

A G E N D A
TOWN COUNCIL MEETING

February 9, 2026

Salem High School
44 Geremonty Drive, Salem, NH

6:30 p.m. CALL TO ORDER
Non-Public Session
RSA 91-A,3,II(d. a)

7:00 p.m. PUBLIC SESSION

1. Pledge of Allegiance
2. Meeting Minutes
3. Chairman Comments
4. Approve Consent Agenda
5. Additions and/or Requests by Public or Council by Vote
6. Interview Session - Appointments to Recreation Advisory Committee
7. Employee of the Month Recognition
8. Fire Department – Swearing in of New Dispatcher
9. First Read/Waiver
 - a. Resolution No. 2026-05 – Finance Department - Request Use of \$45,000 in Police Public Safety Impact Fees Towards Police Station Construction Bond Payment for 2026
 - b. Resolution No. 2026-06 – Municipal Services Department – Request Use of \$25,000 from the Town Facility Maintenance and Improvement Capital Reserve Fund for the Depot Train Station Furnace Replacement
10. New Business
 - a. Municipal Services Department – Public Hearing - Accept \$21,925 Grant from NH Department of Environmental Services and a Donation of \$1,925 from the Arlington Pond Protective Association (APPA) for Arlington Pond Exotic Weed Treatment

- b. Municipal Building Advisory Committee (MBAC) Update
- c. Discussion on 2026 Default Budget
- d. Municipal Services Department - Winter Weather Operations Update
- e. Town Manager's Report/Questions from the Council

11. Old Business/Tabled and Pending

12. Upcoming Meetings

- March 2, 2026
- March 16, 2026

Adjourn

**MINUTES OF THE
Town Council**

**Regular Meeting of
February 2, 2026**

The Town Council held a meeting on Monday, February 2, 2026, at the Media Center at Salem High School Salem, NH.

PRESENT: Chairman Cathy Stacey, Councilor Joe Sweeney, Councilor Lisa Withrow, Councilor Robert Bryant, Councilor Paul Pelletier, Councilor D.J. Bettencourt, Councilor Jeffrey Hatch, Councilor Keith Stramaglia, and Joe Devine (Town Manager).

ABSENT: Councilor Bonnie Wright

CALL TO ORDER:

Chairman Stacey began by calling the meeting to order at 7:01 p.m.

1. Pledge of Allegiance

Chairman Stacey led the Town Council in the Pledge of Allegiance.

2. Meeting Minutes

MOTION: by Councilor Withrow

Move to seal the Town Council Non-Public Session Meeting Minutes for February 2, 2026 per RSA 91-A:3 II m, c, e, and a) because they involve matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself or render a proposed action ineffective.

SECOND: by Councilor Pelletier

VOTE: 8-0-0

The motion passed unanimously.

MOTION: by Councilor Withrow

Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from November 17, 2025.

SECOND: by Councilor Pelletier

VOTE: 8-0-0

The motion passed unanimously.

MOTION: by Councilor Withrow

Move to approve the sealed Town Council Non-Public Session #2 Meeting Minutes from November 17, 2025.

SECOND: by Councilor Pelletier

VOTE: 8-0-0

The motion passed unanimously.

1 **MOTION:** by Councilor Withrow

2 *Move to approve the Town Council Public Session Meeting Minutes from January 14, 2026.*

3 **SECOND:** by Councilor Stramaglia

4 **VOTE:** 7-0-1

5 **The motion passed with Councilor Bryant abstaining.**

6
7 **3. Chairman Comments:**

8 Chairman Stacey thanked everyone who came out to the Deliberative Session. She thanked the
9 Town Council for the job they did addressing the Warrant Articles. Chairman Stacey gave a
10 shout-out to a Salem family that won on Family Feud.

11
12 **4. Approve Consent Agenda**

13 **MOTION:** by Councilor Bryant

14 *Move to approve the February 2, 2026, Consent Agenda.*

15 **SECOND:** by Councilor Hatch

16 **VOTE:** 8-0-0

17 **The motion passed unanimously.**

18
19 **5. Additions and/or Requests by Public or Council by Vote**

20 None.

21
22 **6. Employee of the Month Recognition**

23 Manager Devine stated that he wanted to recognize Ron Benjamin. Mr. Benjamin is the primary
24 operator of the water plant and the Number 2 person in the Utilities Division. He was not present
25 at the meeting, but they wanted to congratulate him. Chairman Stacey thanked Mr. Benjamin.

26
27 **7. Introduction of Community Services Director**

28 Manager Devine introduced the new Community Services Director, Jillian Smith. She had been a
29 Salem Resident in the past. He gave a brief overview of her work history.

30
31 Jillian Smith thanked them for hiring her. She had gotten a chance to meet the people she would
32 be working with and liked what she was learning about recreation in Salem and the Senior
33 Center.

34
35 Chairman Stacey stated welcome to the Town.

36
37 **8. Fire Department – Swearing in of New Dispatcher**

38 Manager Devine skipped over this item.

39
40 **9. First Read/Waiver**

- 41 a. **Resolution No. 2026-03 - Finance Department - Authorize Use of \$299,989.19 from**
42 **Water DBA and \$263,338.94 from Sewer DBA for 2026 Loan Payments for South**
43 **Broadway Sewer and Water Pipe Replacement SRF Loans.**

44 Manager Devine stated that this was to authorize payment for the water and sewer project on
45 South Broadway.

1 **MOTION:** by Councilor Sweeney

2 *Move that the Salem, NH Town Council adopts Resolution No. 2026-03 relating to the 2026*
3 *State Revolving Fund loan payment for the South Broadway Sewer and Water Pipe*
4 *Replacement Project and further waives the requirement for a second reading. This*
5 *Resolution shall take effect upon its passage as follows:*

6 *Resolution #2026-03*

7 *Authorize Use of Demand and Benefit Assessment*

8 *WHEREAS: Section 1.2 of the Town Charter vests in the Town Council the powers of the*
9 *legislative and governing bodies; and*

10 *WHEREAS: The Town of Salem, through the authority of the Board of Selectmen, adopted*
11 *Chapter 455 Utility Demand and Benefit Assessment (DBA), on February 9, 2004, pursuant to*
12 *RSA 38:28, RSA 38:27, and RSA 149-I:7 and Chapters 398 and 477 of the Town Code.*

13 *WHEREAS: In 2018 the voters authorized warrant article 5 the South Broadway Sewer and*
14 *Water Pipe Replacement State Revolving Fund (SRF) Loan.*

15 *WHEREAS: The loan payment due in 2026 is \$299,989.19 for the water main SRF loan and*
16 *\$429,125.92 for the sewer and culvert SRF loan.*

17 *WHEREAS: The Town of Salem, through its Town Council, acting in their capacity as sewer*
18 *and water commissioners, has the full authorization to authorize this funding request.*

19 *NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT: The*
20 *Salem Town Council hereby authorizes \$299,989.19 to be expended from water DBA and*
21 *\$263,338.94 to be expended from sewer DBA account for the purpose of payment the 2026*
22 *loan payments for the South Broadway Sewer and Water Pipe Replacement SRF loans.*

23 **SECOND:** by Councilor Withrow

24 **VOTE:** 8-0-0

25 **The motion passed unanimously.**

26
27 **b. Resolution No. 2026-04 - Finance Department – Authorize Withdrawal of \$68,946**
28 **from Depot Improvement Trust Fund and \$248,854 from Zone 2 Traffic Impact**
29 **Fees for 2026 Depot Land Acquisition Bond Payment**

30 Manager Devine stated that the packet had a memo from the Finance Director. It was for the
31 2026 Depot Land Acquisition Bond Payment.

32
33 **MOTION:** by Councilor Sweeney

34 *Move that the Salem, NH Town Council adopts Resolution No. 2026-04 relating to the 2026*
35 *Depot Land Acquisition Bond Payment and further waives the requirement for a second*
36 *reading. This Resolution shall take effect upon its passage as follows:*

37 *Resolution #2026-04*

38 *Withdraw Depot Trust and Zone 2 Impact Fees*

39 *WHEREAS: Section 1.2 of the Town Charter vests in the Town Council the powers of the*
40 *legislative and governing bodies; and*

41 *WHEREAS: In 2017 the voters authorized warrant article 9 the Depot Intersection Land*
42 *Acquisition bond.*

43 *WHEREAS: The bond payment due in 2026 is \$317,800.*

44 *WHEREAS: The Depot Improvement Trust Fund created on March 18, 1992, Section 4 lists*
45 *the Board of Selectmen as agents to expend the trust fund*

1 ***WHEREAS: RSA 674:21V(c) and Salem Municipal Code Section 490-711I(2) authorizes the***
2 ***Governing Body to spend impact fees***
3 ***NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT: The***
4 ***Salem Town Council hereby authorizes \$68,946 to be withdrawn from the Depot Improvement***
5 ***Trust Fund and \$248,854 from zone two traffic impact fees to offset the cost of the Depot Land***
6 ***Acquisition bond payments due in 2026.***

7 **SECOND:** by Councilor Withrow

8 **VOTE:** 8-0-0

9 **The motion passed unanimously.**

10
11 **10. New Business**

12 **a. IT Department - Consider Amendment to Personnel Manual to Include AI**
13 **Guidelines**

14 Manager Devine stated that the packet had a memo from the IT Manager.

15
16 Tim Moynihan, IT Manager, stated that he was looking to update the personnel manual with
17 guidelines regarding Artificial Intelligence. The new section would help address the use of this
18 new technology.

19
20 Chairman Stacey stated that the changes looked good.

21
22 **MOTION:** by Councilor Sweeney

23 ***Move that the Town Council supports adding language to the personnel manual to include***
24 ***guidelines relating to the use of Artificial Intelligence (AI) while using Town technology.***

25 **SECOND:** by Councilor Hatch

26 **VOTE:** 8-0-0

27 **The motion passed unanimously.**

28
29 **b. Municipal Services Department – Public Hearing – Accept \$810,000 Grant**
30 **from NH DES for Design, Permitting, and Construction of Chemical Feed**
31 **Components for Regional Water Line**

32 Manager Devine stated this was a public hearing to accept a grant from the New Hampshire
33 Department of Environmental Services.

34
35 Chairman Stacey opened the Public Hearing at 7:13 PM.

36
37 Wayne Amaral, Municipal Services Director, stated that this was a non-matching grant that
38 would help design and construct one or two chemical feeds at the tanks. It was a nice surprise
39 since they had not expected to receive this.

40
41 Councilor Pelletier asked what this grant did.

42
43 Mr. Amaral stated that it would treat the raw water coming in at the site.

44
45 Fred Wallace, Utilities Director, stated that it would improve water quality by improving the
46 residuals. Currently treatment of the water was only done at the plant, and this would allow for

1 boosting of the treatment at the tanks. It would improve water quality and allow the water to get
2 to HAWC in better shape.

3
4 Councilor Pelletier stated that it kept the water cleaner at the tanks.

5
6 Mr. Wallace stated that it improved the residuals.

7
8 Chairman Stacey asked if there was any public comment. There was none.

9
10 Chairman Stacey closed the Public Hearing at 7:15 PM.

11
12 **MOTION:** by Councilor Sweeney

13 *Move in accordance with RSA 31:95(b) that the Salem, NH Town Council hereby accepts with*
14 *gratitude a grant in the amount of \$810,000 from the NH Department of Environmental*
15 *Services (DES) as part of the Southern NH Regional Water Interconnection Project Grant*
16 *program and further the Town Council agrees to enter into a grant agreement with the NH*
17 *Department of Environmental Services for this purpose; and further authorizes the Town*
18 *Manager to sign any and all documents necessary to effectuate this grant.*

19 **SECOND:** by Councilor Pelletier

20 **VOTE:** 8-0-0

21 **The motion passed unanimously.**

22
23 **c. Police Department – Public Hearing – Accept \$77,260 from NH Department**
24 **of Safety, Homeland Security Grant Program for Special Operations Unit**
25 **Equipment**

26 Manager Devine stated that this was also a grant requiring a public hearing.

27
28 Chairman Stacey opened the Public Hearing at 7:16 PM.

29
30 Joel Dolan, Police Chief, stated that this was a grant for the Southern New Hampshire Special
31 Operations Unit. Salem was the purchasing agent because the unit could not receive the grant
32 directly. It was to replace a tactical robot that was past its useful life.

33
34 Chairman Stacey asked if there was any public comment. There was none.

35
36 Chairman Stacey closed the Public Hearing at 7:17 PM.

37
38 **MOTION:** by Councilor Sweeney

39 *Move in accordance with RSA 31:95(b) that the Salem Town Council accepts with gratitude a*
40 *grant in the amount of \$77,260 from the NH Department of Safety, Division of Homeland*
41 *Security, for the Southern New Hampshire Special Operations Unit (SOU) to purchase a*
42 *replacement tactical robot for the Police Department, and further authorizes the Town*
43 *Manager to sign any and all documents necessary to effectuate this grant.*

44 **SECOND:** by Councilor Bettencourt

45 **VOTE:** 8-0-0

46 **The motion passed unanimously.**

d. Discussion on Request of Communications Committee to Dissolve

Manager Devine stated that this was a request from the Communications Committee to be allowed to dissolve. Since this Committee was set up under the Charter, it would require a Charter Amendment to dissolve the Committee.

Chairman Stacey asked if they could have a committee without meetings instead of dissolving it.

Manager Devine answered yes.

Chairman Stacey stated that she did not want to get rid of it.

Councilor Hatch stated that there were times that they would need this committee again. He believed in suspending it for now.

Councilor Pelletier stated that the Communications Committee had determined that they had done everything they could. They had a new communications director doing a good job who took things over that the Committee had been doing. They did not have anything to do.

Councilor Bettencourt stated that he believed it could go into a lull. They did not know what was coming down the pike. It was harder to bring it back if they did away with it in the Charter.

Councilor Sweeney stated that the Charter Commission wanted to have a staffer for this role, but they compromised by having the Communications Committee. Having a staffer for this role balanced things out. They did not have to meet until the need for the committee came back.

Chairman Stacey stated that the Town Manager had the consensus of the board.

e. Discussion on Proposed Finance Committee

Manager Devine stated that he had worked with the Finance Director and the Assistant Town Manager to draft a proposal. They looked at other towns and the role of budget committees. The Finance Committee would provide informed, continuous budget review before Town Council deliberations. It would work with the Town Council. The Finance Committee would follow the Town Council's budget goals. The Town Council had a more intimate knowledge of the budget because they worked on the policies and the direction the Town should be moving in. The Finance Committee could also be working towards those same policies. They had a fleet plan and were working towards a facilities plan. They were looking at it longer-term as opposed to just the current budget. The current process was that the budget went from the Town Manager to the Town Council and then to the Budget Committee. The process led to issues with late-stage focus on reductions in the budget, limited context, and changes to the Town Council's priorities by the Budget Committee. The benefits of a Finance Committee included having an earlier review of the budget, providing written recommendations to the Town Council, supporting Town Council priorities, and ensuring the budget reflected those priorities. The Finance Committee structure was proposed to have five members. Those members should not include Council members. He also recommended that there be no Budget Committee members on this committee either. They felt that this committee should have a member on the CIP Committee. It would make recommendations only. Manager Devine gave the proposed budget timeline with the

1 Finance Committee getting involved to review the proposed budget in September and the
2 Council reviewing the budget in October and November.

3
4 Chairman Stacey asked about having the Finance Committee be a year-round committee.

5
6 Manager Devine answered that the plan was for it to be a year-round committee. This was just
7 the budget timeline.

8
9 Councilor Pelletier asked about the timeline for the CIP Committee recommendations.

10
11 Manager Devine stated that it wrapped up in the summer. Departments made recommendations
12 to the CIP in the spring. April was the start of the review for the next budget. Manager Devine
13 listed some benefits including increased transparency. The next step was to finalize the policy.
14 Draft bylaws were included with the Agenda.

15
16 Councilor Sweeney thanked Manager Devine for putting this together. He wanted this committee
17 to also look at the fees before the fee changes came to the Council. He felt it would be a big
18 improvement over the current process.

19
20 Chairman Stacey stated that the Town should not be making money from the fees. It should
21 cover the costs and nothing more.

22
23 Councilor Withrow stated that the fees should be fair.

24
25 Chairman Stacey stated that she cared only about Salem and not what Derry or other
26 communities were doing with fees.

27
28 Councilor Hatch felt that they should do this. It could show that this process worked even if the
29 Budget Committee remained. He felt that they should get the budget earlier than what happened
30 now because he felt rushed through it.

31
32 Councilor Withrow stated that she had a different idea for the membership. She was thinking of
33 having three members. Councilor Withrow wanted criteria such as having someone with a
34 background in finance so that they could dig into the budget.

35
36 Chairman Stacey could put in criteria for members.

37
38 Manager Devine stated that they wanted to have more members in case they went on other
39 committees.

40
41 Chairman Stacey stated that it was hard enough to get volunteers. She felt it would turn people
42 away to have them also have serve on other committees.

43
44 Councilor Bettencourt stated that one of the things the Finance Committee could be helpful with
45 would be in monitoring how they were doing with the budget. The bottom-line budget idea gave

1 people a wrong impression that the budget lines did not matter. The budget lines mattered. It
2 would be good to have this committee monitoring how they were doing.

3
4 Councilor Pelletier stated that he was in favor of having five members. He felt that they should
5 be experienced people.

6
7 Chairman Stacey stated that the understanding was that they were intending to move forward
8 with this proposal regardless of what happened in March. She thanked Manager Devine for the
9 proposal that was presented.

10
11 Councilor Bettencourt stated that the Budget Committee and the Finance Committee were not
12 mutually exclusive.

13
14 **f. Town Manager Update/Questions from the Council**

15 Manager Devine stated that he had a winter update. They had fifteen winter events since
16 December 1st. He gave the stats for the plowing. Liberty Utilities had locked in their new rates
17 which were 18% higher than the community power rates that the Town had locked in.

18
19 Councilor Withrow asked about the utility billing from Liberty Utilities. They were billing for
20 two months at a time. Something was happening with the bills that should not be happening.

21
22 Manager Devine stated that he would reach out about this issue.

23
24 Councilor Hatch stated that he got a bill for two months. His automatic payment was just for the
25 one-month period, but people were paying more than they should have by paying the total. They
26 were then getting charged for that second month again when the next bill came out.

27
28 Manager Devine stated that he would look into it.

29
30 Chairman Stacey stated that the next step for people would be to bring it to the Public Utilities
31 Commission.

32
33 Councilor Bettencourt asked about the winter weather update.

34
35 Manager Devine stated that the update would be done at the next meeting.

36
37 Councilor Hatch stated that it was not just snow that constituted a winter event. They also had to
38 address ice as well.

39
40 Manager Devine stated that 20 inches of snow was a \$100,000 storm. The crews were out for
41 forty-eight hours dealing with the storm. They were fortunate to keep the sheds full of salt. The
42 price went up because it was a commodity that was in high demand. The regional transit project
43 stated that they were moving forward with expansion into Salem. The Community Development
44 Program Manager would come before the Council in March to provide an update. It would start
45 in April. The transit project would be fully grant-funded by the State of Massachusetts. Residents
46 would be able to get to a 'T' stop from the bus line. They got a wetlands permit for the Ermer

1 Road intersection improvements. They were in design and hoping to start this spring. Rain
2 barrels would be sold again this year. It would help irrigation. The Town Clerk was taking dog
3 pictures to be posted on the wall. The Town was looking to do a resident survey to get feedback
4 on how the Town was doing. The results would be provided to the Town Council.

5
6 Chairman Stacey asked how soon that would be posted.

7
8 Manager Devine stated that would be done later this week.

9
10 Chairman Stacey asked about the mall road overpass work that the State was doing.

11
12 Manager Devine stated that the work was supposed to start in the spring. The State planned to
13 wrap up the project before the 2026 holiday season.

14
15 **11. Old Business/Tabled and Pending**

16 None

17
18 **12. Upcoming Meetings**

- 19 • February 9, 2025
20 • March 2, 2026
21 • March 16, 2026
22

23 **ADJOURNMENT AT 7:44 P.M.**

24 **MOTION:** by Councilor Bettencourt

25 ***Move to adjourn at 7:44 PM.***

26 **SECOND:** by Councilor Withrow

27 **VOTE:** 7-0-0

28 **The motion passed unanimously.**

29
30 Notes/minutes taken by: Jeremiah Lamson

31
32 Approved: Town Council

33
34 Date Approved: _____

**CONSENT AGENDA ITEMS - TOWN COUNCIL
MEETING OF FEBRUARY 9, 2026**

	<u>TYPE OF ITEM SIGNED</u>	<u>DATE SIGNED</u>	<u>SIGNATURE or VOTE</u>
1	Assessing - Tax Abatement-Grant (16 Veterans Memorial Parkway)	01/30/26	DocuSign
2	Assessing - Tax Abatement-Grant (56 Atkinson Road)	01/30/26	DocuSign
3	Assessing - Tax Abatement-Dock-Grant (3 Blake Road)	01/30/26	DocuSign
4	Assessing - Tax Abatement-Dock-Grant (15 Arlington Pond Court	02/05/26	DocuSign
5	Assessing - Tax Abatement-Solar-Grant (33 Lamplighter Lane)	02/05/26	DocuSign
6	Assessing - Release of Lien (Lowell Road)	02/02/26	In Person
7	Cemetery Deeds	02/09/26	In Person
8	Tax Collector - Jeopardy Tax Payment - 2025	02/09/26	In Person



SALEM FIRE DEPARTMENT

HEADQUARTERS

152 MAIN STREET, SALEM, NH 03079

PHONE: 603-890-2200 FACSIMILE: 603-893-3789

www.salemnh.gov

Town Council Swearing In

Thank you for allowing us a few moments this evening to formally welcome our newest Full-time Fire Alarm Operator who started with us on September 29, 2025.

We are excited to introduce him to you and to the community he now serves.

Mr. Cameron McNally, Badge #278 of Hudson, NH

Prior to Salem Fire, Cameron had been working at Parkland Medical Center as an Emergency Department Technician. He has also been working as a per diem EMT for Stewarts Ambulance Service. Although he did not have experience as a dispatcher, Cameron quickly learned the job and was released from training on December 7, 2025. Cameron has transitioned well into his new role, and we are happy to have him as part of our team.



TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

Memo

DATE: February 9, 2026

TO: Town Council

FROM: Nicole McGee, CPA
Finance Director

THRU: Joseph Devine
Town Manager

RE: Police Station Bond Payment

Recommendation:

That the Town Council vote to authorize the withdrawal of \$45,000 from public safety - police impact fees to offset the cost of the police station construction bond payment in 2026.

Summary:

The 2026 revenue budget includes \$45,000 to offset the cost of the police station construction bond payment. The funding is public safety - police impact fees.

The available balance in the public safety - police impact fee account as of 12/31/25 was \$348,913.

I am requesting that the Town Council formally vote to authorize the withdrawal of \$45,000 from public safety - police impact fees to offset the cost of the police station bond payment in 2026.

Thank you.



**TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council**

Resolution #2026-05
Withdraw Public Safety - Police Impact Fees

WHEREAS: Section 1.2 of the Town Charter vests in the Town Council the powers of the legislative and governing bodies; and

WHEREAS: In 2024 the voters authorized warrant article 8 Construct New Police Station bond.

WHEREAS: The bond payment due in 2026 is \$2,360,775.

WHEREAS: RSA 674:21V(c) and Salem Municipal Code Section 490-711I(2) authorizes the Governing Body to spend impact fees

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

The Salem Town Council hereby authorizes \$45,000 from public safety - police impact fees to offset the cost of the Police Station Construction bond payment due in 2026.

SPONSORED BY CHAIR STACEY BY REQUEST

First Reading: February 9, 2026

Second Reading: Waived

Approval: February 9, 2026

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Bettencourt			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Sweeney			
Secretary Withrow			
Vice-Chair Hatch			
Chair Stacey			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
Cathy Stacey, Chair Town Council

A True Copy Attest: _____
Nicole Morse, Town Clerk

SALEM MUNICIPAL SERVICES

Wayne S. Amaral - Director

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

www.salemnh.gov



www.salemnh.gov

21 Cross Street
Salem, NH 03079
TEL: 603-890-2150

Memorandum

TO: Town Council
FROM: Wayne S. Amaral, Director of Municipal Services
DATE: January 27, 2026
RE: Train Depot Furnace Replacement – Funding Request

Recommended Motion:

“The Town Council, as agents to withdraw from the Town Facility Maintenance and Improvement Capital Reserve Fund, hereby authorizes an expenditure of up to \$25,000 to be disbursed for the Train Depot Furnace Replacement.”

During a recent service call in response to a reported loss of heat, the service technician identified a significant crack in the furnace heat exchanger. Due to the associated safety concerns, the unit was immediately taken out of service. As a result, the furnace is no longer operable and must be fully replaced.

The existing furnace is original to the renovated facility and is approximately twenty years old, well beyond its typical service life. The building is currently without heat, creating an urgent situation. Immediate replacement of the unit is critical not only to restore heat to the facility, but also to prevent potential damage to the building infrastructure, including frozen pipes and other cold-related impacts. Prompt action is necessary to mitigate further risk and ensure the safety and integrity of the facility.

I look forward to discussing this critical matter in greater detail.

Funding Source:

“The Town Council, as agents to withdraw from the Town Facility Maintenance and Improvement Capital Reserve Fund 90110-4995. The balance in the Town Facility Maintenance and Improvement Capital Reserve Fund as of 12/31/25 is \$225,992.39.

CC: Joseph Devine, Town Manager
Nicole McGee, Finance Director
James Pacheco, Facilities Foreman
Kim Babaian, Business Manager





Town of Salem

Train Depot
81 Main Street

James,

Thank you for the opportunity to quote emergency replacement of the Rheem furnace in the Train Depot. Due to age of system AC replacement is strongly advised at the same time. Equipment will be a direct match of Rheem 85k BTU gas furnace, new cased coil, and Rheem 4-ton condenser. Duct, electrical, gas, refrigeration, and drain line connections will be adapted as required.

The price for this project is : \$18,000.00

Thank you,
Mike Giampietro - Sales Engineer



Accepted by  Title DIRECTOR OF HSD
Date 1-28-2026



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2026-06

**Request to Withdraw Funds from the Town Facility Maintenance and Improvement
Capital Reserve Fund for Emergency Work at the Depot Train Station Facility**

WHEREAS: The Department of Municipal Services was notified by the tenant of the Depot Train Station that the heating system has malfunctioned, and the facility had no heat.

WHEREAS: Upon inspection by Town Staff and Town HVAC vendor, it was discovered that the furnace unit was cracked and no longer operatable and with low temperatures of the week below 5 degrees, it was determined that immediate action was required to restore the heat.

WHEREAS: The Department of Municipal Services immediately authorized the replacement of the HVAC system and entered into an agreement with the Town's HVAC vendor to replace as soon as possible.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT: The Town Council, as agents to withdraw from the Town Facility Maintenance and Improvement Capital Reserve Fund, hereby authorizes an expenditure of up to \$25,000 to be disbursed for the Depot Train Station Furnace Replacement.

SPONSORED BY CHAIR STACEY BY REQUEST

First Reading: February 9, 2026

Second Reading: Waived

Approval: February 9, 2026

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Bettencourt			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Sweeney			
Secretary Withrow			
Vice-Chair Hatch			
Chair Stacey			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
Cathy Stacey, Chair Town Council

A True Copy Attest: _____
Nicole Morse, Town Clerk



Date: January 28, 2026
To: Town Council
From: John P. Klipfel PE, Engineering Director
Through: Joseph Devine, Town Manager
Cc: Wayne Amaral, Municipal Services Director
Nicole McGee, Finance Director
RE: 2026 Arlington Mill Reservoir Exotic Aquatic Plant Control

A handwritten signature in black ink that reads "John P. Klipfel".

Recommended Motion:

“Move that the Town Council approve the Certificate of Authority authorizing the Town to enter into a grant agreement with the State of NH Department of Environmental Services for the Exotic Species Program to fund the removal of Exotic Species in Arlington Mill Reservoir and further authorize the Town Manager to execute any documents which may be necessary to effectuate this grant agreement.”

Background:

Arlington Mill Reservoir is a critical water supply for the Town. Arlington Mill Reservoir is currently experiencing large blooms of variable milfoil, fanwort and brittle naiad. Each invasive aquatic plant has become a nuisance problem and affects water quality. This grant will help fund the use of Diver Assisted Suction Harvesting (DASH) which is a chemical-free method that removes the entire plant, including its roots. The same activity was completed in 2025.

The NH Department of Environmental Services has procured through a bid process Aqualogic, Inc. to perform 25 days of DASH in 2026.

The total cost will be \$43,850, which will be broken down as follows:

- \$21,925 - by grant through DES.
- \$20,000 - by the Town through water fund (WF-38110-4400) in budget to be approved with Town vote in March
- \$1,925 - by Arlington Pond Protective Association (APPA) as a donation





The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

December 31, 2025

Town of Salem
c/o John Klipfel

Dear Mr. Klipfel:

Congratulations! The Department of Environmental Services (NHDES), Exotic Species Program has selected your exotic aquatic plant control project to receive grant funds in 2026. Below is a breakdown of total project cost(s), grant award (up to 50% of project costs), and costs to be incurred by local entities.

	Herbicide Treatment	Diver/DASH
Total Cost	n/a	\$43,850 (25 days of diving/DASH)
Grant Award	n/a	\$21,925
Local Cost	n/a	\$21,925
Service Provider	n/a	Aqualogic

Total Grant Award: Up to \$21,925

NHDES is now in the process of compiling the necessary paperwork to proceed with obtaining approval on this grant allocation. Attached to the transmittal email, please find several documents that pertain to the granting of funds to your group from NHDES for 2026.

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS BELOW- INCOMPLETE OR INCORRECTLY COMPLETED PAPERWORK WILL NEED TO BE RETURNED:

Please print the Grant Agreement, Exhibits and Certificate of Authority (attached to email and specified below), on plain white paper, single-sided, and complete as detailed below:

- Grant Agreement:** Please have the appropriate person in your organization, who is authorized to sign on behalf of the organization:
 - complete lines 1.11 and 1.12 of the Grant Agreement.
 - This same person must initial and date the bottom right corner of each of the three pages of this document (there are no lines, but somewhere down in the bottom right corner of each page is fine)
 - The original inked document must be sent to NHDES by snail mail.
- Exhibits:** Each of the pages in the Exhibits A-C document must be initialed and dated, on the bottom right, by the same person who completed the Grant Agreement in #1 above and should have the same date as that for when the Grant Agreement was signed. The original inked document must be sent to NHDES by snail mail.

3. **Certificate of Authority:** This form is confusing, please read carefully here: This is a certificate that verifies that the person who signs the Grant Agreement in #1 above is in a position that is authorized to do so.
- i. This form must be completed by someone other than the person who signed/initialed the Grant Agreement and Exhibits in #1 and #2 above.
 - ii. This second person fills out the form and puts the name of the entity authorized to sign on the appropriate line. See example below.
 - iii. This form must be dated before, or on the same date, that items #1 and #2 above are completed.
 - iv. This original inked document must be snail mailed to NHDES.

For example: If the President of your organization filled out the Grant Agreement and initialed and dated the pages of the Grant Agreement, and initialed and dated the pages of the Exhibits, then *someone else* like the Treasurer, Vice President, Secretary, or other officer will serve as the “certifying officer” and can fill out the Certificate of Authority, verifying, in their own capacity, that the President was authorized to sign the Grant Agreement and initial the Exhibits. Basically, *the person who fills out the grant agreement cannot fill out this Certificate, they can only be named on it as the person authorized to sign the grant agreement for your group.*

4. **Certificate of Insurance-** If your group carries insurance and/or worker’s comp please ask your insurance agent to send a one-page certificate to me. Please list NHDES, 29 Hazen Drive, Concord, NH 03301 on the bottom left of the Certificate of Insurance. If you do not have insurance or workers compensation, that is OK, but I am required to ask if it is available. If you do not have insurance coverage for your group, simply email and let me know. If you do have insurance, that certificate can be emailed to me at Georgia.E.Bunnell@des.nh.gov.

Items #1-3 should be completed, and the original inked documents returned to my attention at the address listed in the footer of the letterhead, at your earliest convenience, but no later than February 13, 2026.

Item #4 can be emailed to me at Georgia.E.Bunnell@des.nh.gov.

All payments/disbursements on the grant will be made on a reimbursement basis upon submission of appropriate invoicing for services or materials rendered, and the appropriate match percent will be applied to each invoice received by NHDES. Please email invoices as you receive them (please don’t hold them until the project is complete).

Please note that the contractual process cannot begin until we have all of the completed paperwork from your group. Your rapid attention in preparing these documents and returning them to me is much appreciated, and it will aid in expediting this frequently lengthy grant approval process.

I will be working on preparing and/or updating (as appropriate) a long-term management plan for your waterbody. Once it is fully drafted, I will be sending it to you electronically for review. In late February, I will

be sending it to the contractor(s) who will be performing the control actions for your waterbody, so they can use it for planning purposes.

If you have not already done so, please confirm with the contractor(s) listed in the table above that you accept their bid and would like to secure their services as outlined in the bid(s) for 2026.

If you have questions at any point during the grant process, or would like clarification on how to complete the paperwork, please do not hesitate to contact me at Georgia.E.Bunnell@des.nh.gov. *Paperwork that is not completed correctly will need to be returned, and this will delay the grant processing.*

Sincerely,

A handwritten signature in black ink that reads "Georgia Bunnell". The signature is written in a cursive, flowing style.

Georgia Bunnell
Exotic Species Program Coordinator

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Environmental Services		1.2. State Agency Address 29 Hazen Drive, Concord, NH 03302-0095	
1.3. Grantee Name Town of Salem		1.4. Grantee Address 33 Geremonty Drive Salem, NH 03079	
1.5 Grantee Phone # 603-890-2033	1.6 Account Number 442010-1430-073	1.7. Completion Date December 31, 2026	1.8. Grant Limitation \$21,925
1.9. Grant Officer for State Agency Georgia Bunnell		1.10. State Agency Telephone Number 603-271-2248	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1		1.12. Name & Title of Grantee Signor 1	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s) Robert R. Scott, Commissioner	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

Initials: _____
Date: _____

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or
- 13.

Initials: _____
Date: _____

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

Initials: _____
Date: _____

**ATTACHMENT A
BUDGET ESTIMATES
TOWN OF SALEM**

DASH/DIVING – ARLINGTON POND

Item/Service	Cost
25 DASH/BASIC DIVE Days	\$43,750
One-time set up fee	\$100
Total	\$43,850*

*NHDES will pay up to 50% of the total project cost, up to \$21,925.

**EXHIBIT A
SPECIAL PROVISIONS
TOWN OF SALEM**

There are no special provisions.

Initials: _____
Date: _____

EXHIBIT B
SCOPE OF SERVICES
TOWN OF SALEM

1. The Town of Salem is the grantee for this project. The New Hampshire Department of Environmental Services (NHDES) is referred to as the “state.” Georgia Bunnell of the Watershed Management Bureau is the grant officer for the state.
2. Variable milfoil, fanwort, and brittle naiad, each invasive aquatic plants, have become a nuisance problem in various portions of Arlington Pond and upstream connected waterbodies, and the grantee is seeking grant funds to assist in control efforts in 2026.
3. The grantee shall ensure that the contractors adhere to the following project-specific tasks:

For the diver work in 2026, the grantee will ensure that the diver(s) perform(s) the following tasks related to Diver Assisted Suction Harvesting (DASH):
 - Task 1 Notify the NHDES Exotic Species Program of the scope and timing of the project, and how the materials removed from the pond will be disposed of, and the names of the divers performing the work, at least two weeks before the work is scheduled to begin. Divers performing this work must be certified Weed Control Divers in New Hampshire.
 - Task 2 Notify NHDES within 5 business days of when the work is completed by submitting daily dive reports for work that was performed, per the reporting examples provided in the Weed Control Diver course.
4. NHDES will provide monetary support to you as outlined in Exhibit C.

Initials: _____
Date: _____

EXHIBIT C
PAYMENT TERMS
TOWN OF SALEM

Payments shall be made by NHDES to the grantee upon approval of stated outputs and verification of the value of completed work through submittal of invoices for services rendered. NHDES will pay the grantee up to \$21,925, within 30 days of receiving the invoice(s) for the activities outlined in Exhibit B.

The billing address for invoices and all other correspondence shall be as follows:

NH Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Attn: Georgia Bunnell, Watershed Management Bureau

Invoices should be emailed to Georgia.E.Bunnell@des.nh.gov as they are received from the vendor. Please do not hold invoices until the project is complete. Invoices shall be approved by the Grant Officer before payment is processed.

Initials: _____
Date: _____



MBAC

UPDATE TO THE TOWN COUNCIL

JANUARY 26, 2026

POLICE STATION UPDATE



As of December 16, 2025

POLICE STATION UPDATE



As of February 3, 2026

SOUTH STATION UPDATE

- In 2024 the Fire Department submitted a new 4 phase plan for their stations. South Station is listed as their number 1 priority
- This existing facility has numerous deficiencies that need to be addressed
 - Space needs
 - Is not ADA compliance
 - Health concerns for employees
 - Asbestos throughout the building
 - Gear extractor is located on the opposite end of the building from the apparatus bay
 - Not energy efficient
 - No gender specific restrooms and showers

SOUTH STATION UPDATE

- April 7, 2025 Town Council Meeting endorsed tearing down and reconstructing a new building as this option costs less, is less risky, and will take less time than a renovation and expansion project
- Councilor Pelletier inquired if South Station can be built behind the existing building to avoid the costs of relocation
 - May not be permittable due to wetlands
 - ARM fund contribution approximate \$300,000
 - A retaining wall will need to be built as well as a temporary access road which after construction would need to be removed and area restored
 - Push building back of site which is 50% wet

SOUTH STATION UPDATE

- December 15, 2025 Town Council Meeting passed Resolution No. 2025-39

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:

Funding the amount of \$150,000.00 from Fire Department Public Safety Impact Fees shall be authorized to advance the South Fire Station #3 replacement project.

SECOND: by Councilor Stramaglia

VOTE: 9-0-0

The motion passed unanimously.

SOUTH STATION UPDATE

- TGAS will work on the schematic design and design development
- GPI has authorized to begin wetland mapping, civil engineering, permitting, etc.
- Trident will continue as the Owner's Project Manager for this next phase of the South Station project.

SOUTH STATION PUSH CEREMONY



CONCEPTUAL DESIGN



2026 BUDGET UPDATE

- August 7, 2025 meeting MBAC voted to submit 10 projects totaling \$312,000 to be considered for the 2026 budget
- Town Manager reduced this request to 8 projects totaling \$197,000
- Town Council kept the 8 projects in their 2026 recommended budget
- Budget Committee made a \$2 million reduction to the overall operating budget

MBAC 2026 BUDGET REQUESTS

Building	Project	Budget Request	Included in TM and TC Budget	Included in 2026 Proposed Budget
Pine Grove Cemetery	Replace Front Door and Windows	6,000	6,000	0
Town Hall	Exterior Paint	7,500	7,500	0
Senior Center	Repair Front Walkway	5,500	5,500	0
Senior Center	Guardrail Along Parking Lot	5,000	5,000	0
Old Town Hall	New Furnace and Propane Tank	100,000	0	0
Court House	Carpeting	15,000	0	0
Depot Train Station	Downstairs Carpeting	10,000	10,000	0
Transfer Station	Replace/Fix One Large Garage Door	8,000	8,000	0
Central Fire Station	Interconnect Smoke and Carbon Detectors	5,000	5,000	0
North Fire Station	Replace Roof	150,000	150,000	0
	Total	312,000	197,000	0

2026 BUDGET UPDATE

- MBAC's purpose is: "to create a plan and/or strategy for the coordination of specific investments for capital improvements and general maintenance of key town buildings and properties..."
- MBAC is working on drafting a multi-year plan for maintenance and capital improvements to town facilities

BUILDING CONDITION INDEX

- Purpose of the BCI is to assess the overall condition of each building
 - Identify the most significant deficiencies
 - Highlight priority needs
- Concise and easy to read
- Assist MBAC with preparing a capital improvement plan for town facilities
- Assist elected officials when conducting budget reviews of facility requests

BUILDING CONDITION INDEX

- The BCI report is completed for 20 of the town facilities
 - Good Condition: 6 buildings
 - Average Condition: 8 buildings
 - Poor Condition: 5 buildings
 - Replacement/Failure: 1 building



QUESTIONS?



MBAC



Building Condition Index 2025

Building Condition Index Committee

Nicole McGee, MBAC Chair
James Pacheco, Facilities Foreman
Kim Babaian, Business Manager

Introduction to the Building Condition Index

In June 2021, the Board of Selectmen established the Municipal Buildings Advisory Committee (MBAC) to develop a coordinated plan and strategy for capital improvements and ongoing maintenance of key Town-owned buildings and properties that support public services for the residents and visitors of Salem. As part of this effort, the MBAC determined that a Building Condition Index (BCI) would provide a consistent and objective framework for evaluating the condition of Town facilities.

The purpose of the BCI is to assess the overall condition of each building, identify the most significant deficiencies, and highlight priority needs. This concise and easy-to-read report is intended to assist MBAC and Town officials in developing a long-term capital plan for municipal facilities.

A subcommittee was formed to conduct on-site evaluations of each Town-owned facility. Building reviews were completed between March and August 2025, with each visit including participation from the Facilities Foreman and a Building Inspector.

This report outlines areas of concern and identifies failing or deficient building components. Each facility was evaluated and ranked across the following key categories: interior, exterior, HVAC, plumbing, electrical, information technology, structural systems, and site conditions. Each category was assigned a score ranging from 0 to 100, with 0 representing the lowest condition rating and 100 representing new or like-new building components or systems.

The BCI for each building is intended to provide a high-level summary of the most critical issues affecting each facility. While additional deficiencies may exist, not all were included in the BCI scoring. A color-coded rating system is used to illustrate overall building condition: green indicates good condition, yellow indicates average condition, orange indicates poor condition, and red indicates replacement or failure.

A total of twenty (20) Town-owned facilities were evaluated and ranked, with the following results:

- **Good Condition:** 6 buildings
- **Average Condition:** 8 buildings
- **Poor Condition:** 5 buildings
- **Replacement/Failure:** 1 building

This report serves as a planning tool for elected officials and MBAC in evaluating maintenance priorities and the financial significance of repair and replacement needs

across Town facilities. It is recommended that the Building Condition Index for each facility be reviewed and updated on a biennial basis to ensure continued accuracy and relevance.

By establishing a standardized and repeatable methodology, the Building Condition Index provides the Town with a transparent tool for prioritizing investments, planning for long-term capital needs, and responsibly stewarding public assets in support of essential municipal services.

Millville Circle Recreation Building

Location: 119 Millville Cir
Year Built: 1970/1980
Building Area: 864 sq ft

BCI

6



Summary: Single story structure housing a mechanical room and two bathrooms

Top Deficiencies:

- Roof Replacement
- Asbestos throughout the building
- Insect and small animal infestation
- Would require full renovation to bring up to code



Building Condition Index Rating

Millville Circle
Recreation Building

BCI

6

Interior

8

Notes

Committee did not enter the building

Exterior

8

Needs

New Roof

Remediate pests

Clear trees from surrounding area

Wants

Repaint the exterior

HVAC

-

Notes

None

Plumbing

13

Needs

Update bathrooms

Electrical

13

Needs

Update electrical

IT

-

Notes

None

Structure and Site

-

Transfer Station

Location: 101 Shannon Rd
Year Built: 1980
Building Area:

BCI

31



Summary: Waste management facility where garbage, recyclables, and other solid waste are temporarily collected and consolidated before being transported out.

Top Deficiencies:

- Scale house flooring
- No fire alarm for transfer station building
- Pest issues throughout property



Building Condition Index Rating		Transfer Station	BCI	31
Interior	35			
	Needs			
	Floor replacement in the scale house			
Exterior	30			
	Needs			
	Repair broken garage doors			
	Wants			
	Fix missing panels on the building			
	Another door or method to drop off refuse			
HVAC	50			
Plumbing	45			
	Wants			
	Move the well for the building or run water line to property			
	Sprinkler system for the building			
Electrical	10			
	Needs			
	Fire alarm for the building			
	Wants			
	Update electrical panel			
IT	15			
	Needs			
	Fiber to the main building			
	Wants			
	Tie security system feed to central location			
Structure and Site	35			
	Need			
	Permanent solution for scale house trailer			
	Control pest issues on the property			
	Wants			
	Remediate pest damage to pavement (potholes)			

Pine Grove Garage

Location: 327 Main St
Year Built: 1975
Building Area: 1,920 sq ft

BCI



Summary: This building is used to store mowers, a backhoe with sand, burial equipment, etc. There are four full time employees stationed in this building year round. There are up to eight employees stationed in this building during the summer.

Top Deficiencies:

Windows and doors have excessive rot

Building should have ventilation system, fire alarm, generator, HVAC, and Wi-Fi

Separate storage for raw materials i.e. dirt



Building Condition Index Rating

Pine Grove
Garage

BCI

34

Interior 20

Needs

Ventilation system

Fire alarm system

Wants

Carpeting in employee areas

Segregate the garage from employee break room

Separate area to store raw materials

Paint

Exterior 50

Needs

New doors and windows. Door and window frames have rot. Door frame is separating. Window frames are separating causing rodents to enter the building. Window frames are popping out.

Wants

Card access to building. Security camera

Note

Roof is in good condition. Approximately 15 years old.

HVAC 20

Wants

Air-conditioning in the facility. Currently use wall units.

Notes

Intake air for breakroom AC unit from garage

Furnace installed in 2021

Plumbing 60

Note

Water heater installed in 2021

Electrical 20

Wants

Upgrade electrical panel

Replace lights to LED lights

Install generator interlock kit and purchase generator

South Fire Station

Location: 170 Lawrence Rd

Year Built: 1974

Building Area: 8,562 sq ft

BCI



Summary: This is the fire station located in the southern part of town. There are three to five full-time employees stationed in this building year-round.

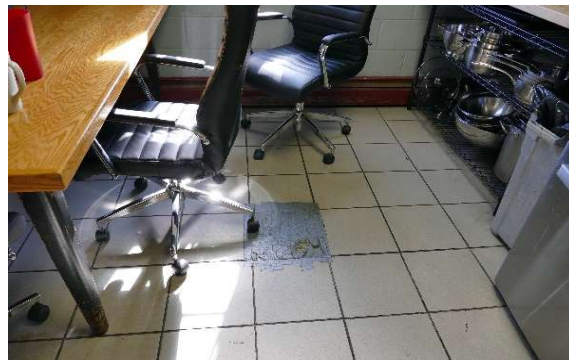
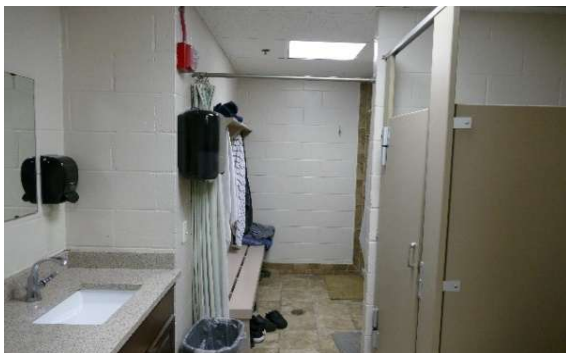
Top Deficiencies:

There are no gender-specific locker room/restroom facilities

Asbestos issues throughout the building

Lacks a designated area designed for decontamination purposes

Lacks dedicated area for IT space



Building Condition Index RatingSouth Fire
Station**BCI****36****Interior**

15

Needs

Asbestos removal and carpet/flooring replaced - tiles are cracked

Emergency Lighting

Extractor - Living quarters

Wants

LED Lighting

Exterior

25

Needs

Roof - last done in 2009

Siding is starting to rot and neighbors have started to complain

HVAC

50

Needs

Boiler installed in 1997

Plumbing

40

Needs

Sprinklers

Plumbing upgrade (plumbing is original to building)

Electrical

40

Needs

Upgrade electrical panel

Replace lights to LED lights

Install generator interlock kit and purchase generator

IT

40

Needs

Dedicated server room

Wants

Security Cameras

Structure and Site

40

Needs

ADA issues in the front main entrance 1"-3" lip to get into main door

1"-3" lip between pavement and concrete path

Wants

Repave parking lot and fix drainage issues

Palmer School

Location: 111 E Broadway

Year Built: 1800s

Building Area:

BCI



Summary: This building was used for a preschool program. It is now used as storage for the Recreation division of the Community Services Department.

Top Deficiencies:

Roof needs to be replaced

Structural issues - rear wall is buckling, ceiling is bowing

Foundation failure



Building Condition Index Rating

Palmer
School

BCI

38

Interior

Needs

Abatement for lead and asbestos

Repair sagging flooring

Repair sagging ceiling

Wants

Paint (if building were to reopen)

Exterior

Needs

Foundation work on rear wall

Remediate back wall (steel support bar secured to exterior to reinforce and stabilize wall)

Roof Replacement

Remediate window sills painted with lead paint

Wants

Paint

Assessment for bricks

Repairs to handicap ramp

HVAC

Wants

AC Condenser

Plumbing

Notes Water is off

Wants

Fixture update (if building were to reopened (fixtures are for children))

Electrical - No needs or wants noted

IT

Wants

Security panel (if building were to reopen)

Structure and Site

Wants

Mulch chips in playground (if building were to reopen)

DPW Building

Location: 21 Cross St
Year Built: 1960
Building Area: 14,630 sq ft

BCI

38



Summary: Houses the offices, equipment, and staff responsible for maintaining public infrastructure and services.
Note: Phase 2 of Temp PD to DPW Use project recommends building torn down.

Top Deficiencies:

- Inadequate spacing
- Secure area for IT infrastructure
- Limited access to repair garage



Building Condition Index RatingDPW
Building

BCI

38

Interior**Needs**

27

Inadequate spacing

Limited storage and limited meeting space

Wants

Flooring upgrades

Exterior

40

Wants

Siding and window replacements

HVAC

53

Plumbing

40

Needs

Replace septic tank

Electrical

50

IT

23

Needs

Secure area for IT infrastructure

Structure and Site

35

Wants

Pave parking lot

Parks Building (Pink Barn)

Location: 53 Old Rockingham Road

Year Built: 1960

Building Area: 4,480 sq ft

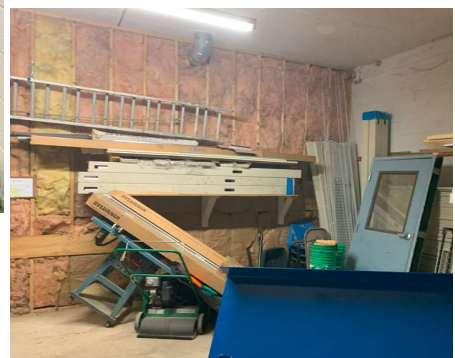
BCI

43



This building serves as a storage facility for the Department of Public Works (DPW). It currently houses seasonal equipment such as lawn mowers during the winter, as well as PPE supplies, voting materials, and signage and paint used for DPW operations. The plan is to maintain the building in operational condition, make repairs as needed, and continue using it for storage purposes.

Top Deficiencies: Front entrance is unsecure



Building Condition Index Rating**BCI** 43**Interior** 50**Wants**

Masonry work to fix cracks

Exterior 47**Wants**

None

HVAC 37**Wants**

None

Notes

Older furnaces, still functioning

Plumbing 40**Wants**

None

Electrical 43**Wants**

None

IT**Wants**

None

Structure and Site**Needs**

Eliminate the unsecure walkway/bridge. Secure the front entrance area

Wants

Resurface pavement

Town Hall

Location: 33 Geremonty Dr
Year Built: 1964
Building Area: 30,248 sq ft

BCI



Summary: The town hall services as the central location for town operations and public meetings.

Top Deficiencies:

- RTU units on roof and the roof itself are nearing end of life
- There are no sprinklers in the building
- Update the elevator
- Update security system



Building Condition Index Rating

Town Hall

BCI

47

Interior

60

Needs

Carpet in Knightly Meeting Room

New flooring in employee breakroom

Wants

Temperature control in stairwell

Repair cracking in upstairs walls

Replace elevator (from 1980s)

Exterior

45

Needs

Paint the trim

HVAC

45

Needs

Replace four units on the roof - end of life in next 3 years

Plumbing

50

Needs

Address the flushing issues

Pipes within building have build up causing lower water pressure

Electrical

55

Needs

New uniform security system

Replace copper lines with noncopper alternative

IT

55

Wants

Larger space

Structure and Site

20

Needs

Lower level entrance needs repairs

Roof within 5 years

Front entrance needs an ADA ramp

Employee entrance door should be replaced

Wants - Pave parking lot

School House No. 5

Location: 6 School St

Year Built: 1900's

Building Area: 2278 sq ft

BCI

48



Summary: School House Number 5 serves as a museum representing a one-room schoolhouse from the 1800s. The building is not staffed and remains closed during the winter months.

Top Deficiencies:

Inside flooring

Pest control

No plumbing



Building Condition Index Rating

School House
No. 5

BCI**48****Interior**

43

Needs

Bow in floor needs to be repaired

Rear wall water sill is rotted

Remediate beetle problem in wood post

Exterior

43

Wants

Minor Trim Work

Roof replacement in a few years

HVAC

N/A

Wants

HVAC for building

Plumbing

N/A

Wants

Building does not have plumbing

Electrical

53

Needs

Telephone line has been chewed

Wants

Upgrade electrical panel (only for addition of HVAC unit)

IT

N/A

Notes

Building has no IT

Structure and Site

53

No deficiencies noted

Hose House 2

Location: 304 Bridge St

Year Built: 1740 - reno early 2000s

Building Area: 9,980 sq ft

BCI

52



Summary: Currently services as a fire museum. In 1905 when Salem Fire was organized this building served as one of two of the first fire stations in Town.

Top Deficiencies:

Windows and siding need to be replaced

Chimney need to be repointed

Plastering repairs within building



Building Condition Index Rating

Hose
House 2

BCI**52****Interior**

65

Wants

Plastering repairs within the building
Basement flooring is cracked/spongey

Exterior

40

Needs

Siding - scheduled to be replaced in 2025
Chimney needs to be repointed
Windows - schedule to be replaced in 2025
Door clearance/gap on garage door

HVAC

50

Wants

Furnace (end of life in approx. 5 years)

Plumbing

55

Notes

No plumbing. There is town water to irrigate the town common

Electrical

55

No deficiencies noted

IT**Notes**

No IT or phone

Structure and Site

45

No deficiencies noted

Water Treatment Plant

Location: 161 North Policy

Year Built: 1995

Building Area: 8,076 sq ft

BCI



Summary: The Salem Water Treatment Plant was originally designed and built solely for water treatment operations.

Top Deficiencies:

Building is undersized for current staffing. Distribution staff should be moved out

Structural needs in basement, water weeps through foundation downstairs

Conduit from outside causes leaking in basement



Building Condition Index Rating		Water Treatment Plant	BCI	53
Interior	50			
Needs				
Re-Epoxy the flooring with anti-slip finish in the filter room				
Flooring update (original to building)				
Wants				
Paint and replace office furniture throughout the building				
Exterior	57			
Needs				
New roof, skylights, and flashing around exterior of the building				
Replacement of railings				
Wants				
Double door to the filter room for easier and safer workspace				
HVAC	43			
Needs				
Update Cooling system to the building,				
Update dehumidifier in pump area, lower level				
Wants				
Heat in the lower area of filter gallery				
Plumbing	50			
Needs				
Permanent sump pumps in lower level				
Replace brittle Victaulic pipe				
Electrical	33			
Needs				
Repair area where electrical comes in from the generator				
Replace exterior and driveway lighting				
IT	57			
Needs				
Add cameras to the exterior of the building overlooking the site				
Wants				
Upgrade security system for the building				
Structure and Site	67			
Needs				
Foundation repairs in chlorine pump area				
Wants				
More secure fence around perimeter of building				

Senior Center

Location: 1 Sally Sweets Way
Year Built: 2002
Building Area:

BCI

53



Summary: This facility hosts the senior center and the recreation division. This is a community-based facility.

Top Deficiencies:

Outdated HVAC

Front walkway, handrails, windows, and siding need to be replaced

Spray foam issue in attic



Interior	57	Needs Remediate the spray foam throughout the building Issue with the front stairwells stair height Wants Update flooring throughout building
Exterior	53	Needs Repair the front handicap ramp and fix handrails Replace windows and siding due to leaking around windows Wants Replace roof
HVAC	40	Needs Replace/update HVAC as current system is 20 plus years old
Plumbing	70	Needs Update the fixtures and add handrails Wants Update the sprinkler system
Electrical	50	Needs Update building to LED lighting Update the Fire Alarm System
IT	63	Needs Dedicated IT room Wants Security camera system Update of security system
Structure and Site	40	Needs Guardrail along parking lot Fix to roof runoff during the winter

Court House

Location: 35 Geremonty Dr

Year Built: 1982

Building Area: 23,000 sq ft

BCI

54



Summary: Used as a rental space for the NH Department of Corrections and Department of Health and Human Services.

Top Deficiencies:

Sewer line improvements

Improvements to windows

Side of front entrance is collapsing



Building Condition Index Rating	Court House	BCI	54
Interior	55		
	Needs		
	Jury Room window - bad egress point		
	Wants		
	Office for court security officer		
	Natural gas for building		
	Updated paint and carpeting		
Exterior	55		
	Needs		
	Front entrance side if separating from main structure		
	Window treatments		
	Wants		
	Garage entrance pavement trench drain		
	ADA access from parking lot		
	New doors and windows		
HVAC	57		
	Wants		
	Bring natural gas to the building		
	Better means to control humidity in the building (boiler runs 24/7)		
Plumbing	43		
	Needs		
	Sewer improvements (sewer main freezes)		
	Wants		
	Update plumbing fixtures. Water line elbows are rotting out		
	Sprinkler system		
	Ventilation/exhaust in jury room bathroom		
Electrical	56		
	Wants		
	LED Lighting		
	Generator		
IT	53		
	Wants		
	Card access to the building		
Structure and Site	61		
	Wants		
	Better layout for upper parking lot		
	New sign out front		
	Paving of parking lot		

Alice Hall Library

Location: 312 Main St

Year Built: 1861

Building Area:

BCI

59



Summary: Originally built as a schoolhouse for the town, the building was converted into the town's first library in the early 1900s. Today, it serves as a museum showcasing what a library from the 1900s would have looked like.

Top Deficiencies:

Reside and paint (exterior and interior)

Plaster the interior walls

ADA ramp



Building Condition Index RatingAlice Hall
Library

BCI

59

Interior

63

Needs

Plastering of the walls

Paint

ADA accessible bathroom

Smoke detectors

Wants

Replace flooring

Change out existing ceiling tiles

Exterior

60

Needs

Reside and paint the building

Restore exterior to ornate/historical finishes

Wants

Window replacement

HVAC

50

Wants

Add central air to the building

Update to propane tank and furnace

Plumbing

63

No deficiencies noted

Electrical

63

Wants

Update panel

IT

53

No deficiencies noted

Structure and Site

63

Wants

ADA ramp for building

Central Fire

Location: 327 Main St

Year Built: 1965

Building Area: 27,768 sq ft

BCI

61



Summary: This is the Main St. Fire Station which has 10-17 employees at all times. The apparatus bay houses 2 engines, 3 ambulances, and the squad, medic, and shift commander vehicles.

Top Deficiencies:

The roof is not watertight

Maintenance and upkeep to make livable

Gender specific bathroom on the first floor. It is not ADA compliant



Building Condition Index Rating

Central Fire

BCI

61

Interior 70**Needs**

Gender specific bathroom in common space
Additional Storage (currently has 3 Connex boxes)
Interconnected smoke and carbon detection
Battery operated detectors have been removed in bedrooms where emergency escape through window is not available
Interior egress doors do not have compliant door hardware

Wants

LED lights
Separate decontamination area
Addition to apparatus bay, currently a lot of work is done outside

Exterior 43**Needs**

Roof is over 20 years old, leaks, and is unusually soft/pliable when walked on in certain areas

HVAC 83**Wants**

Bay heater
Better air conditioning for IT room

Plumbing 60**Electrical** 57**Needs**

Service disconnect lockout

Wants

Modern LED lighting

IT 63**Needs**

Larger space for IT equipment (currently in a closet)

Wants

Security cameras
Card access to building

Structure and Site 50**Needs**

Resurfacing of parking lot (in 2025 budget)

North Fire

Location: 279 N Main St
Year Built: 2005
Building Area:

BCI

62



Summary: The North Fire Station has 3 employees at all times. The apparatus bay houses 2 engines, 1 ambulance, a forestry truck, foam trailer, and all terrain vehicle (ATV).

Top Deficiencies:

Septic System - end of life

Roof (shingle and rubber) - water under seams, water pools, and bubbling

Repaving of parking lot, adding a concrete Pad



Building Condition Index Rating

North Fire

BCI

62

Interior

70

Wants

Separate extraction room for gear
Paint in hallways
Gym - issues with climate control and exhaust
Additional shower in front bathroom

Exterior

40

Needs

New shingle and rubber roof

Wants

Power wash the building

HVAC

87

Needs

None - replaced in 2024

Plumbing

60

Needs

None

Electrical

60

Wants

Upgrade electrical panel
Replace lights to LED lights
New generator and install generator interlock kit
Replace fire panel (20 years old)

IT

63

Wants

Separate IT room
Security Cameras
Card access to building

Structure and Site

57

Needs

New septic system

Wants

Repave the parking lot and add a concrete pad to the front
Metal garage structure (for boat and storage)

Depot Train Station

Location: 81 Main St
Year Built: 1890 (reno 2000's)
Building Area: 2,404 sq ft

BCI

64



Summary: The building currently houses the local Chamber of Commerce and a small museum operated by the Historical Society.

Top Deficiencies:

- Outside stairwell block wall
- Downstairs carpet
- No security camera for building



Building Condition Index Rating

Depot Train Station

BCI**64****Interior**

78

Wants

More storage

Replace carpet downstairs

Paint the downstairs

Exterior

55

Needs

Repairs to exterior staircase which is separating

HVAC

62

Wants

The A/C condenser unit is aging and may require replacement in a few years

Plumbing

67

Wants

Exhaust fan in the bathroom

Electrical

70

Wants

Electrical room is being used for storage and should be cleared out

IT

67

Wants

Security camera system

Structure and Site

50

Needs

Stabilize and repair outside wall along staircase to lower level of property

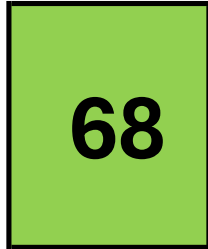
DPW Building - Out Buildings

Location: 21 Cross St

Year Built:

Building Area:

BCI



Summary: Formerly known as Cold Storage, the building has been renovated and enclosed as part of the Police Department Project and will now serve as equipment storage.

Top Deficiencies:

- Cover over materials pile
- Bollards for sprinkler system
- Inadequate electrical panel



Interior	70	Needs Bollards/jersey barrier for sprinkler system Wants Dedicated utility room
Exterior	67	Needs Cover over materials pile Reside the salt shed Note Roof is in OK condition (approximately 15-16 years old)
HVAC	94	Wants Wi-Fi for a smart thermostat
Plumbing	83	
Electrical	73	Needs Upgrade panel and service for the building. Note: power comes from the DPW main building Wants Larger electric line to the panel. Note: more power needed due to conversion to warm storage
IT	46	Wants Fiber line to building to support computers, security system, and surveillance cameras
Structure and Site	40	Wants New siding - current siding is peeling off Solution for salt shed - deliveries are hitting the top of the building when dumping Repave the back area Lighting for parking lot

Old Town Hall

Location: 310 Main St
Year Built: 1738 - Reno 1900s
Building Area: 2,404 sq ft

BCI

68



Summary: The Old Town Hall/Museum has served many purposes for the town over the years. Today, it houses the town's museum and has undergone renovations beginning in 2023 to preserve and enhance the historic

Top Deficiencies:

Propane/Modern Furnace (High efficiency)/AC
Roof - close to end of life
Better access to handicapped ramp/walkway



Building Condition Index Rating

Old Town Hall

BCI

68

Interior

73

Wants

Exterior

70

Needs

Roof

HVAC

53

Wants

Upgrade to underground propane
Air Conditioning in second floor

Plumbing

75

Wants

Electrical

73

Wants

IT

70

Needs

Fire Alarm

Wants

Cameras

Structure and Site

63

Needs

Accessible entrance and compaint ramp

Temporary PD

Location: 21 Cross St
Year Built: 2025
Building Area: 7,726 sq ft

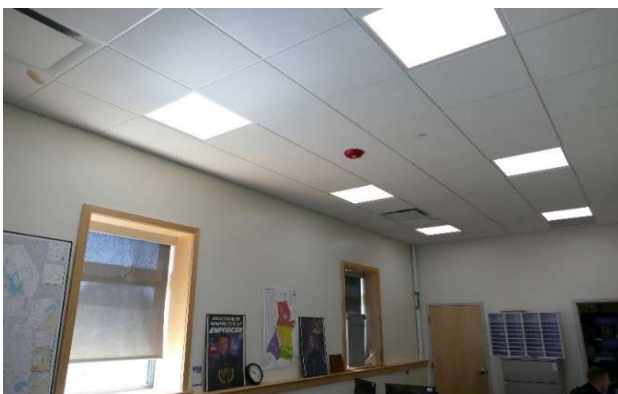
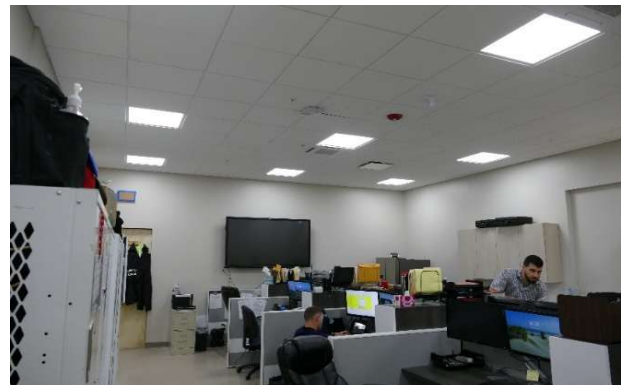
BCI



Summary: Temporarily houses the police department. It will revert back to the housing the municipal services department when the police vacate.

Top Deficiencies:

Septic system is close to failing
Finish building as part of phase 2



Building Condition Index Rating		Temporary PD	BCI	98
Interior		98		
	Needs			
	Complete renovation (phase 2)			
	Wants			
	Install two doors from muster room to the bathroom			
Exterior		97		
	Needs			
	Finish siding the building (3/4 of building was resided).			
HVAC		98		
Plumbing		97		
	Needs			
	Replace septic tank			
	Wants			
	Connect to town sewer (sewer would assist with truck wash system)			
Electrical		98		
IT		98		
Structure and Site		97		
	Needs			
	Finish site work once the police department has vacated the property			
	Wants			
	Parking lot lights for the front of the building			



2026 Default Budget

2026 Default vs. Operating

- By state statute the default budget is calculated by using the same appropriations as contained in the operating budget reduced or increased by:
 - Debt Service
 - Contracts
 - Other obligations previously incurred and mandated by law
 - One-time expenditures contained in the operating budget
 - Salaries and benefits of positions that have been eliminated in the proposed budget

2026 Default vs. Operating

2026 Default Budget

	<u>2026 Default Budget</u>		<u>2026 Operating Budget</u>		<u>Net Change</u>
General Fund	\$ 56,673,764		\$ 61,982,807		\$ 5,309,043
Sewer	4,222,916		4,296,940		74,024
Water	5,229,623		5,714,719		485,096
Total	<u>\$ 66,126,303</u>		<u>\$ 71,994,466</u>		<u>\$ 5,868,163</u>

2026 Default vs. Operating

- When you see this figure it's reasonable to assume that your taxes will increase by a \$5 million appropriation from the prior year budget
- When you review the default compared to proposed operating you only see one section of the tax rate formula
- Tax Rate Calculation: Net amount to be raised via taxation divided by assessed value

Net Amount to be Raised Via Taxation

- Expenditure Budget
 - - Revenues
 - + Overlay/Credits
-
- Net Amount to be Raised by Taxes
-
- The default to operating budget comparison chart only compares the expenditure budget

2026 Default vs. 2025 Operating

- Default budget requires that we reduce the 2025 operating budget by:
- **One-time expenditures contained in the operating budget**
 - \$10,570,101 reduction in the general fund budget
 - \$936,000 reduction in the sewer fund budget
 - \$210,082 reduction in the water fund budget
- This is a total of \$11,716,183 of one-time appropriations that were included in the 2025 operating budget that are not included in the 2026 default budget

2025 Operating vs. 2026 Operating

2026 Default Budget

	<u>2025 Operating Budget</u>		<u>2026 Operating Budget</u>		<u>Net Change</u>
General Fund	\$ 67,009,731		\$ 65,787,322		\$ (1,222,409)
Sewer	4,923,639		4,296,940		(626,699)
Water	5,579,168		5,726,644		147,476
Total	<u>\$ 77,512,538</u>		<u>\$ 75,810,906</u>		<u>\$(1,701,632)</u>

Note: 2026 Operating Budget Assumes All Warrant Articles Pass

2025 Operating vs. 2026 Operating

- Why is the estimated tax rate going up if the overall total budget including warrant articles is lower?
 - The 2026 revenue budget is lower than the 2025 revenue budget
 - One time revenue sources in 2025
 - \$730,000 transfer to offset Bridge St Bridge
 - \$4,960,000 grant to offset Bridge St Bridge
 - Use of Fund balance
 - 2025: \$5,953,000
 - 2026: \$3,200,000

Largest One Time Expenditures in 2026 Proposed Operating

- 3,194,674 for the Route 111 & Ermer Road Improvement project
 - \$281,635 is funded via taxation
 - \$2,785,207 is offset by a grant
 - \$127,832 is offset by impact fees
- \$1,100,000 for the Lawrence Road and Veterans Memorial Sidewalk Gap Connection project
 - \$220,000 is funded via taxation
 - \$880,000 is offset by a grant

Largest One Time Expenditures in 2026 Proposed Operating

- \$895,000 for the Cluff Road Sidewalk Gap Connection project
 - \$179,000 is funded via taxation
 - \$716,000 is offset by a grant
- For **\$5,189,674** worth of capital improvements in the 2026 budget the taxpayers will fund **\$680,635**. Other funding sources make up the remaining \$4,509,039.

Tax Rate Comparison

	2026 Default Budget	2026 Proposed Operating	Tax Rate Difference	Property valued at 500,000
Operating Budget Only	5.53	5.63	0.10	50.00
Operating and Warrant Articles	6.07	6.17	0.10	50.00



Summary

Although the expenditure budget for the 2026 default budget is lower by \$5.8 million the revenue offset is also reduced. This means that the actual tax rate will not be significantly lower for the default budget.

Thank you



SALEM MUNICIPAL SERVICES

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

Wayne S. Amaral, Director



www.salemnh.gov

21 Cross Street
Salem, NH 03079
TEL: 603-890-2150

Memorandum

To: Town Council
Thru: Joseph Devine, Town Manager
From: Wayne S. Amaral, Municipal Services Director
cc: Geoff Benson, Deputy Director
Kimberly Babaian, Business Manager
Date: February 3, 2026
Re: **FY2026 Winter Weather Financial Update as of February 3, 2026**

The 2025 / 2026 winter weather season started off much earlier than expected with more events than this same time last year. Our first weather event occurred on December 1, 2025, and as of this writing, we have had 29 weather events. The year-to-date snow total is only 10" less than all of last season.

The current winter weather climate consists of longer duration weather events than from the past and this results in higher plowing and treatment cost. Below, I have summarized the winter weather budget as we approach the midway point of winter.

Budget History

Account Name	2025 Budget	2026 Budget Request	2026 Actual Budget
Contracted Services 4400	\$ 360,000	\$ 360,000	\$ 235,000
Weather Operations 4983	\$ 530,000	\$ 530,000	\$ 405,000
Winter Weather OT 4098	\$ 215,000	\$ 222,552	\$ 222,552

As shown above, the submitted 2026 Town Operating Budget was reduced by \$125,000 in both funding lines 4400 and 4983 to help offset a \$ 2,000,000 townwide budget cut. These reductions were decided prior to the unexpected winter weather we have experienced so far this season.

Current Account Balances (as of February 3, 2026)

Account Name	2026 Budget	Expenditures to Date	Balance
Contracted Services 4400	\$ 235,000	\$ 95,494.50	\$ 139,505.50
Weather Operations 4983	\$ 405,000	\$ 274,018.48	\$ 130,981.52
Winter Weather OT 4098	\$ 222,552	\$ 104,770.07	\$ 117,781.93

As outlined in the summary above, this has been a costly winter to date and with an estimated 40 days remaining in winter, we expect the budget will be overspent if the weather conditions continue to follow the same path and a future request for a transfer from the Winter Reserve Funds will be forthcoming.

For General Information - Breakdown of Cost

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| 1. The estimated material and labor cost to apply one salt treatment townwide. | \$14,800 |
| 2. Plowing contractors estimated cost per hour. | \$3,400 |
| 3. The estimated town staff hourly labor cost for a snow plowing event. (33 Employees) | \$1,600 |
| (Estimate cost is assuming a 1.5 overtime rate.) | |

To summarize, we continue to balance the operational and budget challenges of treating winter weather events, with our primary goal to keep the roadways and sidewalks clear of snow and ice at a level expected by our residents, at the same time prioritize public safety access at all times.