

A G E N D A
TOWN COUNCIL MEETING

May 4, 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. New Business
 - a. Assessing - Discussion on Adjustment to Exemption Limits
 - b. Consider Addendum to Field of Dreams Management Agreement
 - c. Municipal Services Department – Consider Voluntary Water Restrictions
 - d. Municipal Services Department – Authorize Disbursement of \$3,000,000.00 from Roadway Improvements Capital Reserve Fund for 2026 Road Program
 - e. Municipal Services Department – End of Winter Operations Update
 - f. Municipal Services Department - Litter Cleanup Update
 - g. Town Manager’s Report/Questions from the Council
7. Old Business/Tabled and Pending
8. Upcoming Meetings
 - May 18, 2026
 - June 1, 2026
 - June 15, 2026

Adjourn

**MINUTES OF THE
Town Council**

**Regular Meeting of
April 20, 2026**

The Town Council held a meeting on Monday, April 20, 2026, at the Media Center at Salem High School Salem, NH.

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

ABSENT: Councilor Lisa Withrow

CALL TO ORDER:

Chairman Bryant began by calling the meeting to order at 7:04 p.m.

1. Pledge of Allegiance

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

2. Meeting Minutes

MOTION: by Councilor Stacey

Move to seal the Town Council Non-Public Session Meeting Minutes for Sessions 1,2,3,4, and 5 for April 20, 2026 per RSA 91-A:3 II c, c, c, d & l 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 Sweeney

VOTE: 8-0-0

The motion passed unanimously.

MOTION: by Councilor Stacey

Move to approve the Town Council Public Session Meeting Minutes from April 6, 2026.

SECOND: by Councilor Pelletier

VOTE: 8-0-0

The motion passed unanimously.

3. Chairman Comments:

None.

4. Approve Consent Agenda

MOTION: by Councilor Sweeney

Move to approve the April 20, 2026, Consent Agenda.

SECOND: by Councilor Hatch

VOTE: 9-0-0

The motion passed unanimously.

5. Additions and/or Requests by Public or Council by Vote

John Sytek, 34 Town Village Drive, stated that he was there to praise the Municipal Services Department for doing a magnificent job with the litter cleanup on Cluff Road. It was a popular place for Massachusetts residents to travel, and the cleanup presented a much better picture of Salem now.

Chairman Bryant extended congratulations and thanks to the Municipal Services Department on the cleanup.

6. Interview Session/Appointment to Economic Development Committee

Manager Devine stated that they had filled two seats on the Economic Development Committee but there was still one vacancy left. There was one application to fill that spot. It was from a resident who was also a Planning Board member. Manager Devine reviewed the Planning Board rules of procedure and determined that there was no conflict with serving on the Planning Board and the Economic Development Committee.

Jeremy Guilbeault stated that he was looking to give back to the community.

MOTION: by Councilor Bettencourt

Move to appoint Jeremy Guilbeault to the Economic Development Committee with a term to expire April 2027.

SECOND: by Councilor Stacey

VOTE: 8-0-0

7. First Read/ Waiver

a. Resolution No. 2026-09 – Finance Department – Final Bond Sale – Police Station Construction

Manager Devine stated that this was for the final bond sale for the construction of the new police station.

Nicole McGee, Finance Director, stated that last Tuesday they did the final bond sale for the new police station. They received eight bids and she was asking them to accept the lowest bid.

MOTION: by Councilor Sweeney

Move that the Salem, NH Town Council adopts Resolution No. 2026-09, and further to waive the requirement for a second reading. This Resolution shall take effect upon its passage as follows:

Resolution #2026-09: Resolution of Governing Board for Bond Sale

WHEREAS, Section 1.2 of the Town Charter vests in the Town Council the powers of the governing body; and

WHEREAS, the Town's Bond Counsel, Devine Millimet, requires a formal "Resolution of Governing Board" be read and signed by the governing body (Town Council).

1 ***NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:***
2 ***The Salem Town Council votes to adopt the Resolution of Governing Board as required by***
3 ***bond counsel and reads the Resolution of Governing Board into the record.***

4
5 ***RESOLUTION OF GOVERNING BOARD***

6 ***The undersigned, at least a majority of the Town Council of the Issuer (the "Governing***
7 ***Board") and the Treasurer of the Issuer hereby certify (i) that a meeting of the Governing***
8 ***Board of the Issuer was held with respect to the issuance of the Bonds (defined below); (ii)***
9 ***that notice of said meeting was afforded to said officers and the public in accordance with the***
10 ***provisions of RSA 91-A, as amended, and the applicable rules and bylaws of the Issuer, if any;***
11 ***(iii) that at least a majority of the Governing Board were present throughout said meeting; (iv)***
12 ***that the following roll call votes were adopted at said meeting, all as being in the best interests***
13 ***of the Issuer; and (v) that the resolutions set forth below have not been repealed, amended or***
14 ***rescinded as of the date hereof:***

15
16 ***VOTED: To authorize the issuance of \$11,210,000 General Obligation Bonds (the***
17 ***"Bonds") of the Issuer, which were heretofore authorized by the Issuer on March 12, 2024,***
18 ***such Bonds to be dated April 28, 2026;***

19
20 ***VOTED: To sell said Bonds to the purchaser (the "Purchaser"), with the principal amounts,***
21 ***maturities, premium, if any, redemption provisions, if any, and interest rates specified on***
22 ***Schedule A, attached hereto and made a part hereof;***

23
24 ***VOTED: To issue the Bonds in substantially the form set forth in Schedule B, attached hereto***
25 ***and made a part hereof;***

26
27 ***VOTED: To authorize at least a majority of the Governing Board and the Treasurer to sign***
28 ***the Bonds or to have said signatures printed electronically or in facsimile on the Bonds and to***
29 ***affix the Issuer's seal thereto;***

30
31 ***VOTED: To authorize the Treasurer to deliver the Bonds to the Purchaser against payment***
32 ***therefor;***

33
34 ***VOTED: To authorize at least a majority of the Governing Board and the Treasurer***
35 ***to execute and deliver a Signature and No Litigation Certificate with Receipt, a Tax***
36 ***Certificate, a Continuing Disclosure Certificate and IRS Form 8038-G in substantially the***
37 ***form presented to this meeting and such other documents as may be necessary or appropriate***
38 ***to accomplish the sale and delivery of the Bonds in accordance with the foregoing; and***

39
40 ***VOTED: To authorize U.S. Bank Trust Company, National Association to serve as Paying***
41 ***Agent with respect to the Bonds.***

42 ***Dated as of this 28th day of April, 2026.***

43
44 ***SECOND: by Councilor Stacey***

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

46 ***The motion passed unanimously.***

8. New Business**a. Public Hearing – Discontinue Portion of Route 97/Main Street**

Chairman Bryant opened the Public Hearing at 7:14 PM.

Manager Devine stated that this was to discontinue a portion of Route 97/Main Street.

Colleen Mailloux, Assistant Town Manager, stated that the section of road that was requested to be discontinued was in the area of 354 Main Street. Back in the 1950's NHDOT realigned Main Street to its current configuration. When that was done, a portion of the old road was reclassified as a town road, and the Town was advised that they could discontinue that portion of the road. There is no record that it was ever done. They were looking to take care of it now at the request of the property owner.

MOTION: by Councilor Sweeney

Move that the Salem Town Council completely and absolutely discontinues that portion of Old Haverhill Road that existed prior to the layout of Route 97's relocation and reconstruction in 1958, such former layout running through Map 75, Lots 7310, 7313, 7314, and 7315.

SECOND: by Councilor Stacey

VOTE: 8-0-0

The motion passed unanimously.

Chairman Bryant closed the Public Hearing at 7:16 PM.

b. Community Services Department Update

Manager Devine stated that this was an update from the Community Services Director.

Jillian Smith, Community Services Director, stated that she was covering the new logo proposal for the department, the Boston Post Cane, and plans for the celebration of the 250th anniversary of the country's founding. The plan for the logo was to start with a brainstorming session with the seniors. The team would then put together three draft designs based on the input received. The community would be asked to vote for one option. Salem High School students would then work to put the finishing touches on the design before it was presented to the Town Council for approval. The Boston Post Cane would be awarded in May as part of older Americans month. The recipient would be announced in late May or early June. The America 250 events would start with a coloring contest in June. There would be three age groups and a submission deadline of July 10th. The judging would be done at the Senior Center with the winners to be announced at the Friends of Salem Recreation Road Race on August 22nd. There would be a food drive starting on June 4th with donations being dropped off at the Senior Center. The summer barbeque and concert series will kick off in June. The dates were still being finalized. There will be a .25-mile stroll on July 1st and a police cookout on July 23rd. On August 3rd they would have a family cornhole tournament. They were hoping to do an aerial picture in October with some other events to come later in the year. Community Services was also doing some trips for seniors throughout the year including one to the Tall Ships and one to Nashville and Memphis.

Councilor Hatch asked if they had to be a member of the Senior Center to go on the trips.

1 Ms. Smith stated that the first option was members of the Senior Center then Salem residents
2 over 60, grandfathered members who no longer were full-year Salem residents, and guests.

3
4 Chairman Bryant thanked her for coming in.

5
6 **c. Municipal Building Advisory Committee (MBAC) Update**

7 Manager Devine stated that the Finance Director and the Facilities Foreman were here to present
8 the update from MBAC.

9
10 Ms. McGee started by showing a comparison between the Police Station in March of 2025 and
11 March of this year to show how much work had been done. The project was on schedule. The
12 second floor was almost fully framed, and painting would start this week. The last of the interior
13 walls will be done this week. She covered the ongoing work including pictures. A meeting to
14 kickoff Phase 2 of the design work for South Station was held on April 16th. The third bay option
15 was proving to be feasible.

16
17 James Pacheco, Municipal Services Building Foreman, stated that some updates had been made
18 to the Building Condition Index because projects had been completed at the Senior Center and
19 the Pine Grove Cemetery Building. They were able to replace some guardrails and handrails at
20 the Senior Center. At the Cemetery, they were able to replace the windows and doors in the
21 building. Pictures of the Senior Center work and the Pine Grove Cemetery Building work were
22 presented. A six-year Master Plan for the buildings was prepared based on the building
23 conditions and presented to the Town Council. The projects highlighted in green would be
24 presented to the CIP Committee. The projects for 2027 were the South Fire Station construction
25 project and Phase 2 of the Town Garage improvements including demolition of the office space
26 and the installation of three garage doors. The plan for 2028 was to do a security system upgrade
27 for the Town buildings. Future year projects were also presented including a new roof at the
28 Town Garage and the Town Hall. Mr. Pacheco then covered building repair items planned for
29 the 2027 Operating Budget. These included replacing the septic at North Fire Station, electricity
30 upgrades at Pine Grove, painting, and carpet replacements. They attempted to keep the tax
31 impact of the projects steady from year to year.

32
33 Councilor Pelletier asked when they planned to address the bridge between the Court House and
34 the Town Hall.

35
36 Mr. Pacheco stated that they planned to work on addressing it this year.

37
38 Councilor Hatch asked if they really needed to fix it since the sidewalk was right there. He stated
39 that if it was a simple fix then okay but not something that would cost a lot of money.

40
41 Councilor Stramaglia asked if the Conservation Commission had offered to pay for the repairs.

42
43 Mr. Pacheco answered that he did not know.

44
45 Ms. McGee stated that they were looking to see if it would be an eligible expense for the
46 Conservation Fund.

1 **a. Discussion on Former Wastewater Treatment Plant**

2 Manager Devine stated that the packet had a memo from the Assistant Town Manager.

3
4 Ms. Mailloux stated that the thirty-two-acre parcel that had been the former wastewater treatment
5 plant had been remediated. There have been discussions about selling the property for
6 redevelopment. The staff was asking if the Town Council would consider exploring the option
7 for multipurpose fields at the site. The recreation survey showed that there was a real need for
8 multipurpose recreation fields. This site was not studied as part of the Recreation Master Plan
9 preparation. It appeared that this site could have good potential for recreation use. They wanted
10 to look into it further. There would be a need for a subdivision to address the Salem Animal
11 Rescue League. The staff wanted to check with the Town Council before doing any of that to see
12 if that was acceptable.

13
14 Councilor Bettencourt stated that the cleanup had been expensive and there seemed to be no way
15 to recoup the money that had been spent on it. They had been discussing the need for more parks
16 for years and also SARL was looking for clarity on where they would be located long-term. This
17 was a phenomenal opportunity to address both parcels. It could be a future home for the Salem
18 Rams. The current home had challenges while this would allow them to have a long-term home.
19 It was an opportunity to address some priorities for the community.

20
21 Councilor Hatch stated that he agreed with Councilor Bettencourt. They would not get their
22 money back by selling it and the long-term benefits would be better as recreational fields and
23 SARL having a permanent home.

24
25 Councilor Pelletier stated that he agreed with the other Councilors. It was important to keep
26 Garabedian Road open. They could use the upland area by the trees for the fields.

27
28 **MOTION:** by Councilor Sweeney

29 *Move that the Salem Town Council authorize Staff to explore the potential development of the*
30 *Sarl Drive property for recreational uses.*

31 **SECOND:** by Councilor Wright

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

33 **The motion passed unanimously.**

34
35 **b. Authorize 3-Year Lease Agreement with NH Bureau of Court Facilities for Use of**
36 **Court House**

37 Manager Devine stated that the Bureau of Courts had approached the Town about a three-year
38 extension with a zero percent increase in the first year and three percent increases in the
39 following two years.

40
41 **MOTION:** by Councilor Sweeney

42 *Move that the Salem Town Council approves the three-year lease extension agreement*
43 *between the Town of Salem and the New Hampshire Department of Administrative Services,*
44 *Bureau of Court Facilities, for approximately 21,480 square feet of space located at 35*
45 *Geremonty Drive, Salem, NH, for a term beginning July 1, 2026, and ending June 30, 2029,*

1 *with annual rents of \$439,862.10 in Year 1, \$453,057.96 in Year 2, and \$466,649.76 in Year 3*
2 *and authorize the Town Manager to sign the lease on behalf of the Town of Salem.*

3 **SECOND:** by Councilor Stacey

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

5 **The motion passed unanimously.**

6
7 **c. Authorize 3-Year Lease Agreement with NH Department of Corrections –**
8 **Probation/Parole for Use of Court House**

9 Manager Devine stated that this was a three-year lease extension with a 2% increase each year.

10
11 **MOTION:** by Councilor Sweeney

12 *Move that the Salem Town Council approves the three-year lease agreement between the*
13 *Town of Salem and the New Hampshire Department of Corrections for approximately 100*
14 *square feet of space located at 35 Geremonty Drive, Salem, NH, for a term commencing July*
15 *1, 2026, and ending June 30, 2029, with annual rents of \$1,634.28 in Year 1, \$1,666.92 in*
16 *Year 2, and \$1,700.16 in Year 3, and further authorize the Town Manager to execute all*
17 *documents related to this lease.*

18 **SECOND:** by Councilor Wright

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

20 **The motion passed unanimously.**

21
22 **Town Manager Update/Questions from the Council**

23 Manager Devine stated that he wanted to start by addressing public safety and call volumes
24 related to the Tuscan Village. The Police Chief had stated that the area was very safe. On
25 Thursday nights, Friday nights, and Saturday nights there were four police details hired by the
26 businesses in the Tuscan Village. They started at 6 PM and could run as late as 1 AM on those
27 dates. The Town looked at the call volumes for the Police Department for the past three
28 weekends and found that ten to twelve percent of the calls were coming from Tuscan Village.
29 There were thirty calls on the last weekend in March of which twenty-seven calls were either
30 initiated by or handled by the police details. There were twenty calls on Easter weekend of which
31 eight were handled by the details. The following had thirty-one calls with nineteen handled by
32 the detail officers. This meant that a lot of the police response was being funded by the private
33 businesses requesting the police details.

34
35 Councilor Sweeney asked about the traffic enforcement.

36
37 Manager Devine stated that most of the traffic enforcement was for loud vehicles. The issues
38 could also be someone suspected of shoplifting or being an inebriated driver that was pulled
39 over.

40
41 Councilor Stacey asked about the roving vehicle patrol and if that was a detail and if there was a
42 charge for the car.

43
44 Manager Devine stated that it was a detail and there was a fee for the cruiser usage.

45
46 Councilor Bettencourt asked about the nature of the calls.

1 Manager Devine stated that some of the calls were for minor vehicle accidents and they also had
2 a lot of shoplifting calls. He listed the calls including unattended children calls.

3
4 Councilor Bettencourt stated that it was fascinating that it was not dominated by alcohol related
5 calls.

6
7 Manager Devine stated that there would be a food truck festival on June 3rd from 10 to 2 at the
8 Chamber of Commerce parking lot. Street sweeping started last week. National Drug Take Back
9 Day was April 25th, and the Police Department would be taking unused or expired prescriptions
10 for disposal from 10 to 2 that day. The mosquito control program started on April 8th. There was
11 a link on the Town Website for people to request to be placed on the no spray list. He wanted to
12 recognize the dispatchers during Public Safety Telecommunicators Week. They also wanted to
13 recognize the Animal Control Officer since it was also Animal Control Officer Appreciation
14 Week last week. There would be an opportunity to register as a member of either political party
15 on June 2nd, which was the last day to do so before Election Day.

16
17 Councilor Wright asked about new voters.

18
19 Chairman Bryant stated that they could still register on Election Day.

20
21 Councilor Hatch asked to have a discussion on the Lancaster Fund at a future meeting.

22
23 **9. Old Business/Tabled and Pending**

24
25 **10. Upcoming Meetings**

- 26 • May 4, 2026
- 27 • May 18, 2026

28
29 **ADJOURNMENT AT 7:58 P.M.**

30 **MOTION:** by Councilor Hatch

31 ***Move to adjourn at 7:58 PM.***

32 **SECOND:** by Councilor Bettencourt

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

34 **The motion passed unanimously.**

35
36 Notes/minutes taken by: Jeremiah Lamson

37
38 Approved: Town Council

39
40 Date Approved: _____

**CONSENT AGENDA ITEMS - TOWN COUNCIL
MEETING OF MAY 4, 2026**

	<u>TYPE OF ITEM SIGNED</u>	<u>DATE SIGNED</u>	<u>SIGNATURE or VOTE</u>
1	Assessing - Intent to Excavate - Shannon Road	04/29/26	DocuSign
2	Cemetery Deed	05/04/26	In Person
3	Donation-RSA 31:95(b), PD - \$3,000 from Kiwanis Club for Summer Youth Porgram	05/04/26	Vote



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 06(a1)

Department: Assessing Prepared by: Jon Duhamel

Town Council Meeting Date: 5/4/2026

STAFF REPORT

PURPOSE:

☐ Information Only ☒ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY: Determine if Town should revise/increase exemption thresholds.

BACKGROUND: The Median income in Salem has increased by approximately 8% since 2021 (the last update), while the median income for residents aged 65 and over has risen by 7%. I am recommending a 16% increase to the income threshold. This higher adjustment reflects current instances of residents failing to qualify due to income limits and is intended to help ensure eligibility remains appropriate over time, reducing the likelihood of increased denials as we approach the 2031 update cycle.

Regarding exemption amounts, we are currently at a 70.5 equalization ratio, which suggests that property values may increase by roughly 30% (with some variation). In light of this, I recommend increasing exemption amounts by 30%.

BUDGET IMPACT:

☒ No budget impact ☐ Within approved budget ☐ New expenditure ☐ Grant-funded

ESTIMATED COST: n/a

FUNDING SOURCE: n/a

RECOMMENDATION / ACTION REQUESTED:

Staff recommends that the Town Council approves the adjustment to income and asset levels as presented. The following motion is proposed:

Move to approve the following increase in income and asset limits for elderly, blind and disabled exemptions:

- *Increase the Single income limit from \$41,000 to \$47,560*
- *Increase the Married income limit from \$55,000 to \$63,800*
- *Increase the Asset limit from \$140,000 to \$162,400*
- *Increase the Elderly exemption amounts as follows:*
 - *65-74 years old from \$120,000 to \$156,000*
 - *75-79 years old from \$180,000 to 234,000*
 - *80+ years old from \$245,000 to \$318,500*
- *Increase the Blind exemption from \$130,000 to \$169,000*
- *Increase the Disabled exemption from \$120,000 to \$156,000.*

ATTACHMENTS:

☐ Photos ☐ Contracts / Agreements ☒ Charts/Graphs ☐ Map
☐ Resolution ☐ Supplemental Reports ☐ Other

Exemption Proposal

	RSA	Salem-current	Salem- proposed	% change	2025 MS-1	Salem-current	Salem- proposed	% change
<u>Income</u>								
		41,000	47,560	0.16				
		55,000	63,800	0.16				
<u>Assets</u>		140,000	162,400	0.16				
<u>Exemptions</u>								
<u>Elderly</u>	72:39-a							
65-74	72:39-a	120,000	156,000	0.3	54	6,480,000	8,424,000	0.3
75-79	72:39-a	180,000	234,000	0.3	34	6,120,000	7,956,000	0.3
80+	72:39-a	245,000	318,500	0.3	102	24,990,000	32,487,000	0.3
Blind	72:37	130,000	169,000	0.3	11	1,430,000	1,859,000	0.3
Disabled	72:37-b	120,000	156,000	0.3	10	<u>1,200,000</u>	<u>1,560,000</u>	0.3
<u>Total</u>						40,220,000	52,286,000	

<u>Median Income</u>	<u>2021</u>	<u>2025</u>	<u>\$\$</u>	<u>%</u>
	102,000	110,000	8,000	0.08
65+	67,477	71,968	4,491	0.07
Ratio		70.5		

72:27-a **allows modifications by TC**



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 06(b1)

Department: Town Manager

Prepared by: Colleen Mailloux

Town Council Meeting Date: May 4, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

Under the existing Management Agreement between the Field of Dreams, Inc (FOD) and the Town, FOD is not permitted to sublet or assign the use of the property to any third party. The draft addendum (attached) would allow FOD to authorize third parties to contract to use the property, with written authorization from the Town, insurance, and indemnification.

BACKGROUND:

In the past, FOD allowed third party use of the property, albeit without formal authorization by the Council. FOD has indicated that this third-party usage of the property is an important tool to help the organization to be self-sufficient and meet its obligations to manage and maintain the property.

The proposed addendum requires written authorization by the Town prior to the FOD allowing third party use of the property. It includes language recommended by Primex for indemnification and requirements for insurance. The addendum expires when the overall management agreement terminates in February 2027.

BUDGET IMPACT:

☒ No budget impact ☐ Within approved budget ☐ New expenditure ☐ Grant-funded

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

Staff recommends that the Town Council approve the addendum as presented. The following motion is proposed:

Move to approve the addendum to the Field of Dreams Management Agreement as presented and further authorize the Town Manager to sign the addendum on behalf of the Town of Salem.

ATTACHMENTS:

☐ Photos ☒ Contracts / Agreements ☐ Charts/Graphs ☐ Map
☐ Resolution ☐ Supplemental Reports ☐ Other

**ADDENDUM TO MANAGEMENT AGREEMENT
BETWEEN THE TOWN OF SALEM, NEW HAMPSHIRE
AND
FIELD OF DREAMS, INC
(A NEW HAMPSHIRE NON-PROFIT CORPORATION)**

Third Party Use Authorization

WHEREAS the Town of Salem, New Hampshire (the “Grantor”) and the Field of Dreams, Inc (“Grantee”) have executed a Management Agreement (“the Agreement”) for the management, maintenance and operation of the Field of Dreams Park and playground (the “Property”) dated May 6, 2025; and

WHEREAS the Grantee and Grantor desire to modify the Agreement to allow for assignment or subletting of the Property for third party use; now it is agreed that:

1. The Grantee may allow the following categories of third party uses:
 - A. Small Events - Events with fewer than 200 attendees may be held without limitation, provided they comply with all applicable rules, regulations, and requirements of the Agreement.
 - B. Large Events - Events with 200 or more attendees shall be limited to no more than six (6) events per calendar year.
 - C. Food Truck Vendor - The Grantee may permit the operation of food truck vendors at the Property, subject to all applicable health, safety, and licensing requirements. There shall be no storage of the food truck on the Property during winter months.
2. Prior to entering any agreement or contract with a third party, the Grantee shall notify the Grantor in writing and obtain written permission from the Grantor. The Grantor shall have the exclusive right to grant or deny permission to the third party. Grantee must ensure that any third-party comply with the terms of the Agreement.
3. Grantee shall be permitted to charge a fee to organizations for the use of the premises, but only in the event Grantee obtains a Facilities Use Agreement from such organizations which includes a written agreement to defend, indemnify, and hold harmless the Grantor, and provide the same insurance coverage (with additional insured certificates and accompanying endorsements), as Grantee is required to provide to the Grantor under paragraph 9(A) of the Agreement. Grantee shall provide a copy of its standard Facilities Use Agreement to Grantor to review and approve for purposes of such insurance and indemnification requirements. The Facilities Use Agreement shall contain a provision requiring any renter to "defend, indemnify and hold harmless the Town of Salem and its officers, agents, volunteers and employees (“Town Parties”) from and against any all claims, demands, suits and actions, and any claimed damages, costs, attorney’s fees, expenses, penalties and/or interest, asserted against Town Parties on account of property damage, bodily injury, personal injury, breach of agreement or violation of law arising from the renter’s use of or presence on the premises in relation to the Agreement or its use of the premises under the Agreement, regardless of whether

a Town Party was or is alleged to have been partially or wholly at fault.” For each rental, a copy of the certificate of insurance and applicable endorsement shall be provided to the Grantor.

4. The requirements of paragraphs 3 shall not relieve Grantee of its obligation to defend, indemnify and hold harmless the Grantor as required in paragraph 9(E) of the Agreement, including such instances when a renter or other user or its insurer is unable or unwilling to defend, indemnify and hold harmless the Grantor as required by 3.
5. This Addendum does not constitute an assignment of the Agreement. The Grantee retains all obligations under the Agreement.
6. This Addendum shall terminate upon the expiration or earlier termination of the Agreement, unless otherwise agreed in writing by the Town.

AUTHORITY TO SIGN: The parties hereto expressly state that they have the necessary corporate authority by corporate vote or resolution or otherwise to enter into the within Agreement.

IN WITNESS WHEREOF, the parties have set their hand and seal this _____ day of May, 2026.

FIELD OF DREAMS, INC

TOWN OF SALEM, NH

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 06(c1)

Department: Municipal Services Department

Prepared by: Wayne S. Amaral, Director

Town Council Meeting Date: May 4, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

As result of the abnormally dry conditions reported in our area from the Federal National Integrated Drought Information System along with information from the Canobie Lake Reservoir prediction water level computer model, Municipal Service Department recommend that Town Council adopt Voluntary Lawn Irrigation Water Restrictions.

BACKGROUND:

See attached memorandum for background information.

BUDGET IMPACT:

☒ No budget impact ☐ Within approved budget ☐ New expenditure ☐ Grant-funded

ESTIMATED COST: No Cost

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

Request Town Council vote to approve Voluntary Lawn Irrigation Water Restrictions effective immediately. The following motion is suggested:

Move that the Town Council hereby adopts Voluntary Lawn Irrigation Water Restrictions to take effect immediately. Such restrictions are for outside watering of lawns by manual or automatic sprinklers, and which will only be permitted between the hours of midnight to 10am on ODD numbered days only. These restrictions will remain in place until such time that Abnormally Dry conditions improve or water levels increase to the satisfaction of the Town Council.

ATTACHMENTS:

☐ Photos ☐ Contracts / Agreements ☐ Charts/Graphs ☐ Map
☐ Resolution ☒ Supplemental Reports

Press Release

Lawn Watering Tips Q&A Sheet.

SALEM MUNICIPAL SERVICES

ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

Wayne S. Amaral, Director



www.salemnh.gov

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

Memorandum

To: Town Council
Thru: Joseph Devine, Town Manager
From: Wayne S. Amaral, Municipal Services Director
cc: Frederick Wallace, Utilities Deputy Director
Kimberly Babaian, Business Manager
Date: April 21, 2026
Re: Request to Adopt a Voluntary Water Restrictions – Effective Immediately

The Utilities Division monitors our drinking water supply along with the daily demand placed on it. From this information, we determine any potential actions that may be required to protect this valuable resource. As a result of our monitoring, I respectfully request that Town Council adopt Voluntary Water Restrictions, effective immediately, to temporarily address lower than expected water supply.

Even though it appeared Salem received a considerable amount of precipitation this winter, we actual received only 14.81 inches since November 2025. The colder than average temperatures did produce extensive snow totals, however, the precipitation we received was misleading, as the snow was a more fluffy / smaller granular consistency type of snow. The actual precipitation produced from this past winter was inadequate to refill Canobie Lake to predicted levels.

We use a reliable computer model called The Canobie Lake Reservoir Model that outputs data that is used to compare existing water levels to predicted water levels. If the existing water levels are lower than the predicted levels on the chart shown in this memo, then possible action may be taken to restrict water usage.

Background

As of April 21st, the actual water level of Canobie Lake is 218.75 feet mean sea level (MSL), which is below the predicted level of 219.60 feet MSL established in the Town of Salem, New Hampshire Water Management Plan adopted by the Board of Selectmen in 2000.

The spillway level for Canobie Lake is a maximum of 220 feet MSL which is not expected to be reached by May 1st. On that date, the Town must switch its water source from Arlington Pond to Canobie Lake in order to comply with the Arlington Pond Water Management Agreement. Under this agreement, Arlington Pond must reach a level of 161.7 feet MSL on or before April 30th; otherwise, the Town will not be permitted to withdraw water for the municipal water supply system.

Due to prolonged ice conditions on Arlington Pond this year, the sluice gate at the dam could not be closed to begin refilling until March 27, 2026. Consequently, only one week of inflow was received from Big Island Pond before its gate was closed for its own seasonal refill. Arlington Pond is currently 159.0 feet MSL.

Conclusion

As of Monday, April 27, 2026, Canobie Lake is 1.26' lower than the full lake elevation of 220.0 and .48" lower than this same time last year at 219.22. The current actual water elevation level is **218.74**, which is .86" lower than the model's predicted level of 219.6.

Canobie Lake Predicted Water Level Reference Chart

DATE	PREDICTED LEVELS	VOLUNTARY RESTRICTIONS	MANDATORY RESTRICTIONS	DROUGHT EMERGENCY
APRIL 15	219.9	218.4	217.9	216.9
APRIL 30	219.6	218.1	217.6	216.6
MAY 15	219.4	217.9	217.4	216.4
MAY 30	219.0	217.5	217.0	216.0
JUNE 15	218.85	217.35	216.85	215.85
JUNE 30	218.75	217.25	216.75	215.75
JULY 15	218.55	217.05	216.55	215.55
JULY 30	218.35	216.85	216.35	215.35
AUG 15	218.15	216.65	216.15	215.15
AUG 30	217.95	216.45	215.95	214.95
SEPT 15	217.75	216.25	215.75	214.75

From the above chart, if the actual water elevation level falls below the predicted level, it will be compared against the levels triggering Voluntary Restrictions, Mandatory Restrictions, and Drought Emergency Conditions. This information is then used by staff to make a recommendation on potential restrictions.

Based on the data highlighted above from our Canobie Lake Reservoir Model and the most recent report of abnormally dry conditions reported in our area from the Federal National Integrated Drought Information System, I request that Town Council adopt the proposed water restrictions to be implemented immediately and remain in effect until Canobie Lake reaches sustainable water levels as defined in the Water Management Plan. This restriction will help conserve our resources as we enter into the warmer season.

Voluntary Water Restrictions Effective Immediately

Lawn Irrigation Water Restrictions

- *Use of outside watering of lawns by manual or automatic sprinklers is permitted between the hours of 12:00 AM and 10:00 AM on **ODD** numbered days **ONLY**.*
- *There are no restrictions on handheld devices used for watering landscapes, gardens, and flowers.*

It is important to reprogram your sprinkler system to the restrictions set forth above.

No Enforcement and Penalty actions will be taken by the Town during these voluntary water restrictions. However, failure to adhere to this restriction may result in declaring a Mandatory Water Restriction in the near future if water usage remains high and abnormal dry conditions continue.

*The Town of Salem appreciates your effort and cooperation with these **Voluntary Water Restrictions** in an effort to sustain our drinking water supply during these abnormally dry conditions. **These restrictions will remain in place until further notice.***

It is anticipated that implementing voluntary water restrictions, along with the use of regional water sources, will help allow Canobie Lake to continue recharging while also supporting a timely recovery of Arlington Pond.

Municipal Services will continue to monitor our drinking water supply on a daily basis and will return to update Town Council if our predicted water levels increase to adequate levels to lift the restriction or to raise the restriction to Mandatory Water Restrictions.



TOWN OF SALEM NH

Voluntary Water Restrictions

Effective Immediately

Press Release

As result of the abnormally dry conditions reported in our area from the Federal National Integrated Drought Information System along with information from our reservoir prediction water level computer model, The Town of Salem Council has adopted the following water restrictions for all customers on the Town's water system to help conserve our resources.

Lawn Irrigation Water Restrictions

- Use of outside watering of lawns by manual or automatic sprinklers is permitted between the hours of 12:00 AM and 10:00 AM on **ODD** numbered days **ONLY**.

It is important to reprogram your sprinkler system to the restrictions set forth above.

- There are no restrictions on handheld devices used for watering landscapes, gardens, and flowers.

No Enforcement and Penalty actions will be taken by the Town during these voluntary water restrictions. However, failure to adhere to this restriction may result in declaring a Mandatory Water Restriction in the near future if water usage remains high and abnormal dry conditions continue.

The Town of Salem appreciates your effort and cooperation with these **Voluntary Water Restrictions** in an effort to sustain our drinking water supply during these abnormally dry conditions. **These restrictions will remain in place until further notice.**



TOWN OF SALEM NH

Lawn Watering Tips

The water demand goes up incrementally each month as we head into the warmer summer months for many reasons including lawn irrigation which when done properly should not use excessive water resulting in waste. Below are some frequently asked questions that are helpful when it comes to taking care of your lawns, landscapes, and gardens.

When is the best time to water the lawn?

- The most ideal time is early in the morning between the hours of 4AM and 9AM
- A once-a-week deep soaking of the lawn is recommended opposed to everyday watering

How much water and how often should I water my lawn, landscapes, or gardens?

- A lawn that is healthy only needs 1 inch of water per week to stay active in the summer
- A trick to measuring this is setting an empty tuna can on the lawn while watering and once its full you have 1"
- A rain gauge can be purchased to measure as well
- Generally speaking, watering an area for 20 minutes three times a week if no rain will give you 1 inch
- Watering a lawn by hand with a spray nozzle is ineffective and generally results in wasting water and should only be done in small areas where a sprinkler is ineffective
- Trees, perennials, and shrubs that are older than a year do not need regular watering as their root zone is already established and can survive dry conditions. Spring and fall are the best times to plant new trees, shrubs, or perennials
- Gardens — vegetables, and annual flowers, require daily watering but this can be achieved minimally with a watering can with the intent of soaking the immediate root surface zone.

How often should I cut my grass?

- Grass should be cut at a minimum of 3 inches during the summer months which provides shade to the root zone and encouraging deeper root growth
- Mulch your grass clippings into the lawn to help retain water

I have an automatic irrigation system but I'm not sure how it works?

- Automatic irrigation systems are designed for proper irrigation and should be programmed by a qualified irrigation company
- When programmed properly you can water at the ideal time and set the schedule to any restrictions that may be in place
- All irrigation systems should be equipped with rain sensors to avoid unnecessary watering



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 06(d1)

Department: Municipal Services Department

Prepared by: Wayne S. Amaral

Town Council Meeting Date: May 4, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

Request Town Council approval to authorize funding in the amount of \$3,000,000 for roadway improvements per approved Warrant Article 9 of the FY26 Budget, as recommended by the Road Stabilization Committee meeting of April 24, 2026.

BACKGROUND:

The Annual Road Program continues towards a goal of improving overall road conditions within the Town. Road Program priorities are guided by road condition and PCI (pavement condition index) ratings, traffic volumes, and opportunities to coordinate road construction with other projects. A majority of the funds are dedicated to construction, with a portion of the funds being allocated to engineering design of other main roads. This overall approach enables the Town to execute a well-coordinated construction project, and at the same time, prepare/maintain a healthy backlog of design projects that will be ready for reconstruction in subsequent years.

BUDGET IMPACT:

☐ No budget impact ☒ Within approved budget ☐ New expenditure ☐ Grant-funded

ESTIMATED COST: \$3,000,000

FUNDING SOURCE: Salem Roadway Improvement Capital Reserve Fund

RECOMMENDATION / ACTION REQUESTED:

Request Town Council vote to authorize the disbursement of \$300,000,000 from the Salem Roadway Improvement Capital Reserve Fund for the 2026 Roadway Construction and Engineering Program. The following motion is suggested:

Move that the Town Council, as agents to expend the Salem Roadway Improvements Capital Reserve Fund, hereby authorizes \$3,000,000 as approved via Article 9 of the 2026 Town Meeting Warrant, to be disbursed for the 2026 Road Construction and Engineering Program, as presented tonight in Memorandum dated April 20, 2026.

ATTACHMENTS:

☐ Photos ☐ Contracts / Agreements ☐ Charts/Graphs ☐ Map
☐ Resolution ☒ Supplemental Reports



ROAD STABILIZATION COMMITTEE

TOWN OF SALEM NH

Date: April 20, 2026
To: Town Council
From: John P. Klipfel, PE, Engineering Director
Through: Joseph Devine –Town Manager
Cc: Wayne Amaral – Municipal Services Director
Nicole McGee – Finance Director

John P. Klipfel

RE: 2026 Road Program – Expenditure Authorization and Bids Summary

Recommended Motion:

“The Town Council, as agents to expend the Salem Roadway Improvements Capital Reserve Fund, hereby authorizes \$3,000,000 as approved via Article 9 of the 2026 Town Meeting Warrant, to be disbursed for the 2026 Road Construction and Engineering Program, as presented tonight and supported by the Road Stabilization Committee.”

Background:

The following information has been prepared for the 2026 Road Program:

A. Overall 2026 Road Program Budget:

- 2026 Road Program Budget (Warrant Article 9) **\$ 3,000,000**

B. Detail of Bids Received for Planned Projects:

2026 Roadway Stabilization (Bid Number 2024-003)

On February 13, 2024, one (1) qualified bid was received for the 2024 Neighborhood Road Project. This bid contained an option to extend for up to two additional years at the discretion of the Town. Based on the extremely low interest in bidding for Town roadway projects we decided to extend the contract and apply the contract prices to this year's program. The lowest bidder was Busby Construction, Inc. of Atkinson, NH. We are able to do all planned roads within the bid prices with no increased cost.

Busby Construction, Inc., Atkinson, NH	\$ 2,600,000
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Recommendation: Extend contract with Busby Construction, Inc.

2026 Roadway Crack Sealing (Bid Number 2024-004)

On February 15, 2024, one (1) qualified bid was received for the Roadway Crack Sealing Project. This bid contained an option to extend for up to two additional years at the discretion of the Town. Based on the extremely low interest in bidding for Town roadway projects we decided to extend the contract and apply the contract prices to this year's program. The low bidder was Indus, Inc. of Braintree, MA.

Recommendation: Extend contract to Indus, Inc. Execute contract and crack seal up to \$100,000.

2026 Preservation (Bid Number 2025-008)

On May 8, 2025, one (1) qualified bid was received for the Roadway Preservation Program. This bid contained an option to extend for up to two additional years at the discretion of the Town. Based on the extremely low interest in bidding for Town roadway projects we decided to extend the contract and apply the contract prices to this year's program. The low bidder was All States Construction, Inc. of Sunderland, MA.

Recommendation: Extend contract with All States. Execute contract and rubber chip seal up to \$200,000

2026 Road Program Engineering (Bid Number 2025-008)

In addition to construction the balance of funds will be used on future engineering projects. Included in engineering, is funding to fully update the PCI program with current entire network road ratings.

C. Breakdown of Planned Projects:

Mill and Overlay

Road	Approximate PCI	From	To	Length (FT)
Rabbit Run	70	Entire		1365
Golden Oaks Dr	66	Entire		3360
Concord Coach Dr	68	Entire		2901
Surrey Ln	70	Entire		1046
Elise Ave	68	Briarwood Dr	Mary Ann Ave	704
Shore Dr	69	Anderson Ave	Cove Rd	4077
Mary Anne Ave	68	Shore Dr	Shore Dr	3413
Cove Rd	64	Shore Dr	End	1955
Cove Rd Extension	73	Cove Rd	End	585
Wheeler Dam Rd	70	N Main St	Cove Rd	2382
Hamilton Ln	72	Wheeler Dam Rd	End	1245
Warren Ave	66	Shore Dr	End	260
Island Rd	60	Shore Dr	End	780
Brady Ave	67	Lowell Rd	Pelham Rd	4551
Old Coach Rd	67	Wheeler Ave	End	3268
Short St	66	Old Coach Rd	End	298
Morgan Cir	70	Old Coach Rd	End	307
Brimstone Ln	66	Remington Rd	End	815
Primrose Ln	57	Bridge St	End	773
Kurt Rd	57	Meisner Rd	End	613
Brown St	68	Lawrence Rd	End	518
George Ave	70	Main St	End	260
A St	70	Entire		354
Spring St	66	Entire		940
Martin Ave	70	Entire		982
Alexander Ave	72	Entire		1039

Rubber Chip Seal

Road	Approximate PCI	From	To	Length (FT)
Ann Ave	85	ENTIRE		835
Ansel St	81	ENTIRE		761
Ansel St Ext	85	ENTIRE		641

Baldwin St	80	ENTIRE		1170
Benning St	85	ENTIRE		1420
Eaton St	83	ENTIRE		416
Messer Ave	80	ENTIRE		999
Otis Ave	85	ENTIRE		1109
Pattee Rd	83	ENTIRE		1424
Rosewood Ave	85	ENTIRE		1052
Seed St	77	ENTIRE		1887
Senter St	84	ENTIRE		879
Sunset Cir	79	ORCHARD TER	END	190
Castle Ridge Rd	79	LAWRENCE RD	JOINT	37

Crack Seal

Road	Approximate PCI	From	To	Length (FT)
Sunset Cir				
Ansel St Ext	See above	Entire		641
Ansel St	See above	Entire		761
Baldwin St	See above	Entire		1170
Rosewood Ave	See above	Entire		1052
Senter St	See above	Entire		879
Otis Ave	See above	Entire		1109
Messer Ave	See above	Entire		999
Eaton St	See above	Entire		416
Seed St	See above	Entire		1887
Benning St	See above	Entire		1420
Ann Ave	See above	Entire		835
Applewood Ln	80	Mulberry Rd	Cul-de-sac	1036
Barbara Ave	88	Linwood Ave	Guy St	804
Cypress St	80	Mulberry Rd	End	2076
Mulberry Rd	85	Linwood Ave	Cypress St	2267
Mulberry Ter	85	Mulberry Rd	End	274
Poplar Rd	85	Mulberry Rd	Cypress St	953
Linwood Ave	80	Lawrence rd	Eleanor St	2133
Linda St	75	Linwood Ave	Ruth St	1370
Ruth St	85	Linwood Ave	Linda St	771
Guy St	85	Linwood Ave	Mildred St	564
Lawrence Rd	74	Main St	Veterans Memorial	3822



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 06(e1)

Department: Municipal Services Department

Prepared by: Wayne S. Amaral, Director

Town Council Meeting Date: May 4, 2026

STAFF REPORT

PURPOSE:

☒ Information Only ☐ Discussion ☐ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

Winter Weather End of Season Update.

BACKGROUND:

A major function of Public Works is to provide plowing, treatment, and care for roads in the winter should a winter weather event occur. An extensive plan has been developed that adequately and reasonably provide this service in a realistic time frame. The standard is achieved through components of the plan and the expectation set forth by those involved. Every year the plan is adjusted based on staffing and returning contracted equipment. The latter can be quite challenging notwithstanding Salem's proximity to the state line.

This presentation will summarize the 2025 and 2026 winter season budget and operations.

BUDGET IMPACT:

☒ No budget impact ☐ Within approved budget ☐ New expenditure ☐ Grant-funded

ESTIMATED COST: No funds requested at this time

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

This is informational only.

ATTACHMENTS:

☐ Photos ☐ Contracts / Agreements ☒ Charts/Graphs ☐ Map
☐ Resolution ☐ Supplemental Reports

SALEM MUNICIPAL SERVICES



ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

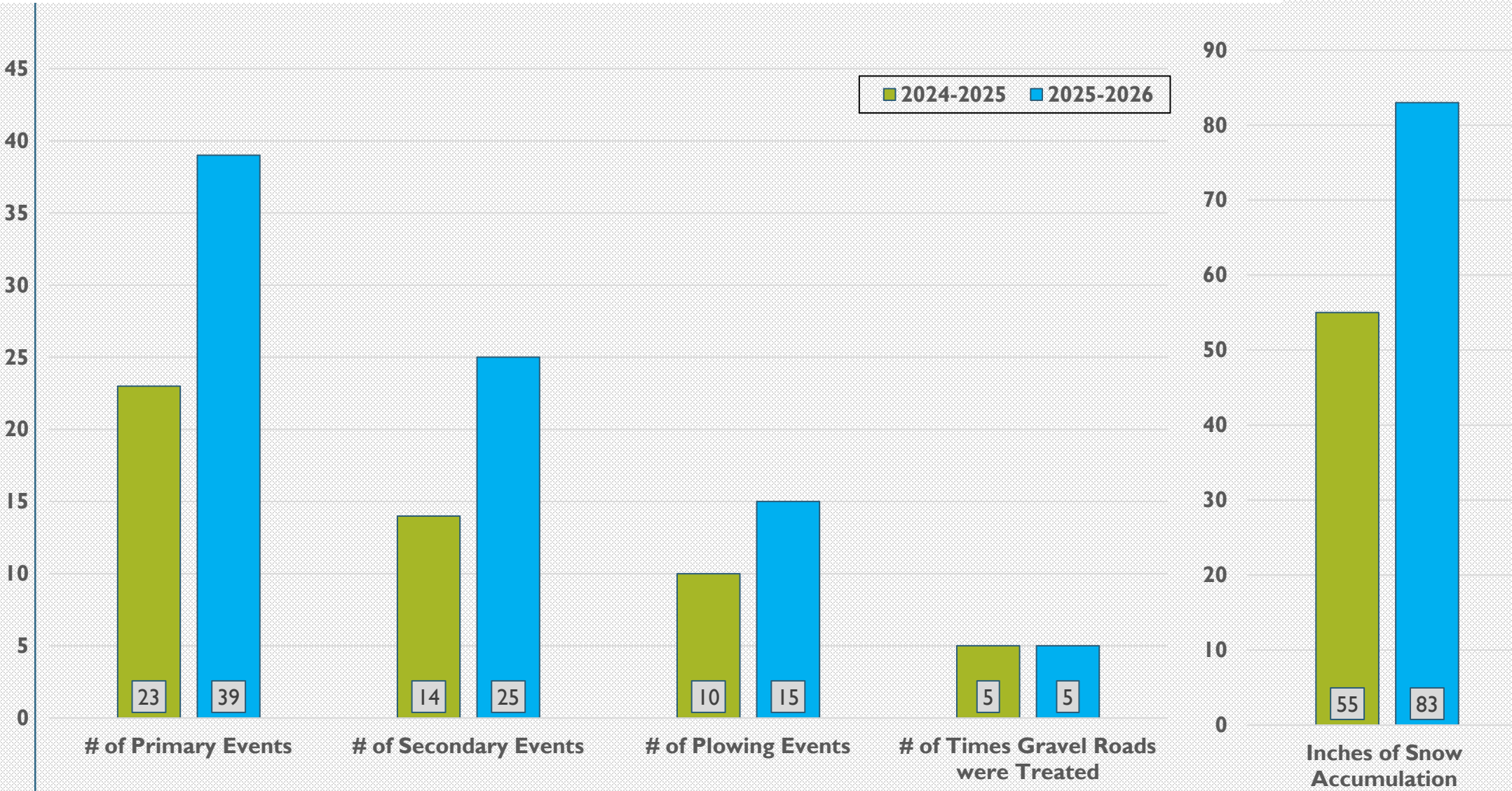
END OF WINTER OPERATIONS REPORT

MAY 04, 2026 – TOWN COUNCIL MEETING

END OF WINTER SEASON TOTALS



SALEM MUNICIPAL SERVICES



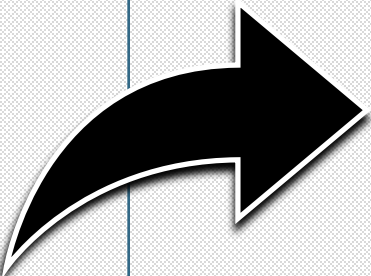
This data is from Nov. 15, 2025, to April 15, 2026

END OF WINTER OPERATIONS REPORT



SALEM MUNICIPAL SERVICES

**This past year –
1 Vacant FT Position**

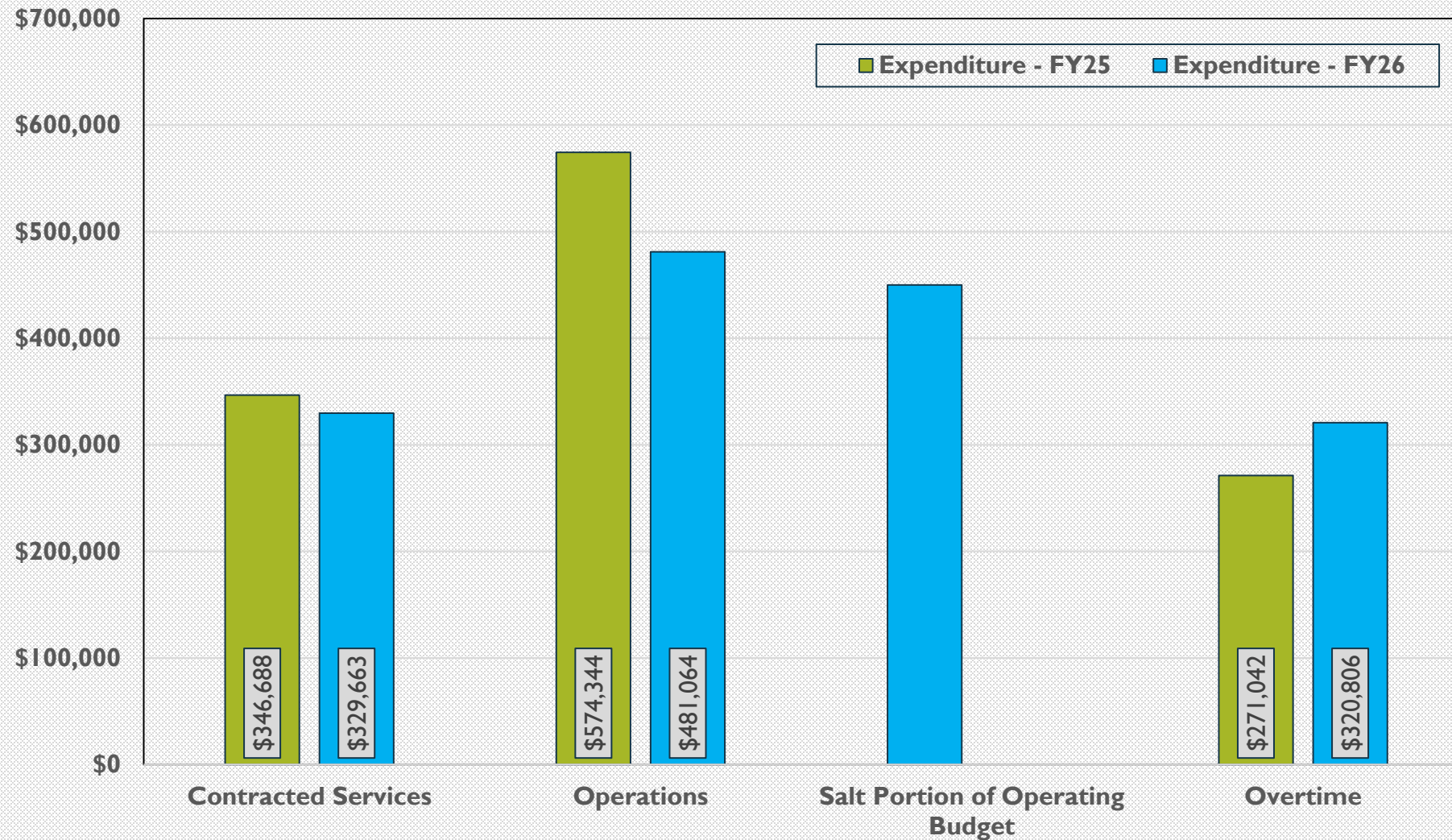
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- 69 - Available Personnel
 - 57 - Pieces of Equipment
 - 35 - Miles of Sidewalk
 - 20 - Winter Operation Events
 - 5 - Ice Events – one event included 2” of sleet
 - 5 - Rookie plow operators
 - Several long-duration storm events occurred, including one with roughly 36 hours of continuous snowfall.
 - A blizzard on February 23–24 produced approximately 24 hours of sustained snowfall.

TEAMWORK!

WINTER BUDGET TOTALS FY25/FY26 COMPARISON



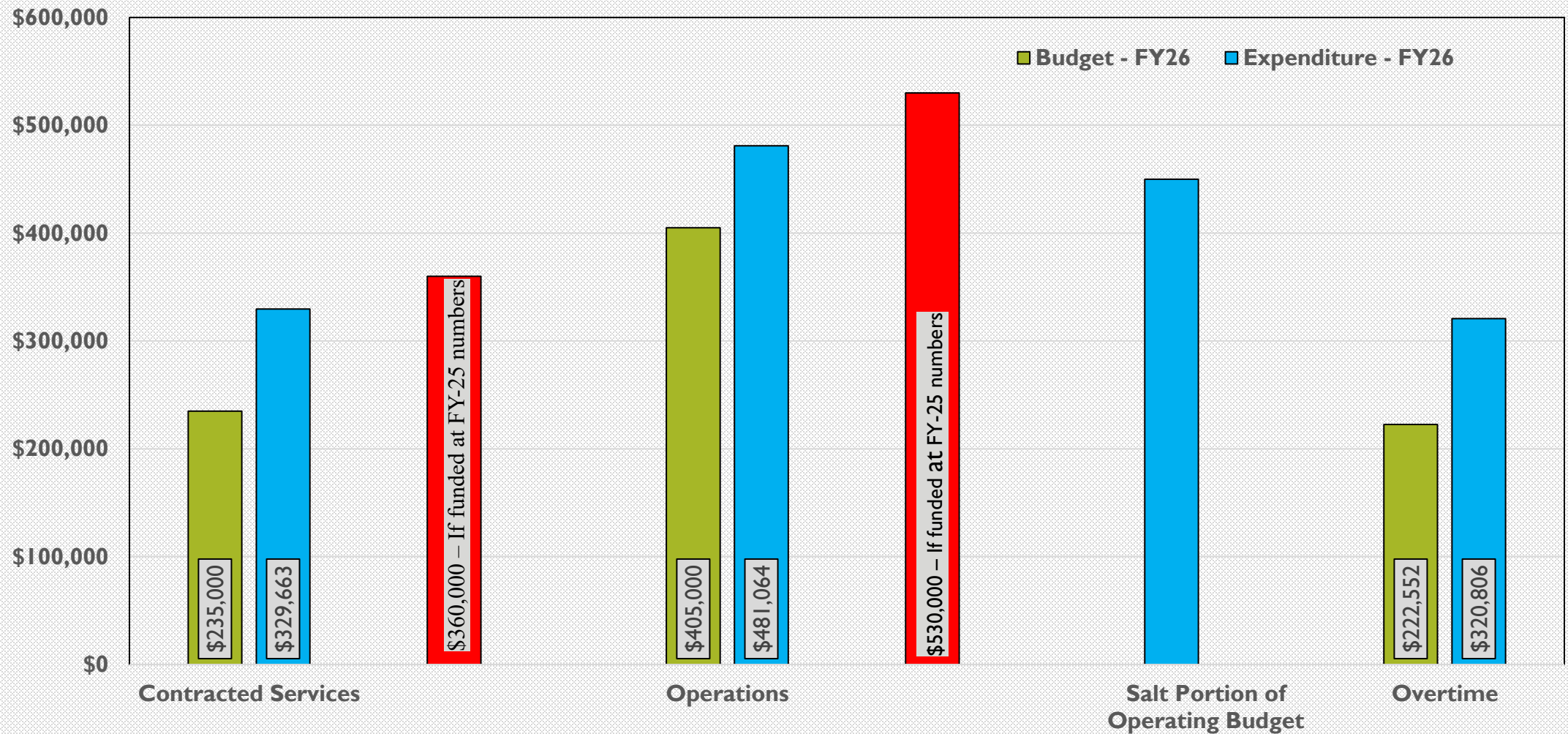
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WINTER BUDGET TOTALS FY26 TO DATE



SALEM MUNICIPAL SERVICES





TOWN OF SALEM, NEW HAMPSHIRE

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

Item #: 06(f1)

Department: Municipal Services Department

Prepared by: Wayne S. Amaral, Director

Town Council Meeting Date: May 4, 2026

STAFF REPORT

PURPOSE:

☒ Information Only ☐ Discussion ☐ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

Litter week clean-up update.

BACKGROUND:

Every year when the snow melts, we see the unsightly side of winter as litter is abundant on certain roadsides. For the past twenty plus years the Town of Salem, through its Public Works Division, has assigned employees from most MSD Divisions to pick up roadside litter in the right of way once winter is officially declared over. We have also welcomed great community support from groups and individuals who also assist with our cleanup program, and we are so appreciative to their commitment and contribution to the program.

That time had arrived again this year and was clearly defined by the sudden appearance of blue trash bags lining the streets where snow once appeared. The blue bags are provided by New Hampshire the Beautiful, Inc. at no cost to the Town. Again in 2026, this program was a tremendous success.

BUDGET IMPACT:

☒ No budget impact ☐ Within approved budget ☐ New expenditure ☐ Grant-funded

ESTIMATED COST: No Cost

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

This is informational only.

ATTACHMENTS:

☐ Photos ☐ Contracts / Agreements ☒ Charts/Graphs ☐ Map
☐ Resolution ☐ Supplemental Reports



PUBLIC WORKS - UTILITIES - VOLUNTEERS



The blue bags are provided by New Hampshire the Beautiful, Inc., who is proud to assist New Hampshire towns, cities, and individual groups with litter cleanup programs. The Town of Salem is a member of the Litter-Free New Hampshire Program and Salem has collected over 29.8 tons of litter over the past nine years. That is 65,697 pounds of roadside debris with an annual average of 3.65 tons.



TOWNWIDE ROADS

53 miles total



Municipal Services Department
Division of Public Works

Town of Salem, NH, Earl Canale, Earl, HEP, Garmin, SafeGraph, GeotTechnologies, Inc, MET/NASA, USGS, EPA, NPS, USDA

TOTAL LITTER
COLLECTED
3.65 TONS





SPECIAL THANKS TO THE FOLLOWING:

Public Works, Utilities, Ray Hurteau, Marlena Minnon, Jen Alexa, Jovin Ciarletta, Nicole Spampinato, Aimee Cozza, Sara Wuluff, Heather Bonarrigo, Tuscan Village, Salem Areas Women's Club, Salem Lion's Club, Girl Scout Troop 58720, Boy Scout Troop 409, Cub Scout Troop 160 and Novia Corp.

Also, anyone else we may have missed.



To: Salem Town Council
From: Joseph Devine, Town Manager
Date: May 4, 2026
Re: Town Manager's Report

MEMORANDUM



News and Noteworthy:

Financial Management Software (ERP) Evaluation – Project Update

The Town has engaged BerryDunn to assist with evaluating and planning for the replacement of the Town's current financial management system. This effort includes a comprehensive review of existing processes, identification of organizational needs, and development of a Request for Proposal (RFP) for a new Enterprise Resource Planning (ERP) system.

BerryDunn has been onsite and has begun working with Town staff to assess current operations and gather input on system functionality, challenges, and future needs. This process includes stakeholder engagement, documentation review, and facilitated discussions to better understand critical workflows and opportunities for improvement.

The project is currently in the information-gathering phase, with staff participation playing a key role in shaping the outcome. Work will continue in collaboration with BerryDunn to ensure a thorough evaluation and a well-informed path forward for modernizing the Town's financial systems.

FY2025 Financial Statement Audit – Update

The Town's FY2025 financial statement audit process is underway. Auditors have scheduled an initial on-site visit, with full fieldwork to follow in the coming weeks.

In preparation, the Finance Department is actively compiling required documentation and coordinating internally to support an efficient and timely audit process. Staff continue to work closely with auditors to ensure all materials are organized and available, helping to facilitate a smooth review.

Accessory Dwelling Unit (ADU) Seminar – Community Outreach

The Town is coordinating an upcoming **Accessory Dwelling Unit (ADU) informational seminar** scheduled for **May 27 from 5:30 PM to 7:00 PM** at Town Hall in the Knightly Meeting Room.

The event will be sponsored by Merrimack Valley Savings Bank, which will also provide refreshments. The seminar will bring together subject matter experts to present on key topics including permitting and municipal involvement, financing options, design considerations, and strategies for maintaining long-term family ownership, including the use of trusts.

The program is intended to support residents interested in expanding housing options while navigating regulatory, financial, and design considerations. Additional outreach materials, including a promotional flyer, are currently in development.

Staff are also exploring opportunities to partner with local financial institutions to provide accessible information on ADU financing options, which may include development of a dedicated webpage or informational materials for residents.

National Police Week – Recognition and Memorial

National Police Week will be observed May 11–17, 2026. Established by a joint resolution of Congress in 1962, this week honors law enforcement officers who have lost their lives in the line of duty while protecting their communities. Since the first recorded line-of-duty death in 1786, more than 21,000 officers nationwide have made the ultimate sacrifice.

During this week, the Town recognizes and expresses its gratitude to the men and women of the Salem Police Department for their continued dedication, professionalism, and service to the community.

The Town will host a local Police Memorial Service at Pine Grove Cemetery on May 15 at 11:00 AM, and all are welcome to attend in remembrance of those who have given their lives in the line of duty.

International Firefighters’ Day – Recognition

May 4 is recognized as International Firefighters’ Day, a time to honor firefighters who have lost their lives in the line of duty and to recognize those who continue to serve their communities.

The Town extends its sincere appreciation to the members of the Salem Fire Department, both past and present, for their dedication, professionalism, and commitment to public safety. Firefighters play a critical role in protecting lives, property, and the environment, often under challenging and hazardous conditions.

We thank all who have served and who continue to serve for their ongoing contributions to keeping Salem safe.

Finance Committee – Board/Committee Appointment Opportunity

The Town is seeking residents to serve on a newly established **Finance Committee**, which will consist of three (3) members appointed from the community. Initial appointments will be staggered with one-, two-, and three-year terms to ensure continuity, with all subsequent terms set at three years.

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

The Town is seeking candidates with relevant experience 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

Applicants must be Salem residents and may not serve simultaneously on any other Town board, committee, commission, or advisory body.

Interested residents are encouraged to submit a resume and letter of interest to the Town Manager’s Office. Selected candidates will be invited to interview with the Town Council at a future meeting.

Lancaster Fund – Funding Opportunity

The William E. Lancaster Trust, established in 1964, provides funding to support initiatives that enhance the quality of life in Salem. In accordance with the terms of the Trust, the Town Council has discretion to allocate funds “in any way they see fitting and proper to make Salem a better place to live.”

The Town Council has announced that applications for Lancaster Fund grants will be accepted from April 20, 2026 through May 20, 2026.

All submitted requests will be reviewed, with funding decisions anticipated to occur at a public Town Council meeting in June. Additional information, including full submission guidelines and application materials, is available through the Town’s public notice.

National Municipal Clerks Week – Recognition

National Municipal Clerks Week will be observed May 3–9, 2026, recognizing the essential role of municipal clerks in local government.

The Town of Salem acknowledges the Clerk’s Office as a vital link between residents, elected officials, and all levels of government. Municipal clerks serve as a central resource for public information, ensure the integrity of official records, and uphold the principles of neutrality and professionalism in their work.

The Town extends its appreciation to Salem’s Municipal Clerk and staff for their dedication, expertise, and continued commitment to serving the community.

Revaluation Update

The Town’s revaluation project is progressing as planned, with initial fieldwork nearing completion. Vision Government Solutions has been conducting property inspections, and data collection efforts are substantially complete for this phase. Additional sales activity occurring over the summer will be incorporated into the final analysis. Property record cards are currently being entered into the CAMA system, and Town staff will conduct spot checks to ensure data accuracy.

Preliminary market analysis indicates that assessed values are generally below market levels but remain relatively consistent across property types, with limited variance between styles. Early indicators suggest both residential and commercial properties may see valuation increases, with mobile homes expected to experience more significant adjustments. Commercial properties are currently showing a lower ratio compared to residential, which will be evaluated further as modeling continues.

At this time, no major project risks or field issues have been identified. The process remains on schedule, with preliminary values anticipated to be released in late summer. Following release, Vision will conduct informal review hearings with property owners prior to finalizing values. The formal abatement process will remain available thereafter.

Public feedback to date has been limited, with typical concerns centered around potential tax impacts. Staff will be working to enhance public outreach and communication efforts in the coming months to better inform residents about the revaluation process.

Overall, the project is on track, with the primary focus moving forward on data validation, valuation modeling, and increased community outreach.

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

- Payroll Register No. 16 (04-20-26) - \$364,359.89
- Payment Check Register (04-21-22) - \$389,196.01
- Payment Check Register (VOID) (04-21-26) - \$73.72
- Payment Check Register (04-22-26) - \$20.00
- Payroll Register No. 16 (04-23-26) - \$367.98
- Payroll Register No. 17 (04-27-26) - \$374,142.49
- Payment Check Register (04-28-26) - \$167,920.03
- Payment Check Register (VOID) (04-28-26) - \$1,595.00
- Payment Check Register (04-30-26) - \$7,906,027.40