

TOWN OF SALEM

MONTHLY DEPARTMENT UPDATES

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IMPORTANT INFORMATION

Town Hall will be closed Thursday, November 27th through Friday, November 28th in observance of Thanksgiving and will reopen on Monday, December 1st.

Tax bills are due December 5th.

Winterfest will be held on Thursday, December 11th from 5:30 PM–7:30 PM at the Ingram Senior Center.

Civics 101 will take place on Tuesday, December 9, 2025 from 6:00 PM–8:00 PM at the Ingram Senior Center.

NOVEMBER 2025 UPDATE

www.salemnh.gov

Monthly Department Highlights – Assessing Department for November 2025

Prepared by: Jon Duhamel

Key Activities

- A Mazerolle processed a multitude of deeds this month.
- Jon is working on appeals & getting Vision what they need for 2026 Update
- R Marquis has been helping with printing water bills for the Collections Department and preparing the letters we will send out to taxpayers where Docks were added.
- A Mazerolle has been cleaning up ownership files in the CAMA system by filling in blank ownership lines, along with R Marquis helping too ongoing as we found over 6,000.
- J Witkowski has begun work on the Town's Equalization Sales report to send to the DRA by December 1, this is ongoing and very time-consuming.
- A Mazerolle has also been working on her Clerk's Processes Manual-ongoing.
- New carpets were installed.
- Amanda sent letters to our blind exemptions for 5-yr Audit.
- 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.
- Checking MLS listings for changes we are not aware of.
- Jillian has been assisting Tuscan Village with their addresses, also collecting necessary documents for changes to lot lines, mergers, subdivisions.
- All: Various misc. items that have arisen



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 – November 2025
DATE: November 6, 2025

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

1. **Depot Village Phasing / Funding Plan Adopted by Town Council:** In September and October, the Depot Village Advisory Committee met to formulate a phasing and funding plan for the proposed Depot Park improvements that were presented to the Town Council on August 4, 2025. DVAC unanimously adopted the phasing / funding plan on October 15. Crayton Brubaker presented the plan to the Town Council, which identified phasing areas, funding years, possible grant and offsetting revenue opportunities and prioritization of phases. The Town Council unanimously adopted the plan at their November 3 meeting. Staff will begin to pursue grants and capital improvement program requests in alignment with this plan.
2. **Asset Management:** John Vogl continued to support the Ipad rollout and reinvigorated mobile services. John provided training on a new release of VueWorks for mobile devices, including customizing forms and enhanced facilities templates. In other news, the lead service line inventory which consumed much of the year was finally completed and submitted to DES. This was an accomplishment we were pleased to complete internally.
3. **Map Production:** In addition to managing base map layers, John Vogl worked to enhance the public easements database, incorporating years of drainage and roadway easements that were collected during the road program projects but were not represented in the maps. This work will fully document those easements and make their locations easily accessible to field crews going forward. In addition, John Vogl and Crayton Brubaker worked to update the Economic Revitalization Zone (ERZ) boundaries. These areas provide an economic development tool that Salem is well suited to take advantage of.
4. **Statistics:** Below outlines statistics for each of the major Salem website applications:

October 2025	Page Views	Users	Average Engagement Time
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Main Website (saalemnh.gov)	61,900	19,480	1m 7s
Town Hall Times (news.salemnh.gov)	7,436	1,941	1m 1s
MapGeo		2,470. As with previous months, notable searches included base mapping, aerial photography and zoning.	



Town of Salem, New Hampshire COMMUNITY SERVICES DEPARTMENT

Ingram Senior Center, 1 Sally Sweet Way, Salem, New Hampshire 03079
(603) 890-2190

Memo

DATE: November 12, 2025
TO: Joseph Devine, Town Manager
FROM: Colleen Mailloux, Assistant Town Manager
RE: Community Services Department Update

The Senior Division celebrated Spooky Season with a Halloween party at Lenzi's in Dracut. Everyone enjoyed lunch, dancing, and a costume contest! 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 provided a presentation on October 20 on Medicare Annual Enrollment. They provided information on what is changing and what our seniors need to know about Medicare.



The Senior Center Staff are busy planning the annual Thanksgiving party. This year Heat's Turkey Farm Restaurant will be catering a Thanksgiving meal for the party.

The Senior Division is conducting a survey of members to get feedback on past trips and activities and ongoing programming, and to learn what additional activities and trips members would like to see offered in the future. As we prepare for 2026, we are looking forward to receiving the survey results and continuing to work to meet the needs of our seniors.



The Recreation Division hosted Salem's annual Trunk-or-Treat event at the Ingram Senior Center on October 23. Local businesses and families decorated their trunks and donned costumes and greeted hundreds of trick-or-treaters. Jim Kozat acted as DJ for the event, and Recreation Aerobics Dancers performed.



Upcoming activities to look forward to include Winterfest, which will be held on December 11 from 5:30-7:30pm at the Ingram Senior Center. The event will include Cocoa, Letters to Santa, a Scavenger Hunt, a local vendor market & more!

2025 - 2026
WINTER PROGRAMS
SALEM, NH RECREATION

Save the Date

WINTER FEST
DEC 11

5:30pm-7:30pm
Ingram Senior Center



More
Information
Inside!

Register Online:



by visiting,
Salemnh.myrec.com

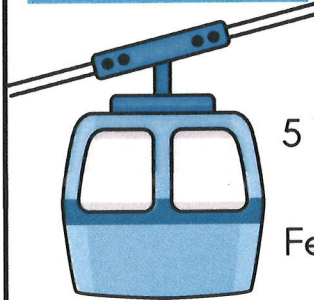
Don't Miss An Update:



Follow us on Facebook to
Keep Up to date with all
Community Programming!

Salem NH Community
Services Department

Ski Program!



5 Week Program
Starting in
February 2026!

Program & Bus Registration
are SEPERATE*

Registration information inside!

Recreation
Advisory Committee

Second Thursday of Each Month
@ Salem NH Town Hall
6p-7p

Conservation
Commission

First Wednesday of Each Month
@ Salem NH Town Hall
5p-6p*

*Times May Vary Visit Salemnh.gov for
more information



2025 - 2026 ADULT RECREATION WINTER PROGRAMS

Men's Basketball (18y-39y) 2026 Season

\$20 Residents

\$30 Non Residents

Sunday's

North Salem Elementary School

9:30AM-11:45AM

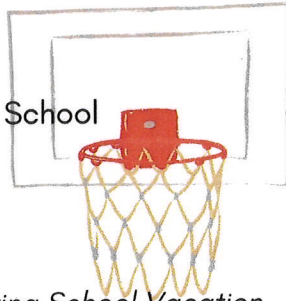
Tues/Thurs

Barron Elementary School

6:30pm-9:30pm

Annual Registration

*Does not occur during School Vacation
Weeks or Holidays*



Men's Basketball (40+) 2026 Season

\$20 Residents

\$30 Non Residents

Sunday's

North Salem Elementary School

7:00AM-9:30AM

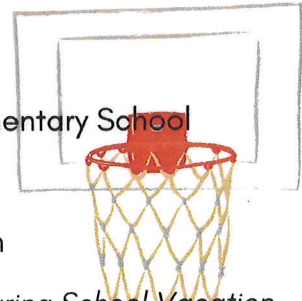
Tues/Thurs

North Salem Elementary School

6:30pm-9:30pm

Annual Registration

*Does not occur during School Vacation
Weeks or Holidays*



Register Online:

by visiting,

Salemnh.myrec.com



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Community Programming!



Salem NH Community
Services Department

Men's Volleyball 2025-2026 Season

\$25 Residents

\$30 Non Residents

Wednesday Evenings

6:00pm-8:00pm

Lancaster Elementary
School

*Does not occur during School Vacation
Weeks or Holidays*

ADULT RECREATION

Monday Dance Aerobics **(Nov-Dec)**

\$25 Residents

\$35 Non Residents

November 10 to December 8

Monday Nights

6:00pm-7:00pm

Ingram Senior Center

Beginner Tap **(Nov-Dec)**

\$25 Residents

\$35 Non Residents

November 10 to December 8

Monday Nights

7:00pm-8:00pm

Ingram Senior Center

Monday Dance Aerobics **(Winter Session)**

\$25 Residents

\$35 Non Residents

January 5 to March 16

Monday Nights

6:00pm-7:00pm

Ingram Senior Center

Beginner Tap **(Winter Session)**

\$25 Residents

\$35 Non Residents

January 5 to March 16

Monday Nights

7:00pm-8:00pm

Ingram Senior Center

Thursday Dance Aerobics **(Nov-Dec)**

\$25 Residents

\$35 Non Residents

November 13 to December 18

Thursday Nights

6:15pm-7:15pm

Ingram Senior Center

Advanced Tap **(Nov-Dec)**

\$25 Residents

\$35 Non Residents

November 13 to December 18

Thursday Nights

7:15pm-8:15pm

Ingram Senior Center

Thursday Dance Aerobics **(Winter Session)**

\$25 Residents

\$35 Non Residents

January 8 to March 12

Thursday Nights

6:15pm-7:15pm

Ingram Senior Center

Advanced Tap **(Winter Session)**

\$25 Residents

\$35 Non Residents

January 8 to March 12

Thursday Nights

7:15pm-8:15pm

Ingram Senior Center

2025 - 2026 YOUTH RECREATION WINTER PROGRAMS

Aspiring Artist

Art Class for Kids & Parents
7 Years & Older

HAMMAR'S Studio @ Hammar's Studio
in the Rockingham Mall

6 Weeks - 90 Minutes

Wednesday's

4:00pm-5:30pm

December 10 to January 28

\$230 Residents

\$240 Non Residents

No Classes on 12/24 and 12/31

FUN - damentals of Drawing

Beginner Art Class for Kids 6
years old to 12 Years old

HAMMAR'S Studio @ Hammar's Studio
in the Rockingham Mall

4 Weeks - 60 Minutes

Thursday's

4:30pm-5:30pm

December 18 to February 5

\$110 Residents

\$120 Non Residents

No Classes on 12/25 and 1/1

Dodgeball

Monday's

March 9 to March 30

Fisk Elementary School

Grades K-3 - 5:30p-6:15p

Grades 4-6- 6:15p-7:00p

\$25 Residents \$25 Non Residents

Last Session, March 30
is Parents VS KIDS!



Flag Football Clinic



Join 22:6 Athletics &
Salem Recreation for a 4
Week Indoor Flag
Football Clinic

7y-15y

\$80 Residents \$85 Non Residents

February 2 - March 2

Monday's

5:30pm-6:30pm

Barron Elementary School

No Session on 2/23

Register Online:



by visiting,
Salemnh.myrec.com

Don't Miss An Update:



Follow us on Facebook to
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Salem NH Community
Services Department



2026 LEARN TO SKI & RIDE PROGRAM



**LEARNING AND FUN,
IT'S WHAT WE DO BEST!**



PLUS: NH SKI & RIDE BONUS

**FREE Full Day/All Lift Ticket to THREE
NH Mountains. Valid starting
Monday, February 23, 2026 through
the end of each mountain's respective
ski season. Valid for students only.**



We take great pride in holding the title, The Premier Teaching Mountain in New Hampshire.

Our professional instructors gear every lesson toward the student's age and ability, while providing a fun learning environment.

WHAT IS THIS PROGRAM?

- Weekday 5-Week Learn to Ski & Ride Series
- Participants receive a 1-hour lesson (if signed up for lessons) from a Pats Peak instructor and free ski/ride time.
- Program Dates: Feb 20-March 27 (Excludes 2/27)

HOW TO REGISTER:

- It is open to: Kids 6y-17y
- Register online at www.patspeak.com/LTSR
Access Code: salemrec2026
- To receive early pricing, registration must be paid in FULL on or before: December 1
- Additional Registration info:

BUS and SKI PROGRAM
REGISTRATION SEPERATE

CONTACT INFORMATION:

Juliann Isabelle-Lanzillo - Recreation Coordinator
603-890-2190

TRANSPORTATION INFORMATION:

Register for Transportation at Salemnh.myrec.com

The Bus Registration is non-refundable

WHAT ABOUT EQUIPMENT?

- **RENTALS:** Full Rental Packages are available for the program. Helmets are included in program rental packages.
- **BRING YOUR OWN:** Mark equipment with NAME AND SCHOOL. Unsafe equipment will not be allowed on the mountain.

PEAK PERKS: (DISCOUNTED PRICING)

- **CAFÉ CARDS**
- **PARENT/SIBLING FREQUENT USER CARD AND LIFT TICKETS**
- **HELMET, GOGGLES AND WATERPROOF MITTENS**
- **PRACTICE MAKES PERFECT SEASON PASS**
The Practice Makes Perfect Season Pass is an Unlimited Season Pass that is valid for the whole season-you don't have to wait until the program begins to use it! This discounted season pass is only available to the students of the Learn to Ski & Ride Program (must have minimum purchase of lessons. Non-transferable).

IMPORTANT NOTES:

BUS INFO:

Departing from the Ingram Senior
Center at 3:45PM

Please arrive promptly at 3:30pm

Bus Returns back from Pats Peak at 10:45pm

We have a facebook group so we can keep parents
updated, please check your email for this information
in January!

If this program doesn't work for your schedule,
contact Pats Peak about their OPEN PROGRAM: For Individual Sign-Ups (Ages 6-17).

2025 - 2026

ADAPTIVE RECREATION

WINTER PROGRAMS

Adaptive Basketball

November 3 to December 1

Monday's

6:00pm-7:00pm

Barron Elementary School

\$25 Residents \$25 Non Residents

No Basketball on 11/17

Adaptive Floor Hockey (and Other Sports)

February 2 to March 2

Monday's

6:00pm-7:00pm

Barron Elementary School

\$25 Residents \$25 Non Residents

No Floor Hockey on 2/23

Help us Plan Spring Track!

**Visit [Salemnh.myrec.com](https://saalemnh.myrec.com) to fill out our
adaptive programs survey!**

Register Online:



by visiting,
[Salemnh.myrec.com](https://saalemnh.myrec.com)

Don't Miss An Update:



Follow us on Facebook to
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Salem NH Community
Services Department



2025 - 2026 WINTER EVENTS FOR ALL!

WINTER FEST!

Join the Community Services Department
for a night of festive & cozy fun!

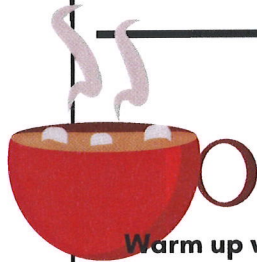
December
11

5:30pm-7:30pm
FREE and OPEN TO ALL!
Ingram Senior Center

Winter Fest is an
intergenerational Winter Event
put on by both divisions of the
Community Services
Department,
Senior Services & Recreation.

We encourage families to come
with grandparents, parents and
children!

Parking available at the Ingram
Senior Center (Onsite as well)



WHAT TO EXPECT:

Food Truck, Letters to Santa, Scavenger Hunt,
Cocoa Crawl Local Vendor Market

Warm up with a sweet adventure! Visit
each Cocoa Crawl station to sample
tasty hot chocolate, collect passport
stamps, and vote for your favorite.
Complete your passport for a chance
to win a special raffle prize!

Support local makers and find one-of-a-
kind gifts at our community vendor
market! From homemade candles and
crafts to baked goods and seasonal
décor, there's something for everyone.
Come shop, mingle, and get into the
holiday spirit!

Thank you to:

The Conservation Commission, Salem Area
Women's Club, Friends of Salem Recreation, Salem
Fire Department.. and more!



& More!

The More the Merrier!

Contact Julie Isabelle at
Jisabelle@salemnh.gov if you or your
organization would like to participate
in our cocoa crawl or vendor market!

Don't Miss An Update:



Follow us on Facebook to
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Salem NH Community
Services Department

Southern NH tour of Lights
and Salem Lights info on next page!



2025 - 2026 WINTER EVENTS FOR ALL!



This year we are focusing on Salem for the Holiday Light Tours! This allows Salem Residents the best free viewing and tour of lights in all of Southern NH!

Register your home to be featured on our Local map by visiting SalemLights.com

You can also opt to be featured on the Regional Southern NH Tour of Lights Map as we have partnered with other Recreation Departments across Southern NH to build a regional map!

Deadline to register is 12/1/25

SalemLights.com

"So you think you know Salem?"

Salem Trivia Night!
Coming Winter 2026
Details TBA!

Letters to Santa

Letters to Santa can be written and placed into our Santa Mailbox located at the Ingram Senior Center Starting 11/30

Don't Miss An Update:



Follow us on Facebook to Keep Up to date!

**Salem NH Community
Services Department**

Register Online:



by visiting,
Salemnh.myrec.com



Date: November 7, 2025

To: Town Council

From: John P. Klipfel, Engineering Director

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

RE: Month of October - 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 Winter 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. Utility work was completed in September. Final paving to be completed in Spring 2026.

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 early 2026, we are awaiting DES approvals.

Road Program

Road program is completed for 2025. Planning for 2026 is underway.

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: November 12, 2025

TO: Joseph Devine
Town Manager

FROM: Nicole McGee, CPA
Finance Director

RE: Finance Department Update

Summary:

Tax Rate

The Department of Revenue Administration set the Town's 2025 tax rate of October 24, 2025. The overall 2025 tax rate is \$18.16, with the town portion at \$5.90.

Budgeting Software and 2026 Budget Review

The Town Council approved its proposed 2026 operating budget on October 15, 2025. Following the vote, the budget was rolled forward on Gravity, providing access for the Budget Committee.

The Budget Committee conducted its initial review of the proposed operating budget on November 5, 2025, and will complete its final review and votes at tonight's meeting. The next review will take place during the Deliberative Session on Saturday, January 31st.

2024 Financial Audit Completed

The 2024 financial statement audit has been completed, and the final financial statements have been uploaded to the Town's website. They can be found on the Finance Department's page under Forms and Documents → Town Audited Financial Statements.

Scott McIntire, the audit partner overseeing the town's 2024 financial statement audit, presented the results to the Town Council at its November 3, 2025 meeting.

Staffing Update

The Accounting Manager position has been successfully filled, and the new hire is scheduled to begin on Monday, December 1, 2025. The department looks forward to welcoming him to the team.



TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

Accounting Clerk Chirstine Ortega recently completed Primex's Supervisor Academy and has been accepted into the 2026 New Hampshire Government Accounting Certificate Program. The program includes twelve courses covering a wide range of municipal accounting topics relevant to New Hampshire municipalities.

MBAC – Building Condition Index (BCI) Evaluation

The Building Condition Index (BCI) Evaluation Committee has completed site assessments of all buildings and compiled BCI detailing identified deficiencies. These sheets were distributed to the committee members at the most recent Municipal Building Advisory Committee (MBAC) meeting.

A capitalization prioritization matrix was introduced to guide the development of a 5-10 year capital improvement plan for town facilities. As a pilot exercise, members will complete the matrix for two buildings (Alice Library and the North Fire Station) for discussion at the next meeting. These collaborative efforts will support the creation of a comprehensive, data-driven capital plan for Town facilities.

Financial Management Software

The Finance Department issued a request for proposals (RFP) for a consultant to assist with:

- Preparing the RFP for new financial management software;
- Supporting the implementation of the new system;
- Development of a new chart of accounts.

Four firms submitted proposals. The evaluation committee has completed the initial scoring of written proposals, and interviews with the top-ranked firms began this week. This marks the first phase of a multi-year modernization effort. The process of developing and issuing the final RFP is expected to take approximately nine months.

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: November 5, 2025

To: Joseph R. Devine, Town Manager

From: Craig J. Lemire, Chief of Department

Subject: Monthly Department Update – October 2025

Notable Items Related to Ongoing Operations:

- **Total Runs:** 510 for October
- **EMS Calls:** 76% of total responses
- **Simultaneous Run Rate:** 65%
- **Tuscan Village Responses:** 29 total calls (6%)
- **West Side Responses:** 61 total calls (12%)
- **South Side Responses:** 147 total calls (29%)

Inspectional Services – July 2025:

Category	Permits	Inspections	Revenue
Fire	69 (23 burn permits)	60	\$12,273
Health	-	90	\$2,725
General Inspectional	337	419	\$136,253
Well/Septic	36	-	\$3,600

Department Updates:

- Significant Incidents:
 - Canobie Lake Park- SFD assisted with removal of occupants stuck on a ride.
 - 2 patients treated and transported promptly for STEMI (Heart Attack) and received life saving stents with positive outcomes.
- FF/Paramedic Michael Gordon gave an excellent 1-hour training to about 10 town hall employees with a focus on CPR, AED, and Choking incidents.
- Trunk or Treat event was a huge success, and we enjoyed being part of it!
- During Halloween trick or treating our members were in the community giving out candy. This has become a new tradition, and the kids love getting treats from their firefighters.



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

- Breast Cancer Awareness month calls for pink shirts.



Deputy Chief Michael Galipeau and Assistant Chief Kennett Colby were recognized by the NH Fire Chief Association with the NH Chief Officer designation which recognizes education, training, and experience relative to the position of Chief Fire Officer. Congrats!



SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE
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PHONE: 603-890-2215 CELL: 603-327-6505

clemire@salemnh.gov

How to Dispose of Household Sharps Safely

ENVIRONMENTAL Fact Sheet



29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • www.des.nh.gov

SW-31

2022

Disposal Tips for Household Generated Sharps

Household generated “sharps” include hypodermic needles and syringes, lancets, infusion sets, and auto-injectors. They are typically used in the home for insulin injections or for administering other medications. Household generated sharps should be disposed of appropriately to help prevent injury and illness to family members and waste handlers, and to reduce pollution to the environment.



Environmental Management of Sharps

NHDES regulates the disposal of household generated sharps (see New Hampshire Solid Waste Rule [Env-Sw 904.01\(b\)\(3\)](#)). Household generated sharps may be disposed of with household trash, if:

1. They are enclosed inside a rigid, puncture-resistant container, such as a plastic bleach or laundry detergent bottle.
2. The screw-top of the container is securely taped closed with heavy-duty tape, such as duct tape.
3. The container is labeled, “**Medical Sharps Container – Not for Recycling.**”
4. The container is disposed of at a facility that is authorized to accept it.



Simply **recapping a syringe is not adequate** to protect against needle sticks.

A printable label stating “Medical Sharps Container! Not For Recycling!” is included with this fact sheet. If printed on regular paper, secure the label to the container with clear packing tape.



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

Although placing household generated sharps in the regular trash is not prohibited when following the above provisions, some solid waste disposal facilities do not accept sharps. Always check with your disposal facility or trash hauler before putting your container in the trash.

Alternative Options for Safe Sharps Disposal

An alternative is to use a **Container Exchange** or **Mail Back Program** that supplies empty containers for clients to fill with sharps and return for safe disposal. There may be a charge for such services. Patients using certain drugs are eligible for safe needle disposal directly from pharmaceutical (i.e., drug) manufacturers.



Other alternatives include using a specially designed needle cutter or **incineration device** purchased from your pharmacy. **Safe needle cutters** clip the needle tip off and allow the user to throw away the rest of the syringe, such as the plastic part, in the trash. When the clipping device is full, wrap it with heavy duty tape and then dispose with your household trash. Make sure the tape covers the sharps insert hole.

Go to www.safeneedledisposal.org for more information or talk to your pharmacist or health care provider.

REMEMBER...

NEVER throw loose sharps into the trash or toilet!

NEVER leave sharps anywhere they could injure someone!

NEVER store used sharps in glass bottles, soda bottles, milk jugs, aluminum cans, coffee cans or plastic bags!

NEVER put containers with used sharps in a recycling bin!

For more information, contact:

NH Department of Environmental Services

Waste Management Division, Solid Waste Management Bureau

PO Box 95

Concord, NH 03302-0095

[\(603\) 271-2925](tel:6032712925)

solidwasteinfo@des.nh.gov

A paper copy of the rules may be obtained by contacting the NHDES Public Information Center at the above noted mailing address or [\(603\) 271-8876](tel:6032718876).

Note: This fact sheet is accurate as of December 2022. Statutory or regulatory changes or the availability of additional

Please let me know if you would like any additional information or clarification on the items above.



Did You Know?

Some safe needle cutters can hold up to 1,500 needle tips!



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

To: Joseph Devine, Town Manager

From: Rebekah McGuire, HR Specialist

SUBJECT: November 2025 HR Department Report

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

Employee of the Month: Greg Minnon was selected as Employee of the Month for November 2025! Greg was nominated for his compassion, dedication, and leadership. As one colleague put it:

“Greg leads with genuine compassion and care, always going above and beyond to ensure that every detail is handled thoughtfully. Whether supporting a family during a difficult time or helping a coworker without being asked, Greg shows kindness, respect, and dedication in everything he does. His work ethic and leadership inspire those around him, and it’s clear how much pride he takes in both his work and our department.”

Please congratulate Greg on this well-deserved recognition!





TOWN OF SALEM, NEW HAMPSHIRE
HUMAN RESOURCES DEPARTMENT
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(603) 890-2070

Ongoing Monthly Health and Wellness Awareness

November 6th - The Town of Salem's Employee Assistance Program, led by ComPsych conducted an overview of services available to all employees at no cost. Services include free short- and long-term counseling, legal and financial guidance, and a health advocate service to help employees navigate their medical plan and benefits.

Open Enrollment

The annual open enrollment for all employees was completed with 92% of employees completing their benefit elections online via the new Employee Navigator platform supported by HUB.

Performance Management

November 5th - Primex, our liability insurer, came onsite to conduct training for department heads regarding managing employee performance and applicable employment laws.

NH Deferred Compensation Plan Transition

Employees were given the opportunity to meet with Robert Knight, Investment Advisor from Empower, to discuss the transition to the State of NH Deferred Compensation Plan from the current provider. Robert will provide additional dates on November 20th and December 2nd for employees to attend one-on-one consultations.

Years of Service Overview: Celebrating Work Anniversaries in November 2025

In November, we celebrate the dedication of employees marking work anniversaries with the Town of Salem. Below is an overview of employees celebrating their anniversaries this month.

Full Name	Title	Hire Date	Years of Service
William Gilmore	Prosecutor	11/18/2024	1
Ashley Andrews	Support Services Clerk	11/13/2017	8
Mark Conway	School Resource Officer	11/29/2021	4
Joshua Tapley	Firefighter/Paramedic	11/5/2018	7
Brian Crane	Firefighter/Paramedic	11/3/1997	28
Caitlin Oullette	Communications Supervisor	11/26/2018	7
Victoria Thickins	Dispatcher	11/6/2023	2
Michael Flanagan	Mechanic 1st Class	11/6/2023	2
Matthew Waldron	Heavy Equipment Operator	11/28/2016	9
Scott Witkowski	Working Foreman	11/1/2002	23
Heather Craig	Library Aide 2	11/12/2008	17

Human Services Monthly Report

Month: October 2025

CALLS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
69	22	6	6	9	4	1	2	1	0	14
	WATER	RESOURCES								
	0	4								

CALLS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
516	110	51	35	71	42	19	2	7	2	115
	WATER	RESOURCES								
	7	55								

WALK INS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
3	1	0	0	0	0	1	0	1	0

WALK INS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
33	6	2	2	4	6	7	1	1	5

APPOINTMENTS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 ST	F/U	NO SHOW/CAN.
22	5	3	2	4	2	1	0	0	5	11	7	4

APPOINTMENTS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 ST	F/U	NO SHOW/CAN
186	44	23	16	33	22	11	1	31	5	77	68	41

RESOURCES GIVEN – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
12	5	7	3	2	1	1	2	3	0
\$8905.89	\$7880.89	\$1025	\$4395.80	\$2432	\$1704	\$149.09	\$150	\$75	
				WATER #/\$	CREMATION #/\$	OTHER #/\$			
				0	0	0			

RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

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

RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
1	3/\$4438.71

MEETINGS/VISITS

Date	Meeting
10/1/25	Employee Recognition Committee
10/1/25	Budget Presentation
10/7/25	Staff Meeting
10/7/25	Salem CARES
10/9/25	SNHSC
10/9/25	SNAP Seminar
10/16/25	GSA AMPT
10/21/25	Staff Meeting
10/21/25	Employee Recognition Committee

SUMMARY:

I did not see an increase in people seeking assistance due to the federal shutdown, only 1 person. The town's expense went up considerably due to the DV victim woman still being in the hotel. She had an apartment lined up for the 1st of November but that fell through. She also lost \$5000 in DV relocation money due to not being able to move out of Salem. Haven is continuing to work with her on finding housing. She needs to go before the court to request permission to move out of Salem due to the kid's father. I work with her and her workers from HAVEN and CAP programs as well as other area agencies trying to find shelter or housing. The other situation was an elderly couple that had over a \$10,000 electric bill and were being shut off even though they have a medical exemption due to the man having a pacemaker. Due to them not keeping payment plans in the past Liberty got permission from the utilities commission to shut them off. I worked closely with them and reached out to other resources, Adult Protective Services, Community Action, Isaiah 58, and Churches, they all contributed but it still left the town paying \$3595.80 to keep the electricity on.

I have had Tinsdale Trailer park residents coming in concerned because the park is being sold and they're concerned about a rent increase. I am working with them on how to be prepared for this.

People seeking rental assistance has also increased, last month I had 6 calls about rent and this month I had 22.

In preparation for residents not receiving their Food Stamps in November due to government shutdown, some foodbanks are adding and extending hours, there have been additional mobile food banks added, some area restaurants/markets are offering discounts and some agencies offering community meals.

I am preparing for the holidays, gathering resource information and creating a list of residents for the fire dept. to deliver gift cards donated by the Christmas Fund and Rotary.



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: November 10, 2025

Operational Updates summary

- Working through remainder of Win10 migrations
- Supported Human Resources during the Town annual benefits enrollment period, which is now online
- Continued support of Police Department with new CAD implementation
- Ongoing work with BCN and Town Departments to understand copper infrastructure and need to remove and/or replace
- Working with our telephone vendor to move copper/analog faxes to a Hosted fax solution that is HIPPA and PCI compliant

Operations

Ticket Volumes Last Full Month (September)

302 Created tickets

By day of week

Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
42	85	52	75	48	0	0	302

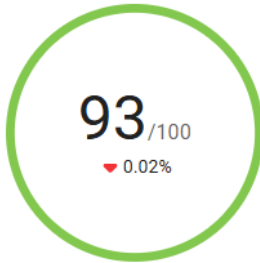
297 Closed/Resolved Tickets

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. No changes from last month.

Our websites look good!

Overall Site Score



<https://salemnh.gov/>

699 pages

Score Summary

Check	Score	
Accessibility	97/100	▼ 0.03%
Best Practices	87/100	▼ 0.09%
Web Governance	78/100	▼ 0.05%
Spelling	99/100	▲ 0.01%
Broken Links	100/100	▲ 0.01%
SEO	95/100	▼ 0.04%
Info Searches	100/100	



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 – November Update

Date: 11/13/2025

Please find recent Planning Division updates listed below:

- **The Planning Board** approved a 112,200 sq. ft. wholesale club (BJs Wholesale) at 92 Cluff Crossing and denied a conditional use permit for 10,934 sq. ft. of prime wetland disturbance to allow the construction of a 7,200 sq. ft. warehouse/office building at 92 Lowell Road on October 14th. On October 28th a 1.5-megawatt commercial solar array on a capped landfill at 87A Lowell Road, a conditional use permit for signage at 24R Via Toscana (Epicurean Apartments), a lot line adjustment at 175 and 177 Main Street, and a subdivision at 11 Shadow Lake Road and 374 North Broadway were approved. On November 13th applications for a conditional use permit for reduced parking at 125 South Broadway, an amended site plan and phasing schedule for a commercial site at 44 Pelham Road, two new retail/restaurant buildings (Tuscan North Jewel Buildings) at 21 Via Toscana, a new 6,800 sq. ft. AutoZone building at 42 North Broadway, and a proposal to convert the former Rite Aid at 53 South Broadway to a 12,000 sq. ft. freestanding 24-hour emergency room are scheduled to be heard. An application to convert 5,154 sq. ft. of the existing restaurant and cigar lounge at 357 South Broadway to an event space and lounge is scheduled to be heard on November 25th. *The Board currently has a call for three alternate positions posted.*
- **The Zoning Board** heard eight petitions and a rehearing request on November 4th - granting variances to construct an addition with a reduced setback at 25 Settlers Lane, commercial uses in the Rural District at 44 Pelham Road, a new dwelling on an undersized lot with reduced frontage and setbacks at 205 Shore Drive and 209 Shore Drive, an accessory dwelling unit with a reduced front setback at 15 Cindy Ave, a new dwelling on a lot without frontage at 0 Nugget Hill Road, the development of an eleven unit manufactured housing park on an undersized lot, with reduced setbacks, frontage, and building coverage exceeding 30% at 52 Granite Ave. The Board also denied a rehearing request for a variance granted on October 7th for a new dwelling on an undersized lot at 21 Hunt Street. *The ZBA meets next on December 9th.*
- **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 with the Zoning 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** are currently being workshopped by the Planning Board.
- **Historic District Commission** met three times in September and October and are currently working on updating their regulations and establishing 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/ October 2025

Streets and Shops:

1. Catch Basin repairs are proceeding with the list completed in the coming month.
2. The flagpoles were set at the Veterans Plaza.
3. 200 feet of the rail trail was paved including the entrance ramps to the Vets plaza.
4. Plantings at the plaza and bark mulching is complete
5. New parking lot lights for the plow area is done with trenching by the Streets division

Parks and Properties:

1. The battle to keep up with the leaves at Pine Grove cemetery is going well.
2. The crews have gone through the town facilities picking up leaves with another round the first week of November.
3. The loaming and seeding of the retention area in front of the Senior Center is done and grass is growing.
4. New carpet was laid in the clerk's area of Town Hall.
5. Security cameras were installed at the Depot train station

Fleet:

1. This department assisted the division in a day of winter vehicle training to help some of the newer employees to understand their trucks
2. A new engine was installed in the leaf blower.
3. Fleet is going thru the variable message boards to get them running. There have been some town projects that need them.
4. A Major repair took place of the salter D14 The DPF system failed and had to be replaced.
5. Winter Prep of all the vehicles is ongoing.

Upcoming projects

1. **The ribbon cutting at the Veterans Plaza is November 5 .**
2. **Final fall clean ups of the town facilities.**
3. **Preparing for winter**



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: November 10, 2025
Re: SCTV November 2025 Department Update

November Department update notes for SCTV:

SCTV will be covering the Salem Holiday Parade on November 30th. The theme is '275 years of Salem Memories'. We will also host the Parade Awards ceremony on December 10th and plan on premiering the Parade and Awards Saturday December 13th on Channel 16 at 8 pm.

Mya and Susan worked on projects including the historical siding upgrades at Hose House #2, Salem's Trunk or Treat festivities, and the recent ribbon cutting at Veteran's Plaza.

SCTV covered the Men's Roundtable presentation with Planning Director Jacob LaFontaine, Community updates with Community Development Program Manager Crayton Brubaker, and an update with GIS Manager John Vogl.

Brenden covered the Knight of the Year 2025 award to Ron Bourque, the Salem Fire Open House, and NH Philharmonic performance in October about Ellis Island: The Dream of America.

Salem Museum's 'Flashback Film Fest' continued in November with historical videos about Salem 'The Life of Edward F. Searles' and an extended cut of the Fox 25 Zip Trip in 2010. They will take a break over the winter months, with only one film scheduled for each month in January – March.

New episodes of the 'What's Up Salem' podcast were released including Mark Gross from Tuscan Village Development about his early beginnings, history working with the town, the projects, and buildings he helped bring to Salem.

Bob Berthel continued creating new episodes of our series 'Salem History on Tape' with a look back at A Short History of Salem Churches 2000, the Fox 25 Zip Trip to Salem in 2010 and 1973 Energy Crisis and SHS Band Practice.

Respectfully submitted,

Tom Giarrosso
Executive Director
Salem Community Television



Date: November 7, 2025

To: Wayne Amaral, M.S Director

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

Re: Utilities Division Update

Treatment Lab

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

Systems

- Conducted weekly maintenance and inspections on 10 sewer pump stations.
- Ran emergency generators weekly at all water and sewer facilities.
- Inspected sewer trouble spots for potential blockages.
- Performed daily inspections at Arlington Pond Pump Station.
- Filled and logged daily chemical tank readings at the water treatment plant; adjusted chemical feeds as needed.
- Maintained chemical tanks and adjusted chemical feed systems daily at Northland Rd PRV Station.
- Calibrated pH probes, CL17 analyzers, and turbidimeters weekly.
- Cleaned intake screens at the low lift station weekly.
- Conducted weekly inspections at Millville Lake Dam.
- Mow sewer right of ways
- Replace antenna at Northland PRV station
- Began cyanobacteria surveillance at Arlington Pond
- Started flushing operation to prepare for switch over to Arlington Pond



Meters & Backflow

- 208 Backflow Assemblies tested
- 110 total backflow Appointments
- 48 customer re-reads
- 25-meter service calls
- 8-New meter installs
- 60 MIU Replacements
- Water Shutoffs For Non-Payment
- 1 new service install
- 3 Seasonal shut offs

Distribution

- Responded to three (3) water main breaks
- Assisted with water shut-offs
- Completed 205 Dig Safe markouts
- Repaired two (2) hydrants
- Performed six (6) service inspections
- Conducted nineteen (19) lead and copper checks
- Filled and flushed the Police Station water system
- Performed pressure testing and chlorination at the Police Station
- Completed hydrant inspections with Hampshire Fire for multiple commercial buildings
- Blew off chlorine and collected samples the following day
- Repaired five (5) shut-offs
- Conducted staff training
- Performed ten (10) tap inspections in Windham
- Attended on-site meeting at Bisel Camp
- Repaired service leak at 15 Clinton Street
- Flushed several blow-offs
- Installed and inspected two (2) taps at Morningside Court
- Backfilled and loamed all lead and copper check sites
- Cut pavement for twenty (20) lead and copper test sites

