

A G E N D A
TOWN COUNCIL MEETING

March 16, 2026

**Salem High School
44 Geremonty Drive, Salem, NH**

7:00 p.m. CALL TO ORDER

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. Town Council Organization
 - a. Election of Town Council Officers
 - b. Review/Discuss Council Appointments to Board, Committees and Commissions
 - c. Review/Discuss Town Council Policy Documents
 1. Town Council Bylaws
 2. Non-Public Meeting Requests and Rules of Procedure
7. Second Read/Adoption
 - a. Resolution No. 2026-07 – Discussion on Policy on Attendance for Boards, Committees and Commissions
8. First Read
 - a. Resolution No. 2026-08 – Proposed Establishment of Finance Committee
9. New Business
 - a. Police Department – Public Hearing – Accept \$38,097.40 Grant from NH Department of Safety for Mobile Data Terminals and Equipment
 - b. Town Manager’s Report/Questions from the Council
10. Old Business/Tabled and Pending
11. Upcoming Meetings
 - April 6, 2026
 - April 20, 2026

Adjourn

**MINUTES OF THE
Town Council**

**Regular Meeting of
March 2, 2026**

The Town Council held a meeting on Monday, March 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

Councilor Withrow 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 Sessions 1,2,3, and 4 for March 2, 2026 per RSA 91-A:3 II m, l, d, 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 Bryant

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 February 2, 2026.

SECOND: by Councilor Bryant

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 February 2, 2026.

SECOND: by Councilor Bryant

VOTE: 8-0-0

The motion passed unanimously.

MOTION: by Councilor Withrow

1 *Move to approve the sealed Town Council Non-Public Session #3 Meeting Minutes from*
2 *February 2, 2026.*

3 **SECOND:** by Councilor Bryant

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

5 **The motion passed unanimously.**

6
7 **MOTION:** by Councilor Withrow

8 *Move to approve the sealed Town Council Non-Public Session #4 Meeting Minutes from*
9 *February 2, 2026.*

10 **SECOND:** by Councilor Bryant

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

12 **The motion passed unanimously.**

13
14 **MOTION:** by Councilor Withrow

15 *Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from*
16 *February 9, 2026.*

17 **SECOND:** by Councilor Bryant

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

19 **The motion passed unanimously.**

20
21 **MOTION:** by Councilor Withrow

22 *Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from*
23 *February 25, 2026.*

24 **SECOND:** by Councilor Bryant

25 **VOTE:** 6-0-2

26 **The motion passed with Councilor Hatch and Councilor Sweeney abstaining.**

27
28 **MOTION:** by Councilor Withrow

29 *Move to approve the Town Council Public Session Meeting Minutes from February 9, 2026.*

30 **SECOND:** by Councilor Bryant

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

32 **The motion passed unanimously**

33
34 **3. Chairman Comments:**

35 None.

36
37 **4. Approve Consent Agenda**

38 **MOTION:** by Councilor Bryant

39 *Move to approve the March 2, 2026, Consent Agenda.*

40 **SECOND:** by Councilor Bettencourt

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

42 **The motion passed unanimously.**

43
44 **5. Additions and/or Requests by Public or Council by Vote**

45 None.

6. Employee of the Year Recognition

Manager Devine stated that this was a Council item.

Chairman Stacey stated that during the year a number of employees were honored. The Council discussed who had the largest impact on the community. They decided that Crayton Brubaker was the Employee of the Year. He served as staff liaison to a number of committees and had played a role in several planning projects. Committee members often complimented his support to their committees. Mr. Brubaker also acted as the web guru and point person for the community power program among many other tasks. He was well-deserving of this recognition.

The Council congratulated Mr. Brubaker on being chosen and presented him with a plaque.

7. First Read**a. Resolution No. 2026-07 – Discussion on Policy on Attendance for Boards, Committees and Commissions**

Manager Devine stated that this was a policy that the Council had discussed several meetings ago. The Assistant Town Manager had been working on a draft policy.

Colleen Mailloux, Assistant Town Manager, stated that the draft policy set some attendance expectations for appointed board and committee members. Members absent for three consecutive meetings without extenuating circumstances or prior approval from the Chair of the committee or board or who miss 50% of meetings in a calendar year will be recommended for removal by the Chair and sent to the Town Council for a decision. They were looking for feedback. The policy was not meant to be punitive, but it was meant to set a standard as these committees functioned best when everyone participated. Extended absenteeism also affected the ability of the committees to maintain quorums. This policy did not cover the elected Planning Board, Zoning Board, and Budget Committee. The Planning Board and the Zoning Board had similar language to this policy in their bylaws. The Budget Committee was slightly different as the RSA set four consecutive meetings as the standard. They tried to create a consistent standard across all boards and committees.

Councilor Bettencourt stated that he thought the policy struck a good balance. The members were volunteers so they should not expect perfect attendance, but they also had to guard against individuals who lost interest and stopped coming to the meetings. There were also safeguards for absences approved by the Chairman.

MOTION: by Councilor Bryant

Move that the Salem Town Council hereby recognizes March 2, 2026 as the first reading for consideration of Resolution No. 2026-07 to consider a proposed policy on attendance for boards, committees, and commissions.

We hereby recommend a second reading be scheduled for March 16, 2026.

SECOND: by Councilor

VOTE: 8-0-0

The motion passed unanimously.

8. New Business**a. Community Development Department – Accept \$550.00 Grant from NH Land and Community Heritage Investment Program (LCHIP)**

Manager Devine stated that the packet had a memo from the Community Development Program Manager.

Mr. Brubaker thanked the Council for the award earlier in the evening. He stated that a few years earlier the Conservation Commission received a grant from LCHIP towards acquiring a part of the Town Forest. The Conservation Commission monitored the land and received a grant towards that monitoring. This item was to accept this year's grant for monitoring.

MOTION: by Councilor Bryant

Move in accordance with RSA 36-A:4 that the Town Council authorizes with gratitude the Conservation Commission to accept a donation of \$550.00 from the Land and Community Heritage Investment Program (LCHIP) with such donation being deposited into the Conservation Fund.

SECOND: by Councilor Withrow

VOTE: 8-0-0

The motion passed unanimously.

b. Community Development Department/Economic Development Committee

Manager Devine stated that Mr. Brubaker would also do an update for the Community Development Department and the Economic Development Committee.

Mr. Brubaker stated that he was going to cover some transportation related items and some things that the Economic Development Committee had been working on. A brief background of the history of CART which merged with the Manchester Transit Authority in 2019. CART received substantial federal funding for the services. CART was funded 50/50 for operations between Federal Transit Authority funds and other funding while capital projects such as buses were funded 80/20 between the FTA and other sources. The funding had to go through a transportation agency. It could not go to towns. Salem received more in value than they contributed to CART. The five CART buses were all ADA compliant. They also benefited from economies of scale by being part of the MTA. The Salem Express route was put in at no cost to Salem taxpayers, and they were working to coordinate with MeVa on bus service so that there were no gaps. Mr. Brubaker gave the ridership numbers which have been increasing. He moved on to discussing the Merrimack Valley Transit (MeVa). The Economic Development Committee had been discussing transportation options when they discovered that Mass General Brigham had opened at the Tuscan and had discussed extending services with MeVa. The Economic Development Committee also reached out to MeVa. MeVa received a grant from the State of Massachusetts to extend service to Salem, so no taxpayer dollars were involved in this project for the first year of service. They set up a fixed route which included the same stop at Tuscan that the MTA went to.

Councilor Withrow asked what happened after the first year with MeVa.

1 Mr. Brubaker stated that they would have to explore that and whether or not there were any
2 grants for continuing the service.

3
4 Councilor Withrow stated that she just wanted to be sure that Salem was not locked into anything
5 and hit with a big bill next year.

6
7 Mr. Brubaker stated that there was no contract so they would not be locked into anything for the
8 future.

9
10 Councilor Withrow asked if Salem's \$45,000 or so in contribution to CART ever got subsidized.
11 CART was no longer a nonprofit, but she wasn't sure if it was a government agency or a for-
12 profit entity.

13
14 Mr. Brubaker stated that it was a government entity now.

15
16 Councilor Withrow asked about the amount that Salem paid in versus the Federal funding.

17
18 Mr. Brubaker stated that the budgetary amount was up to the Council and the budgetary process.
19 The contribution remained relatively flat for many years. There was no requirement, it was a
20 budgetary decision.

21
22 Councilor Withrow asked if the funding amount ever went down as the Federal funding
23 increased.

24
25 Mr. Brubaker answered no.

26
27 Councilor Withrow stated that it should be something they were looking at.

28
29 Manager Devine stated that from past conversations with CART, the Federal funding was why
30 Salem's contribution was already what CART considered a reduced rate, Without the Federal
31 funding it would be over \$140,000 instead of \$45,000 in funding.

32
33 Councilor Withrow asked what that was based on.

34
35 Manager Devine stated that he believed that estimate was based on usage and the costs to
36 provide Salem with service.

37
38 Councilor Sweeney stated that CART used a lot of one-time funds from the COVID years to
39 avoid having to increase member dues. Those funds allowed CART to continue providing
40 services at the same level without raising dues. Salem had been paying the same amount of dues
41 since around 2012. It was questionable what the federal funds would be a year from now. CART
42 was working on being able to operate at the current dues level, that just might mean a scaling
43 back of services for the towns. He felt that they should look at the dues each town was paying
44 since Londonderry had doubled in size. There is a bigger conversation going on as to what
45 happens.

1 Councilor Withrow stated that it sounded like the number of towns they serviced had gone down
2 dramatically too. That must mean that there was a reduction in people and vehicles as well. She
3 asked if that was taken into account.

4
5 Councilor Sweeney stated that there were some set costs so it could be expanded by scale, but it
6 was tougher to shrink the costs. They would still have to pay the drivers and the insurance.

7
8 Councilor Hatch stated that they used to argue about this and were told that it was based on
9 population. He asked if that was actually correct.

10
11 Mr. Brubaker answered yes, the formula was at least somewhat based on population. Salem and
12 Derry each paid a third of the dues while Londonderry, Chester, and Hampstead combined to
13 cover the remaining third of the dues.

14
15 Councilor Hatch asked if the route from Haverhill to Plaistow had been going on for some time
16 now.

17
18 Noah Berger, Administrator, MeVa, stated that there was a bus going into Plaistow and that had
19 been going on for five or six years now.

20
21 Councilor Hatch asked if Plaistow was being charged anything so far for the service.

22
23 Mr. Berger answered no.

24
25 Chairman Stacey stated that a lot of people used it.

26
27 Councilor Hatch stated that it seemed to have worked out. He did not anticipate a fee. They
28 should concentrate on what's going to happen now versus what would happen two years from
29 now.

30
31 Councilor Bettencourt stated that for all of these services the numbers had to make sense. He
32 asked if they would keep numbers on ridership to and from Salem.

33
34 Mr. Berger answered yes. They had automatic passenger trackers on each bus which counted
35 ridership among other things. He stated that they were not looking to get funding from the
36 communities, just from the State and Federal Governments. They did not want to have MeVa
37 funding go up against things like fire engines when local budgets were being prepared. The
38 connectivity grant also allowed for two other connections. People were more concerned about
39 getting to work or to other locations than they were about State lines.

40
41 Councilor Bettencourt stated that maybe in the future they could look at merging services.

42
43 Chairman Stacey asked if the ridership numbers for CART were just for Salem.

44
45 Mr. Brubaker answered yes.

1 Chairman Stacey stated that she wanted to make it clear that when Mr. Brubaker stated ‘we’ in
2 his presentation that he was referring to CART and not the Town of Salem.

3
4 Bianca Carlson, Economic Development Committee and Planning Board, stated that she was
5 also Vice-Chair of the Master Plan Steering Committee. During the drafting of the new Master
6 Plan, they heard that housing, transportation, and connectivity were important goals for the
7 residents of Salem. The Economic Development Committee reviewed the updated Master Plan
8 and picked transportation as their area of focus. They looked at ways to improve the existing
9 transportation options because Salem was a very car-dependent community. The EDC put out a
10 transportation survey last November and December. The survey had 197 responses. When asked
11 what prevented them from using public or shared transportation in Salem. 43% of respondents
12 were not aware what options existed while another 22% preferred to drive. Respondents
13 answered that they were most likely to use public transportation on the weekends, mornings
14 between 7 and 10 AM, or evenings from 5 to 8 PM. The respondents also suggested increasing
15 transit options or bicycle and pedestrian improvements and safety infrastructure. The survey
16 showed that traffic and congestion were pain points for residents. Residents also felt that the
17 current options did not align with their schedules or go where they needed to go. The hope was
18 that the one-year pilot with MeVa would show if the increased transportation options were a
19 benefit to Salem or not. Ms. Carlson then summarized all of the achievements that the Economic
20 Development Committee had during the past year including reviewing CART and launching the
21 transportation survey. She then presented the section of the Master Plan that they were working
22 from.

23
24 Councilor Hatch thanked them for bringing this forward.

25
26 Ms. Carlson stated that the pilot program was worth trying. It could reduce traffic and allow
27 people to come to Salem more frequently.

28
29 Chairman Stacey stated that when she was a child the buses used to run from Lawrence to Salem.

30
31 Councilor Bettencourt stated that he agreed with Councilor Hatch that this was a worthwhile
32 experiment. He also stated that he appreciated the Economic Development Committee finding
33 their footing as some past versions had struggled with that.

34 Councilor Sweeney stated the Economic Development Committee was open to pursuing other
35 ideas that the Council had. They liked to work.

36
37 Councilor Pelletier stated that this was long overdue and should have been done before. He
38 thanked them for their work.

39
40 Ms. Carlson stated that it was not perfect, but it allowed them to get through the region.

41
42 Chairman Stacey stated that she thought it would be a success.

43
44 Ms. Carlson stated that it would start on April 6th and be free for riders as well.

c. Announce Polling Hours and Assign Poll Checks for March 10th Election/Ballot Voting

Manager Devine stated that the town election was on March 10th where the Town and School Budgets would be voted on. Polling locations would be open from 7 AM to 7 PM. The polling locations had changed. They would have someone at the Senior Center directing people where to go since it is no longer a polling location.

Councilor Bryant asked if someone had talked with the Woodbury School about parking because the lot was full every morning.

Manager Devine stated that the Moderator had spoken with the School District about parking.

Chairman Stacey stated that she needed volunteers to check the polls.

Councilor Bryant offered to do the Fisk School. Councilor Pelletier offered to do Woodbury. Councilor Stramaglia offered to do Barron. Councilor Bryant stated that he would do North Salem as well.

Manager Devine stated that election returns would be done at the Town Hall now.

d. Town Manager Update/Questions from the Council

Manager Devine stated that they received \$45,980 from charitable gaming fees. Those funds had not been allocated, and they were working on what to do with them. The information on the election was on the Town Website. They did a Town survey and received results. He will present them at one of the next meetings. The Recreation Department was looking for summer employees. Summer Camp registration has also opened and could be done through the Town Website.

9. Old Business/Tabled and Pending

None

10. Upcoming Meetings

- March 16, 2026
- April 6, 2026
- April 20, 2026

ADJOURNMENT AT 7:44 P.M.

MOTION: by Councilor Bryant

Move to adjourn at 7:44 PM.

SECOND: by Councilor Bettencourt

VOTE: 8-0-0

The motion passed unanimously.

Notes/minutes taken by: Jeremiah Lamson

Approved: Town Council

Date Approved: _____

**CONSENT AGENDA ITEMS - TOWN COUNCIL
MEETING OF MARCH 16, 2026**

	<u>TYPE OF ITEM SIGNED</u>	<u>DATE SIGNED</u>	<u>SIGNATURE or VOTE</u>
1	Assessing-Dock Abatement(grant), Shadow Lake, Westwood, Captains Pond, Lake Shore	03/11/26	<u>DocuSign</u>
2	Assessing-Dock Abatement(deny), Shadow Lake Road	03/13/26	DocuSign
3	Finance - Utility Abatement (grant) - 14 Linwood Avenue	03/02/26	DocuSign
4	Finance - Utility Abatement (grant) - 8 Senter Street	03/02/26	DocuSign
5	Finance - Depot Trust Fund Disbursement for Depot Land Aquistion Bond Payment	03/02/26	DocuSign
6	Finance - Utility Water/Sewer Manifest Statement	03/06/26	DocuSign
7	Cemetery Deeds	03/16/26	In Person
8	Letter - Assistant Town Manager - Municipal Agent	03/16/26	In Person
9	Donation - RSA 31:95(b) - Human Services - St. Mary & Joesph Church - Hotel Stays	03/16/26	Vote
10	Donation - RSA 31:95(b) - Human Services - Isiaih 58 - Hotel Stays	03/16/26	Vote



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2120 · FAX: (603) 890-2220

OFFICE OF THE TOWN MANAGER
Joseph R. Devine, Town Manager

MEMO

DATE: March 12, 2025
TO: Town Council
FROM: Joseph R. Devine, Town Manager
RE: 2026 Boards and Committees Assignments

Each year the Town Council Chair assigns members of the Council to serve as representatives on the various Town boards and committees. Listed below are the boards, committees, and commissions on which a Councilor serves as a representative.

Please review the list and indicate your desire and/or willingness to serve as Council representative on the boards, committees, or commissions and return it to the Chair. For your information, a meeting schedule of each board, committee, and commission is included in your packet. The schedule also includes current Councilors serving on each committee.

Budget Committee (Regular, Alternate, 2nd Alternate) _____

Building Committee (Police Station Project) _____

Capital Improvement Plan Committee _____

CART (Cooperative Alliance for Regional Transportation) _____

Conservation Commission (Regular & Alternate) _____

Depot Village Advisory Committee _____

Economic Development Committee _____

Greater Lawrence Sanitary District _____

Historic District Commission (Regular & Alternate) _____

Municipal Buildings Advisory Committee _____

Museum Committee (Regular & Alternate) _____

Planning Board (Regular, Alternate & 2nd Alternate) _____

Recreation Advisory Committee (Regular & Alternate) _____

SE Regional HazMat Handling _____

Town Wide Road Stabilization Committee _____

TOWN COUNCIL
Current Council Assignments
and
Committee Monthly Meeting Schedule

Budget Committee – Paul Pelletier, Bob Bryant (alternate), Cathy Stacey (2nd alternate)
Meets monthly on the 2nd Wednesday at 7:00 p.m. at the Salem Town Hall.
(Meets more frequently during budget/town meeting preparation.)

Capital Improvement Plan Committee – Joe Sweeney
Meets at the call of the Chair at the Salem Town Hall. Meeting dates vary depending on the time of year.

Cooperative Alliance for Regional Transportation (CART) – Joe Sweeney
Meets quarterly on the last Tuesday of the second month of each quarter at 3:30 p.m. at the Manchester Transit Authority, 110 Elm Street, Manchester, NH. (February, May, August, November)

Conservation Commission – Keith Stramaglia, D.J. Bettencourt (alternate)
Meets monthly on the 1st Wednesday at 5:00 p.m. at the Salem Town Hall.

Depot Village Advisory Committee – Paul Pelletier
Meets at the call of the Chair at the Salem Town Hall.

Economic Development Committee – Bonnie Wright, Joe Sweeney (alternate)
Meets monthly on the 3rd Tuesday at 5:30 p.m. at the Salem Town Hall.

Greater Lawrence Sanitary District – Cathy Stacey
Meets the last Wednesday of the month at 3:00 p.m. (Meetings are currently remote.) If meeting in person, meetings are held in the Conference of the GLSD, Administration Building, 240 Charles Street, North Andover, MA.

Historic District Commission – Bonnie Wright Lisa Withrow (alternate)
Meets monthly at the Museum, 310 Main Street, at the call of the Chair.

Municipal Buildings Advisory Committee (MBAC) – Keith Stramaglia
Meets at the call of the Chair at the Salem Town Hall.

Museum Committee – Lisa Withrow. Bonnie Wright (alternate)
Meets at the Museum, 310 Main Street, at the call of the Chair.

Planning Board – Jeff Hatch, Paul Pelletier (alternate)
Meets monthly on the 2nd and 4th Tuesday at 7:00 p.m. at the Salem Town Hall.

Police Station Building Committee – Bob Bryant, Jos Sweeney (alternate)
Meets at the call of the Chair. Locations determined prior to meeting.

Recreation Advisory Committee – Keith Stramaglia, D.J. Bettencourt (alternate)

Meets monthly on the 2nd Thursday at 6:00 p.m. at the Salem Town Hall.

SE Regional HazMat Handling – Joe Sweeney

Meets annually at a designated location in the HazMat District or at the call of the Chair of the HazMat District as needed.

Town Wide Road Stabilization Committee – Lisa Withrow

Meets when needed as determined by the Committee.

**BY-LAWS
TOWN COUNCIL
SALEM, NEW HAMPSHIRE**

A. PURPOSE:

These By-Laws describe the duties and methods of operation of the Salem Town Council. In addition, the Town Council will adhere to the Code of Ethics for the Town of Salem Chapter 33, Article 1.

B. AUTHORITY:

The Town Council is an elected Council and derives its authority from NH RSA 49-d:3, other RSA's, the Salem Town Charter, and Town of Salem Ordinances. The Town Manager derives their authority from NH RSA 37.

C. ORGANIZATION:

1. Responsibilities of Councilors:

- (a) All Councilors shall make every effort to attend each scheduled meeting.
- (b) Councilors have authority only when acting as a Council legally in session. The Council shall not be bound by any action or statement of any individual Councilor except when such statement or action is pursuant to instructions from a majority of the Council.
- (c) Councilors are expected to sign various paperwork (including payroll manifests, etc.) in a timely manner, unless impending absence has been noted and the Chair notified. The signing of this paperwork may either be performed via physical means or by electronic document signature. All such signatures shall be in conformance with State Law.

2. Officers:

- (a) Election - A Chair, Vice-Chair and Secretary shall be elected at the first regularly scheduled meeting following the swearing in of Councilors elected at the annual Town Meeting. The election shall be by a majority vote of those present.

Town Council vacancies created during the year shall be filled within forty-five (45) days of the effective date of the vacancy. Such vacancies shall be filled via appointment of the Town Council by the remaining Councilors. The Chair will issue a call for candidates, set the parameters for the applications, and schedule a public meeting for the purpose of making the appointment. All such appointments and related timing will adhere to the current New Hampshire State Law.

- (b) Duties - The Chair shall preside at all meetings of the Council and perform all duties required by law.

In the absence of the Chair, the Vice-Chair shall preside and assume all duties and responsibilities of the Chair.

The Secretary shall preside in the absence of the Chair and Vice-Chair. The Secretary is the custodian of the official minutes and shall sign them as revised and approved and shall forward them to the Town Manager's office for filing and storage.

All communications and/or requests shall go through the Chair, Vice Chair and Secretary. The Secretary shall keep a record of all communication/requests and their topics. If topics are about one of the people in these positions, that person may be left off of the contact list. The record of communications/requests shall be shared with the whole Council by the next scheduled meeting.

3. Committees:

The Chair may delegate at least two (2) Councilors to investigate Town matters and/or to perform other duties.

D. OPERATION:

1. Meetings:

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held in accordance with C.2(a). The Council may adopt the previous Council's policies and procedures, subject to amendment as provided in these by-laws. The Council shall establish a schedule for meetings.
- (b) Regular Meetings - A more formalized meeting of the Council generally conducted in accordance with the order of the "Agenda" contained herein.

The Chair may allow public input and/or participation during discussion of the Council at times other than public hearings or public comment. This will be limited to comments on the motion under consideration. If the Chair decides to not allow public input and/or participation but a request from the public is made, a Majority of the Council may vote to override the ruling of the Chair.

- (c) Workshop Meetings - A less formalized meeting of the Council generally conducted for the purpose of providing Councilors with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.

- (d) Non-Public Meetings - A meeting of the Council held for town legal and personnel issues in accordance with RSA 91-A:3. All non-public meetings requested by a Councilor will follow the Non-Public Meeting Requests & Rules of Procedure as adopted by the Board of Selectmen in 2012. Further, for the purpose of Non-Public Meeting Minutes, the Secretary shall list any documents that the Council is provided for review and discussion. This list shall contain the document title, date, and author.
- (e) There are a few specific situations where the Town Council is permitted under law to conduct official business without posting notice of a meeting or taking minutes as set forth in RSA 91-A:2, I. These nonmeetings may be held during the course of a non-public session or at any other time that is convenient to the participants. The scheduling of any such meeting shall be managed by the Chair.
- (f) Special Meetings - May be called by the Chair in accordance with RSA 91-A:2,II; upon demand of five (5) Councilors; or at the request of the Town Manager through the Chair. The Chair shall notify each Councilor in accordance with RSA 91-A:2,II.
- (g) Committee Meetings - Meetings shall be called by the Chair of the committee under the rules governing special meetings.

2. Schedule of Meetings:

Shall be published monthly. Each meeting shall be posted in accordance with RSA 91-A.

3. Reports of Committees:

Written/Oral reports from committees received by the Council shall be filed with and distributed with the minutes of the Council.

4. Review of Audit Reports:

The Council shall review all audit reports, in their entirety, as soon as the report is available and take any action related thereto.

5. Water & Sewer Commissioners

As part of their responsibilities as Water & Sewer Commissioners, the Council shall conduct an annual review of the Unreserved Water and Sewer Funds with the Town Manager and Finance Director each September. The Council shall then vote to set Water and Sewer Rates no later than October 1st for billing the following January 1st. A vote shall be recorded even if the determination is made that the rate(s) should not change.

6. Town Manager

Annually, the Town Council is responsible for evaluating the job performance of the Town Manager. It is the Chair's responsibility to coordinate the evaluation, including obtaining input from the other members of the Council, aggregating that information, and presenting to the Council a comprehensive draft of the evaluation document. The current Town Councilors must complete the final evaluation document prior to the next annual election. Any votes on compensation made during non-public session shall be made by roll call vote with the record of that vote disclosed at the next immediately held public session.

The final evaluation document shall remain on file in the Human Resources Department.

E. RULES OF ORDER:

- 1. Quorum** - A quorum shall consist of five (5) members of the Council. In the event that five (5) Councilors are absent from a meeting, no official meeting can take place and therefore no decisions can be made.
- 2. Remote Participation in Meetings** – The provisions of RSA 91-A:2, III shall apply to the remote participation of a Town Councilor at a public meeting of the Council by telephone or video conference, only upon the consent and majority vote of the remaining Councilors. All votes during meetings in which at least one member is participating via remote participation shall be conducted by roll call vote.
- 3. Votes** – It is illegal for the Town Council to make any decisions by use of a secret ballot or by email or in such a way that is contrary to the Right-to-Know Law. Further, Councilors should disqualify themselves from the Council and step down from all participation in deliberations (including voting) on any subject matter where there is a conflict of interest or perceived conflict of interest. A Councilor should disqualify themselves whenever they have a direct personal or pecuniary interest in the outcome. The decision to disqualify oneself is entirely the prerogative of the Councilor themselves. No member may pressure another member to disqualify themselves.
- 4. Voting Abstentions** – In the event that a Councilor should voluntarily abstain from voting citing their reasons as required by the Town Charter, such action shall not count towards the tally of a vote for the purpose of determining the majority viewpoint. If five (5) or more Councilors abstain from a vote, no action shall be taken at this meeting. The vote shall be taken again at a following meeting and these Councilors may not continually abstain. Decisions must be made as this is the business of the Town.

5. **Agenda** – The Town Manager bears the primary responsibility for coordinating and planning the Agenda. The Chair has the final authority over the final approved agenda, timing, schedules, and related matters. The Agenda shall be published with the meeting notice and included in the minutes. A suggested agenda is provided below. It may be changed by the chair or by vote of the Council.

AGENDA

- Call to Order
 - Meeting Minutes
 - Chair Comments
 - Additions and/or Requests by Public or Council by Vote
 - Agenda Items
 - Town Manager's Report & Council Questions
 - Old Business/Tabled and Pending
 - Board, Committee and Commission updates
 - Adjourn
- (a) Councilors wishing to place an item on the agenda must make the request to the Town Manager and Chair before Wednesday at 12:00 p.m. prior to a Monday meeting. Citizens wishing to place an item on the Council's agenda and plan to make a presentation must provide a copy of all presentation material and documentation to be included in each Councilor's "packet" by Wednesday at 9:00 a.m. The full meeting packet shall be sent to the Town Council as early as possible on Fridays.
- (b) Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

6. **Role of the Chair:**

The Chair's duties are as follows:

- (a) To open the session at the time at which the Council is to meet by calling the Councilors to order; to announce the business before the Council in the order in which it is to be acted upon;
- (b) to recognize Councilors entitled to the floor;
- (c) to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;
- (d) to protect the Council from annoyance;

- (e) to assist in expediting all business in every way compatible with the rights of the Councilors, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if they think it is advisable;
- (f) to restrain the Councilors when engaged in debate within the rules of order;
- (g) to enforce on all occasions the observance of order and decorum among the Councilors, deciding all questions of order (subject to an appeal by any two (2) Councilors) unless they prefer to submit the question for the decision of the Council;
- (h) to inform the Council on a point of order or practice pertinent to pending business;
- (i) to ensure that Council communications abide by all aspects of the NH Right-to Know Laws;
- (j) to authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the Council.

The Chair shall issue calls for candidates and specify dates for return of applications for positions appointed by the Council.

The Chair shall vote as a member of the Council.

Discussions which are not addressing the business before the Council, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chair shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

7. Role of the Vice-Chair:

Please see section C.2(b) above.

8. Role of the Secretary:

Please see section C.2(b) above.

9. Conduct of Meetings:

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Council being the final deciding authority.

10. Recording of Votes:

Votes shall be by a show of hands or by a roll call. The vote of each Councilor present shall be recorded. No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the Councilors present and voting.

11. Requests for Information:

- (a) Should it become apparent to the Chair or an individual Councilor, in the interim between meetings, that additional information relative to a specific item may be needed for Council use at the next regularly scheduled meeting, a request for this information shall be submitted to the Chair and Town Manager before the agenda is set.
- (b) Requests for information from other Councilors from the Town Manager, Town Counsel, Department of Revenue Administration, or the Attorney General's Office shall be made through the Chair. The Chair shall decide if they want the Town Manager to proceed with the request. Should the Chair deny the request, the requesting Councilor may bring the issue to the full Council at its next regular meeting for the majority to rule on. Any information provided to any individual Councilor, including the Chair, shall be provided to the rest of the Council before, or at the next meeting. Information may not be withheld from other members.

F. EMPLOYEES:

1. Duties:

The Recording Clerk shall be the official recorder of the minutes of the Town Council and an official copy of the records are to be filed in the Town Council's Office and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the Recording Clerk to keep a roll of Councilors and to call the roll when required. The Recording Clerk shall record the essentials called "the minutes" of the proceedings as follows:

- (a) The kind of meeting - regular, special, work session, or recessed.
- (b) Time of meeting and place of meeting
- (c) The presence/absence of Councilors
- (d) The presence of Town staff, attorneys, or other participants
- (e) Whether the minutes of the previous meeting were approved or amended.
- (f) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.

- (g) The hour of adjournment.

The Recording Clerk shall record the essentials of the proceedings, the name of the Councilor who introduced a main motion or amendment and the name of the second, and should enter the number and names of votes on each side.

In addition to the strict record of what is done, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points.

Reports of committees should be printed exactly as submitted. The minutes should show what action was taken by the Council in regard to them.

G. LIMITATION ON COUNCILORS' DUTIES:

1. The duties and responsibilities of the Town Council as set forth in these guidelines and as otherwise enumerated under NH State Law, are almost always subject to certain conditions, limitations and exclusions that require further examination to determine the full extent of the Council's authority as it pertains to each specific set of circumstances.
2. The Town Council has no direct authority over the personnel other than the Town Manager, who shall in all matters be subject to the direction and supervision of the Council per RSA 37:3.

H. AMENDMENT PROCEDURE:

An amendment to these By-Laws may be moved at one Council meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Town Clerk for inclusion in the Town Records.

I. APPOINTMENT TO BOARDS AND COMMISSIONS:

1. The Chair shall request from Councilors their choices of committees, boards, and commissions they wish to serve on as Council Representative. The Chair shall distribute to the Council all choices and set a meeting date as to when the Chair shall make appointments.
2. The term of all appointments of Council Representatives, including the terms of any ex-officio Councilors (voting Councilors) of the Town Council serving on local land use boards (i.e., Planning Board, Conservation Commission, and Historic District Commission) shall be for one (1) year, or until next Town Meeting, whichever is sooner.

J. ANNUAL REVIEWS/ACTIONS:

As a matter of business and protocol the Town Council will execute the following matters on a timely and annual basis.

1. Establish Annual Goals and Rules (March/April)
2. Review Bylaws and amend if needed (March-April)
3. Review committees (March-April)
4. Performance Review of Town Manager (during the budgetary process)
5. Discuss major budgetary impact items (May-August)
6. Provide Town Manager with target percentage tax rate (by July 1)
7. Review/Adopt Capital Improvement Plan (Sept/Oct)
8. Establish Water/Sewer Rate (by Oct 1)
9. Review/Adopt Annual Road Program Plan (Oct)
10. Set Tax rate (by Oct 31)

Amended and approved effective August 9, 1993.

Affirmed - effective March 24, 1997.

Reaffirmed - March 22, 1999

Reaffirmed - April 5, 2000

Amended - May 21, 2001

Reaffirmed – April 1, 2002

Amended/Accepted – April 14, 2003

Reaffirmed – March 29, 2004

Amended/Accepted – March 28, 2005

Reaffirmed – April 3, 2006

Reaffirmed – March 19, 2007

Reaffirmed – March 17, 2008

Not amended nor Reaffirmed in 2009

Amended/Accepted – April 26, 2010

Amended (Added Section C6) – November 29, 2010

Amended/Accepted – April 18, 2011

Reaffirmed – April 2, 2012

Amended/Accepted – April 22, 2013

Amended/Accepted – April 14, 2014

Amended/Accepted – May 4, 2015

Amended/Accepted – May 9, 2016

Reviewed/No Amendments – March 30, 2017

Reviewed/No Amendments - April 2, 2018

Reviewed/No Amendments – April 1, 2019

Reviewed/No Amendments – April 6, 2020

Reviewed/No Amendments – April 5, 2021

Amended/Accepted – June 5, 2023

Reaffirmed/No Amendments – March 18, 2024

Approved as Amended – March 24, 2025

Non-Public Meeting Requests & Rules of Procedure Town Council

Overview:

This process is intended to ensure that Councilors have the necessary information, legal justification, and proper protocols to decide to enter a non-public session. Requests for a non-public meeting of the Salem Town Council will follow the following procedures and information requirements as stated below.

Non-Public Meeting Request Guidelines and Process:

- Request shall be sent, via email, to the Town Council Chairman with a copy to the Town Council Vice-Chairman and the Town Manager (the Town Manager shall be excluded from the request if the Town Manager is the subject of the requested Non-Public session).
- The request will specifically include the following information. Any request that excludes any portion of this information shall be deemed incomplete and shall not be considered as valid:
 - The specific RSA that is being cited and for which the meeting is being held.
 - The specific topic or topics that shall be discussed. No other topics shall be considered or discussed during the meeting.
 - Supporting documentation (if applicable) that includes all information, evidence, and other materials (marked confidential) that will be provided to the Town Council in preparation for the non-public discussion and to assess the appropriateness of holding a non-public session.
 - The rationale explaining why this cannot be a public meeting.
 - Any additional persons/staff requested to attend the meeting.
 - The preferred meeting date.
- The Town Council Chairman, only upon verification of the request's completeness, shall instruct the Town Manager to place in the packet as a matter to be discussed and voted on at a subsequent Town Council meeting.
- The Town Council will execute a roll-call vote to either enter or decline to enter into a non-public session.

Approved by Town Council – March 24, 2025

Approved by Town Council – March 18, 2024

Presented to Town Council – May 15, 2023

Approved by Town Council – June 5, 2023

**TITLE VI
PUBLIC OFFICERS AND EMPLOYEES**

**CHAPTER 91-A
ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS**

**Section 91-A:3
(2026)**

91-A:3 Non-Public Sessions. –

I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.

(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call and shall require the affirmative vote of the majority of members present.

(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) [Repealed.]

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

(j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

(k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

(m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be

withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the date of any subsequent decision, if any, to make the minutes or decisions available for public disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.

IV. (a) A public body or agency may adopt procedures to review minutes of meetings held in nonpublic session and to determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. If the public body determines that those circumstances no longer apply, the minutes shall be available for release to the public pursuant to this chapter.

(b) In the absence of an adopted procedure to review and determine whether the circumstances no longer apply for meeting minutes kept from the public, the public body or agency shall review and determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. This review shall occur no more than 10 years from the last time the public body voted to prevent the minutes from being subject to public disclosure. Meeting minutes that were kept from the public prior to the effective date of this paragraph that are not reviewed by the public body or agency within 10 years of the effective date of this paragraph shall be subject to public disclosure without further action of the public body.

Source. 1967, 251:1. 1969, 482:2. 1971, 327:3. 1977, 540:4. 1983, 184:1. 1986, 83:4. 1991, 217:3. 1992, 34:1, 2. 1993, 46:1; 335:16. 2002, 222:2, 3. 2004, 42:1. 2008, 303:4. 2010, 206:1, eff. June 22, 2010. 2015, 19:1; 49:1; 105:1, eff. Jan. 1, 2016; 270:2, eff. Sept. 1, 2015. 2016, 30:1, eff. Jan. 1, 2017; 280:1, eff. June 21, 2016. 2021, 48:7(I), eff. May 25, 2021; 163:1, eff. Jan. 1, 2022; 172:1, eff. Jan. 1, 2022. 2023, 189:1, eff. Oct. 3, 2023.



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2120 · FAX: (603) 890-2220

OFFICE OF THE TOWN MANAGER

Joseph R. Devine, Town Manager
Colleen P. Mailloux, Assistant Town Manager

MEMO

DATE: March 2, 2026
TO: Salem Town Council
FROM: Colleen P. Mailloux, Assistant Town Manager
RE: **Appointed Boards & Committees Attendance Policy**

The Town Council requested that staff review current policies for attendance by members of Town Boards, Committees and Commissions.

Staff have prepared a proposed policy for attendance by members of boards/committees that are appointed by the Town Council. In accordance with the Town Charter, the Town Council appoints members to the Conservation Commission, Communications Committee, Economic Development Committee, Recreation Advisory Committee, Historic District Commission, and other administrative committees as deemed necessary by the Council.

The proposed attendance policy requires that, unless there are extenuating circumstances or prior approval from the Chair, any regular member who is absent for three (3) consecutive meetings or greater than fifty (50) percent of meetings in a calendar year be recommended by the Chair to the Town Council for removal. Upon a member reaching the threshold for unexcused absences, the Chair of the board or committee will notify the member and the Town Manager's office in writing of the absenteeism. The matter will be referred to the Town Council and, upon investigation and a public hearing, a majority of the Town Council may remove and replace the appointed member for a failure to meet attendance expectations.

The Planning Board, Zoning Board of Adjustment and Budget Committee are elected boards and are subject to membership requirements under applicable state law and are not covered under this proposed attendance policy. These Boards do each currently have language in their Rules of Procedure/Bylaws that address meeting attendance and removal from office.

SUGGESTED MOTION

The Town Council adopt Resolution 2026-07 and further direct appointed boards and commissions to amend their rules of procedure or bylaws as necessary to reflect attendance requirements for members.



POLICY AND PROCEDURE MEMO

No. _____

Date: March 16, 2026

SUBJECT: Appointed Boards and Committees Attendance Policy

Purpose:

The purpose of this policy is to ensure that all boards and committees appointed by the Salem Town Council conduct business effectively, maintain quorum, and uphold their responsibilities to the residents of Salem through consistent and active participation by appointed members.

Policy:

1. Applicability:

- a. This policy applies to all individuals appointed by the Salem Town Council to serve on a board, committee or commission. This policy does not apply to elected officials.

2. Expectation:

- a. Members are expected to attend and actively participate in all regularly scheduled and special meetings of the board or committee to which they are appointed.
- b. Members shall review meeting materials in advance and be prepared to engage in discussion and decision-making.
- c. Attendance may be in person or, where permitted by state law and board rules, via approved remote participation methods.

3. Absences

- a. Any member unable to attend a meeting for any reason must notify the Chair of that board or commission to receive an excused absence.
- b. Failure to notify the chairperson in advance or absence without reasonable cause shall be considered an unexcused absence.
- c. Unless there are extenuating circumstances or prior approval from the Chair, any regular member who is absent for three (3) consecutive meetings or greater than fifty (50) percent of meetings in a calendar year shall be recommended by the Chair to the Town Council for removal.

4. Review and Recommendation for Removal

- a. Upon reaching the threshold for excessive absences, the Chair shall notify the member and the Town Manager's office in writing.
- b. The matter shall be referred to the Salem Town Council for review.
- c. A majority of the Council may after investigation and hearing remove and replace a member for failure to meet attendance expectations.
- d. If a member resigns or is removed due to non-attendance, the Salem Town Council shall appoint a replacement in accordance with its standard appointment procedures.

5. Policy Administration

- a. Each board or committee Chair is responsible for monitoring attendance and reporting concerns to the Salem Town Council. Attendance records shall be maintained as part of the official meeting minutes.
- b. Each board or committee shall update its bylaws or rules of procedure to reflect minimum attendance requirements.

Effective Date: March 2, 2026

Adopted By:

Town of Salem, Town Council

Date: March 2, 2026



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2026-07

Establish & Adopt Appointed Boards & Committees Attendance Policy

WHEREAS the Salem Town Council has the authority to establish policies and procedures for the Town of Salem, NH; and

WHEREAS the Charter of the Town of Salem, New Hampshire authorizes the Town Council to appoint members to the Conservation Commission, Communication Committee, Economic Development Committee, Recreation Advisory Committee, Historic District Commission and other administrative boards and committees as may be established by the Town Council if necessary; and

WHEREAS the Salem Town Council intends that all boards and committees appointed by the Council conduct business effectively, maintain quorum, and uphold their responsibilities to the residents of Salem through consistent and active participation by appointed members.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT the Salem Town Council hereby adopts the Appointed Board & Committees Attendance Policy.

First Reading: *March 2, 2026*

Second Reading: *March 16, 2026*

Approval: *March 16, 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 Ann Stacey, Chair Town Council

A True Copy Attest: _____
Nicole Morse, Town Clerk



TOWN OF SALEM, NEW HAMPSHIRE

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OFFICE OF THE TOWN MANAGER
Joseph R. Devine, Town Manager
Colleen Mailloux, Assistant Town Manager

MEMO

DATE: March 10, 2026
TO: Salem Town Council
FROM: Joseph R. Devine, Town Manager
RE: Proposed Finance Committee

Executive Summary

This memorandum proposes the establishment of a three-member Finance Committee appointed by the Town Council to serve in an advisory capacity on matters related to the Town's financial planning and annual operating budget.

The purpose of the committee is to provide structured financial review, independent analysis, and public discussion of budget priorities prior to Town Council deliberations. The committee will strengthen fiscal planning, enhance transparency, and provide the Council with informed recommendations while preserving the Town Council's full authority over the Town's budget decisions.

Purpose

The proposed Finance Committee will assist the Town Council by providing informed financial review and recommendations regarding the Town's annual operating budget, long-term fiscal outlook, and major financial drivers.

The committee is intended to:

- Provide additional financial analysis during the budget development process
- Strengthen transparency through public discussion of financial priorities
- Support the Town Council's strategic decision-making on fiscal policy
- Provide informed recommendations regarding budget proposals and long-term financial sustainability

The Finance Committee will function solely in an advisory capacity to the Town Council.

Proposed Committee Structure

The Finance Committee will operate as a small, focused advisory body appointed by the Town Council.

Membership

- The committee shall consist of three (3) voting members appointed by majority vote of the Town Council.

Eligibility Requirements

Members must meet the following qualifications:

- Must be residents of the Town of Salem
- No member of the Town Council may serve on the Finance Committee
- Members may not simultaneously serve on any other Town board, committee, commission, or advisory body

This structure is intended to maintain the committee's independence and ensure members can devote focused attention to financial oversight.

Professional Experience

Members should collectively reflect experience or knowledge in areas such as:

- finance or accounting
- business or economic analysis
- budgeting or financial management
- municipal operations or public administration
- data analysis or policy evaluation

Terms

Members shall serve three-year staggered terms to ensure continuity of knowledge and consistent committee membership.

Initial appointments may be staggered to establish the rotation.

Officers

The committee shall elect a Chair and Vice Chair annually from among its members.

Role and Responsibilities

The Finance Committee will provide structured advisory review of the Town's financial plans and proposed operating budget.

Primary responsibilities include:

- Annual Budget Review

The committee will:

- Receive presentations regarding the Town's financial outlook, including revenues, expenditures, and tax rate drivers
 - Review department budget requests and the Town Manager's proposed operating budget
 - Evaluate alignment between budget proposals and Town Council priorities
 - Consider service impacts, long-term sustainability, staffing implications, and major cost drivers
 - Prepare written advisory recommendations to the Town Council prior to Council budget workshops
- Financial Monitoring
 - The committee may receive periodic updates on budget-to-actual performance and major financial trends during the fiscal year.
 - This allows the committee to identify potential fiscal pressures and provide advisory comments when appropriate.
 - Capital Planning Coordination
 - The Finance Committee may review capital planning materials and major capital projects in order to understand long-term financial impacts and operating cost implications.
 - Coordination with capital planning activities will occur through staff presentations and information sharing, rather than cross-membership on committees.
-

Authority and Limitations

The Finance Committee shall serve strictly in an advisory capacity.

The committee may:

- review financial information
- conduct public meetings
- receive departmental presentations
- prepare written recommendations to the Town Council

The committee shall not:

- direct Town staff operations
- negotiate labor matters
- set appropriations
- commit Town funds
- adopt a budget or otherwise exercise authority reserved to the Town Council

All fiscal policy decisions and budget approvals remain the responsibility of the Town Council and the voters.

Integration with the Budget Development Process

The Finance Committee will be incorporated into the Town's annual budget calendar to ensure that financial review occurs prior to Town Council deliberations.

A general framework would include the following:

June – Policy Direction and Budget Guidance

- The Town Council establishes annual fiscal priorities, service level expectations, tax impact considerations, staffing philosophy, reserve targets, and capital affordability guidance.
- Departments begin preparing budget requests consistent with these priorities.

August – Town Manager Budget Development

- Departments submit proposed budgets to the Town Manager.
- The Town Manager reviews requests and develops a proposed operating budget aligned with Town Council policy direction.

September – Finance Committee Review

- The Finance Committee receives the proposed budget and conducts public meetings with departments and the Town Manager.
- The committee evaluates fiscal sustainability, service impacts, and alignment with Council priorities.
- The committee then transmits written advisory recommendations to the Town Council.

October – Town Council Deliberation

The Town Council conducts budget workshops and public hearings informed by:

- the Town Manager's proposed budget
- the Finance Committee's advisory recommendations

The Town Council then deliberates and adopts their recommended operating budget.

Benefits of the Proposed Model

Establishing a Finance Committee offers several benefits to the Town's budget development process.

Earlier Financial Review

Budget discussions occur earlier in the process, strengthening proposals before they reach Town Council workshops.

Stronger Fiscal Analysis

A small committee focused on financial matters allows for deeper analysis of revenue projections, expenditure trends, and major cost drivers.

Enhanced Transparency

Public meetings and written recommendations provide residents with additional insight into the Town's fiscal planning process.

Long-Term Financial Perspective

The committee can review broader fiscal trends including capital planning impacts and long-term financial sustainability.

Focused Advisory Role

Because members cannot serve on other Town committees, the Finance Committee remains a dedicated and independent advisory body focused solely on fiscal review.

Recommendation

It is recommended that the Town Council consider this memorandum and the accompanying Finance Committee Policy as part of the first reading of a resolution establishing an advisory Finance Committee.

Following the first reading, the item should be referred to a second reading and potential adoption of the resolution creating the Finance Committee and approving the associated policy framework.

This process will allow the Council to review the proposed structure, membership requirements, and scope of responsibilities for the committee prior to formal adoption. The proposed Finance Committee would serve as a three-member advisory body to the Town Council focused on financial review, fiscal planning, and budget analysis.



POLICY AND PROCEDURE MEMO

No. _____

Date: _____

SUBJECT: Finance Committee

1. ESTABLISHMENT

The Town Council hereby establishes a Finance Committee to serve as an advisory body to the Town Council on matters related to the Town's financial planning, annual operating budget, and long-term fiscal outlook.

The purpose of the Finance Committee is to provide informed financial review, promote transparency in the budget development process, and offer advisory recommendations to assist the Town Council in its fiscal decision-making responsibilities.

2. ADVISORY STATUS AND AUTHORITY

The Finance Committee serves solely in an advisory capacity to the Town Council.

The committee may:

- Review financial information and budget proposals
- Receive presentations from the Town Manager and Town departments
- Conduct public meetings related to financial matters
- Provide written recommendations to the Town Council regarding the Town's proposed operating budget and fiscal outlook

The Finance Committee shall not:

- Direct Town staff or municipal operations
- Negotiate labor agreements or personnel matters
- Set appropriations or commit Town funds
- Adopt or amend the Town budget
- Exercise any authority reserved to the Town Council, Town Meeting, or voters

All fiscal policy decisions and budget approvals remain the responsibility of the Town Council and the voters of the Town of Salem.

3. MEMBERSHIP

Composition

- The Finance Committee shall consist of three (3) voting members.

Appointment

- Members shall be appointed by majority vote of the Town Council.

Eligibility

- Members must meet the following requirements:
 - Must be residents of the Town of Salem
 - No member of the Town Council may serve on the Finance Committee



POLICY AND PROCEDURE MEMO

No. _____

Date: _____

SUBJECT: Finance Committee

- Members may not simultaneously serve on any other Town board, committee, commission, or advisory body

Members appointed to the Finance Committee must resign from any other Town committee or board prior to appointment.

Failure to maintain eligibility during a term shall result in the member's seat being declared vacant by the Town Council.

Qualifications

Members should collectively possess experience or knowledge in areas such as:

- finance or accounting
- budgeting or financial management
- business or economic analysis
- municipal operations or public administration
- data analysis or policy evaluation

4. Terms of Office

- Finance Committee members shall serve three (3) year terms.
- Initial appointments may be staggered to ensure continuity of membership.
- Vacancies shall be filled by appointment of the Town Council for the remainder of the unexpired term.
- Members may be reappointed at the discretion of the Town Council.

5. Officers

The Finance Committee shall annually elect from among its members:

- Chair
- Vice Chair

The Chair shall:

- Preside over committee meetings
- Coordinate agendas with the Town Manager or designee
- Ensure that committee recommendations are transmitted to the Town Council in writing

The Vice Chair shall perform the duties of the Chair in the Chair's absence.

6. MEETINGS, QUORUM, AND PROCEDURES

All meetings of the Finance Committee shall comply with RSA 91-A (New Hampshire Right-to-Know Law) regarding public meetings, notice, and minutes.



POLICY AND PROCEDURE MEMO

No. _____

Date: _____

SUBJECT: Finance Committee

- Quorum
 - A quorum shall consist of two (2) members.
- Voting
 - Committee recommendations shall require a majority vote of members present and voting.

The committee may adopt internal procedures or bylaws consistent with this policy.

7. SCOPE OF WORK

The Finance Committee shall review financial matters and provide advisory recommendations to the Town Council.

Primary areas of focus include:

A. Annual Budget Review

The Finance Committee shall:

- Receive an annual overview of the Town's financial outlook, including revenues, expenditures, and tax rate drivers
- Review department budget requests and the Town Manager's proposed operating budget
- Evaluate alignment between the proposed budget and Town Council priorities
- Consider service impacts, ongoing versus one-time costs, staffing implications, and long-term fiscal sustainability

Following its review, the Finance Committee shall prepare written advisory recommendations to the Town Council prior to Council budget workshops.

The committee may recommend:

- adjustments to proposed spending levels
- areas for further analysis
- fiscal strategies related to reserves, revenue trends, or cost pressures

These recommendations are non-binding.

B. Financial Monitoring

The Finance Committee may periodically review financial updates during the fiscal year, including:

- budget-to-actual performance
- significant revenue trends
- major expenditure pressures
- emerging fiscal risks

The committee may provide advisory observations or recommendations to the Town Council when appropriate.



POLICY AND PROCEDURE MEMO

No. _____

Date: _____

SUBJECT: Finance Committee

C. Capital Planning Review

The Finance Committee may review information regarding capital projects and long-term capital planning in order to understand potential operating impacts and long-term financial commitments.

Information regarding capital planning shall be provided through staff presentations, reports, or informational briefings.

Finance Committee members shall not serve on other Town committees, including the Capital Improvement Program Committee.

8. RELATIONSHIP TO TOWN COUNCIL BUDGET GOALS

The Town Council may establish annual fiscal priorities and policy guidance to inform the budget development process.

The Finance Committee shall conduct its financial review with consideration of those priorities and may reference them in its advisory recommendations.

9. STAFF SUPPORT

The Town Manager shall provide reasonable administrative support to the Finance Committee, including:

- scheduling and meeting coordination
- preparation and distribution of financial materials
- access to budget documents and presentations

Department presentations to the committee shall be coordinated through the Town Manager's Office.

10. TRANSPARENCY AND REPORTING

All recommendations of the Finance Committee shall be transmitted in writing to the Town Council. When practicable, recommendations shall be included with Town Council meeting materials to ensure public transparency.

The committee may also provide summary explanations of major financial issues or budget drivers to support public understanding of the Town's fiscal planning process.

Effective Date: April 6, 2026

Adopted By:

Town of Salem, Town Council

Date: _____



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

Resolution #2026-08

Establish & Adopt Advisory Finance Committee

WHEREAS The Town Council of the Town of Salem is responsible for the fiscal stewardship of the Town and the development of the Town's annual operating budget and financial policies; and

WHEREAS The Town Council recognizes the value of structured financial review and public transparency in the budget development process; and

WHEREAS The Town Council desires to establish a Finance Committee and adopt a policy governing its membership, duties, and operations; and

WHEREAS The establishment of an advisory Finance Committee will provide the Town Council with additional financial analysis, public engagement, and advisory recommendations related to the Town's financial planning and annual operating budget; and

WHEREAS The Finance Committee will serve solely in an advisory capacity to the Town Council and shall not exercise any authority reserved to the Town Council, Town Meeting, or the voters of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT the Town Council of the Town of Salem hereby establishes a Finance Committee to serve as an advisory body to the Town Council on matters related to financial planning, fiscal policy, and the Town's annual operating budget.

First Reading: *March 16, 2026*

Second Reading: *April 6, 2026*

Approval: *April 6, 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 Ann Stacey, Chair Town Council

A True Copy Attest: _____
Nicole Morse, Town Clerk



Salem Police Department

21A Cross Street, Salem New Hampshire 03079

Phone: (603) 893-1911 Fax: (603) 685-6475

www.townofsalemnh.org/police-department

Joel P. Dolan, Chief of Police

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

From: Joel P. Dolan, Chief of Police 

Date: March 2, 2026

Subject: Acceptance of Funding from New Hampshire Office of Highway Safety- MDT Grant

I am pleased to inform you that the Salem Police Department has once again been awarded funding through the New Hampshire Office of Highway Safety to support the purchase of four (4) new Mobile Data Terminals (MDT), including accompanying accessories, fourteen (14) mobile printers, and fourteen (14) external bar code scanners. This funding will help the Salem Police Department stay current with up-to-date functioning MDTs in our front line vehicles. Several of the MDTs that are currently in service are either near or at end of life.

Previously on July 7, 2025, the Town Council voted to accept funding in the amount of **\$21,200.00**, from the New Hampshire Office of Highway Safety for grant funding related to enforcement patrols such as Speed, DUI, Distracted Driving, etc. Due to this request being in the same funding year I request you accept additional funding in the amount of **\$38,097.40**, totaling **\$59,297.40**. Listed below is a breakdown of the awarded funding and required match.

Additional Project and Funds Awarded	Adjustment	Match Requirement
4 Tablets/Operating Systems/Internal GPS (Cellular Modems)	\$10,611.20	\$3,183.36
4 Docking Stations/Chargers/Mounting Hardware/Stand/Antennas/External Keyboards-for Tablet Only	\$6003.20	\$1,800.96
14 Compatible Printers w/(1) Roll of Paper Per Printer	\$7525.00	\$1881.25
14 Printer Mounts/Adapter Plates	\$7658.00	\$1914.50
14 Compatible External Bar Code Scanners	\$6300.00	\$1,575.00
Total	\$38,097.40	\$10,355.07

JPD/nrt



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner
Eddie Edwards, Assistant Commissioner
Steven R. Lavoie, Assistant Commissioner

Office of Highway Safety

John A. Clegg, Program Manager



GRANT AGREEMENT AMENDMENT NOTICE

Date: _____

Grant Agreement Title/Number: _____

The NH Office of Highway Safety is amending your _____ original award amount from _____.

Upon your acceptance of this amendment, it shall be attached to and made a part of your department's current Federal Fiscal Year's grant agreement. Please refer to your Grant Agreement and Scopes of Work for any requirements, which will also apply to this amendment.

Adjustments:

Additional Project & Funds Awarded	Adjustment	Match Requirement
Total		

Comments: **Scope of Work Attached**

Signature and Title of Subrecipient 1 Date Signature and Title of Subrecipient 2 Date

Signature and Title of Subrecipient 3 Date

Acknowledgment: State of New Hampshire, County of _____, on _____, before the undersigned officer, personally appeared the person(s) identified above, known to me (or satisfactorily proven) to be the person(s) whose name(s) is(are) signed above, and acknowledged that he/she executed this document in the capacity indicated above.

Name, Title & Signature of Notary Public or Justice of the Peace

Robert L. Quinn, Commissioner, or Designee
NH Department of Safety

Date

Approval by Attorney General (Form, Substance and Execution) (if G & C approval required By: _____
Assistant Attorney General, On: _____.

Scope of Work

E-Crash Equipment

NOTE: All equipment that is \$10,000.00 or more individually must meet the "BUY AMERICA" requirement and receive prior written approval from the National Highway Traffic Safety Administration (NHTSA) before it can be purchased. The Office of Highway Safety shall be under no obligation to provide reimbursement to a grantee for equipment purchased outside of these requirements.

NOTE: Agencies shall follow all internal standard operating procedures in obtaining vendor quotes prior to submission of the OHS equipment grant application. Once a quote and vendor have been agency approved and submitted to the OHS, quotes/vendors shall not be changed.

NOTE: All equipment must be purchased and invoiced by May 31st. Equipment Reimbursements must be submitted no later than July 15th. ***Purchased equipment must be installed and in use by July 1st for utilization in quarter 4.**

***Attorney General Final written approval must be given prior to purchase of equipment.**

EQUIPMENT AWARDED IS INDICATED BY AN "X" NEXT TO THE PROJECT

Printer, External Bar Code Scanner, External USB GPS Receiver Equipment, Hardware Firewall, CAD-RMS Software.

- A reimbursable **product** includes the following six items: - OHS will reimburse @ 100% for each awarded:
 - X**Compatible Printer w/Mobile Adapter Kit/Printer Mount and Adapter Plate
 - X**Compatible External Bar Code Scanner
 - Compatible External USB GPS Receiver
 - X**One roll of paper per printer
 - Hardware Firewall
 - CAD-RMS Software
- Only cruisers that are **primarily (used more than 50% of the time for enforcement efforts)** used for traffic enforcement, Electronic Crash Reporting, and must have and continue connectivity to the J-One state system, will be considered eligible for this E-Crash equipment grant.
- Law Enforcement agencies who want to participate in this program are expected to begin submitting electronic MMUCC5 crash reports to the Division of Motor Vehicles as soon as possible, but prior to receiving and installing this equipment.

Mobile Data Terminal Equipment with Internal GPS and/or Scanner

- A reimbursable **product** includes the following two items:
 - X**Laptop/Tablet - OHS will reimburse @ 80% for each awarded.
 - X**Docking Station/Mounting Hardware/Cords/Stand/External Keyboard-for Tablet
 - Only/Shipping - OHS will reimburse @ 80% for each awarded.
- Only cruisers that are **primarily (used more than 50% of the time for enforcement efforts)** used for traffic enforcement, Electronic Crash Reporting, and must have and continue connectivity to the J-One state system, will be considered eligible for this E-Crash equipment grant.
- Law Enforcement agencies who want to participate in this program are expected to begin submitting electronic MMUCC5 crash reports to the Division of Motor Vehicles as soon as possible, but prior to receiving and installing this equipment.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

To: Salem Town Council
From: Joseph Devine, Town Manager
Date: March 16, 2026
Re: Town Manager's Report



MEMORANDUM



News and Noteworthy:

I would like to thank all of the election workers, volunteers, and staff who helped make this year's election run smoothly. Their time and dedication ensure that the voting process is accessible, organized, and successful for our community.

A total of 3,436 ballots were cast, representing approximately 17% of Salem's registered voters. Thank you to all of the residents who took the time to participate and make their voices heard.

Congratulations to all of the candidates who were elected, and thank you to everyone who stepped forward to serve our community.

Rockingham Park Boulevard Flyover Rehabilitation

The New Hampshire Department of Transportation will begin rehabilitation work on the Rockingham Park Boulevard flyover this spring.

Construction is currently scheduled to begin April 1, 2026, although mobilization may occur slightly later. Traffic control signage and message boards may begin appearing around that time.

The project will take place over two construction seasons:

- 2026 Construction Season: April 1, 2026 – November 13, 2026
 - Structural repairs will be completed during this phase.
 - The overpass ramp will be closed for the duration of the 2026 construction season.
- 2027 Construction Season: April 1, 2027 – July 30, 2027
 - Work will consist of painting the bridge structure, and the overpass will remain open during this phase.

The overpass is expected to reopen prior to the 2026 holiday shopping season. The Town will continue coordinating with the State and will provide updates as the project progresses.

Police Department Recognition

Officer Joey DeFeudis of the Salem Police Department has been named the 2026 School Resource Officer of the Year by the New Hampshire Juvenile Police Officers Association. Officer DeFeudis serves as the School Resource Officer at Woodbury School and was recognized for his dedication to the school community and his commitment to building positive relationships with students and staff.

Regional Economic Development Panel

On March 25, I will be participating in a regional Economic Development Breakfast hosted by the Southern New Hampshire Chamber of Commerce at Birch Wood Vineyards in Derry. The event will feature municipal leaders from surrounding communities discussing the results of recent Town Meeting decisions and their impact on economic development, as well as broader issues affecting the regional business climate.

Spring Recreation Programs

The Town's Spring Recreation Programs are now available, offering a variety of activities for residents of all ages including youth sports, adult fitness programs, and adaptive recreation opportunities. Programs this season include activities such as youth dodgeball, track and flag football, adult basketball and volleyball, dance and aerobics classes, and Zumba.

Residents can view the full program guide and register online through the Town's recreation registration system.

Upcoming Recreation Events

Several community events are scheduled this spring, including:

- Community Easter Egg Hunt – March 28 at Hedgehog Park (rain date April 4)
- Annual Fishing Derby – May 2, sponsored by the Greater Salem Rotary Club
- Town Forest Clean-Up Day – May 30

These events provide opportunities for residents and families to engage in outdoor recreation and community activities throughout the spring season.

Items Signed on Behalf of the Town Council Since Last Update:

- Payroll Register No. 07 (02-16-26) - \$365,570.95
- Payroll Register No. 08 (02-24-26) - \$369,288.31
- Payment Check Register (02-27-26) - \$4,405,227.61
- Payroll Register No. 9 (03-02-26) - \$399,169.53
- Payment Check Register (03-03-26) - \$5,093,765.11
- Payroll Register No. 10 (03-09-26) - \$395,043.47
- Payment Check Register (03-10-26) - \$1,006,059.68

TOWN OF SALEM

MONTHLY DEPARTMENT UPDATES

Note: The chapter listings below are clickable links to their respective sections.

INSIDE THIS UPDATE

- [Page 2 - Assessing](#)
- [Page 3 - Collections Department](#)
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- [Page 8 - Engineering Division](#)
- [Page 9 - Finance Department](#)
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- [Page 25 - Utilities Division](#)



IMPORTANT INFORMATION

- Election prep was a major focus, with the Collections/Town Clerk team spending significant time on absentee ballot procedures, ballot testing, and coordination for the March 10 election.
- Winter operations heavily impacted municipal services, with Public Works responding to 6 winter weather events totaling about 29 inches of snow, while Utilities and other divisions supported cold-weather operations and infrastructure needs.
- Community-facing programs remained strong, including senior events, recreation programming, Government Academy coverage, podcasts, election information, and expanded community communications through SCTV and Town platforms.

FEBRUARY 2026 UPDATE

www.salemnh.gov

Monthly Department Highlights – Assessing Department for March 2026

Prepared by: Jon Duhamel

Key Activities

- A Mazerolle processed a multitude of deeds this month.
- Jon is working on appeals (finished OSJ, onto 31 Stiles & Rockingham 620) & getting Vision what they need for 2026 Update
- R Marquis has been helping with printing water bills for the Collections Department and preparing the letters we will send out to taxpayers where Docks were added.
- A Mazerolle has been cleaning up ownership files in the CAMA system by filling in blank ownership lines, along with R Marquis helping too ongoing as we found over 6,000.
- J Witkowski has submitted the equalization data to the DRA
- A Mazerolle has also been working on her Clerk's Processes Manual-ongoing.
- R Marquis has continued attaching PA-34s to the PRCs to have a fuller picture for sales analysis. As well as helping to clean up our docuware system.
- Checking MLS listings for changes we are not aware of.
- Jillian has been visiting abatements filed by dock owners. We have sent letters to all our CU properties requesting they update their maps; this was requested by DRA as part of the update.
- All: Various misc. items that have arisen
- Abatement filing period has closed for 2025.

COLLECTIONS DEPARTMENT – FEBRUARY 2026

A. Top Achievements/Significant Activities of the Month

- The Deputy Town Clerk and I have dedicated significant time preparing for this month's election. We also met with the Town Clerk of Atkinson, who provided valuable guidance on the absentee ballot process and other election procedures. In addition, I have been working closely with the Town Moderator, Bernie Campbell, to prepare for the election, including ballot testing and other logistical preparations. I also participated in the Candidates Forum to discuss my candidacy for Town Clerk in the March election.
- I had a lot of fun participating in the What's Up Salem podcast with Ross Moldoff and Joe Devine. During the conversation, we discussed my role as Town Clerk and the upcoming election.
- I participated in my first Government Academy session, where I met with members of the public and delivered a presentation outlining the responsibilities and functions of the Collections Department.

B. Important Dates & Reminders for Residents

The town election is coming up! It will be on Tuesday March 10th.

C. Key Statistics at a Glance

We processed:

\$564,917 in motor vehicles.

\$8,331 in motor vehicle agent fees.

\$1,008 in title fees.

\$493 in dog license fees.

\$175 in civil forfeiture fees.

\$364 in misc fees.

Totaling **\$575,288.00**

We processed 245 certified copies of vital records resulting in \$1,067 in revenue and 11 marriage licenses resulting in \$77 in revenue for a total of \$1,144.

Giving us a GRAND TOTAL of **\$576,432.00** in revenue for February 2026.



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

Community Development Department

MEMORANDUM

TO: Town Council
Joe Devine, Town Manager

FROM: Colleen Mailloux, Assistant Town Manager
Crayton Brubaker, Community Development Program Manager
John Vogl, GIS Manager

RE: Community Development Department Update – March 2026

DATE: March 10, 2026

1. **Merrimack Valley Transit (MeVa) Services Coming to Salem:** Mass DOT announced that bus services from MeVa will be coming up through Methuen to Salem beginning in April 2026 and is being funded by the Mass DOT. Anticipated stops include Tuscan Village, Target, Aldi, among other locations. Crayton Brubaker gave a presentation about MeVa and CART transportation services at the March 2, 2026 Town Council meeting.
2. **Asset Management:** John Vogl and Glenn Burton worked to expand the asset management program to include traffic signals and a limited number of community signs. The latter is to provide inputs to a potential town-wide wayfinding plan. The traffic signal work included inventorying traffic lights, poles and cabinets. This provides an inventory against which work orders can be initiated and associated with so as to preserve maintenance records on these critical systems.
3. **Map Production:** Map products this month included work to facilitate Conservation Commission land discussions and completing an update to the address/parcel map for Tuscan Village properties. Of note, we started a review process of the Salem Veterans Markers map which was last updated in 2020. On the MapGeo side, 3 new layers were added to the Assessing profile to display Current Use properties and Neighborhood Codes values to make those attributes easily accessible.

February 2026	Page Views	Users	Average Engagement Time
Main Website (salemnh.gov)	53,060	17,177	54s
Town Hall Times (news.salemnh.gov)	7,894	3,018	51s
MapGeo	2,033	1,116	(935 new visits) As with previous months, notable searches included base mapping, aerial photography and zoning.

Salem Community Services

Jillian Smith - Director

Ingram Senior Center ♦ Recreation
<https://salemnh.myrec.com>



www.salemnh.gov

1 Sally Sweets Way
Salem, NH 03079
TEL: 603-890-2190

Memo

To: Colleen Mallioux
From: Jillian Smith – Community Services Director
Date: 3/11/2026
Subject: CS Department Update

The Town's Community Services Department is pleased to share updates on a wide range of programs, events, and services currently underway and coming soon, supporting residents from early childhood through older adulthood.

Senior Programs and Services

The Senior Services Division hosted several well-attended programs and events over the past month. Highlights included the annual Ladies' Tea on February 12, featuring refreshments and a dance performance by the Arts Academy of New Hampshire. The Division also held its first "Meet, Mingle & Munch" event on February 13, welcoming the Town's new Community Services Director, Jill Smith, for a lunch and introductory discussion with senior members. The next event in this series is scheduled for March 12 and will feature Assistant Town Manager Colleen Mailloux.



Additional programming included a Mardi Gras celebration on February 19 with live entertainment by the band "Miller Tyme," as well as a pizza and movie day on March 4 featuring the film *The Lost Valentine*. Members also participated in a van trip to support the culinary arts program at Salem High School by dining at the student-run Three Seasons Restaurant.

The Division also coordinated several special outings and social events, including a motor coach trip to the Salem Cross Inn for its popular "Fireplace Feast" experience and the annual St. Patrick's Day celebration at The Irish Cottage, which featured dinner and live entertainment. These events continue to provide engaging social opportunities for the Town's senior community.

Recreation Division Updates

During the past month, the Recreation Division launched its Ski Club program at Pats Peak and began preparations for the upcoming Dodgeball program scheduled to start on March 16. The Division continues to offer its weekly Zumba class on Monday afternoons from 3:30–4:30 p.m., which remains a popular fitness opportunity for residents.

Registration for the Rock N Fun Summer Camp is now full, and a waitlist has been established. The Division is currently in the process of hiring seasonal staff, which will determine whether additional campers can be accommodated. The Adventure Camp program, a field-trip-based summer camp experience, is still accepting registrations. Interested families may sign up through the Town's recreation portal at SalemNH.MyRec.com.

In preparation for the spring and summer programming seasons, the Recreation Division is actively recruiting for a variety of seasonal positions. A full list of opportunities and application information is available on the Town website at SalemNH.gov.

If you want, I can also **tighten it further to sound more like a formal Town Manager/department head report** (many municipalities prefer a slightly more concise tone).





Date: March 6, 2026

To: Town Council

From: John P. Klipfel, PE, Engineering Director

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

RE: Month of February - Engineering Department Update

Bridge Street Bridge Reconstruction

This project was advertised, bid and awarded to E.D. Swett Inc. The shutdown of Bridge Street began on January 12, 2026, and the contractor has begun work at the site. Detour signage is in place and vehicles are being redirected around the project. Demolition of the existing bridge has started and water diversion efforts are in place.

More detailed information can be found on the Town website:

<https://www.salemnh.gov/1228/Bridge-Street-Bridge-over-the-Spicket-Ri>

Brookdale Rd Sewer Pump Station Project

This project was advertised, bid and awarded to Northeast Earth Mechanics. The Town held a preconstruction meeting, and the contractor is expecting to begin construction in Spring 2026. The pumps are special order and require long lead times.

Brady Ave Water Main Replacement Project

The Project involved the replacement of water main from Cortland Ave to the Golf Course. Phase two is the installation of new water main from the Golf Course to Lowell Road. Utility work was completed in September 2025. Final paving to be completed in Spring 2026.

MS4 - Stormwater

Illicit discharge detection and outfall sampling are ongoing. Currently grant paperwork is being completed for the Arlington Pond watershed grant and the Captains Pond watershed grant. Work on those projects have begun and sampling is set to be started in spring 2026.

Road Program

Road program is completed for 2025. Planning for 2026 is underway with contractor procurement in process. Execution of contracts are pending town vote in March election. A fully PCI update will be completed in 2026.

Ermer Rd Intersection Improvements Project

The recommended solution to the safety concerns is a single lane roundabout because it was found to produce the largest safety improvement at the intersection. NHDOT supports the proposed alternative and Town Council voted to approve. Wetland permit was issued in January 2026 and final design is nearing completion. Pending final approvals and completion of the bid package, bidding is expected to occur in March of 2026. With the earliest expected construction start of Spring 2026 pending cost, scheduling and contractor availability. The construction of this intersection is expected to be approximately a full year.





TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

Memo

DATE: March 12, 2026

TO: Joseph Devine
Town Manager

FROM: Nicole McGee, CPA
Finance Director

RE: Finance Department Update

Summary:

Employee of the Month

I am pleased to report that the Finance Department's Payroll Coordinator, Paula Lemelin, was selected as the Town of Salem's Employee of the Month. Paula consistently demonstrates exceptional customer services and professionalism in her. She is always available to assist Town employees and regularly goes above and beyond to support them.

Paula takes the time to sit with employees, listens carefully to their concerns, and responds thoughtfully, whether that means resolving payroll issues, explaining complex regulations, or providing guidance or reassurance. Her approach builds trust and confidence, and employees know they can rely on her for accurate information and compassionate assistance.

Year End

The Finance Department continues to work on our year-end reporting, accruals, and reconciliations. The year end close process is when the town "locks in" its financial records for the year. This process involves making sure all money earned and expended during the year is properly recorded, correcting any mistakes, and producing final financial reports.

At this time, three funds remain to be closed. We anticipate completing the year-end close sometime in March.

2026 Budget Review

The town voted on the budget and warrant articles on March 10th. The operating budget and monetary warrant articles passed. The Finance Department is currently entering the approved warrant article data into the Gravity budgeting software in order to produce the final budget report.



TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

2025 Financial Statement Audit

The auditors are scheduled to come on site for a preliminary visit on Wednesday, April 15th. Fieldwork is scheduled to occur during the week of May 11th.

Request for Proposals (RFP) - Financial Management Software

The Town will be working with the consulting firm BerryDunn to assist with the development of a Request for Proposals (RFP) for a new financial management software. The project will also include development of a new chart of accounts and support during the implementation process.

The Finance management team held an initial kickoff meeting with BerryDunn last week. The project management team will hold its first working session with the consultants on Friday, March 13th. The process of gathering requirements, drafting the RFP, evaluating proposals, and selecting a is expected to take approximately 9-12 months.

Municipal Building Advisory Committee (MBAC) Update

The Municipal Building Advisory Committee (MBAC) has not met since the last monthly update. A presentation was provided to Town Council on Monday, February 9th which included updates on the Police Station construction project, South Fire project, and an introduction the Building Condition Index.

The next MBAC meeting is scheduled for Thursday, March 19th at 3:00pm. At that meeting, the committee will review a draft multi-year maintenance and capital improvement plan for town buildings.

Bond Issuance

The Finance Department has begun working with the Town's financial advisors on the third and final bond issuances for the Police Station construction project. The preliminary official statement document has been completed.

Later this month. The Town will meet with S&P for a credit rating review. The bond sale is scheduled for Tuesday, April 14th.

Government Academy

The Finance Department participated in the Government Academy session held on Thursday, February 26th. During the session, staff provided an overview of the Finance Department's responsibilities, explained the tax rate setting process, and discussed how the tax rate is calculated.



TOWN OF SALEM, NEW HAMPSHIRE

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

FINANCE DEPARTMENT

State Reporting

The Finance Department submitted the MS-9 and MS-10 reports to the State on behalf of the Trustees of the Trust Funds.



SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE

152 MAIN STREET, SALEM, NH 03079

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

clemire@salemnh.gov

MEMORANDUM

Date: March 9, 2026

To: Joseph R. Devine, Town Manager

From: Craig J. Lemire, Chief of Department

Subject: Monthly Department Update – February 2026

Notable Items Related to Ongoing Operations:

- **Total Runs:** 483
- **EMS Calls:** 71% of total responses
- **Simultaneous Run Rate:** 68%
- **Tuscan Village Responses:** 27 total calls (5.5%)
- **West Side Responses:** 68 total calls (14%)
- **South Side Responses:** 138 total calls (28.5%)

Inspectional Services:

Category	Permits	Inspections	Revenue
Fire	73 (27 burn permits)	58	\$40,821
Health	45	49	\$10,425
General Inspectional	207	188	\$237,676

Department Updates:

- On February 6, the department held its annual awards ceremony, welcoming new members, recognizing personnel who reached career milestones, presenting the Firefighter of the Year and Chief's Awards, and honoring four retirees.
- The new intern program has begun. This year the program expanded from one daily intern to seven student interns participating in a structured curriculum that combines classroom instruction with hands-on exposure at the fire station.
- Salem High School EMT students have also begun completing their required ride time with our firefighter/EMTs.
- Over the past month, the department recognized the retirements of EMS Director Doug Devine and Firefighter Brian Delahunty. We thank both for their service to the community.
- Monthly EMS training focused on the recognition and treatment of diabetic emergencies.



SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE

152 MAIN STREET, SALEM, NH 03079

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

clemire@salemnh.gov

- Fire training included a live burn exercise in Windham, where Training Coordinator Jon Barker and Lt. Patterson led a group of probationary firefighters.
- The department hosted a free AED, CPR, and First Aid class for residents, which was well received. We plan to continue offering these community education classes on a bi-monthly basis if interest continues.





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

To: Joseph Devine, Town Manager

From: Rebekah McGuire, HR Specialist

SUBJECT: March 2026 HR Department Report

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

Employee of the Month: Paula Lemelin was selected as Employee of the Month for March 2026!

Paula does an outstanding job supporting employees across the organization. She is always willing to take the time to help staff work through payroll questions, explain complicated rules, and make sure things are handled correctly. Her patience, professionalism, and willingness to help have made her a trusted resource for many employees.

Over the past year, Paula has also taken on a number of new challenges, including changes to NHRS and IRS reporting requirements and helping the Town transition our 457 plan from Mission Square to Empower. She handled these changes with professionalism and attention to detail while continuing to keep payroll running smoothly.

Paula's work often happens behind the scenes, but it is critical to the Town's operations and to supporting our employees.

Congratulations Paula, and thank you for everything you do for the Town of Salem.





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

Years of Service Overview: Celebrating Work Anniversaries in March 2026

In March, we celebrate the dedication of employees marking work anniversaries with the Town of Salem. Recognizing these milestones strengthens employee engagement and shows our appreciation for their continued contributions. Below is an overview of employees celebrating their anniversaries this month.

Employee Name	Title	Department	Hire Date	Years of Service
Witley, Maureen	Executive Assistant	Town Manager	3/16/1992	34
Lemelin, Paula	Payroll Coordinator	Finance	3/21/2016	10
Graziano, Ashley	Utility Clerk PT	Finance	3/24/2025	1
Breen, Martha	Tax Collector	Tax Collector	3/25/2020	6
Gard, Bridget	Administrative Assistant	Planning	3/18/2024	2
Cain, Jessica	Prosecutor	Police	3/10/2025	1
Deschene, Scott	Dispatch Supervisor	Police	3/1/1998	28
Pappalardo, Beth	Support Services Clerk	Police	3/30/2008	18
Feole, Andrew	Sergeant	Police	3/13/2016	10
Bernard, Michael	Sergeant	Police	3/23/2005	21
Balentine, Paul	Battalion Chief	Fire	3/31/2003	23
Kelley, Thomas	Lieutenant	Fire	3/12/2012	14
Edson Palmer, Bradley	Firefighter/Paramedic	Fire	3/12/2012	14
Hartmann, Kasey	Firefighter/Paramedic	Fire	3/6/2023	3
Hussni, Hassan	Firefighter/Paramedic	Fire	3/7/2016	10
Marchand, Michael	Firefighter/Paramedic	Fire	3/12/2012	14
Pacheco, James	Working Foreman	Municipal Services	3/4/2009	17
Crosby, James	Construction Maint Repair I	Water Administration	3/31/2025	1

Service Credit Union Partnership

Employees are now offered a new benefit to include membership with Service Credit Union. This not-for-profit financial institution focusing on helping members save money, reduce debt, and achieve long-term financial wellness. Benefits to include free checking and savings accounts, discounted loan rates, financial education, etc.

Human Services Monthly Report

Month: February 2026

CALLS

TOTAL	RENT MORT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
65	13	11	9	8	4	1	0	1	1	9
	WATER	RESOURCES								
	0	8								

CALLS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
119	20	23	13	11	9	4	5	1	4	19
	WATER	RESOURCES								
	0	10								

WALK INS

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

WALK INS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
4	1	0	0	0	2	0	0	0	1

APPOINTMENTS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 ST	F/U	NO SHOW/CAN.
11	2	2	2	1	0	1	0	1	2	3	8	2

APPOINTMENTS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 ST	F/U	NO SHOW/CAN
20	5	4	3	1	1	3	0	1	2	8	12	3

RESOURCES GIVEN – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC#/ \$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
9/\$4507	3/\$4207	6/\$300	0	2/\$2505	1/\$1702	0	2/\$200	3/\$75	0
			HOLIIDAY #/\$	WATER #/\$	CREMATION #/\$	OTHER #/\$			
			0	0	0	1/\$25			

RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
20 \$9736	7 \$8886	13 \$850	0	4 \$6138	2 * \$1998	0	7 \$700	5 \$125	0
			HOLIDAY #/\$	WATER #/\$	CREMATION #/\$	OTHER #/\$			
			0	0	1/\$750	1/\$25			

- \$1036 being reimbursed by Isaiah 58 & St. Mary & Joseph

RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
\$693	\$693

REFERRALS/HELP OUTSIDE AGENCIES

DATE	AGENCY	REASON	AMOUNT
2/1/26	Isaiah 58	Rent	\$500
2/9/26	St. Mary & Joseph Church	Hotel	\$370
2/19/26	St. Mary & Joseph Church	Hotel	\$370
2/23/26	Isaiah 58	Hotel	\$222
2/28/26	St. Mary & Joseph	Hotel	\$74

MEETINGS/VISITS

Date	Meeting
2/3/26	Salem CARES
2/12/26	SNHHSC
2/12/26	Greater Salem MDT
2/18/26	Derry Welfare
2/24/26	Salem CARES Update Meeting

SUMMARY:

In February calls picked up, primarily about rent and hotels. The temperatures have been dangerously cold during parts of the month, and people were looking to get out of their cars. Also, the rents continue to go up, which is pricing people out of their homes.

I had a woman at Red Roof all month but was able to offset the cost by contributions from St. Mary & Joseph's church and Isaiah 58.



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

Information Technology Department

MEMORANDUM

TO: Joe Devine, Town Manager
FROM: Tim Moynahan
RE: Information Technology Department Update
DATE: March 9, 2026

Operational Updates summary

- Took advantage of the President's Day Holiday to rebalance, fix, and cleanup the Town Hall server room services that were impacted by a Utility line issue in November. Brief impacts were communicated and observed during this planned fix.
- Worked with Assessing to understand and ensure needs and requirements for the upcoming revaluation.
- Worked with Community Services Department to update the phone auto attendant for a better customer experience.
- Resolved a longstanding issue with cellular coverage at South Fire Station.
- Worked with Municipal services to engage with Consolidated Communications for an unused residential line that has been down for several weeks.
- Increased meeting cadence for IT related items for new Police Department buildout.
- Continued efforts for network resiliency and redundancy plan for Town Hall, Fire Department, and new Police Department.

Operational numbers

Ticket Volumes Last Full Month (February)

187 Created tickets

By day of week

Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
22	55	28	46	36	0	0	187

178 Closed/Resolved Tickets



Town of Salem, New Hampshire

Community Development Department

Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079

(603) 890-2083 - Fax (603) 898-1223

e-mail: jlafontaine@salemnh.gov

To: Town Council & Joseph Devine, Town Manager

From: Jacob LaFontaine, Planning Director

RE: Planning Division – March 2026 Update

Date: 3/12/2026

Please find recent Planning Division updates listed below:

- **The Planning Board** approved a conditional use permit for additional signage for Whole Foods at 24 Via Toscana and accepted a plan for an 11,000 sq. ft. daycare facility at 142 Main Street at their February 10th meeting. Applications for the Tuscan's North Jewel Buildings at 21 Via Toscana, a 7,200 sq. ft. warehouse and office building with reduced prime wetland buffer at 92 Lowell Road, a digital menu board along Dunkin's drive-through lane at 227 North Broadway, and two-lot subdivision requests at 18 Shannon Road, 227 North Main Street, and 453 North Main Street are scheduled to be heard on March 12th. Proposals for a 4,000 sq. ft. restaurant (Wonder) at 125 South Broadway and a pickleball facility at 179 Main Street (the Car Barn) are scheduled to be heard at the March 24th meeting. *The Board appointed Jeremy Guilbeault and Jesse Jean to alternate positions on February 10th and the Board now only has one vacant alternate position. Congratulations to Chair Joseph Feole and Bianca Carlson who were re-elected to three-year terms.*
- **The Zoning Board of Adjustment** heard three petitions on March 3rd, granting variances to expand the existing Belko Landscaping warehouse/office/maintenance building at 233 Lawrence Road with 809 sq. ft. of additional finished space, and to permit a two-lot subdivision resulting in an undersized lot with reduced frontage at 3 Bernice Ave. The ZBA denied a request to allow 22 townhouses, allowed by prior variance, to be constructed at three-stories where a maximum of two-and-a-half-stories are permitted in the Residential District. *The ZBA meets next on April 7th and currently has a full slate of alternate members. Congratulations to Claire Karibian and Daniel Guild who were re-elected to three-year terms.*
- **A Comprehensive Zoning Update** request for qualifications (RFQ) is in the process of being posted. The comprehensive update of the zoning ordinance will help ensure congruence between the ordinance and the recently adopted Master Plan.
- **Code Enforcement** has continued at a steady pace. Code Enforcement Officer Bob McDowell has specifically been working to address encroachments on Town land and conservation easements held by the Conservation Commission. He is also working to address instances of site plan

noncompliance, accessory apartments constructed without permits, and non-permitted commercial activity.

- **Plan Review Meetings** continue to be hosted on a bi-monthly basis. The interdepartmental meetings are held to review upcoming land use applications and to create a more streamlined and predictable process for applicants.
- **Zoning Amendments** are currently being workshopped by the Planning Board. Amendments being considered are relative to the maximum size of accessory dwelling units, revisions to the Permitted Use Table, and to allow multifamily housing on commercially zoned land per House Bill 631 (RSA 674:77-78).
- **The Historic District Commission** is continuing to work on updating their regulations, reviewing potential design criteria, and working on public outreach and engagement.
- **Professional Development** – In February, Planning Director Jacob LaFontaine began serving on the State’s Council on Housing Stability Regional Leadership & Coordination (RL&C) Workgroup, which is charged with addressing state and local barriers to housing development, by advancing the strategies contained in the [Council on Housing Stability’s Strategic Plan](#), to create a pro-housing state and local regulatory landscape.



To: Town Council

From: _____

Date: _____

Re: Monthly Department Activities Update

Notable items Related to Ongoing Operations

Department Goal Updates

Training/Personnel Updates

Upcoming Items/Key Dates

Other/In the News

February Monthly Report – Public Works

Winter operations remained the primary focus for the Public Works Division throughout the month of February. During the month, the department responded to 6 winter weather events totaling approximately 29 inches of snow. Two of these events were particularly significant, which included a blizzard, which presented substantial operational challenges.

Many of the storms were long-duration events, requiring multiple passes along plow routes. With the average plow route taking approximately three hours to complete, maintaining safe travel conditions throughout each storm requires a high level of coordination, skill, and endurance from our operators.

A prolonged stretch of extremely cold temperatures helped maintain good driving conditions on several side roads; however, the cold also created challenges for other divisions. The Parks and Property Division addressed a frozen sewer line at the courthouse during this period of extreme weather.

The frequency and intensity of storms this month placed considerable demand on our equipment. Fleet staff worked diligently to keep the truck fleet operational, addressing several significant breakdowns, including repairs that had to be completed during active storm operations.

Our crews worked tirelessly throughout the month to ensure roads remained safe and passable. Sidewalk operations also continued after each storm, with operators clearing pedestrian routes using dedicated sidewalk equipment.

Following the largest snowfalls, the department conducted two overnight snow removal operations to improve roadway conditions and manage snow accumulation in key areas.

Finally, I would like to extend my appreciation to the Utility Department for their continued support and assistance during these winter operations.



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 893-7069 x-5118 · FAX: (603) 890-2220

SALEM COMMUNITY TELEVISION

MEMORANDUM

To: Joe Devine, Town Manager
From: Tom Giarrosso, Executive Director, SCTV
Date: March 10, 2026
Re: SCTV February 2026 Department Update

February 2026 Department update notes for SCTV:

SCTV continued coverage of the Salem Government Academy with segments on Town Hall, Municipal works, and the Police Department.

Susan McLoughlin talked with Police Chief Joel Dolan who updated the Town about the construction of the new Police Station and covered the Senior Center Mardi Gras celebrations. She also worked with Planning Director Jacob LaFontaine about fraudulent invoice awareness.

Mya Girouard worked on several audio podcasts for our historic series 'Who's Talking Salem', coordinated posts for the Town Hall Times, and worked with Town Hall staff on social media and internet initiatives.

We worked with the Southern NH Chamber of Commerce on the Salem Candidate Forum with local candidates talking about the election, and a discussion on the Budget Committee Warrant article.

SCTV hosted live coverage of the Deliberative Session as well as posting information about the upcoming elections, including a video by the Town Moderator on the new polling locations, posts about warrant articles and candidate deadlines for filing and registering to vote in the March elections.

SCTV gathered Town election information in one place for easy access at elections.salemnh.tv including sample ballots, candidate information, and videos on the warrants.

New episodes of the 'What's Up Salem' podcast were released including Wayne Amaral from Salem Municipal Services and Salem Fire Chief Craig Lemire.

Bob Berthel continued creating new episodes of our series 'Salem History on Tape' with a look back at "Salem Spirit 1994" - The Greater Salem Chamber of Commerce, the 1990-91 Woodbury Student Council Annual Video Recap and SHS Honoring Olympic Gold Medalist Katie King in 1998.

Respectfully submitted,

Tom Giarrosso
Executive Director
Salem Community Television



Utilities Division Monthly Report February 2026

Treatment Lab

1. 20 Bacteria samples from distribution system
2. TOC and UV254 samples from distribution system
3. Nitrate, Nitrite, Chloride, and sulfate samples from the distribution system.
4. Q.C. samples (Chlorine, Temp, pH, Alkaline, color, turbidity, hardness, and iron) taken from distribution system.
5. Water bioburdens and Heterotrophic Plate counts- set up and reading.
6. Daily bench labs for quality control and compliance.
7. Prepare and submit disinfection quarterly report
8. Review Schedule for FPAS sampling
9. Prepare quarterly disinfection report

Systems

1. Maintain and inspect 10 sewer pump stations weekly.
2. Run emergency generators at all water and sewer facilities once a week.
3. Inspect sewer trouble spots for blockage.
4. Fill chemical day tanks and log readings at water treatment plant daily. Adjust chemical feed as needed.
5. Fill chemical day tanks at Northland Rd PRV Station and make necessary adjustments to chemical feed system daily.
6. Calibrate pH probe, cL17, and turbidimeters weekly.
7. Work with United Compressor to replace check valve at low lift station
8. Check Millville and Arlington Dam weekly
9. Work with DPW winter operations, salt / plow
10. Assist Distribution with water main repairs

Meters/Backflow

1. 85 Backflow Assemblies tested.
2. 35 Back flow appointments
3. 55-re-reads
4. 28 Meter service calls
5. 2- new meter installs
6. 27 MIU replacements



7. Water shutoffs for non-payment
8. Assist Distribution with water main repairs
9. Work with DPW winter operations, Salt/plow

Distribution

1. 6 Water main repairs
2. 60 Dig safe mark outs
3. 7 service repairs
4. 4 service inspections
5. Cleared snow from Hydrants throughout town.
6. 2 hydrant repairs
7. Assist Meter section with non-payment shut offs
8. Paved several break holes
9. Check stock and equipment
11. Work with DPW winter operations, salt / plow