

A G E N D A
TOWN COUNCIL MEETING
June 15, 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. Employee of the Month Recognition
7. Second Read/Adoption
 - a. Resolution No. 2026-11 – Assistant Town Manager – Consider Outside Human Services Agencies Funding Policy
8. First Read/Waiver
 - a. Resolution No. 2026-12 - Assistant Town Manager - Consider Transfer Station Fundraising Policy
9. New Business
 - a. Police Department – Announce Retirement of K9 Dash and Authorize Release of Dog to K9 Officer Paul Benoit
 - b. Community Development Department – Consider Request of Conservation Commission to Acquire Land off Norwood Road
 - c. Municipal Services Department - Transfer Station Study Committee Update
 - d. Consider Request for Waiver of SMC 477 (Water), Section 14 Requiring Installation of a Well for Irrigation System at New Police Department Facility
 - e. Tuscan Village Tax Impact Report
 - f. Town Manager’s Report/Questions from the Council
10. Old Business/Tabled and Pending
11. Upcoming Meetings
 - July 6, 2026
 - August 3, 2026

Adjourn

**MINUTES OF THE
Town Council**

**Regular Meeting of
June 1, 2026**

The Town Council held a meeting on Monday, June 1, 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 Jeffrey Hatch, Councilor Lisa Withrow, Councilor D.J. Bettencourt, Councilor Bonnie Wright, Councilor Keith Stramaglia, and Joe Devine (Town Manager).

CALL TO ORDER:

Chairman Bryant began by calling the meeting to order at 7:00 p.m.

1. Pledge of Allegiance

Chairman Bryant 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 June 1, 2026 per RSA 91-A:3 II I 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: 9-0-0

The motion passed unanimously.

MOTION: by Councilor Withrow

Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from April 6, 2026.

SECOND: by Councilor Stacey

VOTE: 9-0-0

The motion passed unanimously.

MOTION: by Councilor Withrow

Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from April 6, 2026.

SECOND: by Councilor Stacey

VOTE: 9-0-0

The motion passed unanimously.

1 **MOTION:** by Councilor Withrow

2 *Move to approve the sealed Town Council Non-Public Session #2 Meeting Minutes from April*
3 *6, 2026.*

4 **SECOND:** by Councilor Sweeney

5 **VOTE:** 9-0-0

6 **The motion passed unanimously.**

7
8 **MOTION:** by Councilor Withrow

9 *Move to approve the sealed Town Council Non-Public Session #3 Meeting Minutes from April*
10 *6, 2026.*

11 **SECOND:** by Councilor Sweeney

12 **VOTE:** 9-0-0

13 **The motion passed unanimously.**

14
15 **MOTION:** by Councilor Withrow

16 *Move to approve the sealed Town Council Non-Public Session #4 Meeting Minutes from April*
17 *6, 2026.*

18 **SECOND:** by Councilor Sweeney

19 **VOTE:** 9-0-0

20 **The motion passed unanimously.**

21
22 **MOTION:** by Councilor Withrow

23 *Move to approve the sealed Town Council Non-Public Session #1 Meeting Minutes from April*
24 *20, 2026.*

25 **SECOND:** by Councilor Sweeney

26 **VOTE:** 8-0-1

27 **The motion passed with Councilor Withrow abstaining.**

28
29 **MOTION:** by Councilor Withrow

30 *Move to approve the sealed Town Council Non-Public Session #2 Meeting Minutes from April*
31 *20, 2026.*

32 **SECOND:** by Councilor Stacey

33 **VOTE:** 8-0-1

34 **The motion passed with Councilor Withrow abstaining.**

35
36 **MOTION:** by Councilor Withrow

37 *Move to approve the sealed Town Council Non-Public Session #3 Meeting Minutes from April*
38 *20, 2026.*

39 **SECOND:** by Councilor Sweeney

40 **VOTE:** 8-0-1

41 **The motion passed with Councilor Withrow abstaining.**

42
43 **MOTION:** by Councilor Withrow

44 *Move to approve the sealed Town Council Non-Public Session #4 Meeting Minutes from April*
45 *20, 2026.*

46 **SECOND:** by Councilor Pelletier

1 **VOTE: 8-0-1**

2 **The motion passed with Councilor Withrow abstaining.**

3
4 **MOTION:** by Councilor Withrow

5 *Move to approve the sealed Town Council Non-Public Session #5 Meeting Minutes from April*
6 *20, 2026.*

7 **SECOND:** by Councilor Stramaglia

8 **VOTE: 8-0-1**

9 **The motion passed with Councilor Withrow abstaining.**

10
11 **MOTION:** by Councilor Withrow

12 *Move to approve the Town Council Public Session Meeting Minutes from May 18, 2026.*

13 **SECOND:** by Councilor Stacey

14 **VOTE: 9-0-0**

15 **The motion passed unanimously.**

16
17 **3. Chairman Comments:**

18 None.

19
20 **4. Approve Consent Agenda**

21 **MOTION:** by Councilor Sweeney

22 *Move to approve the June 1, 2026, Consent Agenda.*

23 **SECOND:** by Councilor Withrow

24 **VOTE: 9-0-0**

25 **The motion passed unanimously.**

26
27 **5. Additions and/or Requests by Public or Council by Vote**

28 None.

29
30 **6. Introduction of Human Resources Director**

31 Manager Devine stated that he wanted to introduce the new Human Resources Director, Rebekah
32 McGuire. She had been the HR Specialist and been filling in as the interim director since
33 October. Ms. McGuire had done a great job during that time. She had years of HR experience
34 and SHRM certification. After reviewing the candidates, Manager Devine stated that he had
35 appointed Ms. McGuire to serve as the Human Resources Director.

36
37 Rebekah McGuire stated that she was honored to be appointed to this role. She had a degree
38 from George Mason and past experience in corporate human resources.

39
40 Chairman Bryant welcomed her to the position.

41
42 **7. Present Certificates of Achievement to Eagle Scouts Curtis Hall and Michael Tomaselli**

43 Chairman Bryant asked Councilor Sweeney to read the certificates.

44
45 Councilor Sweeney read the Certificate of Achievement for Curtis Hall: In recognition of the
46 achievement of the Eagle Scout Award presented to Curtis Hall. The Salem, New Hampshire

Town Council wishes to recognize your outstanding accomplishment of achieving the rank of Eagle Scout and your special project of building picnic tables and donating them to Silverthorne Adult Daycare. The Town Council also wishes to recognize your scouting career which began in 2022. You have received a notable 47 merit badges prior to receiving your Eagle Scout Award. You have earned the ranks of Assistant Senior Patrol Leader, Patrol Leader, and Instructor. On behalf of the Town of Salem, New Hampshire, the Town Council wishes to recognize your efforts and hereby salutes you on this 31st day of May 2026 for your special achievement of the rank of Eagle Scout.

Councilor Sweeney read the Certificate of Achievement for John Michael Tomaselli: In recognition of the achievement of the Eagle Scout Award presented to John Michael Tomaselli. The Salem, New Hampshire Town Council wishes to recognize your outstanding accomplishment of achieving the rank of Eagle Scout and your special project of refurbishing the military markers at Pine Grove Cemetery. The Town Council also wishes to recognize your scouting career which began in 2014. You have received a notable 24 merit badges prior to receiving your Eagle Scout Award. You have earned the ranks of Junior Assistant Coach Master, Senior Patrol Leader and Troop Guide. On behalf of the Town of Salem, New Hampshire, the Town Council wishes to recognize your efforts and hereby salutes you on this 31st day of May 2026 for your special achievement of the rank of Eagle Scout.

The Town Council congratulated both Eagle Scouts.

8. First Read/Waiver

a. Resolution No. 2026-10 – Finance Department - Authorize Transfer of \$281,635.00 from General Fund to Capital Projects Fund for Route 111/Ermer Road Intersection Improvements Project

Manager Devine stated that this was to authorize a transfer of funds. The packet had a memo from the Finance Director.

Nicole McGee, Finance Director, stated that this transfer would allow the project to be accounted for in one fund.

MOTION: by Councilor Sweeney

Move that the Salem, NH Town Council adopts Resolution No. 2026-10 relating to the transfer of \$281,635.00 from the General Fund to the Capital Projects Fund for the Route 111/Ermer Road Intersection Improvements Project; and further waives the requirement for a second reading. This Resolution shall take effect upon its passage as follows:

Resolution #2026-10 - By Request of the Finance Director - Authorizes Transfer of \$281,635.00 from the General Fund to the Capital Projects Fund

WHEREAS: The Town Council is responsible for the fiscal stewardship of the Town; and

WHEREAS: The Town Council recognizes the value of structured financial review and public transparency; and

WHEREAS: Section 5.8 of the Town Charter provides the Town Council with the authority to transfer an appropriation; and

1 ***WHEREAS: The Ermer Road and Route 111 construction project will be accounted for in the***
2 ***Capital Projects Fund.***

3 ***NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT:***
4 ***The Salem Town Council hereby authorizes the transfer of \$281,635.00 from the General***
5 ***Fund to the Capital Projects Fund for the Ermer Road/Route 111 Intersection Construction***
6 ***Project.***

7 **SECOND:** by Councilor Stacey

8 **VOTE:** 9-0-0

9 **The motion passed unanimously.**

10
11 **9. First Read**

12 **a. Resolution No. 2026-11 – Assistant Town Manager – Consider Outside**
13 **Human Services Agencies Funding Policy**

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

15
16 Colleen Mailloux, Assistant Town Manager, stated that questions came up during the budget
17 process regarding the funding of outside human services agencies. The Council seemed to be
18 looking for benchmarks and the amount of services delivered to residents of Salem. This policy
19 would establish general criteria for human service agencies to submit funding proposals. The
20 policy eliminated the three-year provision. The agency had to serve town residents, provide a
21 service that directly or indirectly reduced Town expenditures or provided a service that was vital
22 to the health and well-being of Salem residents, and they had to demonstrate a collaborative
23 relationship with the Human Services Department. The request for funds had to provide specifics
24 on what was being requested. She provided some examples of the request process which changed
25 it to a proposal request. They were looking for comments from the Town Council.

26
27 Councilor Sweeney asked if they went through the process and were included in the budget,
28 which would not prevent the organization from also including a petitioned Warrant Article as
29 well.

30
31 Ms. Mailloux stated that was correct. This would not prevent the organization from putting forth
32 a petitioned Warrant Article as well. They could not prohibit it from happening since any twenty-
33 five residents could put forth a petition. She felt that this process would discourage people from
34 doing both because it could be easier for them to go through the process.

35
36 Councilor Hatch asked if the agencies currently in the budget would be coming out of the
37 budget.

38
39 Manager Devine stated that those agencies would have to submit new requests through this
40 process in order to be included in the 2027 Budget. Everyone would have to follow the same
41 process. The Town had met with all of those agencies to discuss the new process that was
42 coming for the budget. Those agencies had agreed to follow the new process.

43
44 **MOTION:** by Councilor Sweeney

45 ***Move that the Salem Town Council hereby recognizes June 1, 2026 as the first reading for***
46 ***consideration of Resolution No. 2026-11 to consider an update to the Outside Human Services***

1 *Agencies Funding Policy as recommended. We hereby recommend a second reading be*
2 *scheduled for June 15, 2026.*

3 **SECOND:** by Councilor Wright

4 **VOTE:** 9-0-0

5 **The motion passed unanimously.**

6
7 **10. New Business**

8 **a. Community Development Department - Public Hearing -**

9 **Application for Tax Exemption under the Salem Commercial and Industrial**
10 **Property Tax Exemption Program – 142 Main Street (Map 90, Lot 1069)**

11 Manager Devine stated that this was an application for a tax exemption. The packet had a memo
12 from the Community Development Program Manager.

13
14 Chairman Bryant opened the Public Hearing at 7:18 PM.

15
16 Crayton Brubaker, Community Development Program Manager, stated that this was an
17 application for the conversion of the former Rite Aid building into a childcare proposal. The
18 Planning Director and the Chief Assessor recommended approval of this application. Staff found
19 that there were three public benefits to granting this request. The project was a daycare facility
20 with 142 students. It was conditionally approved by the Planning Board in March of this year.

21
22 **MOTION:** by Councilor Sweeney

23 *Move that the Town Council approves the request for a tax exemption for WellCo Learning*
24 *Center (Goddard School) located at 142 Main Street as the building is located within a*
25 *qualifying area, are qualifying uses, and the applicant has demonstrated that it satisfies three*
26 *public benefit criteria in accordance with Section 8.1 of the Commercial and Industrial Tax*
27 *Exemption Program as noted in the staff memorandum dated May 19, 2026.*

28 **SECOND:** by Councilor Wright

29 **VOTE:** 9-0-0

30 **The motion passed unanimously.**

31
32 Chairman Bryant closed the Public Hearing at 7:20 PM.

33
34 **b. Community Development Department – Economic Development Committee Bylaws**
35 **Update**

36 Manager Devine stated that this was about an update to the bylaws of the Economic
37 Development Committee.

38
39 Mr. Brubaker stated that the bylaws were last reviewed and updated in May of 2025. This update
40 was mostly just cleaning up some language. The Economic Development Committee
41 unanimously recommended these changes to the bylaws.

42
43 **MOTION:** by Councilor Wright

44 *Move that the Town Council hereby approves the amendments to the Economic Development*
45 *Committee (EDC) bylaws as recommended by the Economic Development Committee at its*
46 *May 19, 2026 meeting.*

1 **SECOND:** by Councilor Withrow

2 **VOTE:** 9-0-0

3 **The motion passed unanimously.**

4
5 **c. Discussion on South Fire Station**

6 Manager Devine stated that the packet had a memo from the Finance Director regarding
7 MBAC's recommendation that the South Fire Station project move forward for 2027.

8
9 Ms. McGee stated that she was looking to see if the Council still wants to move forward with
10 this project. The project was necessary because it was an outdated station intended for a much
11 smaller crew. The building was constructed in 1974. It had a number of shortcomings including
12 no gender separated facilities and that there was no office space. The apparatus bay was
13 insufficient, and equipment had to be custom ordered in order to fit inside. Renovation was more
14 expensive than building a new station. There was asbestos in the tiles and no elevator to access
15 the second floor. Ms. McGee listed all of the issues including that the emergency lighting no
16 longer worked. The roof was deteriorating and the gutters were separating from the building. The
17 project started in May of 2024, and they were currently working on a schematic design. The
18 proposed temporary site for the fire station would be at the DPW Building. The resident survey
19 showed that public safety facility improvements were the most important item for residents who
20 responded. The funding options for the project were presented including impact fees and
21 bonding. They had \$1.3 million in impact fees that would expire within the next six years. They
22 only had a rough estimate of \$10 million for the work. They would have a better idea in August,
23 but \$10 million was used to provide an estimate on the impact. It would be \$421.35 on a
24 \$500,000 home in total over the life of the bond. If the project did not move forward, there
25 would still be large capital items coming up that would need to be addressed.

26
27 Councilor Sweeney stated that they should update the debt chart of the Town and the School
28 showing this project on top of the schools and the police station.

29
30 Councilor Hatch asked where the police station bond would be in 2027. He thought this year was
31 supposed to be the highest year.

32
33 Ms. McGee stated that 2027 would be the highest year and the following year, which would be
34 the first year of the fire station bond, there would be a decrease in the police station bond.

35
36 Councilor Hatch asked which year would be the first year of the bond payment for the fire
37 station.

38
39 Ms. McGee answered that it would be 2028. They could use the expiring public safety impact
40 fees to reduce the tax impact of that to almost nothing for that year.

41
42 Councilor Hatch stated that he saw a priority conflict because there was also the water treatment
43 plant that had to be addressed.

1 Councilor Stacey stated that each year saw impact fees expiring so if they waited, the amount of
2 available impact fees would be reduced. She toured the facility when they got the new engine
3 and this was well overdue. It needed to be done.

4
5 Councilor Pelletier stated that he agreed with Councilor Stacey. It looks fine from the road, but
6 when you look inside it's very narrow. The building was not designed properly when it was built.
7 He wanted future building designs to be able to be added on to in later years so that they would
8 last longer. The current issues could have been avoided if the building had been designed better.
9 There would be tremendous savings in the future if it was designed properly now.

10
11 Councilor Stramaglia stated that he agreed with Councilor Stacey. He spoke about how the
12 ambulance had to be moved out in order to open the back door on it. The firefighters should not
13 have to walk through the living space with hazards on their gear before getting to the cleaning
14 area. Councilor Stramaglia stated that he hoped everyone said yes tonight.

15
16 Councilor Withrow stated that she agreed they needed a new station. She was concerned about
17 the taxpayers. They barely got their budget passed and now they were looking for more. There
18 should be some savings when the bond payments start going down. They also had to weigh this
19 against the water treatment plant coming down the road. There was also the west side which
20 needed at least an ambulance planted there.

21
22 Councilor Sweeney stated that he agreed that the buildings built between 1950 and 1980 were
23 just done to meet the moment instead of looking at the future. The current process should allow
24 the buildings to last longer. They would also need to be maintained. He understood the concern
25 about the taxpayers, but the Town was also in a limited window to use the impact fees towards a
26 new fire station. The spending needed to be worked on including having conversations with the
27 School District about not filling in the bond debt reductions with more spending. There was
28 nothing the Town could do to force that, but they could ask.

29
30 Councilor Wright stated that Salem had a history of delaying projects that ended up costing them
31 more by the time they were done. They had the impact fees and they should use them.

32
33 Councilor Withrow stated that she would support it tonight, but it did not mean that she was sold
34 on the project.

35
36 **MOTION:** by Councilor Stramaglia

37 *Move that the Town Council endorses the South Fire Station Reconstruction Project for*
38 *inclusion on the 2027 town meeting warrant/ballot and authorize the Municipal Building*
39 *Advisory Committee (MBAC) and the Fire Department to begin planning and conducting*
40 *public outreach related to the project.*

41 **SECOND:** by Councilor Stacey

42 **VOTE:** 7-1-0

43 **The motion passed with Councilor Hatch opposed.**
44

d. Town Manager Update/Questions from the Council

Manager Devine stated that the Town recently completed a Technology Infrastructure – Network Resiliency Upgrade. They added a second provider to provide backup in case of an internet outage. The 603 Food Truck Festival will be held on Wednesday, June 3, from 10:00 AM to 2:00 PM at the old Tuscan Kitchen next to the Chamber of Commerce building. The Salem Housing Authority was awarded \$3 million in Congressionally Directed Spending funds through the office of Senator Jeanne Shaheen to support the development of a proposed affordable housing project at the Millville Arms property. Senator Shaheen will be in Salem on June 5th for a visit there. He was still waiting to hear about the time for this visit. The Townwide Yard Sale would be on June 13th. The first property tax bills are being mailed now. The opening of Hedgehog Park was delayed until Saturday, June 20th to allow for the completion of construction work there.

Councilor Sweeney asked if the Bridge Street Bridge work was still on time.

Manager Devine answered yes. Municipal Services was working on the first vehicle idea currently.

Councilor Stacey thanked the public works crew and the police officers who directed traffic while repairing a water main break in front of her house.

Owen Bradley asked if there were any projects needed like a kiosk at Hedgehog Park since he was looking for an Eagle Project.

Councilor Stramaglia invited him to come to the next Recreation Advisory Committee Meeting, and they would help him find a project.

11. Old Business/Tabled and Pending

None

12. Upcoming Meetings

- June 15, 2026
- July 6, 2026
- August 3, 2026

ADJOURNMENT AT 7:55 P.M.

MOTION: by Councilor Withrow

Move to adjourn at 7:55 PM.

SECOND: by Councilor Sweeney

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 JUNE 15, 2026**

	<u>TYPE OF ITEM SIGNED</u>	<u>DATE SIGNED</u>	<u>SIGNATURE or VOTE</u>
1	Finance - Utility Abatement - Pond Street	06/03/26	DocuSign
2	Cemetery Deed	06/15/26	In Person
3	Donation to FD-RSA 31:95(e)-Salem Area Women's Club-Cookware-Fire Stations-\$365	06/15/26	Vote
4	Donation to PD-RSA 31:95(b)-Exchange Club-Summer Youth Program-\$2,000	06/15/26	Vote



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 09(a1) (06-01-26) & 07(a1) (06-15-26)

Department: Town Manager

Prepared by: Colleen Mailloux

Town Council Meeting Date: June 1, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

Staff have prepared an updated policy regarding Town funding of outside human service agencies for review by the Council. The proposed policy provides criteria for funding eligibility and requires that agencies submitting proposals for municipal appropriations identify specific, measurable benchmarks for the provisions of services that must be met prior to funds being released.

BACKGROUND:

During the 2026 budget process, the Town Council requested that the policy for including outside human services agencies in the operating budget be reviewed. Under the previous policy, after three years of submitting warrant article requests for funding, outside human services agencies would be moved into the Town's operating budget under the Human Services Department. During the budget review, the Town Council indicated a design for funding requests from outside human services agencies to be treated as a payment for services provided based on quantifiable benchmarks. The proposed policy provides general criteria for human services agencies, establishes a procedure for providing proposals for municipal appropriations, and ties payment of funds to realistic, measurable criteria.

BUDGET IMPACT:

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

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

Move that the Salem Town Council recognizes June 1, 2026 as the first reading for consideration of Resolution No. 2026-0X and adoption of the Outside Human Services Funding Policy.

We recommend a second reading be scheduled for June 15, 2026.

ATTACHMENTS:

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



POLICY AND PROCEDURE MEMO

No. 2026-03

Date: _____

SUBJECT: Town Funding of Outside Human Service Agencies

Purpose

To establish a clear, well-defined policy that guides budget allocations to Outside Human Services Agencies.

The Town of Salem shall not appropriate public funds solely for the purpose of donating such funds to private organizations, even if the organizations are charitable and provide a general public benefit. Appropriations shall only be made to fulfill the Town's governmental purpose to carry out the Town's functions and obligations that are authorized by law or to provide a direct benefit to the public that the Town serves.

General Assistance in the State of New Hampshire is governed by NH RSA Chapter 165, Aid to Assisted Persons, *"whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has a residence there"*. The services provided by human service agencies may fill gaps in essential services that the Town would be obligated to provide through general assistance if these agencies did not provide such relief.

General Criteria

Municipal appropriations to human services agencies will be awarded where there is a clear demonstration that the agency provides an essential service to Salem residents that the Town would otherwise need to cover through providing these services itself.

To demonstrate their eligibility for a municipal appropriation from the Town of Salem, requesting agencies shall address the following criteria in their funding proposal:

1. The agency serves Salem residents.
2. The agency provides a service that directly or indirectly reduces Town expenditures and/or provides a service that is vital to the health and well-being of Salem residents.
3. The agency demonstrates a collaborative relationship with the Salem Human Services Department.

Funding Proposal Process

1. A complete funding proposal must be submitted by the agency to the Human Services Director no later than August 1. Agencies submitting late or incomplete applications will not be considered.
2. Regardless of previous history of funding, a proposal is required to be submitted by any agency seeking funding in a particular budget year.
3. The Human Services Director will make an initial determination as to whether the agency's request satisfies the general criteria necessary to be eligible for municipal funding. If the proposal meets minimum criteria, it may be included in the Town Manager's budget for presentation to Town Council.
4. The complete agency funding proposal will be made available to the Town Council for their review during a budget workshop. Upon request of the Town Council, agency representatives may attend the Town Council Budget Work Session where the Human Services Department budget will be discussed.
5. The Town Council will determine whether to include the agency-requested appropriation in the budget that is forwarded to the Budget Committee.

Funding Proposal Submission Requirements

Proposals for municipal funding must be submitted on the proposal form available from the Human Services

Department. The proposal must include the following information:

1. Organizational Information
 - Legal name
 - Mailing and physical address
 - Primary contact person and title
 - Phone number and email,
2. Program Description
 - Description of the program or services being funded
 - Population served, geographic service area
 - Detailed description of how Salem residents will benefit
 - Number of Salem residents served in the previous year
 - Number of Salem residents to be served in the funding year
3. Detailed Funding Request
 - Total amount requested from the Town
 - Detailed explanation of how funds will be used
 - Total organizational budget
 - Other funding sources and amounts
4. Benchmarks and Performance Measures
 - Specific, quantifiable deliverables with timeline for completion and method for tracking and reporting results. This may include the number of Salem residents served, number of meals distributed, number of emergency housing placements, number of counseling sessions provided, etc. Minimum benchmark targets should be proposed and release of funding will be tied to achieving the proposed target.
5. Additional Documentation
 - Most recent IRS Form 990
 - Most recent audited financial statement or treasurer's report
 - Current operating budget
 - List of major funding sources
 - List of Board of Directors

Distribution of Funds

Agencies who are approved for funding in the municipal operating budget shall submit a request for payment when the agreed upon benchmarks have been met. The request for payment shall be accompanied by documentation of the units of service provided, and a certification from the agency that the services have been provided in accordance with the proposal.

Reporting

Annually, within 45 days of the close of the Town's fiscal year, outside human services agencies shall submit year-end reports to the Human Services Department for review to ensure that Salem residents were served, and that the dollar value of services was provided to the Town of Salem. Failure to submit the required annual report may jeopardize future funding.

Effective Date:

Adopted By:

Town of Salem, Town Council

Date:



TOWN OF SALEM, NEW HAMPSHIRE
33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2130 · FAX: (603) 893-3190 · EMAIL: lkent@salemnh.gov

HUMAN SERVICES DEPARTMENT

**Outside Human Services Agency
Funding Proposal**

Funding Year: _____

Section 1: Agency Information

Agency Name: _____

Mailing Address: _____

Physical Address (if different): _____

Primary Contact Person: _____

Title: _____

Phone Number: _____

Email Address: _____

Federal Tax ID Number: _____

Section 2: Program Description

Agency Mission Statement:

Description of Services Provided:

Population Served: _____

Geographic Area Served: _____

Section 3: Funding Request

Amount Requested from the Town of Salem

\$ _____

Detailed explanation of how the requested funds will be used.

Total Agency Operating Budget: \$ _____

Section 4: Salem Resident Impact

Number of Salem Residents Served During Previous Fiscal Year: _____

Number of Salem Residents to be Served During Upcoming Fiscal Year: _____

Describe how Salem residents benefit from your services.

Section 5: Required Benchmarks and Performance Measures

All applicants must provide measurable benchmarks and performance goals. Funding distributions are contingent upon achievement of approved benchmarks.

List the specific services, goals, and measurable outcomes that will be provided using Town funding.

Benchmark / Goal	Measurement Method	Annual Target	Timeline
------------------	--------------------	---------------	----------

Explain how benchmark data will be tracked and reported.

Section 6: Additional Documentation

Please attach the following:

- ☐ Most recent IRS Form 990
- ☐ Most recent audited financial statement or treasurer's report
- ☐ Current operating budget
- ☐ Year-to-date financial statements
- ☐ Reserve or endowment balance information
- ☐ List of Board of Directors
- ☐ Proof of insurance coverage
- ☐ List of all additional agency funding sources and amounts

By signing below, the applicant certifies that:

- All information contained in this application is accurate and complete.
- Any funds awarded will be used solely for approved purposes.
- Annual reports will be submitted by required deadlines.
- Benchmark performance may be verified by the Human Services Department.
- Failure to meet reporting requirements or approved benchmarks may result in delayed, reduced, or withheld funding.
- Submission of this application does not guarantee funding.

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____



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

Resolution #2026-11

Adopt Town Funding of Outside Human Services Agencies Policy

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

WHEREAS the Town of Salem is obligated adopt guidelines for general assistance under RSA 165 and to provide assistance to individuals; and

WHEREAS the Salem Town Council recognizes that the services provided by outside human service agencies may fill gaps in essential services that the Town would be obligated to provide; and

WHEREAS the Town of Salem seeks to clarify the policies and procedures relating to the funding of outside human services agencies;

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT the Salem Town Council hereby adopts the Town Funding of Outside Human Services Agencies Policy.

First Reading: June 1, 2026

Second Reading: June 15, 2026

Approval: June 15, 2026

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

Approved: _____
Robert Bryant, Chair Town Council

A True Copy Attest: _____
Nicole Morse, Town Clerk



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 08(a1)

Department: Town Manager

Prepared by: Colleen Mailloux

Town Council Meeting Date: June 15, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

Staff have prepared a policy regarding fundraising at the Transfer Station that outlines the process to submit a fundraising request and establishes rules to ensure that fundraising activities are conducted safely and do not interfere with Transfer Station operations.

BACKGROUND:

Historically, community organizations wishing to conduct fundraising activities at the Transfer Station have submitted requests through the Town Manager's office, which would then coordinate the requests with the Municipal Services Division. The unwritten policy in the past has been to limit fundraising to only those community and non-profit organizations that are located within Salem.

The proposed policy codifies past practice, amends the process so that requests are submitted directly to the Municipal Services Division, and clearly establishes rules for frequency and scheduling, conduct during fundraising, and cleanup. The intent of the policy is to ensure that fundraising activities can be conducted safely without interference with Transfer Station operations.

This policy was reviewed by the Transfer Station Study Committee and recommended for approval.

BUDGET IMPACT:

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

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

Move that the Salem Town Council adopt Resolution No. 2026-12 and Policy 2026-04, Fundraising at the Transfer Station.

ATTACHMENTS:

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



POLICY AND PROCEDURE MEMO

No. 2026-04

Date: _____

SUBJECT: Fundraising at the Transfer Station

Purpose:

The purpose of this policy is to allow Salem-based nonprofit and community organizations to conduct fundraising activities at the Salem Transfer Station in a safe and organized manner that does not interfere with Transfer Station operations.

Policy:

- 1. Eligible Organizations:** Fundraising activities at the Salem Transfer Station shall be limited to organizations that meet all of the following criteria:
 - a. The organization is based in Salem
 - b. The organization serves the Salem community
 - c. The organization is nonprofit, charitable, civic, educational, youth-based, athletic, veterans-based, or otherwise community oriented.Political campaigns, for-profit entities, and organizations promoting discriminatory or unlawful activities are prohibited.
- 2. Approval Process:** Organizations must submit a request to the Municipal Services Division at least fourteen (14) days before the requested fundraising date. The request must include:
 - a. Organization name
 - b. Contact person
 - c. Proof of Salem affiliation
 - d. Description of the fundraiser
 - e. Requested date and time
 - f. Number of volunteers expected on site.

The Municipal Services Division will provide a written notification of approval of requested dates.

3. Rules

- a. **Scheduling and Frequency**
 - Fundraising events will be scheduled on a first-come, first-served basis.
 - No organization may reserve more than four (4) fundraising dates per calendar year, unless approved by the Town.
 - The Town reserves the right to limit the number of events during peak operational periods, holidays, severe weather or construction activities.
 - No more than one organization will be scheduled per day.
- b. **Hours:** Fundraising activities shall only occur during normal Transfer Station operating hours.
- c. **Location Restrictions:** Fundraising may only be conducted on the designated concrete pad. Organizations shall not:
 - Block traffic lanes or disposal areas
 - Interfere with Town operations or equipment
 - Obstruct pedestrians or vehicles
 - Enter restricted operational areas.

- d. **Safety Requirements:** All volunteers participating in fundraising activities must:
- Conduct themselves in a safe and respectful manner.
 - Follow all directions from Town Staff.
 - Supervise minors at all times.

The Town may immediately suspend any activity deemed unsafe or disruptive. Failure to comply with the safety requirements may result in denial of future fundraising requests.

- e. **Cleanup Responsibilities:** Organizations are responsible for:

- Removing all trash, signage, tables and materials
- Leaving the area in a clean and orderly fashion

Failure to adequately clean the area may result in denial of future fundraising requests.

- f. **Prohibited Activities**

- Aggressive solicitation
- Open flames or cooking equipment without approval
- Amplified sound or music without approval
- Alcohol, tobacco, or controlled substances
- Activities that create safety hazards or impede operations

4. **Revocation:** The Town reserves the right to revoke approval for any fundraising activity due to:

- a. Violation of this policy
- b. Unsafe conduct
- c. Misrepresentation in the application
- d. Failure to follow staff direction
- e. Operational necessity or emergency conditions

Revocation may affect future eligibility.

5. **Administration:** This policy shall be administered by the Director of the Municipal Services Division or designee, which may establish reasonable administrative procedures consistent with this policy.

The Town reserves the right to amend this policy at any time.

Effective Date:

Adopted By:

Town of Salem, Town Council

Date:



TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council

Resolution #2026-12

Adopt a Policy for Fundraising at the Transfer Station

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

WHEREAS the Town Council recognizes that Salem-based non-profit and community organizations may at times request to conduct fundraising activities at the Salem Transfer Station; and

WHEREAS the Town seeks to ensure that fundraising activities at the Transfer Station are conducted in a safe and organized manner that does not interfere with Transfer Station operations;

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT the Salem Town Council hereby adopts the Fundraising at the Transfer Station Policy.

First Reading: June 15, 2026

Second Reading: Waived

Approval: June 15, 2026

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

Approved: _____
Robert Bryant, Chair Town Council

A True Copy Attest: _____
Nicole Morse, Town Clerk



Salem Police Department

9 Veterans Memorial Parkway, Salem, New Hampshire 03079

Phone: (603) 893-1911 Fax (603) 894-4861

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: June 9, 2026
RE: K9 Dash

Officer Paul Benoit is retiring his K9 partner, Dash, following more than 10 years of dedicated service to the Town of Salem. During their tenure, Officer Benoit and K9 Dash have received numerous commendations and recognitions from both this agency and several neighboring law enforcement agencies. Together, they have served the community with exceptional professionalism, dedication, and distinction. Officer Benoit has been a member of the Department's K9 Unit for nearly 20 years, first with K9 Til and for the last decade with K9 Dash. Their presence, experience, and leadership within the Department's K9 Unit will be greatly missed.

As is customary with retiring police canines, I respectfully request that the Town Council approve the sale of K9 Dash to Officer Benoit for the sum of \$1.00.

Officer Benoit and K9 Dash will be succeeded by Officer Ruben Jimenez and K9 Stone. This new K9 team is scheduled to graduate from the Boston Police K9 Academy on June 12, 2026, and will begin patrol operations in Salem on June 14, 2026.

I will be available at the June 15, 2026, Town Council meeting to answer any questions regarding this request.

Please let me know if you require any additional information.

JPD/jpd



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

603/890-2000

www.salemnh.gov

Sale of an Animal/K9 and Waiver of Liability Agreement

In consideration of the sum of One Dollar (\$1.00), and the transfer of ownership of a certain canine, **Dash** [Dog], from the Town of Salem, NH [Town] to **Paul Benoit** [Purchaser], the Purchaser hereby releases and forever discharges the Town, its agents, employees, officials, volunteers, board members, heirs and assigns from any and all claims for injury, disability, loss, or property destruction that may occur to anyone, as a result of contact with or actions by the Dog.

The Purchaser accepts full responsibility and also agrees to indemnify and hold harmless the Town and its agents, employees, officials, volunteers, board members, heirs, and assigns for any alleged injury or damage to any person or property that may occur or be caused by the Dog after the transfer of ownership, which is effective as of the date listed below, including reasonable costs of defending such claims.

The Purchaser is fully aware of the nature of the training the Dog received and the nature of the work that the Dog performed during the period of ownership by the Town and understands the need to provide the Dog with suitable shelter, medical care and reasonable surroundings in keeping with its training and work experience. The Purchaser agrees to be fully responsible for the needs of the Dog and releases the Town from any responsibility to provide adequate care, including, but not limited to, shelter, food, medical care, training and licenses.

The Parties have executed this Agreement on this ____ day of _____, 2026.

Date: _____

By: _____

Paul Benoit

Date: _____

By: _____

Joseph R. Devine, Jr.

Duly Authorized Agent of the Town



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 09(b1)

Department: Community Development (Conservation Commission) **Prepared by:** Crayton Brubaker

Town Council Meeting Date: June 15, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

The Conservation Commission is seeking approval from the Town Council to acquire seven lots off of Norwood Road for \$500,000 for conservation purposes in accordance with RSA 36-A:4. This land acquisition would be funded entirely by the Conservation Fund and would not use taxpayer dollars.

BACKGROUND:

The Salem Conservation Commission has been working for several years towards land acquisition goals. An opportunity has arisen for the Commission to acquire seven lots off Norwood Road in furtherance of these goals (41-46 Norwood Road and 2-3 Overlook Circle; Map 22, Lots 10785 through 10791). The seven lots total just over 10 acres.

The land to be acquired is located off Arlington Pond and has over a quarter mile of waterfront access. This land represents some of the last undeveloped land around Arlington Pond. Conservation of the land would likely provide positive benefits toward the water quality.

The purchase of this land aligns with the 2025 Master Plan supporting strategy of enhancing and expanding parks and open spaces and reflects the community's interest in "beautification and access to natural resources such as public waterbodies" (p. 89). Additionally, it aligns with the goal to "broaden the community's dwindling opportunities to maintain and enhance recreational, conservation, and open spaces" (p. 89).

The Conservation Commission has arrived at an agreement to purchase the property for \$500,000. The purchase price and other associated costs are to be paid from the Conservation Fund. A title search and a Phase 1 Environmental Site Assessment (ESA) will be conducted.

RSA 36-A:4 requires the approval of the local governing body (Town Council) prior to the Conservation Commission acquiring land. Following the decision of the Town Council, the Conservation Commission will schedule a public hearing to acquire the property.

BUDGET IMPACT:

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

ESTIMATED COST: \$500,000

FUNDING SOURCE: Conservation Fund



TOWN OF SALEM, NEW HAMPSHIRE

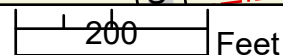
33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2120 · FAX: (603) 890-2220

RECOMMENDATION / ACTION REQUESTED:

That the Town Council move in accordance with RSA 36-A:4 to approve the Conservation Commission purchase of Map 22, Lots 10785 through 10791 and further authorize the Town Manager to sign any and all documents necessary to effectuate the agreement.

ATTACHMENTS:

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





Norwood Road Lots Conservation Purchase

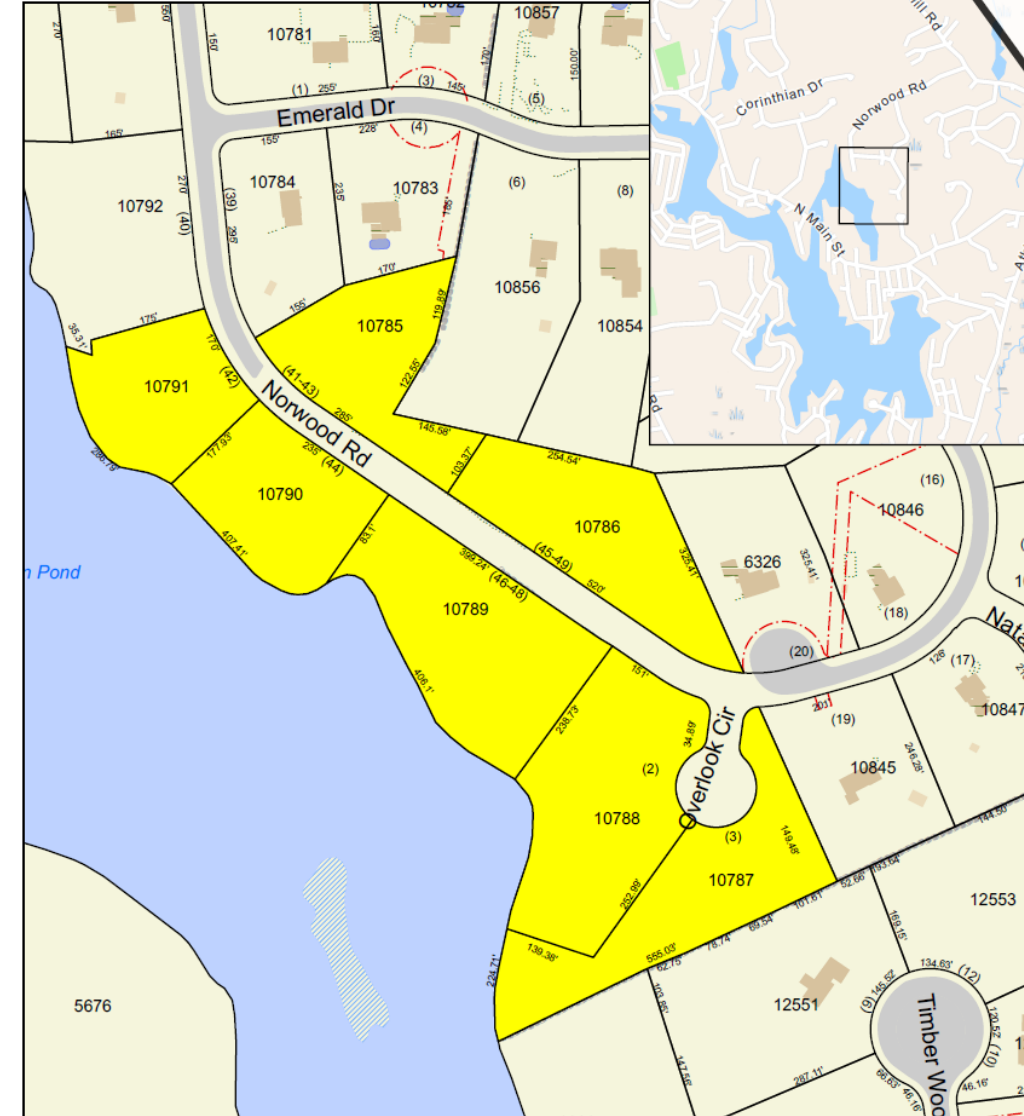
CONSERVATION COMMISSION

JUNE 15, 2026

Norwood Rd Lots

- 7 lots for \$500,000
 - 41-46 Norwood Road and 2-3 Overlook Circle (Map 22, Lots 10785 through 10791)
 - Just over 10 acres
- Off Arlington Pond
- To be funded entirely from Conservation Fund
- No Salem taxpayer money for this purchase
- To be deed restricted for conservation purposes only
- With Council approval, next steps would be public hearing at upcoming Conservation Commission meeting to acquire

Parcels 10785 thru 10791 on Tax Map 22, Norwood Rd and Overlook Circle, to be acquired by the Town of Salem Conservation Commission



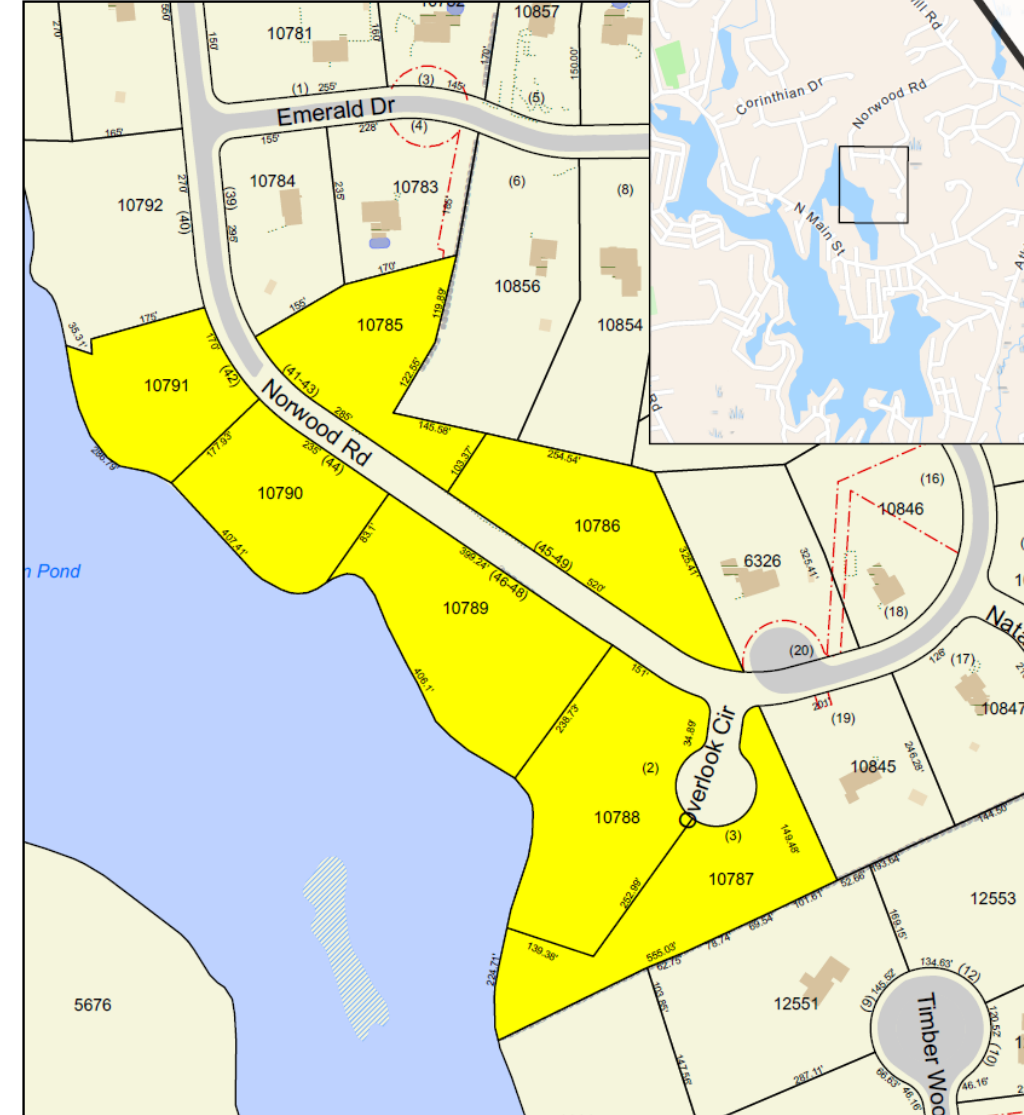
Prepared by Salem, NH GIS. Current April 2026

200 Feet

Norwood Rd Lots

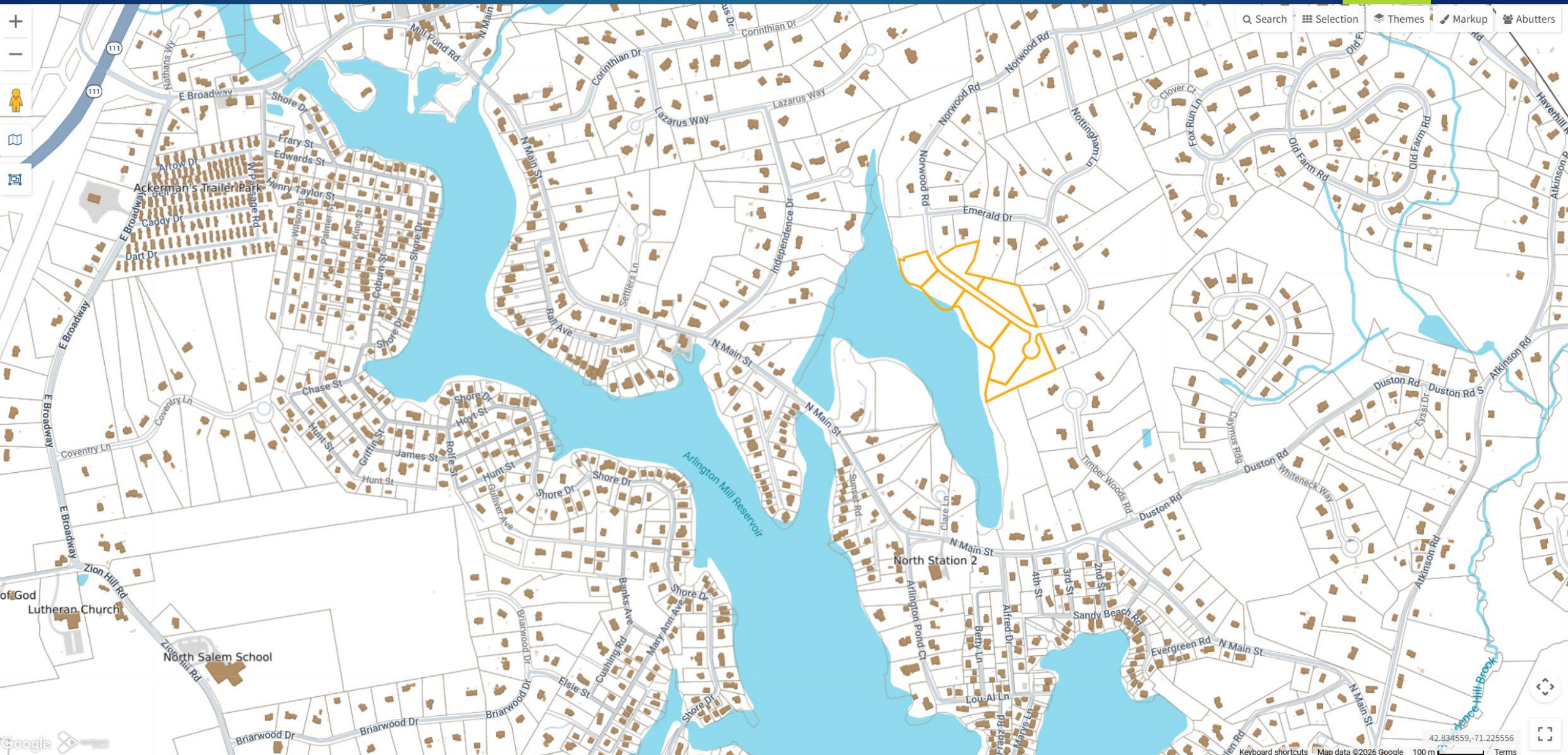
- Some of the last undeveloped land around Arlington Pond
- Conservation of the land would likely provide positive benefits toward water quality
- 2025 Master Plan
 - Supporting strategy of enhancing and expanding parks and open spaces
 - Reflects community interest in “beautification and access to natural resources such as public waterbodies” (p. 89)

Parcels 10785 thru 10791 on Tax Map 22, Norwood Rd and Overlook Circle, to be acquired by the Town of Salem Conservation Commission

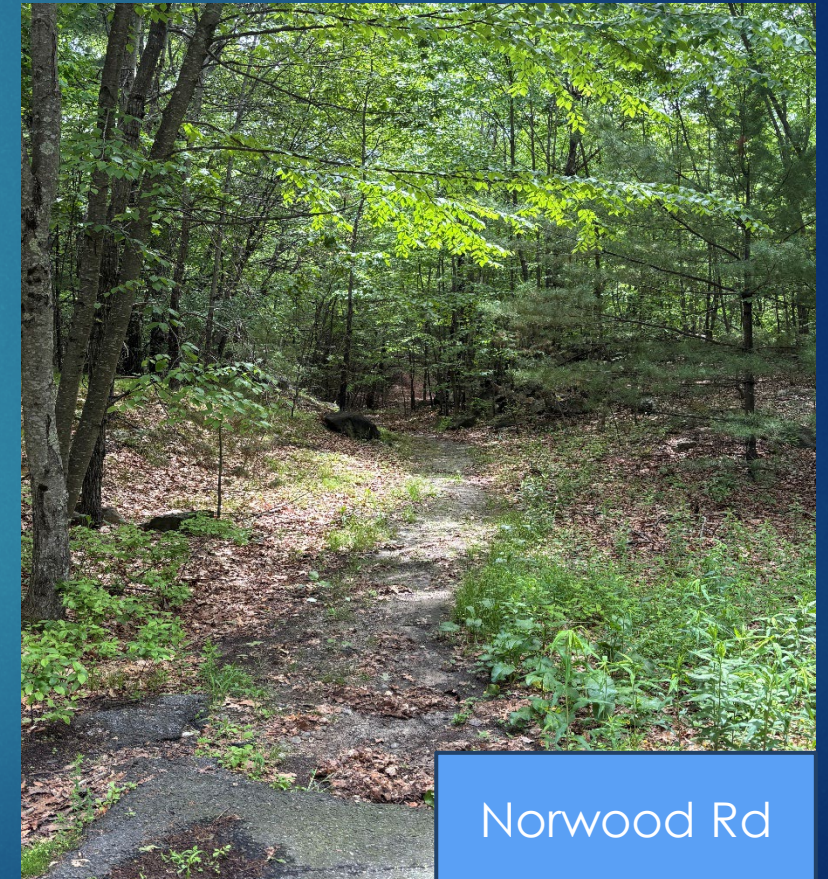


Prepared by Salem, NH GIS. Current April 2026

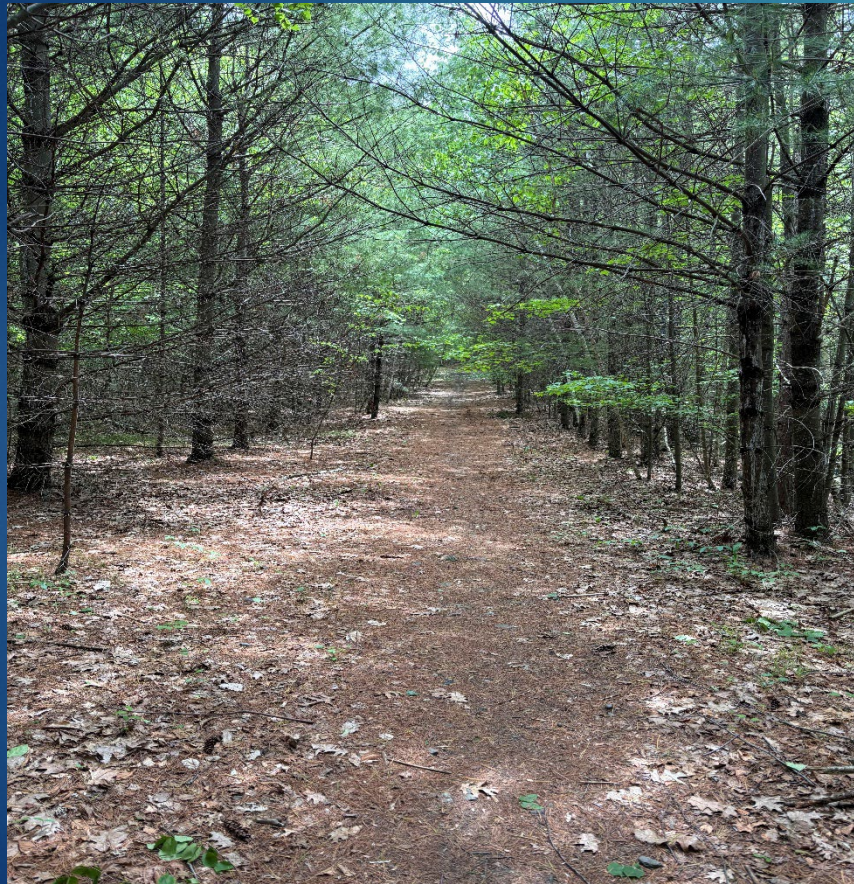
200 Feet



Emerald Drive and Norwood Road access entrances



Existing trail system throughout lots



Waterfront views (over a quarter mile of shoreline)



Waterfront views (over a quarter mile of shoreline)







TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 09(c1)

Department: Municipal Services Department

Prepared by: Wayne S. Amaral

Town Council Meeting Date: June 15, 2026

STAFF REPORT

PURPOSE:

☒ Information Only ☐ Discussion ☐ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

To summarize the accomplishments of the Transfer Station Study Committee

BACKGROUND:

The Transfer Station Study Committee was established by Town Council on June 2, 2025, with a mission to review the operations of the Transfer Station, identify areas for improvement and efficiency, and make recommendations to the Town Council for considerations.

BUDGET IMPACT:

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

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

No action required. Future action will be required to accept Municipal Code revisions to Chapter 409 Solid Waste section.

ATTACHMENTS:

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

TRANSFER STATION STUDY COMMITTEE

June 2026

Cathy Stacey

Chair, Town Councilor Representative

Wayne S. Amaral

Vice-Chair, MSD Representative

Colleen Mailloux

Secretary, Town Manager Representative

Geoff Benson

MSD Representative

James Pacheco

MSD Representative

Nicole Mcgee

Finance Dept. Representative

Dave Cantor

Resident



COMMITTEE ESTABLISHED

The Transfer Station Study Committee was established by Town Council on June 2, 2025, with a mission to review the operations of the Transfer Station, identify areas for improvement and efficiency, and make recommendations to the Town Council for considerations.



COMMITTEE ACCOMPLISHMENTS



Conducted a comprehensive review of our Transfer Station operations, procedures, and regulations, including Municipal Code Chapter 409, to ensure alignment with current practices. Recommended code updates have been developed and will be presented to Town Council for consideration.

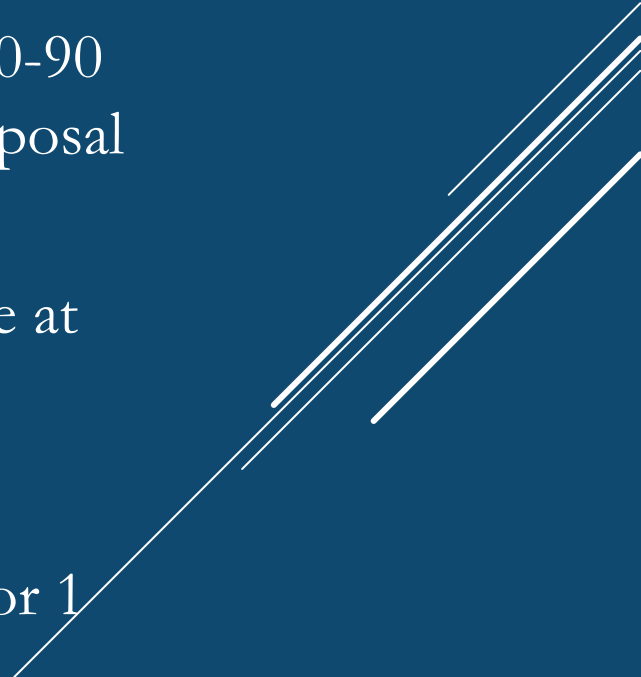
COMMITTEE ACCOMPLISHMENTS

The most substantive change recommended to the Municipal Code is the elimination of Section 409-4B, small business owners (haulers) which read:

“Small business owners (haulers) generating solid waste in the Town of Salem may bring said solid waste to the Transfer Station and shall pay the fees as a set forth in the Town of Salem Schedule of Fees.”

The main reason for this change is due to the difficulty and challenges of monitoring and enforcing the trash being disposed of from small businesses as actual waste that is generated in Salem. Another valid reason to eliminate is that there are currently no small business haulers using the transfer station and many have contracted with local trash disposal vendors for such disposal.

OTHER COMMITTEE ACCOMPLISHMENTS

- Created Transfer Station Study Committee Bylaws (9/8/2025)
 - Installed informational signage required by the NHDES
 - Additional informational signage will be installed within the next 30-90 days that will communicate a clearer message regarding proper disposal locations for materials being disposed of by our users
 - Created new policy to publish the Transfer Station holiday schedule at least 6 months in advance
 - Reviewed opening and closure plan of our NHDES permit
 - Will be updating bulky permits to include the text “Permit good for 1 mattress and 1 box spring.”
- 

ON-GOING COMMITTEE TASKS

- Will continue to prepare a short SOP for staff regarding the operation of the Transfer Station, which will also be available to the public
- Ash disposal discussion will continue
- Review/Discuss Transfer Station Operations pending contract

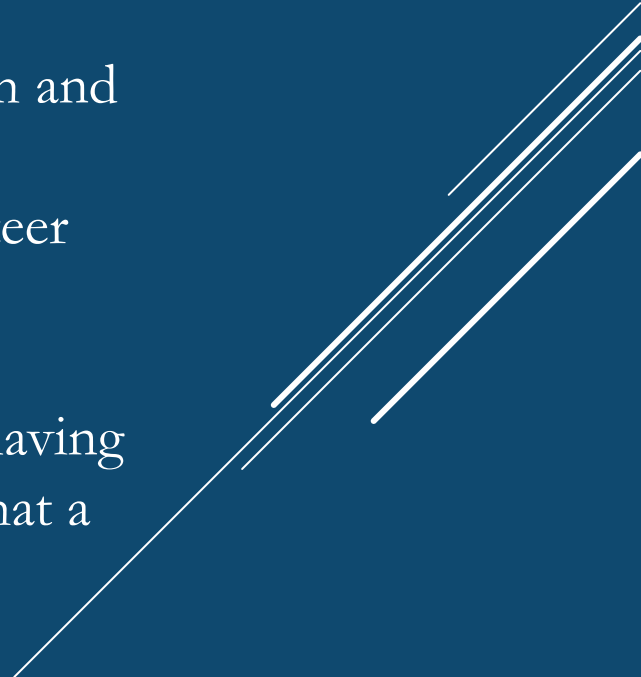


SWAP SHOP RECOMMENDATIONS

Research was done to review the operations of neighboring towns to see if/how theirs is operated. Derry closed theirs due to risk of liability, Hampstead's Transfer Station closed due to budget reasons.

Durham's Swap Shop requires upwards of 150 volunteer hours a month and yet they are only open Tuesday and Saturday's from 9A – 2:30P. This would equate to 3-4 volunteers working between 132 – 176 volunteer hours a month.

Given this research and due to MSD (Municipal Service Department) having limited resources, the Transfer Station Study committee recommends that a volunteer group lead the swap shop program.

Several white lines of varying lengths and angles are positioned on the right side of the slide, extending from the middle to the bottom right corner.

THANK YOU!

QUESTIONS
WELCOME!





TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 09(d)

Department: Town Manager's Office

Prepared by: Joseph Devine, Town Manager

Town Council Meeting Date: June 15, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

The Town is requesting that the Town Council grant a waiver from Salem Municipal Code Chapter 477, Article IV, §477-14(C)(3) to allow the landscape irrigation system for the new Salem Police Department facility to be connected to the municipal water system rather than requiring a separate irrigation well.

BACKGROUND:

The Town is currently constructing a new Police Department facility at 9 Veterans Memorial Parkway. As part of the project, landscaping and irrigation systems are being installed to protect the Town's investment in site improvements and ensure the long-term health and appearance of the property.

Salem Municipal Code Chapter 477, Article IV, §477-14(C)(3) requires that commercial irrigation systems be connected to and serviced by a private well or private water system. While this requirement is appropriate for most commercial developments, staff believes a waiver is warranted in this instance because the project involves a municipal facility owned and operated by the Town of Salem.

Installation of a dedicated irrigation well would add unnecessary construction and maintenance costs to the project while providing limited benefit. The irrigation demand associated with the Police Department landscaping is expected to be modest and seasonal in nature. Connecting the irrigation system to the existing municipal water service will provide a reliable water source, eliminate the need for additional infrastructure, and simplify long-term operation and maintenance of the site.

As the owner and operator of both the Police Department facility and the municipal water system, the Town is uniquely positioned to evaluate and manage the impacts associated with this request. Staff has reviewed the anticipated demand and does not believe the irrigation use will have a material impact on the municipal water system.

Granting this waiver would be consistent with previous Town Council actions where site-specific circumstances justified an exception to the irrigation well requirement. The Town is requesting this waiver solely for the new Police Department facility.

BUDGET IMPACT:

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

ESTIMATED COST: No additional cost associated with the requested waiver. Approval will avoid the additional expense of constructing and maintaining a dedicated irrigation well.

FUNDING SOURCE: New Police Department Project Bond

RECOMMENDATION / ACTION REQUESTED:

Staff recommends that the Town Council approve a waiver from Salem Municipal Code Chapter 477, Article IV, §477-14(C)(3) and authorize the irrigation system for the new Salem Police Department facility to be connected to the municipal water system.

I move that the Town Council approve a waiver from Salem Municipal Code Chapter 477, Article IV, §477-14(C)(3) and authorize the irrigation system serving the new Salem Police Department facility located at 9 Veterans Memorial Parkway to be connected to the Town's municipal water system in lieu of a separate irrigation well.

ATTACHMENTS:

- | | | | |
|-------------------------------------|---|--|--------------------------------|
| ☐ Photos | ☐ Contracts / Agreements | ☐ Charts/Graphs | ☐ Map |
| ☐ Resolution | ☐ Supplemental Reports | ☐ Presentation | ☐ Other |



TOWN OF SALEM, NEW HAMPSHIRE

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

Item #: 09€

Department: Town Manager's Office

Prepared by: Joseph Devine, Town Manager

Town Council Meeting Date: June 15, 2026

STAFF REPORT

PURPOSE:

☒ Information Only ☐ Discussion ☐ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

This will be an informational report to the Town Council and public on the property tax contribution of Tuscan Village and its direct impact on Salem residents' tax bills.

BACKGROUND:

Tuscan Village is a mixed-use development located along the Route 28 corridor, developed on the former site of Rockingham Park, a horse racing track purchased for \$40 million. The development includes residential apartment communities (Hanover, Caro, and Corsa Apartments), the MGH medical office building, Whole Foods Market, Tavern in the Square, a hotel, retail, and a parking garage, among other commercial and residential uses. As Tuscan Village has grown significantly in assessed value — from approximately \$31 million in 2021 to over \$463 million in 2025 — residents have raised questions about whether this commercial growth is benefiting their property tax bills. This presentation is intended to provide transparent, data-driven information on how Tuscan Village's tax contribution works, where those dollars go, and what the development means for Salem homeowners.

BUDGET IMPACT:

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

ESTIMATED COST: N/A — Informational presentation only

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

No action required. This item is presented for information and discussion only.

ATTACHMENTS:

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

To: Salem Town Council
From: Joseph Devine, Town Manager
Date: June 15, 2026
Re: Town Manager's Report

MEMORANDUM



News and Noteworthy:

Salem Bike-Ped Corridor – Hampshire Road Information Kiosk

I'd like to recognize our Municipal Services Department for recently installing a new informational kiosk along the Salem Bike-Ped Corridor at Hampshire Road.

The kiosk provides trail users with maps, historical information, and wayfinding resources that will help residents and visitors better enjoy and navigate the trail system. In addition to the installation itself, staff completed landscaping around the kiosk, creating an attractive gateway feature along the corridor.

This project is another example of the ongoing efforts to improve recreational amenities, enhance the user experience along the rail trail, and continue investing in community assets that are enjoyed by residents of all ages.

I want to thank the Municipal Services Department for their work in completing this improvement.



Police Department Staffing and Recruitment

I'd also like to provide an update on police staffing.

As many of you are aware, law enforcement agencies throughout New Hampshire continue to face significant recruitment and retention challenges. Finding qualified candidates has become increasingly difficult, and many communities continue to operate below their authorized staffing levels.

I am pleased to report that, with the acceptance of two recent job offers, the Salem Police Department is now fully staffed at its authorized strength of 70 sworn officers. To the best of our knowledge, this marks the first time in the department's history that all 70 positions have been filled.

This accomplishment is a testament to the hard work of Chief Dolan and the entire Police Department leadership team, who have remained focused on recruitment and retention despite the challenges facing the profession.

Maintaining a fully staffed police department improves service delivery, reduces overtime pressures, enhances officer wellness, and ensures we can continue providing the high level of public safety services our residents expect.

While recruitment remains an ongoing challenge and we know vacancies will occur over time, this is a significant milestone for the department and one worth recognizing.

Town Council Meeting at the Old Town Hall

I would also like to make the Council and public aware that our July 6 Town Council meeting will be held at the Old Town Hall, located at 310 Main Street, rather than at our regular meeting location.

This meeting provides a unique opportunity to showcase one of Salem's historic treasures and to bring a Town Council meeting into the heart of our historic district. The Old Town Hall has served as an important part of Salem's history for generations and continues to stand as a reminder of the community's rich heritage. The building now serves as a museum and community gathering space and remains an important historic asset for the Town.

We hope residents will take advantage of this opportunity to visit the Old Town Hall, learn more about its history, and participate in the Town Council meeting in a unique setting

Understanding Your Tax Dollars – New Budget Information Page

I would also like to make the Council and public aware of a new resource that has been added to the Town's website to help residents better understand the Town's budget and how their tax dollars are spent.

One of the questions we frequently receive during budget season is where tax dollars go and how the Town's operating budget relates to the overall property tax bill. To help answer those questions, staff have created a new webpage that provides residents with a straightforward overview of the Town's finances, budget process, and major spending categories.

The goal is to make municipal finance more transparent and accessible by presenting information in a way that is easy to understand, whether someone is reviewing the budget for the first time or looking for more detailed information. The page will also serve as a central location for budget-related resources and educational materials moving forward. The Town already maintains a comprehensive budget information hub and archive of budget documents, and this new page builds upon those efforts by helping explain the information in a more user-friendly format.

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

- Payment Check Register (05-29-26) - \$2,008,365.38
- Payroll Register No. 22 (06-01-26) - \$373,275.41
- Payment Check Register (06-02-26) - \$4,638,860.70
- Payment Check Register (VOID) (06-02-26) - \$474.05
- Finance - Ambulance Write-Off (06-04-26) - \$177,695.98
- Payroll Register No. 23 (06-08-26) - \$375,573.41
- Payment Check Register (06-09-26) - \$5,603,287.26
- Payment Check Register (VOID) (06-09-26) - \$631.63

TOWN OF SALEM

MONTHLY DEPARTMENT UPDATES

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IMPORTANT INFORMATION

- The annual Town-Wide Yard Sale will take place on June 13, 2026, from 8am - 2pm, rain or shine.
- Hedgehog Park is anticipated to open for the season on June 20, 2026.
- The Salem Police Department project is expected to be completed later this summer or early Fall.
- Mandatory Water Restrictions Effective May 15, 2026.

MAY 2026 UPDATE

www.salemnh.gov

Monthly Department Highlights – Assessing Department for May 2026

Prepared by: Jon Duhamel

Key Activities

- A Mazerolle processed a multitude of deeds this month, as well as taking in multiple exemption applications, as the deadline is 4/15.
- Jon is finalized appeals (31 Stiles & Rockingham 620) & reviewing multiple pages of “overrides” in the CAMA system, commercial permits, and PA-67’s(RSA 75:1-a).
- R Marquis has been helping with printing water bills for the Collections Department.
- 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 and Jon completed the warrant (5/15) for 2026 first issue tax bills
- 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 reviewing Vision’s work and requesting further QC measures. 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

TOWN CLERK/COLLECTIONS DEPARTMENT – MAY 2026

A. Important Dates & Reminders for Residents

- The 2025 dog licenses are now expired. The \$1 monthly late fee started June 1st. If you have not renewed your dog's license, please do so ASAP.
- The absentee ballot applications are available for the State General & Primary elections in September & November. You can print the form off the town's website or come to Town Hall.
- The filing period for state representative is happening now. The last day to submit your declaration of candidacy is Friday June 12th.

B. Key Statistics at a Glance

We processed:

\$699,932 in motor vehicles.

\$10,092 in motor vehicle agent fees.

\$1,434 in title fees.

\$1,893 in dog license fees.

\$50 in civil forfeiture fees.

\$507 in misc fees.

Totaling **\$713,908.00**

We processed 213 certified copies of vital records resulting in \$1,263 in revenue and 27 marriage licenses resulting in \$189 in revenue for a total of \$1,452.

Giving us a GRAND TOTAL of **\$715,360.00** in revenue for May 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 – June 2026

DATE: June 9, 2026

-
1. **Recreation Trails Program (RTP) Grant Submitted:** During May, Crayton Brubaker compiled an application to the State of NH Department of Natural and Cultural Resources (DNCR) RTP grant program. The Town applied for a project to rehabilitate several cracked and warped areas of the northern section of the Salem Rail Trail. These areas currently pose a hazard to rail trail users, especially cyclists, and this project would yield a safer rail trail. The application was for approximately \$16,500 which would be funded at 80% of the cost with Town or private donations matching the final 20%. Staff will keep the Council and community up to date on whether the grant application is successful.
 2. **Meetings for Senior Public Transportation Needs:** In coordination with the Community Services Department, Crayton Brubaker and Jillian Smith met with seniors several times throughout April to discuss their transportation needs. Town staff also sat down with several Salem public transportation stakeholders, including Council on Aging, Salem Caregivers, CART, Meals on Wheels, and others to see what options are available and how the various groups can best meet the needs of Salem residents. Town staff are actively working to plan out how public transportation needs can be addressed and will follow up with relevant stakeholders in the coming months.
 3. **Successful ADU Seminar:** On May 27, several Town staff, including Crayton Brubaker, Jacob LaFontaine, Jill Witkowski, and Michael Galipeau, held a seminar on Accessory Dwelling Units (ADUs) in coordination with Merrimack Valley Savings Bank. The seminar overviewed information related to Town planning and zoning requirements, permitting, and assessing items related to building an ADU. The seminar also provided financing and construction lending requirements and processes from the banking perspective. Over 25 people were in attendance. The event was livestreamed and recorded for residents to view. Additionally, further materials and resources are available online at Salem's new ADU webpage: <https://saalemnh.gov/adu>
 4. **Accessible Website Tool Exploration:** Crayton Brubaker has been meeting with other Town staff (Ciara Salazar and Tim Moynahan) and CivicPlus, the Town's website

vendor, to explore options for making Salem's website more accessible. The US Department of Justice has issued federal rules requiring municipalities to comply with ADA website regulations starting in 2027. Salem is actively working toward options to comply with these rules that will make website pages and documents accessible.

5. **Asset Management:** Work on the Lead Service Line Inventory continued as we processed addressed feedback from NH DES that required additional research to improve documentation of material statuses. This work involves combing through the library of as-built plans and may or may not involve additional pot-holing at some point in the future. That research was largely completed and sent back to DES for second review. Streetlight mapping continued as well as additions to the stormwater inventory per feedback from DPW users.
6. **Map Production:** This month was largely focused on updates to the town's Tax Map Atlas, a state mandated product that is released annually. This involved 'cleaning up' property annotations for improved legibility and re-digitizing subdivisions where inaccuracies are noted. In particular, this included the entire Samoset Drive neighborhood and much of Lake Street. As neighborhoods are updated, the accuracy of the entire database moves to a higher standard of reliability. After multiple years of work the mapping is substantially, noticeably improved. On the direct customer side, Staff developed a web-based system to track Planning Board application. The goal is to improve visibility of applications above and beyond the formal legal notices. The system provides quick access to project summary info for new and previous agenda items and a link to planning board resources and the full submission packet. The underlying data also provides a planning tool to track projects and statistics. Finally, a new map and inventory for the annual town-wide Yard Sale was produced to aid in communicating the extent of this event.

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: 6/5/2026
Subject: Salem Community Services – Department May 2026 Update

The Salem Community Services Department continues to provide meaningful programs, events, and services that enrich the lives of Salem residents of all ages. Below is a summary of recent activities and upcoming opportunities

SENIOR SERVICES

Senior Events

The New York Bee Gees Trip

On May 13, twenty members attended a performance of *The New York Bee Gees* at Castleton in Windham, New Hampshire. Participants enjoyed an afternoon of entertainment and social connection.

Senior Center Decorating Committee

The Senior Center Decorating Committee continues to play an important role in creating a welcoming environment for visitors throughout the year. Committee members plan, coordinate, and implement seasonal and holiday decorations that help make the Senior Center a festive and inviting place for all.

Town-Wide Yard Sale

The annual Town-Wide Yard Sale will take place on June 13 and has experienced tremendous growth in participation this year. While previous years averaged approximately 96 registrations, the 2026 event has attracted 114 participants.

The Community Services Department believes the new electronic sign provided by the Council on Aging has significantly increased community awareness of programs and events. The added visibility has helped reach more residents and contributed to the continued success and growth of this popular community event.

Senior Division Programs

Pizza & Movie Day

Our monthly Pizza & Movie Day was held on May 13. Seniors enjoyed a screening of *Freakier Friday*, with 15 participants registered for the event.

Scam Prevention Presentation

On May 20, Elder Affairs Officer Shalyn Spencer presented an informative program on current fraud and scam trends. Attendees learned about emerging phone, text, email, and online scams targeting both individuals and businesses. Fifteen residents participated in this educational session.

Community Shred-A-Thon

On May 21, AARP New Hampshire partnered with the Ingram Senior Center to offer a free community Shred-A-Thon. More than 200 residents participated in this highly successful event, with documents securely shredded onsite in a mobile shredding truck.

Meet, Mingle & Munch

The monthly Meet, Mingle & Munch program was held on May 27. Leslie Kent met with 10 participants, providing valuable information and community resources. Attendees also enjoyed a lunch provided through Meals on Wheels.

SENIOR SERVICES & RECREATION DIVISON

Spring Showstoppers Dance Show

On May 28, the Recreation and Senior Dance Programs presented their semi-annual Showstoppers Dance Show at the Ingram Senior Center, drawing more than 80 attendees. Many guests enjoyed a Meals on Wheels lunch prior to the performance.

This year's Disney-themed showcase featured dancers from both the Senior and Recreation Dance Programs performing routines inspired by beloved classics, including *Be Our Guest* from *Beauty and the Beast* and *What Else Can I Do?* from *Encanto*. The program was directed by Marie Cammarata and Dolly Dennis.

The event also featured several special guests and community volunteers, including the Salem High School Choral Group, which performed during intermission. Recreation Advisory Committee member Jimmy Koczat served as volunteer pianist, Guy Carbone served as Master of Ceremonies and accordionist, and Phil Cammarata provided technical music support. The Community Services Department congratulates all performers on an outstanding show and extends its sincere appreciation to Dance Instructor and Choreographer Marie Cammarata for her continued dedication, leadership, and commitment to providing quality dance programming for Salem residents.

RECREATION DIVISION

Youth Track & Adaptive Track Programs

The Youth Track and Adaptive Track programs successfully concluded their season.

Program participation included:

- Adaptive Track: 10 athletes
- Youth Track (Ages 5–8): 21 participants
- Youth Track (Ages 9–15): 15 participants

This year marked the successful introduction of a new 9–15 age division, expanding opportunities for local youth. The program also partnered with Dick's House of Sport to enhance the participant experience and hosted a Parent Day during the final makeup session.

RECREATION UPCOMING PROGRAMS & EVENTS

Dunks with Dad Basketball Tournament

June 20 | 9:00 AM | Hedgehog Park

Registration remains open through June 18, with five teams currently enrolled. This event is presented in partnership with Salem Youth Basketball and Friends of Salem Recreation, Inc.

Summer Tennis Programs

Registration is now open for youth and adult tennis programs.

Youth Tennis (Ages 4–17)

Beginning June 30, lessons are available for all skill levels from beginner through varsity-level instruction.

Available sessions include:

- Monday/Wednesday mornings
- Tuesday/Thursday mornings
- Tuesday and/or Wednesday evenings

Adult Tennis

Beginning June 29, Coach Molly will offer instruction for all skill levels, combining tennis fundamentals with cardio-based exercise.

Available sessions:

- Mondays, 5:30–6:30 PM
- Mondays, 6:30–7:30 PM

Summer Dance Programs

Beginning June 29, Marie Cammarata will lead several popular dance programs.

Monday Evenings

- Dance Aerobics
- Beginner Tap

Wednesday Evenings

- Intermediate Tap
- Advanced Tap

Free Summer Zumba

Community Services Director Jill Smith will once again host free Zumba classes at the Ingram Senior Center throughout the summer.

Session Dates:

- June 11 – June 25
- July 2 – July 30
- August 6 – August 27

Registration for June is currently open. Registration for July and August opens June 11.

Registration Information

All program registrations are available at:

SalemNH.MyRec.com

HEDGEHOG PARK

Hedgehog Park is anticipated to open for the season on June 20 and will operate daily from 9:00 AM to 7:00 PM through Labor Day.

Season parking passes are available through the Community Services Department, while daily parking passes may be purchased at the park.

Please note: The Town of Salem will only be providing parking at the Hedgehog Park parking lot for park visitors.

USA 250 Celebration Events

Red, White & Food Drive

June 4 – August 22

As part of Salem's USA 250 celebration, residents are encouraged to support local families and food pantries by donating non-perishable food items and personal hygiene products.

Donations may be dropped off at:

Ingram Senior Center

1 Sally Sweets Way

Salem, NH 03079

USA 250 Coloring Contest

Children are invited to participate in Salem's USA 250 Coloring Contest.

Submission Deadline:

July 10, 2026, at 4:30 PM

Age Categories:

- Ages 4 & Under
- Ages 5–7
- Ages 8–10

Contest winners will be announced during the Salem 2.50 Walk/Run prior to the Field of Dreams Family Fun Day on August 22, 2026.

Salem 2.50 Walk/Run

Celebrate America's 250th Anniversary with the Salem 2.50 Mile Road Race and Walk/Run on Saturday, August 22, at Salem Town Hall.

Sponsored by Friends of Salem Recreation, Inc., this family-friendly event welcomes runners, walkers, veterans, students, families, and community members of all ages and abilities.

Pre-registration is now open at SalemNH.MyRec.com.

Building Community Through Recreation and Service

The Salem Community Services Department remains committed to enhancing the quality of life for residents through engaging recreational programs, educational opportunities, volunteer initiatives, and community events. We thank our staff, volunteers, community partners, and participants for helping make these programs successful and look forward to an exciting summer season ahead.



Date: June 5, 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 May 2026- Engineering Department Update**

Bridge Street Bridge Reconstruction

The prime contractor E.D. Swett Inc. continues work on the project. Excavation continued for the bridge footings. A substantial amount of ground water is rising up through the ledge and making water diversion extremely difficult. Additional large pumps were placed, and water is being pumped 24/7. There have also been issues keeping the pumps running. These pumps are special order and when they are down it takes weeks to get back up and running. The West abutment sub footing was placed in May. Excavation on the East abutment footing is ongoing. The contractor is trying to get to ledge on the East side so it can be profiled and footings can be designed. The additional water diversion has slowed down progress. There is no indication of a time extension currently.

More detailed information, including weekly reports, 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 bid and awarded to Northeast Earth Mechanics of Pittsfield NH. The Town held a preconstruction meeting, and the contractor is expecting to begin construction in June 2026. The Engineering Department is working through the submittal process so all materials can be approved prior to construction. 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. Punch list items and final paving to be completed in June 2026 in conjunction with DOT. Meetings held with DOT to determine the limits of paving activities.

MS4 - Stormwater

Dry weather and wet weather sampling have begun for the season. Engineers are out around town sampling outfalls, catch basins and drain manholes for contaminants. Samples are sent to labs for testing. Illicit discharge detection and outfall sampling are ongoing and must be resolved.

Street sweeping and catch basin cleaning has begun for the season and will be ongoing.

CWSRF Grant, Captains Pond - This project is underway and is the second phase of the Captains Pond Watershed Management Plan. Steering committee has been formed, and the first meeting was held. The second meeting took place in May and a third meeting is scheduled for June. Desktop study of the watershed and contributing properties has begun to determine grades, land use and location. Phase II of the watershed plan includes property in both Atkinson NH &



Haverhill MA.

CWSRF Grant, Arlington Pond - Grant paperwork was finalized for the Arlington Pond watershed grant. A kickoff meeting was held in May and a first steering committee meeting is planned for June 2026 with stakeholders.

Road Program

Contractor procurement was completed on each road construction type. Town vote approved \$3 million for 2026 Road Program. \$2.6 Million will be spent on Mill & Overlay, \$200,000 on Rubber Chip Seal & \$100,000 on Crack Sealing. Contracts are being executed and schedules are forthcoming.

Mill & Overlay

Golden Oaks Drive, Rabbit Run, Concord Coach Drive and Surrey Lane were all milled and structures were adjusted in May 2026. Work will continue through the summer. Resident concerns are addressed as they are relayed. Construction is scheduled to begin next month.

Rubber Chip Seal

Planning work is underway and the Town is working with the contractor to develop a schedule of the work. Work is expected to begin in the next couple of months

Engineering

In addition to construction, drainage design for future roads is under contract with Ranger Engineering survey work was performed in May and design will follow in June. Also, a full PCI update will be completed in 2026. The RFP was sent out and the engineering department selected Tighe & Bond to complete the work. Contracts are being completed and work will begin in June 2026.

Ermer Rd Intersection Improvements Project

The recommended solution to the safety concerns is a single lane roundabout. This project was bid on April 21, 2026. The apparent low bidder is Busby Construction of Atkinson NH. Bids were approved and contracts are signed. Preconstruction meeting was held with all stakeholders and submittals are being reviewed. Construction is expected to begin in July.

Mall Road Overpass

This is a NHDOT project that began in April. The Town is working with contractors and DOT to ensure a smooth project.

Main Street & Pleasant Street Intersection

The communication conduits have been installed underground, and contractors began work to remove cables from poles and pull the cables underground. Electric utilities are planned to be underground pending a PUC decision. Once the utilities are underground work on repaving the entire intersection, is planned to commence however the PUC process is expected to take a substantial amount of time for decisions.

Tuscan Related Projects

Tuscan has requested the sign off on all off-site improvements they have made during the course of the project. The Engineering Department is in the process of reviewing as-builts and had a meeting with the Tuscan Team, GPI, NH DOT & Town Staff May. Record drawings are being reviewed.

Sewer pumpstation analysis has begun on the private station at the mall property to determine appropriate flows can be handled once the planned casino is built. A part of the casino project also included the installation of a sidewalk along Pleasant Street.

Transfer Station

Sampling work began for the NHDES required water quality monitoring at the Transfer Station site. This sampling requires obtaining access to nearby residences and existing monitoring wells on site. Work also

includes updating the conceptual site model (CSM).

Rail Trail Phase IV & V

This section of rail trail is along the frontage of Tuscan Village. The engineering study phase is completed and work toward preliminary design is ongoing. A meeting is scheduled with all stakeholders in June.

2 South Bradway & 4-6 South Boradway Environmental Monitoring

Now that the Depot Project is complete the Engineering Department is working with DES on providing a site characterization report and further boring tests of the soils for properties along the roadway. There is also ground water monitoring well locations that were determined and to be installed this spring.

Permitting

The engineering department reviews approximately 21 street opening, driveway, sewer & water permits a month. Meeting with property owners and contractors to ensure proper licensing as well as following the respective Town standard regulations. The engineering department also reviews and signs off on approximately 100 building permits per month.

Street Acceptance

The Engineering department is currently reviewing multiple new development streets to become Town owned roads. Currently Beechwood Drive, Timber Woods Drive, Cottonwood Lane & Lorainne Ave are all near completion. Working with developers engineering companies to obtain a full and complete as-built.



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2040

FINANCE DEPARTMENT

Memo

DATE: June 9, 2026

TO: Joseph Devine
Town Manager

FROM: Nicole McGee, CPA
Finance Director

RE: Finance Department Update

Summary:

FY2025 Financial Statement Audit

The Town's external auditors were on site from May 11-13th to conduct fieldwork for the fiscal year 2025 financial statement audit. Since that time, the Finance Department has continued to respond to follow-up requests and provide supporting documentation as needed.

The audited financial statements are expected to be issued in September 2026.

Request for Proposals (RFP) – Financial Management Software

On April 6–7, the Town's consulting firm conducted on-site interviews with staff to evaluate current systems, workflows, challenges, and desired improvements. Information gathered during these sessions is being used to develop the RFP and supporting technical specifications.

The consultant has completed the initial needs assessment and prepared a draft functional and technical requirements document for inclusion in the RFP. The project management team is currently reviewing the document to ensure accuracy and completeness. Staff are also compiling operational statistics and other information that will be incorporated into the RFP.

BerryDunn will return to Town Hall on June 15-16 facilitate a series of Joint Requirements Planning (JRP) sessions with staff. These workshop will help refine system requirements to be incorporated into the final RFP.

The Town has also received the initial draft of the RFP and will meet with the consultant on June 18th to review the document and prepare it for publication.

This project is funded through an InvestNH grant awarded by the New Hampshire Business and Economic Affairs, Office of Housing and Infrastructure Development.



TOWN OF SALEM, NEW HAMPSHIRE

**33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2040**

FINANCE DEPARTMENT

2027 Budget

The Finance Department has begun the FY2027 budget development process. At the end of May, departments were notified of the start of budget season and provided with guidance and instructions for preparing their submissions.

FY2027 will be the Town's second year utilizing its software-based budgeting platform. Department budget requests are due to the Finance Department on July 30.

Fire Engine Lease

The Finance Department, in coordination with the Fire Department, has begun the process of securing financing for a new fire pumper. Several lease proposals were solicited and evaluated, and the contract was awarded to the lowest qualified bidder. The selected leasing firm is currently preparing the lease documents.

Utility Billing

Utility Billing staff continue to assist residents with questions regarding bills, payments, fees, and account-related concerns. Staff remain committed to providing courteous, responsive, and professional customer service to all residents.

The Town appreciates residents' cooperation in maintaining respectful and constructive interactions with municipal staff. Town employees are dedicated to serving the community and deserve a safe and professional work environment. We thank residents for their continued understanding and support.



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: June 4, 2026

To: Joseph R. Devine, Town Manager

From: Craig J. Lemire, Chief of Department

Subject: Monthly Department Update – May 2026

Notable Items Related to Ongoing Operations:

- **Total Runs:** 483
- **Tuscan Village Responses:** 26 total calls (5.3%)
- **West Side Responses:** 60 total calls (12%)
- **South Side Responses:** 122 total calls (25%)
- **Training:** 167 hours completed plus EMS Refresher

Inspectional Services:

Category	Permits	Inspections	Revenue
Fire	77 (273 burn permits)	54	\$17,141
Health	68	102	\$7,225
General Inspectional	254	322	\$104,982

Department Updates:

- Celebrated the retirement of Lieutenant Chris Hamilton and recognized his years of dedicated service and commitment to the Salem Fire Department.
- Provided mutual aid assistance to the City of Lowell, Massachusetts, during a six-alarm fire incident.
- Conducted Chief-level interviews for firefighter candidates. Conditional offers of employment were extended to the top four candidates to fill current vacancies.
- Met with representatives from the American Red Cross to learn more about available services and opportunities for collaboration in supporting the community.
- Recognized and celebrated EMS Week, honoring the contributions of our EMS personnel.
- Held multiple coordination meetings with Trident and TGas regarding the South Fire Station project and successfully advanced the project into the Schematic Design phase.



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: June 2026 HR Department Report

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

Employee of the Month: Todd Welch was selected as Employee of the Month for June 2026!

Todd has been an integral part of the department, consistently demonstrating dedication, professionalism, and a strong work ethic. Over the past year, he has taken on many additional projects and responsibilities due to employee turnover, all while maintaining a high level of performance and attention to detail. His ability to step up during a challenging time has been critical to ensuring continuity and progress within the division. He is willing to work on large and small projects as well as any administrative tasks to get the job done.

In addition to his technical contributions, Todd has been extremely supportive in helping DPW, Utilities and administrative staff alike. His patience, kindness, and willingness to share his knowledge have made a meaningful difference and have helped create a positive and collaborative working environment. He is also working to learn and absorb knowledge from senior staff to ensure the Town brings a consistent high level of customer service into the future.

His communication skills and cooperative approach have strengthened relationships and contributed to many successful project outcomes. He regularly deals with resident complaints and does so in a calm and collected manner, working to explain in simple terms that anyone can understand.

Overall, Todd's reliability, teamwork, and positive attitude make him extremely deserving of this recognition.



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 June 2026

In June, 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
McGee, Nicole	Finance Director	Finance	6/27/2016	10
Kenerson, Cindy	Assistant Finance Director	Finance	6/27/2022	4
Millard, Alexandra	Dispatcher	Police Support Services	6/12/2023	3
Smith, Melody	Support Services Clerk	Police Support Services	6/17/2024	2
Keating, Joseph	Captain	Police	6/27/2010	16
Campusano, Hanoi	Patrol Officer	Police	6/1/2020	6
Boisvert, Ian	Patrol Officer	Police	6/3/2024	2
Marcoulier, Samuel P	Patrol Officer	Police	6/12/2023	3
Swanson, Kevin	Scheduling Officer Fleet Maintenance	Police Support Services	6/23/2008	18
Spencer, Shalyn	Elder Affairs Officer	Police Special Services	6/6/2022	4
Genest, Jacob	Detective	Police Investigative Services	6/3/2019	7
Touma, Joseph	Detective	Police Investigative Services	6/25/2012	14
Russell, Pam	Administrative Assistant	Fire	6/17/2002	24
Geras, Christopher	Lieutenant	Fire	6/30/2003	23
Hamilton, Chris	Lieutenant	Fire	6/29/2005	21
Devine, Douglas	Director of EMS	Fire	6/10/2002	24
Ferguson, Cole	Firefighter/Paramedic	Fire	6/24/2024	2
Jacques, David	Firefighter/Paramedic	Fire	6/24/2024	2
Ravenscroft, Shayna	Firefighter/Paramedic	Fire	6/24/2024	2
Desantis, Amy	Dispatcher	Fire	6/19/2017	9
Perry, Lisa	Administrative Assistant	Municipal Services Administration	6/23/2025	1
Sandner, Jacque	WTP Operator II	Sewer Administration	6/11/2018	8
Poor, Maria	Chemist	Water Administration	6/26/2007	19
Deshler, Nicole	Library Aide 2	Library	6/23/2014	12
Girouard, Mya	Community Program Manager	SCTV	6/30/2025	1



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

Job Openings Overview

Job Title	Department	Affiliation	Status
HR Director	Human Resources	Non-Affiliated	Hired – Start Date 5/18/26
Network Security Engineer	Information Technology	Non-Affiliated	Interviewing Candidates
Superintendent of Facilities	Facilities	SPAA	Hired – Start Date 6/8/26
Firefighter	Fire	Fire Union	Hired (4) – Start Date 6/15/26
Civil Engineer	Engineering	SPAA	Interviewing Candidates
Collections Supervisor	Collections	SPAA	Posted 6/1/26- Accepting Applications
Deputy Town Clerk – Part time	Town Clerk	SEA	Posted 6/9/26 - Accepting Applications

Human Services Monthly Report

Month: May 2026

CALLS

TOTAL	RENT MORT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
54	8	4	4	9	2	4	0	0	0	11
	WATER	RESOURCES								
	2	10								

CALLS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
312	54	55	29	28	27	15	5	1	5	54
	WATER	RESOURCES								
	5	34								

WALK INS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
7	1	3	0	0	0	1	0	1	1

WALK INS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
20	4	5	1	0	5	1	0	2	2

APPOINTMENTS

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

APPOINTMENTS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 ST	F/U	NO SHOW/CAN
68	27	10	3	7	2	3	0	7	9	30	26	12

RESOURCES GIVEN – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC#/ #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
43/\$8983	3/\$5185	19/\$3898	1/\$200	4/\$5970	0	1/\$1548	9/\$600	6/\$150	0
			HOLIIDAY #/\$	WATER #/\$	CREMATION #/\$	OTHER #/\$			
			0	0	0	1/\$615			

RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
81 \$25825	13 \$17881	47 \$8487	2 \$616	12 \$16897	4 \$2664	2 \$2548	24 \$2000	13 \$325	0
			HOLIDAY #/\$	WATER #/\$	CREMATION #/\$	OTHER #/\$			
			0	0	1/\$750	2/\$540			

RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
\$0	\$693

REFERRALS/HELP OUTSIDE AGENCIES

AGENCY	REASON	# of People	COST
Isaiah 58	Food	27	\$2965
Isaiah 58	Gas	6	\$150
Isaiah 58	Rent	4	\$3590
Isaiah 58	Electric	2	\$800
Isaiah 58	Laundry	2	\$85
Salem Family Resources	Diapers/Wipes	5	\$175
Salem Family Resources	Food	12	\$345
St. Mary & Joseph's	Rent	1	\$1000
St. Mary & Joseph's	Food	5	\$125
St. David's	Car Registration	1	\$214
St. David's	Gas	1	\$25
St. David's	Food	4	\$75
N. Salem Methodist	Rent	1	\$400
N. Salem Methodist	Food	3	\$75

MEETINGS/VISITS

Date	Meeting
5/4/26	NHLWAA General Meeting
5/5/26	Salem CARES
5/6/26	Outside HS Meeting
5/14/26	SNHHSC
5/14/26	Rockingham MDT
5/20/26	Salem Transportation Discussion
5/28/26	Meet, Mingle & Munch Senior Center
5/28/26	Meeting with Jillian, Community Services Director

SUMMARY:

May was a busier month, my appointments almost doubled and resources given increased dramatically. Rent was the biggest issue this month, with 4 people with Demand for Rent/Eviction notices. With community collaboration we were able to help everyone without the Town carrying the full cost.

I keep learning more from the Welfare group, Salem CARES and community agencies about different approaches on how to ensure the people coming for assistance are doing everything they can to get themselves out of the difficult situation and to stay out of it, so I keep tweaking my approach.

I had a great meeting with Jillian on the 28th, learning more about how all of Community Services operate and ways in which we can collaborate.

I enjoyed meeting with the seniors and talking about the Human Services department, they appeared very interested and asked some great questions.



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: June 8, 2026

Operational Updates summary

- Recurring meeting with all IT vendors to build out the infrastructure for the new PD.
- Planning for upgrading/implementing current Microsoft software and services.
- Implemented redundant ISP services.
- Started Interviews for Network Engineer role.

Operational numbers

Ticket Volumes Last Full Month (May)

181 Created tickets

By day of week

Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
31	49	25	38	32	0	0	175

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 – June 2026 Update

Date: 6/9/2026

Please find recent Planning Division updates listed below:

- **The Planning Board** approved applications for a sixth single-family rental unit at 9 Hampshire Street, additional temporary signage for Whole Foods at 22 and 24R Via Toscana, a cigar shop and car rental agency with service bays at 282 North Broadway, and continued an application for 22 townhouses at 177 Main Street at their May 12th meeting. On May 26th the Board approved a two-lot residential subdivision at 3 Bernice Ave. The Board is scheduled to hear applications for a two-lot residential subdivision at 8 Atkinson Road, and an 18,000 square foot fitness studio at 291 South Broadway. Applications for a 25,100 sq. ft. pickleball facility with six outdoor courts (subject to variance) at 179 Main Street, conversion of office space to four residential apartments at 401 Main Street, and 22 townhouses at 177 Main Street have all been continued to future meetings. *The Board currently has one vacant alternate position.*
- **The Zoning Board of Adjustment** heard four petitions on June 2nd, granting a variance to allow two-lot residential subdivisions resulting in undersized lots at 15 Wheeler Dam Road, 31 Atkinson Road, and 105 and 105A Lawrence Road; as well as for a garage with reduced setbacks at 39 Samoset Drive. The Board continued an application to allow six outdoor pickleball courts at 179 Main Street where a variance for a 26,000 sq. ft. pickleball facility with six indoor courts was previously granted. *The ZBA meets next on July 7th and currently has a full slate of alternate members.*
- **A Comprehensive Zoning Update** request for qualifications (RFQ) is being posted this month. 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 and objects obstructing views within the right-of-way.
- **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 Permitted Use Table, and to allow multifamily housing on commercially zoned land per House Bill 631 (RSA 674:77-78). The Board will host a workshop on June 9th and anticipate holding a public hearing at their June 23rd or July 12th meeting.
- **The Historic District Commission** held a public hearing on May 13th to formally adopt new regulations for the first time since 1965. The HDC will meet again on June 10th to review proposed design criteria. The HDC is also continuing to work on public outreach and engagement and recently drafted a letter to mail to all property owners within the District.
- **Professional Development** – Planning Director Jacob LaFontaine continues to serve on the New Hampshire Planning Association’s Executive Committee and the State’s Council on Housing Stability Regional Leadership & Coordination (RL&C) Workgroup. He recently gave a presentation on protecting natural resources through open space subdivision at the NH Department of Environmental Services’ Drinking Water Source Protection Conference. In October he will lead a walking tour of Tuscan Village at the Northern New England Chapter of the American Planning Association’s Annual Conference.



To: Town Council

From: _____

Date: _____

Re: Monthly Department Activities Update

Notable items Related to Ongoing Operations

Department Goal Updates

Training/Personnel Updates

Upcoming Items/Key Dates

Other/In the News

Public Works Division/ MAY 2026

Streets and Shops:

1. The month of May was prime grass growing weather. The streets and shops division were busy trying to keep up with the town-maintained properties grass cutting .
2. Our street sweeper has taken advantage of the nice weather and is working on the main roads in town sweeping.
3. We were finally able to install a large sign board on the east side of the rail trail at Hampshire rd. The friends of the rail trail will be placing a story board on the sign in June.
4. The long fence on the rail trail north of Old Rock Road was cleaned up . This fence line is 1,000 feet long and needed a good clean up.
5. The bridge between Town hall and the courthouse has been removed and we are working on plans for a pathway in place of the bridge for access.

Parks and Properties:

1. The focus of the cemetery department was on Memorial Day preparations. The cemeteries looked incredible for the weekend.

Fleet:

1. The trackless vehicle that has the boom flail on it has been repaired. The machine needed the articulating pistons to be rebuilt as well as the yokes replaced.
2. One of our chassis mount salters is in the shop for a major overhaul . The salter was removed the frame was sand blasted and repainted. The springs were replaced and brakes were rebuilt. The hydraulic lines were replaced as needed. This was truck number 24
3. The overhaul of the trucks is essential to maintaining the older vehicles in the fleet to keep the dependable for the winter operations.

Upcoming Project

1. **Rebuild of S25**
2. **Sweeping**
3. **Catch Basin Repairs**



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: June 8, 2026
Re: SCTV May 2026 Department Update

May 2026 Department update notes for SCTV:

Susan McLoughlin covered the Scam Presentation -Staying Safe in a Digital World with Elder Affairs Officer Shalyn Spencer, the resetting of Memorial Rock at Millville Beach, and the 'Week in Review' and Planning Board updates with Jacob LaFontaine.

Mya Girouard worked on several audio podcasts for our historic series 'Who's Talking Salem', coordinated posts for the Town Hall Times, the Women's Club 100 Anniversary Tea, The Police Promotional Ceremony at the TV Studio and worked with Town Hall staff on social media and internet initiatives.

Brenden Nault covered Salem Police Department Memorial Ceremony 2026, helped Community Services with their monthly department update and directed coverage of the NH Philharmonic - Folk Voices and Fantasies.

New episodes of the 'What's Up Salem' podcast were released including Salem NH Deputy Director of Utilities Fred Wallace and Salem architect George Fredette.

We partnered with the Salem Historical Society to resume the monthly Film Festival at the Museum, with a documentary on the History of Rockingham Park, and a 1992 Prom Fashion preview at the Mall at Rockingham Park.

Bob Berthel continued creating new episodes of our series 'Salem History on Tape' with a look back at The Salem Animal Hospital, The High School Annex opening in 1971, and the Gulf War 'Support Our Troops' Parade in 1991.

Respectfully submitted,

Tom Giarrosso
Executive Director
Salem Community Television



Utilities Division Monthly Report May 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 monthly compliance reports
8. Review Master Schedule for FPAS sampling
9. Prepare for 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. Check Millville and Arlington Dam weekly.
8. Visual inspections of source water for Cyanobacteria.
9. Assist Distribution with water main repairs

Meters/Backflow

1. 340 Backflow Assemblies tested.
2. 102 Back flow appointments
3. 38 customer-re-reads
4. 15 Meter service calls
5. 5 new meter installs
6. 18 MIU replacements
7. Water shutoffs for non-payment



8. 7 new service installations.
9. Assist Distribution with water main repairs
10. Distribute notifications of irrigation restriction violations

Distribution

1. 1 Water main repairs
2. 220 Dig safe mark outs
3. Completed verifications of unknown service material to comply with LCRR
4. 6 service inspections
5. 4 hydrant repairs
6. Assist Meter section with non-payment shut offs
7. Paved several break holes
8. Pressure test and chlorination at new development in Windham. (Sharma)
9. Pressure test and chlorination at new development is Salem (Whistle Hill)
10. Check stock and equipment