planning initiatives, including the Depot Village Plan, Recreation Master Plan, and ongoing work on the Open Space Plan. In addition, Crayton has stepped up as the Town's "web guru," supporting all departments with their websites, improving public communication through the Town Hall Times and social media, and recently leading outreach for the Town's new community choice aggregation program.

Crayton is known for his innovative ideas, strong follow-through, and dedication to making Salem better every day. This recognition is well deserved, congratulations, Crayton!





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

Monthly Health and Wellness Awareness –

In recognition of National Wellness Month, HR distributed an October Wellness Awareness communication to all Town employees, promoting physical, emotional, and preventive well-being.

Retiree Medicare Advantage Information Session – October 6th

HR collaborated with HUB International to host an information session for Town retirees enrolled in the Anthem Health Insurance plan on October 6th in the Knightly Room. The session, led by Tom Delacey, Principal Consultant (HUB International), and Marlon Pavon (Anthem representative), to discuss the national increase in Medicare Advantage premiums driven by rising healthcare costs and new federal regulations. Both presenters explained how these changes have impacted retiree rates for the coming plan year.

Flu Clinic & Biometric Screening – October 16th

Will be held in the Knightly Room at Town Hall, this dual event offered flu shots and biometric screenings to employees. CIGNA health plan members are eligible for a \$150 HSA incentive (\$50 flu shot + \$100 screening).

Annual Open Enrollment – October 17th–31st

This year's open enrollment will be an active enrollment through HUB International's Employee Navigator system. All employees will be required to log in to Employee Navigator to confirm and/or update their 2026 elections. HR will offer in-person support sessions at DPW, PD, Central Fire, and Town Hall to assist with this year's new on-line, open enrollment.

Empower Retirement Meeting – October 28th

Empower Retirement Plan Advisor, Bob Victoria will host an NHDCP Enrollment Orientation in the Knightly Room. Bob will discuss retirement savings, investment strategies, and provide rollover guidance. One-on-one and virtual sessions will also be made available.

AED/CPR Demonstration – October 29th

A non-certification demonstration will be led by Firefighter/Paramedic Michael Gordon, covering CPR, AED use, and emergency response basics. This demo is being co-sponsored by JLMC and will include a Q&A session for attendees.

HR also shared educational resources and awareness around:

- Breast Cancer Awareness Month
- World Mental Health Day (Oct 10th)
- World Arthritis Day (Oct 12th)



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.

Position Title	Division/ Department	Affiliation	Full/Part- time	Date Posted	Status
Chief Assessor	Assessing	Salem Public Administrators Association (SPAA)	Full-time	8/27/2025	DOH 9/29/2025
Collections Clerk	Collections	Salem Administrative and Technical Employees (SEA)	Part-time	9/29/2025	Accepting Applications
Deputy Town Clerk	Collections	Salem Administrative and Technical Employees (SEA)	Full-time	7/9/2025	Town Council Approval 9/08/2025
Community Services Coordinator	Community Services	Salem Administrative and Technical Employees (SEA)	Full-time	8/25/2025	Internal Promotion 9/15/2025
Accounting Manager	Finance	Salem Public Administrators Association (SPAA)	Full-time	9/9/2025	Conducting Interviews
Fire Dispatcher	Fire	Professional Firefighters of Salem IAFF Local 2892	Full-time	4/29/2025	DOH 9/29/2025
Light Equipment Operator	Municipal Services	Local #1801, American Federation of State, County and Municipal Employees (AFSCME)	Full-time	10/3/2025	Accepting Applications
Civil Engineer	Municipal Services-Engineering	Salem Public Administrators Association (SPAA)	Full-time	9/11/2025	Accepting Applications
Animal Control Officer (ACO)	Police	Salem Police Employees Association (SPEA)	Full-time	9/4/2025	Accepting Applications
Assistant to the Town Manager/Communications Coordinator	Town Manager	Non-Affiliated Employee (NONA)	Full-time	8/7/2025	Conditional Offer Made



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	7	7							X		Step Raises
Assessing	Brideau	Chief Assessor	1		X					X			DOT 9/12/2025
Assessing	Duhamel	Chief Assessor	1	X			X						DOH 9/29/2025
Collections	Grubbs	Deputy Town Clerk	1	X								X	Appointed by Town Council 9/09/2025
Collections	M. Minnon	Collections Clerk	1		X					X			DOT 9/05/2025
Community Services	Sordillo	Park Attendant	1			X				X			DOT 9/03/2025
Community Services	Schleigh	Park Attendant	1			X				X			DOT 9/03/2025
Community Services	Chute	Park Attendant	1			X						X	DOT 9/03/2025
Community Services	Peters	Community Services Coordinator	1	X					X				DOR 9/02/2025
Community Services	Reed	Community Services Coordinator	1	X			X						Promoted 9/15/2025
Finance	Blanchette	Accounting & Budget Manager	1	X					X				DOR 9/30/2025
Fire	Allard	Temp EMS Support	1			X						X	DOH 9/15/2025
Fire	McNally	Dispatcher	1	X			X						DOH 9/29/2025
Fire	Souther	Firefighter	1	X			X						DOH 9/08/2025
Fire	Lutner	Firefighter	1	X								X	Reduced Sick Time Hours
Fire	Bounsy	Firefighter	1	X			X						DOH 9/08/2025
Fire	Burgoyne	Firefighter	1	X			X						DOH 9/08/2025
Fire	Willette	Firefighter	1	X			X						DOH 9/08/2025
Municipal Services	Kelly	Mechanic 2nd Class	1	X			X						DOH 9/15/2025



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

Personnel Changes Overview: (continued)

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP	OTHER	MISC. INFO
Police	Babbitt	Special Officer	1		X			X					Rehire 9/04/2025
Police	Dempsey	Special Officer	1	X				X					Rehire 9/01/2025
Police	Genest	Lieutenant-Special Services Unit	1	X								X	September Employee of the Month, PTO Day Awarded
Police	L. Jimenez	Police Officer	1	X			X						DOH 9/08/2025
Police	Lundquist	Sergeant-Special Services	1	X					X				DOR 9/30/2025
Police	O'Brien	Animal Control Officer	1	X						X			DOT 9/12/2025



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 October 2025

In October, 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.

Department	Employee Name	Title	Years of Service
Finance	Cathy Brown	Utility Clerk	10
Fire	Craig Lemire	Fire Chief	20
Fire Communications	Jay Heath	Dispatcher	18
	Lauren Coty	Dispatcher	2
Fire Suppression	Michael Gordon	Firefighter/Paramedic	5
Library	Laura Stevens	Assistant Director	10
	Micayla Boari	Assistant Youth Librarian	1
Municipal Services – Engineering	Todd Welch	Project Engineer	3
Municipal Services – Fleet	Adam Hough	Chief Mechanic	2
Municipal Services – Parks/Property	David Guarino	Heavy Equipment Operator	2
Municipal Services – Streets/Shops	Eric Becker	Working Foreman	12
	Curtis DiGiovanni	Working Foreman	6
Police – Investigative Services	Hicham Geha	Detective	18
	Arthur Harvey	Detective	6
Police – Patrol	Justin Bagley	Lieutenant	18
	Matthew Fitzgerald	Patrol Officer	4
	Maxwel Greeley	Patrol Officer	6
	Benjamin Wilson	Patrol Officer	5
Police – Special Services	Jeffrey Czarnec	Training Officer	8
Police – Support Services	Diana McMahon	Dispatcher	20
Water Administration	Ronald Benjamin	Primary Operator	4

September 2025 PAN Monthly Report 10 6 2025

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP	OTHER	MISC. INFO
Varies	N/A	Varies	7	7							X		Step Raises
Assessing	Brideau	Chief Assessor	1		X					X			DOT 9/12/2025
Assessing	Duhamel	Chief Assessor	1	X			X						DOH 9/29/2025
Collections	Grubbs	Deputy Town Clerk	1	X								X	Appointed by Town Council 9/09/2025
Collections	M. Minnon	Collections Clerk	1		X					X			DOT 9/05/2025
Community Services	Sordillo	Park Attendant	1			X				X			DOT 9/03/2025
Community Services	Schleigh	Park Attendant	1			X				X			DOT 9/03/2025
Community Services	Chute	Park Attendant	1			X				X			DOT 9/03/2025
Community Services	Peters	Community Services Coordinator	1	X					X				DOR 9/02/2025
Community Services	Reed	Community Services Coordinator	1	X			X						Promoted 9/15/2025
Finance	Blanchette	Accounting & Budget Manager	1	X					X				DOR 9/30/2025
Fire	Allard	Temp EMS Support	1			X							DOH 9/15/2025
Fire	McNally	Dispatcher	1	X			X						DOH 9/29/2025
Fire	Souther	Firefighter	1	X			X						DOH 9/08/2025
Fire	Lutner	Firefighter	1	X								X	Reduced Sick Time Hours
Fire	Bounsy	Firefighter	1	X			X						DOH 9/08/2025
Fire	Burgoyne	Firefighter	1	X			X						DOH 9/08/2025
Fire	Willette	Firefighter	1	X			X						DOH 9/08/2025
Municipal Services	Kelly	Mechanic 2nd Class	1	X			X						DOH 9/15/2025
Police	Babbitt	Special Officer	1		X			X					Rehire 9/04/2025
Police	Dempsey	Special Officer	1	X				X					Rehire 9/01/2025
Police	Genest	Lieutenant-Special Services Unit	1	X								X	September Employee of the Month, PTO Day Awarded
Police	L. Jimenez	Police Officer	1	X			X						DOH 9/08/2025
Police	Lundquist	Sergeant-Special Services	1	X					X				DOR 9/30/2025
Police	O'Brien	Animal Control Officer	1	X						X			DOT 9/12/2025

Human Services Monthly Report

Month: September 2025

CALLS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
60	6	10	4	7	5	3	0	0	0	21
	WATER	RESOURCES								
	0	4								

CALLS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
447	88	45	29	62	38	18	0	6	2	101
	WATER	RESOURCES								
	7	51								

WALK INS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER
1								1

WALK INS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER
31	5	2	2	4	6	6	1	5

APPOINTMENTS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	1 ST	F/U	NO SHOW/CAN.
26	2	5	2	3	3	2	0	9	9	11	6

APPOINTMENTS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	1 ST	F/U	NO SHOW/CAN
164	39	20	14	29	20	10	1	31	66	61	37

RESOURCES GIVEN – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
21 \$3616	3 \$1760	18 \$1856	1 \$80	0	1 \$1718	0	11 \$1086	4 \$100	2 \$42
				WATER #/\$	CREMATION #/\$	OTHER #/\$			
				0	0	2/\$590			

RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
142 \$35,554	44 \$17,998	48 \$17,556	13 \$4,568	8 \$11,493	10 \$5,591	5 \$3,216	61 \$5,586	19 \$708	13 \$381
				WATER #/\$	CREMATION #/\$	OTHER #/\$			
				1/\$611	2/\$1,500	18/\$1,900			

RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
0	2/\$4319.35

MEETINGS/VISITS

Date	Meeting
9/2/25	Salem CARES
9/3/25	Fair Hearing
9/9/25	Staff Meeting
9/9/25	Women's Club
9/11/25	SNHHSC
9/17/25	Catholic Charities
9/17/25	WRCoC
9/23/25	Staff Meeting
9/25/25	BBQ

SUMMARY:

There continues to be a steady stream of people requesting resources. Our spending was about the same as last month but this month. The town's expense went up considerably due to needing to put a woman that was evicted and DV victim with 4 children in a hotel and she is still there. I am working with her workers from HAVEN and CAP programs as well as other area agencies trying to find shelter or housing. 2 Salem churches made donations totally \$568 to help cover the hotel cost and Isaiah 58 paid for 2 nights. The client has been calling shelters and most of them will not accept boys over 12 and she has a 15 y/o son, so this has been a barrier. She is not receiving any support for the children currently. She does work at a Salem school as a TA so after a financial assessment it was determined she could pay for a room 1 night a week.

I have also seen an increase of seniors seeking assistance. 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: October 14, 2025

Operational Updates summary

- Win10 Migrations 95% complete. End of Support was 10/14 and remaining devices are looking to upgraded or decommissioned ASAP.
- Reduce reliance on copper infrastructure in Town. Work with our Department Heads and our phone carrier continues. Next steps are to tag and locate lines being billed and disconnect or provide alternative solution for critical infrastructure.
- New Customer satisfaction survey sent after resolved IT tickets. Details below
Low 4.5% response rate. However, NPS over 80 is considered good.

Operations

Ticket Volumes Last Full Month (September)

234 Created tickets

By day of week

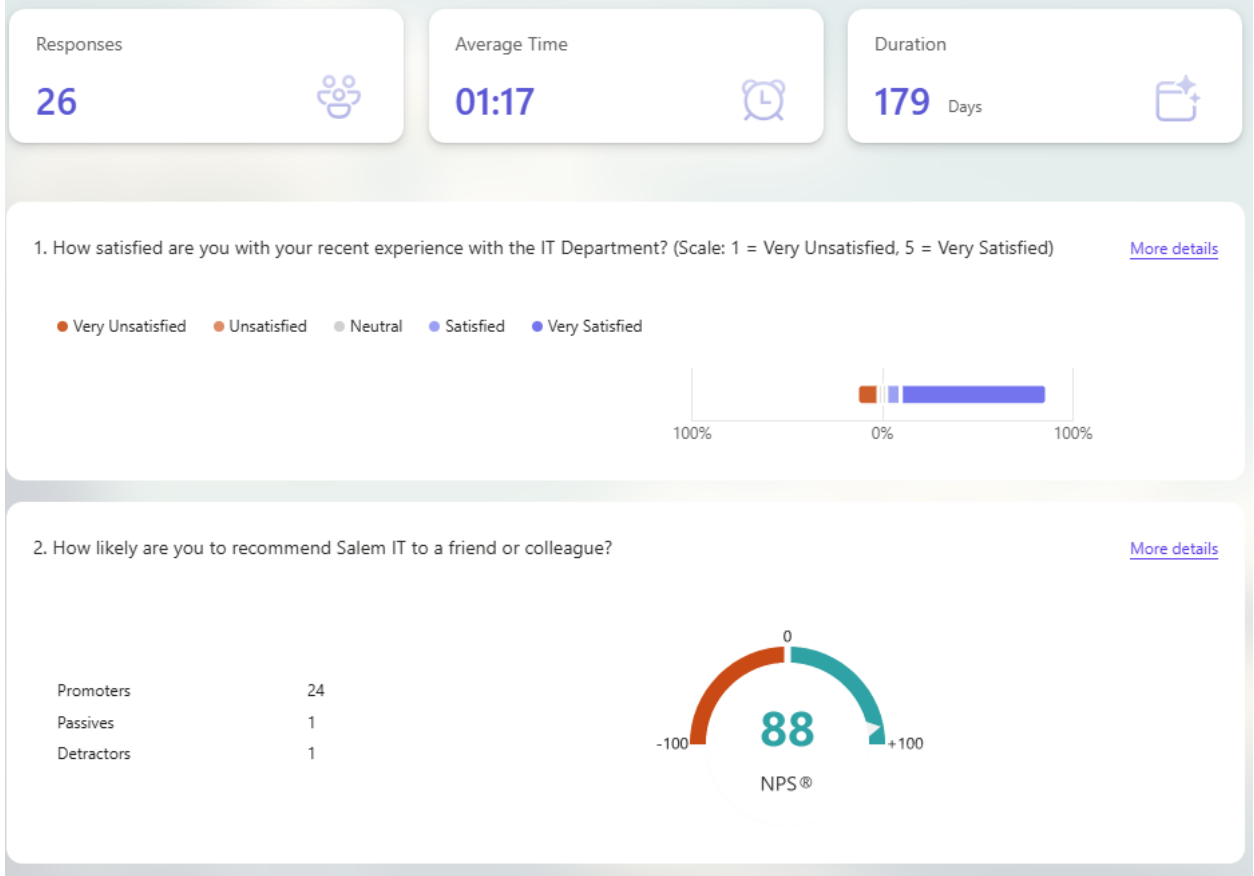
Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
55	72	20	44	43	0	0	234

222 Closed/Resolved Tickets

Customer Satisfaction Survey results 8/4-to 10/15

Responses Overview

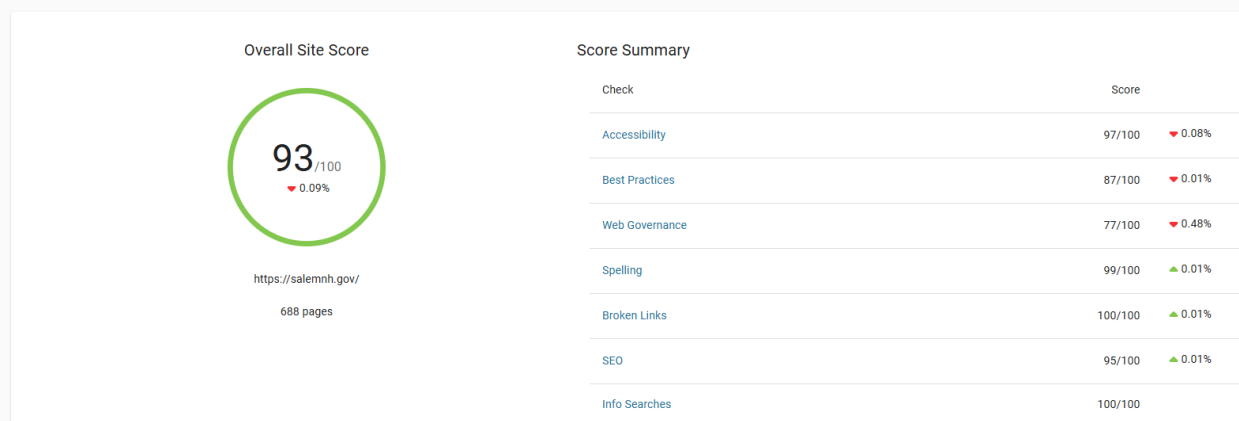
Active



Website - Dubbot

Leveraging a tool that is supplied by the State of NH that crawls/scrapes our websites. Partnering with Community Development this gives us actionable data to make our website experience better. Our websites look really good!

DUBBOT Salem - Town — Dashboard Summary





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

To: Town Council & Joseph Devine, Town Manager

From: Jacob LaFontaine, Planning Director

RE: Planning Division – October Update

Date: 10/14/2025

Please find recent Planning Division updates listed below:

- **The Planning Board** approved conditional use permits for signage at 24R Via Toscana (Whole Foods), and at 8 Lowell Road (Husson Motors) on September 23rd. The Board also held a conceptual discussion for a 19,600 sq. ft. restaurant and entertainment use at 11 Mall Road (Game On and Loretta's Last Call). On October 14th, continued applications for a 7,200 sq. ft. warehouse/office building with conditional use permit for reduced wetland setbacks at 92 Lowell Road, and a 112,200 sq. ft. wholesale club (BJs Wholesale) at 92 Cluff Crossing, as well as a conditional use permit for signage at 24R Via Toscana (Epicurean Apartments) are scheduled to be heard. *The Board currently has a call for three alternate positions posted.*
- **The Zoning Board** heard nine petitions on October 7th - granting variances to construct a sixth single-family rental unit at 9 Hampshire Street; new single-family dwellings on undersized lots with reduced setbacks at 2 Summit Street and 2 Millville Terrace; new dwellings on undersized lots at 21 and 29 Hunt Street; residential additions with nonconforming setbacks at 29 Shore Drive and 2 Stillwater Circle; and two-lot residential subdivisions at 205 North Main Street and 59 Millville Street. *The ZBA meets next on November 4th and currently has a full slate of alternates after the recent appointment of Mike Smith as the Board's fifth alternate.*
- **A Comprehensive Zoning Update** request for qualifications (RFQ) is currently being drafted by staff. The comprehensive update of the zoning ordinance will help ensure congruence between the ordinance and the recently adopted Master Plan.
- **Code Enforcement** has continued at a steady pace. Code Enforcement Officer Bob McDowell has specifically been working to address for-sale vehicles being stored in nonpermitted areas and/or on sites without necessary approvals. He is also working to address instances of site plan noncompliance, accessory apartments constructed without permits and complaints regarding commercial uses at 89 N. Main Street. The Town's Sign Regulation Brochure has recently been updated and signs sweeps are occurring regularly to ensure compliance with the Town's ordinance.

- **Plan Review Meetings** continue to be hosted on a bi-monthly basis. The interdepartmental meetings are held to review upcoming land use applications and to create a more streamlined and predictable process for applicants.
- **Zoning Amendments**, including revising residential definitions to exclude transient uses, revising the accessory dwelling unit ordinance and residential parking requirements to comply with State law, and requiring wetland mitigation monitoring, were adopted by the Town Council on September 22nd, following a first read on September 8th and after receiving the Planning Board's unanimous recommendation at a public hearing on August 26th. *The Planning Board is currently workshopping additional amendments to present to the Council.*
- **Historic District Commission** met on September 17th to review a proposal to add a stockade fence at 297 Main Street and a potential bench donation at 304 Main Street. The Commission also met on September 29th and October 3rd to work on updating their regulations and discuss design criteria.



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/ September 2025

Streets and Shops:

1. Catch basin repairs are progressing along. The next on the list for repairs need the Vacjet truck for work. The truck is down for repair with a leaky piston right now.
2. The old wastewater treatment facility has been seeded, and the field looks good. We went inside the gate and mowed all the high grass. That mowing has not been done all year because of the construction inside the gate.
3. K5 our roadway painting contractor, has been in town at night painting symbols and crosswalk in intersections.
4. We have been spreading material to reclaim the front area at the transfer station, to return the area to a field.
5. The new stop signs on Granite St. and Park Ave have been installed along with new stop bars.

Parks and Properties:

1. Mowing and weed whacking is going well at Pine Grove cemetery.
2. We are trying to figure out the CO2 detector in the new fleet shop. It has been going off weekly.
3. The Phragmites in the area in front of the senior center have been eliminated and we will start to grade the pond area.
4. Painting of the town hall back hallway is complete
5. Repair to the hose house roof had to be done.

Fleet:

1. The vehicle inspections are wrapping up with still a few to go
2. The trackless vehicles are being brought into the shop and serviced for winter.
3. The sweeper is down again for the replacement of bearings in the elevator.
4. Major repair work is ongoing to the front line foreman truck P7.
5. The loader needed new rims installed.

Upcoming projects

1. **The Depot Veterans Plaza is progressing well with landscaping almost complete.**
2. **Winter prep is beginning**
3. **The metal pile at the transfer station is getting smaller .We are working with our contractor on the removal.**



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: October 14, 2025
Re: SCTV October 2025 Department Update

October Department update notes for SCTV:

SCTV hosted the update for the Community Choice Electric Aggregation Plan at the TV Studio on Thursday October 9th at 7:00 pm. Residents had the option to 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 and Susan worked on a short documentary on the Searles School and Chapel restoration, and the ribbon cutting at the Field of Dreams. Mya also produced a segment on the Blue Angels and their visit to NH.

SCTV covered a lecture for seniors on 'Deed Fraud' with the NH Assistant Attorney General Nancy DeAngelis that talked about the risks of bad actors impersonating homeowners to fraudulently sell their homes and how to avoid it.

Brenden covered the Salem Lions Club 5k race with interviews and highlights of Salem participants, Farmer's Market Founder's Day, and the Salem GOP Labor Day Picnic.

Salem Museum's 'Flashback Film Fest' continued in October 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 Larry Belair talking about the Salem Bike-Ped corridor for the Friends of the Salem Rail Train and Salem Planning Director Jacob LaFontaine on the latest projects coming before the land use boards.

Bob Berthel continued creating new episodes of our series 'Salem History on Tape' with a look back at President Clinton at Salem High School in 1996, the 1982 Salem Video Yearbook and Rosalynn Carter visit at a Salem Home in 1979.

Respectfully submitted,

Tom Giarrosso
Executive Director
Salem Community Television



Date: October 2, 2025

To: Wayne Amaral, M.S Director

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

Re: Utilities Division Update

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. Resample both UCMR5 sample sites.
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. Mow sewer right of ways
11. Mow Stanwood to Nirvana right of way



Meters & Backflow

1. Tested 208 backflow prevention assemblies.
 2. Completed 110 backflow inspection appointments.
 3. Performed 48 meter re-reads.
 4. Responded to 25 meter service calls.
 5. Installed 8 new water meters.
 6. Replaced 60 Meter Interface Units (MIUs).
 7. Conducted water shutoffs for non-payment.
 8. Installed 1 new service line.
 9. 3 Seasonal shut offs
-

Distribution

1. Completed 130 Dig Safe mark-outs.
2. 10 gate boxes repaired
3. Conducted 4 service inspections.
4. Repaired 2 hydrants.
5. Verified inventory and equipment readiness.
6. Provided daily oversight of contractor work on Brady Ave water main installation.
7. Assisted with water shutoffs due to non-payment.
8. Flushed hydrants on dead end lines to address water quality issues.
9. Supported consultant with service location data for the Route 28 water main design project.
10. Filled and flushed lines for new install in Windham

