

A G E N D A
TOWN COUNCIL MEETING

June 1, 2026

Salem High School
44 Geremonty Drive, Salem, NH

6:15 p.m. CALL TO ORDER

Non-Public Sessions
RSA 91-A:3,II(m)
RSA 91-A:3,II(l)

7:00 p.m. PUBLIC SESSION

1. Pledge of Allegiance
2. Meeting Minutes
3. Chairman Comments
4. Approve Consent Agenda
5. Additions and/or Requests by Public or Council by Vote
6. Present Certificates of Achievement to Eagle Scouts Curtis Hall and Michael Tomaselli
7. Introduction of Human Resources Director
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
9. First Read
 - a. Resolution No. 2026-11 – Assistant Town Manager – Consider Outside Human Services Agencies Funding Policy
10. New Business
 - a. Community Development Department - Public Hearing - Application for Tax Exemption Under Salem Commercial and Industrial Property Tax Exemption Program – 142 Main Street (Map 90, Lot 1069)
 - b. Community Development Department – Economic Development Committee Bylaws Update

c. Discussion on South Fire Station

d. Town Manager's Report/Questions from the Council

11. Old Business/Tabled and Pending

12. Upcoming Meetings

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

Adjourn

**MINUTES OF THE
Town Council**

**Regular Meeting of
May 18, 2026**

The Town Council held a meeting on Monday, May 18, 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 approve the Town Council Public Session Meeting Minutes from May 4, 2026.

SECOND: by Councilor Stacey

VOTE: 7-0-2

The motion passed with Councilor Withrow and Councilor Bettencourt abstaining.

3. Chairman Comments:

Chairman Bryant thanked George Merrill for moving the commemorative rock at Millville Beach for the Town.

4. Approve Consent Agenda

MOTION: by Councilor Sweeney

Move to approve the May 18, 2026, Consent Agenda.

SECOND: by Councilor Hatch

VOTE: 9-0-0

The motion passed unanimously.

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

None.

6. Employee of the Month Recognition

Manager Devine stated that the Employee of the Month was Ben Syke, Heavy Equipment Operator.

Wayne Amaral, Municipal Services Director, stated that Mr. Syke had been an asset to the Department. He was supportive and always ready to work.

7. Interview Session – Finance Committee

Chairman Bryant stated that there were five applicants for the Finance Committee. He asked them to come up and introduce themselves.

Camelia Bouzerdan stated that she had lived in Salem for the past nineteen years and currently worked as a professor at UMass-Lowell and at Middlesex Community College. She taught economics and political science among other courses. Ms. Bouzerdan stated that she wanted to give something back to the community.

Timothy Norton stated that he worked for National Grid doing financial analysis and business partnering. He worked on trying to find efficiencies. Salem was doing a great job compared to towns he had lived in previously in Massachusetts and he wanted that to continue.

Clayton Theberge stated that he had a Bachelor's and a Master's Degree in Accounting from the University of New Hampshire and was CPA certified in New Hampshire. He currently works as a Senior Accountant at Mass General Brigham. Mr. Theberge also volunteered with the Recreation Department, which he found fulfilling and a good way to give back to the community.

Kevin Wallace stated that he had almost thirty-five years of experience at State Street Bank before he retired. He worked in the audit and moved to corporate trusts. Mr. Wallace stated that he saw the need for the Finance Committee and felt that he could be helpful to the Town. Education was also an important role because people did not know the amount of work that the departments were doing.

Alexei Popov stated that he had lived in Salem for five years now. He was an investor and had just started his own firm after having worked in corporate finance.

Councilor Wright asked if they were limited to three on the Finance Committee since they had five good candidates.

Chairman Bryant stated that it was already decided.

Manager Devine stated that the Council had wanted a smaller committee, so it was set up as a three-member committee.

Councilor Sweeney stated that they kept getting really qualified people and having to make tough decisions because there are fewer spots. He spoke about what he was looking for in candidates. Mr. Norton, Mr. Wallace, and Mr. Popov met his criteria best.

Councilor Withrow agreed that the candidates were phenomenal. She looked at how well they could work together and having a range of experiences on the committee. Councilor Withrow liked the idea of having a teacher involved.

1 Councilor Stacey stated that she was impressed with all of the candidates but her three picks
2 were Mr. Wallace, Mr. Norton, and Mr. Theberge. She thought they would work well together.
3 Mr. Wallace had shown that he had done his research and that was impressive.

4
5 Councilor Stramaglia asked if they would have alternates on this committee.

6
7 Councilor Withrow stated that she did not think they set it up for alternates.

8
9 Chairman Bryant stated that they did not have alternates.

10
11 Councilor Stramaglia stated that he asked because it was very hard to pick.

12
13 Councilor Pelletier stated that his three were Mr. Wallace, Mr. Norton, and Mr. Theberge.

14
15 Councilor Bettencourt stated that he thought some of these candidates would make great
16 additions to the Budget Committee. The Budget Committee had uncontested races last March so
17 he would encourage those not chosen to consider running next time.

18
19 **MOTION:** by Councilor Sweeney

20 ***Move to appoint Kevin Wallace to a three-year term on the Finance Committee ending June***
21 ***2029.***

22 **SECOND:** by Councilor Wright

23 **VOTE:** 9-0-0

24 **The motion passed unanimously.**

25
26 **MOTION:** by Councilor Withrow

27 ***Move to appoint Alexi Popov to a two-year term on the Finance Committee ending June 2028.***

28 **SECOND:** by Councilor Hatch

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

30 **The motion passed with Councilor Pelletier opposed.**

31
32 Councilor Hatch stated that Ms. Bouzerdan had a different background which would bring
33 another perspective to the committee.

34
35 **MOTION:** by Councilor Hatch

36 ***Move to appoint Camelia Bouzerdan to a one-year term on the Finance Committee ending***
37 ***June 2027.***

38 **SECOND:** by Councilor Withrow

39 **VOTE:** 6-3-0

40 **The motion passed with Councilor Stacey, Councilor Sweeney, and Councilor Bettencourt**
41 **opposed.**

42
43 Chairman Bryant stated that they welcomed the help, and they hoped it turned out better than
44 they anticipated.

8. New Business**a. Report on Ethics Committee Findings**

Manager Devine stated that the Town Council received a report from the Ethics Committee for a complaint labeled 2026-01. The findings were delivered to the Town Council as required under the Charter. It was up to the Town Council to determine the proper punishment if any based on the report. The Town Attorney stated that the document should be read into the record and then the person should be allowed to make a statement if they so chose. Manager Devine reached out to the person who stated that they understood the mistake that was made and that it would not happen again. They declined to attend the meeting. The Town Council should not open the matter up to public comment. The Town Manager would report the disposition back to the Ethics Committee.

Councilor Hatch stated that he needed to recuse himself because the complainant had spoken with him prior to filing the complaint and he had advised her on what avenues she could take.

Councilor Sweeney read the Findings of the Ethics Committee:

The Committee found both the complainant and the respondent to be respectful, cooperative, and truthful. The Committee makes the following findings by clear and convincing evidence regarding Section 6.3.2 of the Charter – Conflict of Interest: Because the financial interest was not found to have directly or indirectly influenced the performance of duties by the respondent. The Committee finds no violation regarding Section 6.3.4 of the Charter Duty to Disclose. Because the respondent failed to publicly announce that he was paid to perform at the Field of Dreams, the Committee finds an unintentional violation regarding Section 6.3.7 of the Charter – Use of Influence. The Committee found no evidence to support this allegation and therefore finds no violation in accordance with Section 6.5.A of the Charter. The Code of Ethics is not intended to prohibit an EAO, which is an elected or appointed official, from fully participating in any public proceeding conducted by the Town.

Councilor Sweeney stated that those were the findings. He asked if he had to read the recommendation.

Manager Devine stated that the Council would have to vote on the recommendation.

Councilor Sweeney stated that he would read the recommendation so that they knew what it was. The Committee recommends that the Town Council should require the respondent to announce any business relationships with parties before the Budget Committee in the future and that he participates in annual ethics training, which is now required under the new Charter Amendment. Vote 3 to 0. Marybeth Stramaglia and Donna Loranger recused themselves.

Councilor Withrow stated that she agreed with the findings. It was always prudent to disclose up front, and she thought the Committee did a good job.

MOTION: by Councilor Withrow

Move that the Town Council accepts the findings of the Ethics Committee for Complaint 2026-01.

SECOND: by Councilor Stacey

VOTE: 8-0-0

The motion passed unanimously.

Councilor Hatch stated that he recommended that the Town Manager staple a copy of the Charter sections to the decision so that people could see what the Charter read at the time of the complaint.

b. Municipal Services Department – Discussion and Vote on Funding for the Cost Relating to the Route 111/Ermer Road Intersection Project - \$4,023,214.96

Manager Devine stated that this had two parts.

1. Public Hearing - Accept \$3,620,893.46 Grant from the NH Department of Transportation, Highway Safety Improvement Program, for the Route 111/Ermer Road Intersection Improvement Project

Mr. Amaral stated that this was a Public Hearing.

Chairman Bryant opened a Public Hearing at 7:28 PM.

Mr. Amaral stated that this was to accept the State Grant for the Ermer Road Intersection Improvement Project. The project had been accelerated dramatically thanks to New Hampshire DOT and the Town's engineering department. They had a pre-construction meeting on Wednesday.

Chairman Bryant stated that this was the money to put the roundabout in at the Route 111/Ermer Road Intersection to hopefully prevent any more fatalities. The State was paying 90% and the Town was matching using impact fees as part of their portion.

MOTION: by Councilor Sweeney

Move in accordance with RSA 31:95-b that the Town Council hereby accepts with gratitude a grant in the amount of \$3,620,893.46 from the NH Department of Transportation, Highway Safety Improvement Program, for construction of a new NH Route 111/Ermer Road Intersection Improvement Project; with such sum representing a 90% reimbursement of the total project cost of \$4,023,214.96; and further authorizes the Town Manager to sign all contracts and agreements, which will be managed as a Local Public Agency (LPA) Project in partnership with the New Hampshire Department of Transportation.

SECOND: by Councilor Stacey

VOTE: 9-0-0

The motion passed unanimously.

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

2. Authorize Use of Up to \$402,321.50 for the Town's Portion of the Route 111/Ermer Road Intersection Improvement Project with \$71,923.60 to come from Roadway Improvements Capital Reserve Fund and \$48,762.90 to come from Zone 3 Traffic Impact Fees.

Mr. Amaral stated that this was for the impact fees.

MOTION: by Councilor Sweeney

1 *Move that the Town Council hereby authorizes the expenditure of up to \$402,321.50 (10% of*
2 *the Town's portion of the project) to be paid using \$71,923.60 from the Roadway*
3 *Improvements Capital Reserve Fund, \$48,762.90 in Zone 3 Traffic Impact Fees, and*
4 *\$281,635.00 via taxation as authorized in the 2026 approved operating budget, for the*
5 *construction of the NH Route 111/Ermer Road Intersection Improvement Project, which will*
6 *be managed as a Local Public Agency (LPA) Project in partnership with the New Hampshire*
7 *Department of Transportation.*

8 **SECOND:** by Councilor Stramaglia

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

10 **The motion passed unanimously.**

11
12 **c. Community Development Department – Discussion on Open Space Master Plan**

13 Manager Devine stated that the packet had a memo from the Community Development Program
14 Manager. The Conservation Commission adopted this plan on May 6, 2026.

15
16 Crayton Brubaker, Community Development Program Manager, stated that in 2024, the
17 Conservation Commission created an Open Space Task Force that worked with the Rockingham
18 Planning Commission to update the Open Space Master Plan adopted in 2010. It has a natural
19 resources inventory, a map with a list of open space including conservation easements, a
20 preservation ordinance, and different ways to protect open space with recommendations for the
21 Conservation Commission.

22
23 Jennifer Rowden, Rockingham Planning Commission, stated that this document was to provide
24 information to Town committees. Open Space provided a lot of benefits to communities and
25 provided an incentive for people to stay in a community. They developed an inventory of the
26 natural resources. A map of all of the natural resources was then prepared to show what areas
27 might have the highest priorities for protection. That was then compared against the Master Plan
28 and other planning documents to look at the community priorities. Those documents along with
29 conversations with some landowners led to develop an overall prioritization plan for open space.
30 A list of the top 100 parcels was created with parcels currently owned by the Town of Salem
31 highlighted in purple. Most of the parcels already had protections on them. Salem had almost
32 2,000 acres of protected open space. There were things that could be done to encourage more
33 open space. The balance in the Conservation Fund was just under \$2 million dollars at the end of
34 2025. The Conservation Commission had also used grants and other outside funding towards
35 their preservation efforts. The last part of the document made recommendations for the
36 Conservation Commission going forward.

37
38 Chairman Bryant stated that was pretty thorough and thanked her for the presentation.

39
40 **d. Community Development Department - CIP Bylaws Update**

41 Manager Devine stated that Mr. Brubaker was speaking to this item.

42
43 Mr. Brubaker stated that the bylaws were updated in September. The Council had asked the CIP
44 Committee to consider some other changes. Those changes were made regarding the Chairman's
45 powers.

1 **MOTION:** by Councilor Stacey

2 *Move that the Town Council approves the amended CIP bylaws as recommended by the CIP*
3 *Committee at their April 21, 2026 meeting.*

4 **SECOND:** by Councilor Withrow

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

6 **The motion passed unanimously.**

7
8 **e. Town Manager Update/Questions from the Council**

9 Manager Devine stated that mandatory water restrictions for irrigation went into effect on May
10 15th. The Town Master Plan received a statewide award last week. MEVA stated that they had
11 seen strong demand for the new bus routes.

12
13 Councilor Sweeney asked if they knew where the riders were getting on.

14
15 Manager Devine stated that they had not received a breakdown on the data from MEVA. There
16 would be Memorial Day ceremonies on May 25th starting at 10:30 AM at Pine Grove. The Police
17 Department had promotions last week. This was National Public Works Recognition Week. The
18 Engineering Department received an excellence award for the mitigation of the wastewater
19 treatment plant. There were a whole lot of new recreation and senior programs listed on the
20 Town website. The townwide yard sale would be on June 13th. A map was added to the Planning
21 Board website to show applications before the Planning Board.

22
23 Councilor Stacey stated that there were a couple of clubs in town that had approached the
24 Assistant Town Manager about donating or beautifying areas. There was supposed to be some
25 kind of list made and she did not understand why it had not happened yet.

26
27 Manager Devine stated that he would look into it. One of the things they were working on was
28 determining how to maintain these gardens once they were put in.

29
30 Councilor Hatch asked when the RFP for matching up the zoning ordinances and the Master Plan
31 would happen.

32
33 Manager Devine stated that it should be going out within the next week or two.

34
35 Councilor Hatch asked if there was a reason that the public did not get the Agenda earlier for the
36 coming meeting.

37
38 Manager Devine stated that the Agenda was usually posted on Thursday or Friday before the
39 meeting, but the packet was not posted until Monday in order to give the Council the opportunity
40 to review it before it goes to the public.

41
42 Councilor Hatch asked if any Councilors had a strong opinion on that.

43
44 Councilor Stacey stated that she had an opinion on it. She received an email from a member of
45 the public about an item that would be on a future Agenda that she knew nothing about. The
46 Council should know what was being discussed before the members of the public.

Councilor Hatch stated that the next Budget Meeting was in June.

9. Old Business/Tabled and Pending

None

10. Upcoming Meetings

- June 1, 2026
- June 15, 2026
- July 6, 2026
- August 3, 2026

ADJOURNMENT AT 7:51 P.M.

MOTION: by Councilor Withrow

Move to adjourn at 7:51 PM.

SECOND: by Councilor Sweeney

VOTE: 9-0-0

The motion passed unanimously.

Notes/minutes taken by: Jeremiah Lamson

Approved: Town Council

Date Approved: _____

**CONSENT AGENDA ITEMS - TOWN COUNCIL
MEETING OF JUNE 1, 2026**

	<u>TYPE OF ITEM SIGNED</u>	<u>DATE SIGNED</u>	<u>SIGNATURE or VOTE</u>
1	Finance - Roadway CRF Disbursement Req for 2026 Road Program	05/19/26	DocuSign
2	Cemetery Deed	06/01/26	In Person
3	Tax Collector - 2026 Warrant for Town Council Signatures	05/18/26	DocuSign
4	Tax Collector - Oath-Taxes - July 2026 - Town Council Signatures	05/18/26	DocuSign
5	Tax Collector - Abatement - Payment and Lien Fee Crossed in Mail	05/28/26	DocuSign



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 08(a1)

Department: Finance Department **Prepared by:** Nicole McGee, Finance Director

Town Council Meeting Date: June 1, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

This is a request to transfer the tax portion of the Route 111/Ermer Rd project from the General Fund and into the Capital Projects Fund.

BACKGROUND:

The Town budgeted \$3,194,674 for the construction portion of the Route 111/Ermer Rd project. After the project went to bid the total anticipated cost for the construction is \$4,023,214.96. At the May 18, 2026 Town Council meeting, the Council authorized the additional funding the Town needed for the 10% cost share for the overage of the project.

The 2026 budget included \$281,635 of tax dollars to fund this portion of the project. After conferring with the auditors, it was determined that it would be best to account for the entire project in the Capital Projects Fund. In accordance with Section 5.8 of the Town Charter, I am requesting that the Town Council authorize a transfer of \$281,635 from the General Fund to the Capital Projects Fund for the Route 111/Ermer Road Intersection Improvements project.

Route 111/Ermer Road Construction Phase Funding Sources

State Share	3,620,893.46
Roadway Improvements CRF	71,923.60
Zone 3 Traffic Impact Fees	48,762.90
Taxation	281,635.00
Total Construction Phase Costs	4,023,214.96

BUDGET IMPACT:

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

ESTIMATED COST: \$281,635

FUNDING SOURCE: General Fund

RECOMMENDATION / ACTION REQUESTED:

Authorize a transfer of \$281,635 from the General Fund to the Capital Projects Fund for the Route 111/Ermer Road Intersection Improvements project.

ATTACHMENTS:

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



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

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

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

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

The Salem Town Council hereby authorizes the transfer of \$281,635.00 from the General Fund to the Capital Projects Fund for the Ermer Road/Route 111 Intersection Construction Project.

SPONSORED BY CHAIR BRYANT BY REQUEST

First Reading: June 1, 2026

Second Reading: Waived

Approval: June 1, 2026

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Bettencourt			
Councilor Stacey			
Councilor Hatch			
Councilor Pelletier			
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 #: 09(a1)

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 #: 10(a1)

Department: Community Development

Prepared by: Crayton Brubaker

Town Council Meeting Date: June 1, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☒ Public Hearing

BRIEF SUMMARY:

This is a request for an exemption under the Commercial and Industrial Property Tax Exemption program adopted by the Town Council in accordance with RSA 72:81.

The application is for the following applicant / business and associated address and parcel as listed below:

- Conversion of former Rite Aid building into an Early Education / Childcare Facility – WellCo Learning LLC – 142 Main Street – Map 90 Lot 1069 – Kerry Welton, CEO (Applicant)

BACKGROUND:

In November 2024, the Town Council approved Salem's [Commercial and Industrial Property Tax Exemption Program](#). The intent of the exemption program is to provide incentives to businesses to build, rebuild, modernize, or enlarge within Salem. The exemption applies only to the increase in assessed value attributable to construction of new structures, and additions, renovations, or improvements to existing structures. The exemption applies to the percentage of increased assessed value, as follows:

- 50% for Year 1
- 40% for Year 2
- 30% for Year 3
- 20% for Year 4
- 10% for Year 5

Subsequent years will be assessed at the full rate.

Per Section 12.1 of the Program, the Council must make a determination as to whether the proposed structure to be renovated is in a Qualifying Area, whether the structure is a Qualifying Structure, and whether there are public benefits (as identified in Section 8.1) to granting the tax relief. Upon review of the application, staff recommends the Council finds the following:

- The proposed renovation is in a Qualifying Area (the Town of Salem)
- The proposed structure is a Qualifying Structure as a proposed renovated professional childcare facility identified under Commercial Uses definition in Section 6.2.
- There are public benefits to granting the tax relief, including:
 - Enhance economic growth and increase the Town's tax base
 - Prevent or eliminate blight
 - Retain local jobs, increase the job base, and/or provide diversity in the jobs base

As identified in Section 12.2 of the Program, the Town Council should also identify the costs and detriments associated with the proposed project and weigh such factors against any public benefit(s).

Planning and Assessing staff have reviewed the requests and provided recommendation memorandums (attached).

BUDGET IMPACT:

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

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

*Staff recommends that the Town Council **APPROVE** the request for the tax exemption for WellCo Learning (Goddard School) at 142 Main Street as the proposed renovation to the building is located within a qualifying area, are qualifying uses, and the Applicant has demonstrated that it satisfies three public benefit criteria in accordance with Section 8.1 of the Commercial and Industrial Tax Exemption Program as noted in the staff memorandum dated May 19, 2026.*

ATTACHMENTS:

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

w/ Attachment:

Application for Property Tax Exemption – WellCo Learning (Goddard School)

Assessing Memo – Jon Duhamal, CNHA Chief Assessor

Planning Memo – Jacob LaFontaine, Planning Director

142 Main Street Floor Plan

142 Main Street Proposed Elevations



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

Phone: (603) 890-2120 | Fax: (603) 890-2220 | www.salemnh.gov

Town Manager's Office

Application for Property Tax Exemption

For Commercial and Industrial Properties Pursuant to RSA 72:81

YOU MUST APPLY FOR EXEMPTION BEFORE STARTING CONSTRUCTION OR RENOVATION

Date: 4/25/26

Name of Business: WellCo Learning LLC

Applicant / Title: Kerry Welton / CEO

Property Owner: Patriot Investment Group, LLC

Property Address: 142 Main Street

Tax Map and Lot: Map 90 Lot 1069

Telephone: (603)548-5935 Email: kerry.c.welton@gmail.com

Type of project to be completed: New Construction Addition X Renovation

Provide a description of the work to be done (Attach building plans if available):

Converting a former Rite Aid into an early education facility for children ages 6 weeks to 6 years old.

The facility will include an indoor multi-purpose room as well as an outdoor playground.

Anticipated start date: May 1, 2026

Estimated completion date: 10/15/2026

Estimated total cost of project: \$2,500,000

As voted by the Salem Town Council, the exemption shall apply only to the municipal and local school property taxes assessed by the Town. State education and county taxes are excluded from the exemption.

The exemption applies to the increase in assessed value attributable to construction of new structures, and additions, renovations, or improvements to existing structures, as follows: The exemption applies to the percentage of increased assessed value as follows - 50% for year 1, 40% for the year 2, 30% for the year 3, 20% for the year 4, 10% for the year 5. Subsequent years will be assessed at the full rate.

As voted by the Salem Town Council, **in order to satisfy the public benefit requirement a minimum of two of the benefits listed below must be demonstrated.** Where applicable, provide an explanation of the anticipated outcomes of the project for each of the following eligible public benefits (attach additional sheets if needed):

1. Enhance economic growth and increase the Town's tax base:

We will be serving Salem families by offering a needed childcare facility for children under 6.

With capacity for 142 enrolled children and approximately 24 full-time plus part-time employees, the project supports workforce participation and contributes directly to Salem's economic growth and tax base.

2. Creation of needed services or facilities not currently available in the Town:

This project will provide a needed childcare and early education facility serving Salem families.

The center expands availability of quality childcare services and helps address growing demand for families in the community. It will have an indoor multi-purpose room which is not common in other facilities, providing additional developmental space to children, especially during the harsher weather.

3. Redevelop and revitalize commercial or industrial area:

The project includes significant reinvestment to renovate and repurpose an existing commercial property into a long-term operating business. This redevelopment improves the property and supports revitalization of the surrounding commercial area.

4. Prevent or eliminate blight:

The project will improve and activate an underutilized property through substantial renovation and long-term committed occupancy. This investment helps prevent deterioration and enhances the appearance in the area.

5. Retail local jobs, increase local job base, and/or provide diversity in the job base:

The center is expected to create approximately 24 full-time and additional part-time jobs in Salem.

It expands the local job base while also supporting other working families through access to reliable childcare.

I have read and understand the above conditions of this exemption. By signing below, I affirm that I am authorized to sign this application on behalf of the entity seeking this exemption.

Signature of Applicant: Kerry Welton

Printed Name: Kerry Welton

Title: CEO

Date: 4/15/26

Office Use Only

Director of Planning Review:

Assessor Review:

Salem Town Council: _____ Approve _____ Deny



Town of Salem, New Hampshire

Assessing Department

33 Geremonty Drive, Salem, New Hampshire 03079

(603) 685-2018 - Fax (603) 898-1223

e-mail: jduhamel@salemnh.gov

To: Town Council & Joseph Devine, Town Manager
From: Jon Duhamel, CNHA Chief Assessor
RE: 142 Main St – Tax Exemption Request
Date: 5/5/2026

Assessing Review: As noted above, the applicant is applying for a property tax exemption at 142 Main St. Currently this property is being assessed as a Retail Store, current rate is \$80/square foot, the remodel will change its use to a Daycare, current rate is \$85/ square foot. Those rates will change with the 2026 Update, so we may lose revenue in the short term, in the long run I believe it will be recovered. I also believe this is a perfect example of why this law was created, so Assessing fully supports tis application.



Town of Salem, New Hampshire

Community Development Department

Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079

(603) 685-6439 - Fax (603) 898-1223

e-mail: jlafontaine@salemnh.gov

To: Town Council & Joseph Devine, Town Manager

From: Jacob LaFontaine, Planning Director, Jon Duhamel, CNHA Chief Assessor

RE: WellCo Learning, 142 Main Street – Tax Exemption Request

Date: 5/19/2026

Recommendation: The Town Council should review the applicant's response to the criteria of Section 8 and use reasonable discretion to determine whether the proposed new construction provides two or more of the public benefits outlined. If satisfied, the Council should grant the request for tax exemption for WellCo Learning (Goddard School) at 142 Main Street.

Staff recommend that the Town Council grant the request as the following criteria are satisfied:

- The building is in the Qualifying Area (Town of Salem).
- The building is a Qualifying Structure modernized for commercial use.
- The buildings satisfy the public benefits for granting tax relief as outlined in Section 8:
 1. Enhance economic growth and increase the Town's tax base: *Staff agree with the applicant's assertion that the project will support workforce participation and contribute to Salem's economic growth and tax base.*
 4. Prevent or eliminate blight: *Staff agree that the project will help prevent deterioration and blight by repurposing a currently vacant building.*
 5. Retain local jobs, increase the local job base, and/or provide diversity in the job base: *The applicant projects that approximately 24 full-time and additional part-time employees will be hired when the building is fully occupied. This will increase the local job base and support other working families through access to childcare.*

Planning Review: The applicant is applying for property tax exemption for WellCo Learning (Goddard School) under Salem's Commercial and Industrial Property Tax Exemption Program, adopted (7-0) by the Town Council on November 18, 2024.

The Goddard School is an 11,000 sq. ft. daycare facility with 142 students located at 142 Main Street, Map 90, Lot 1069, which was conditionally approved by the Planning Board on March 24, 2026. The project includes reuse of a recently closed Rite Aid building, a 4,000 sq. ft. outdoor playground, landscape improvements, façade enhancements, re-established pedestrian connections, a 4,000 sq. ft. outdoor playground, and reconfiguration of existing parking and travel aisles.

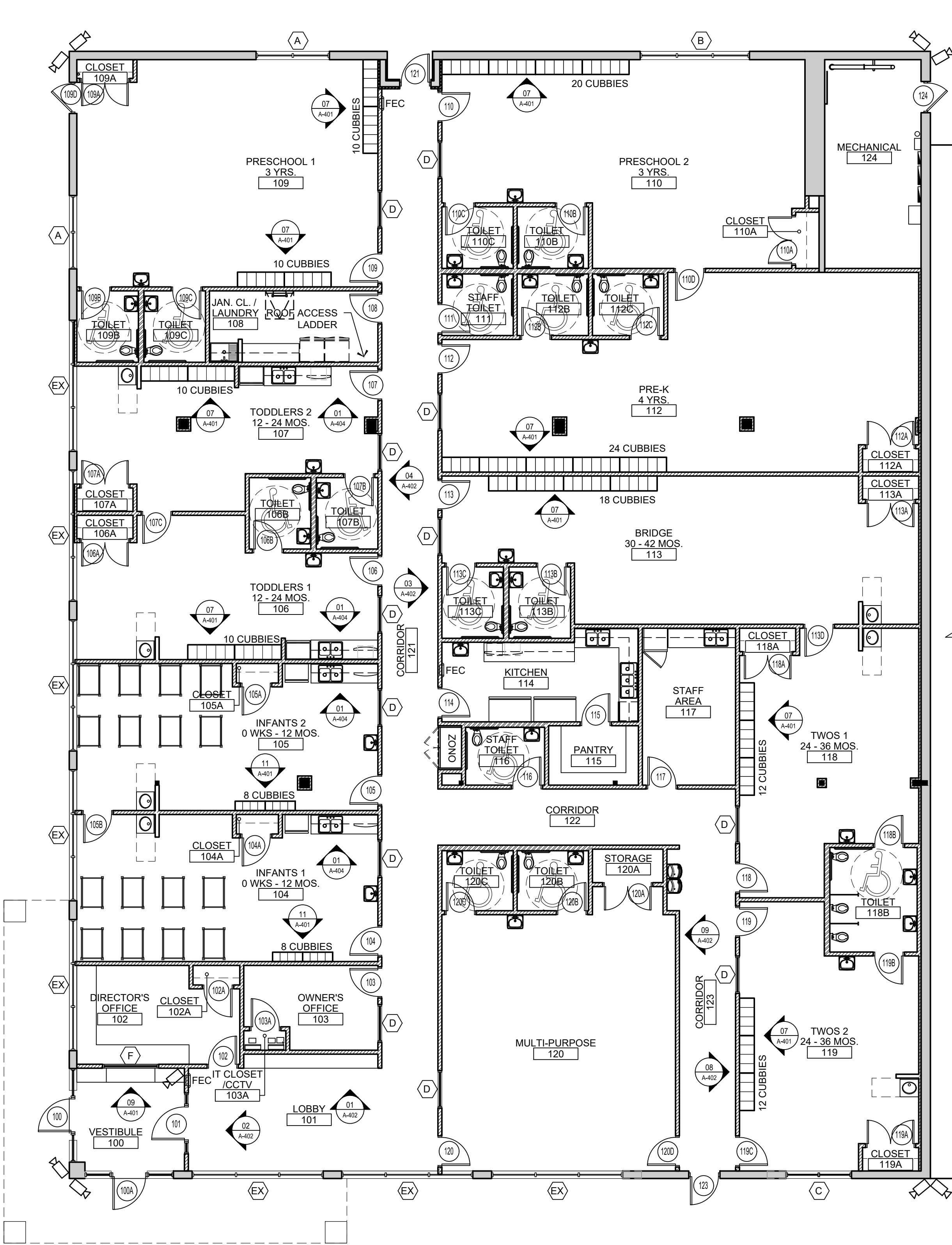
Assessing Review: As noted above, the applicant is applying for a property tax exemption at 142 Main St. Currently this property is being assessed as a Retail Store, current rate is \$80/square foot, the remodel will change its use to a Daycare, current rate is \$85/ square foot. Those rates will change with the 2026 Update, so we may lose revenue in the short term, in the long run I believe it will be recovered. I also believe this is a perfect example of why this law was created, so Assessing fully supports this application.

GENERAL NOTES:

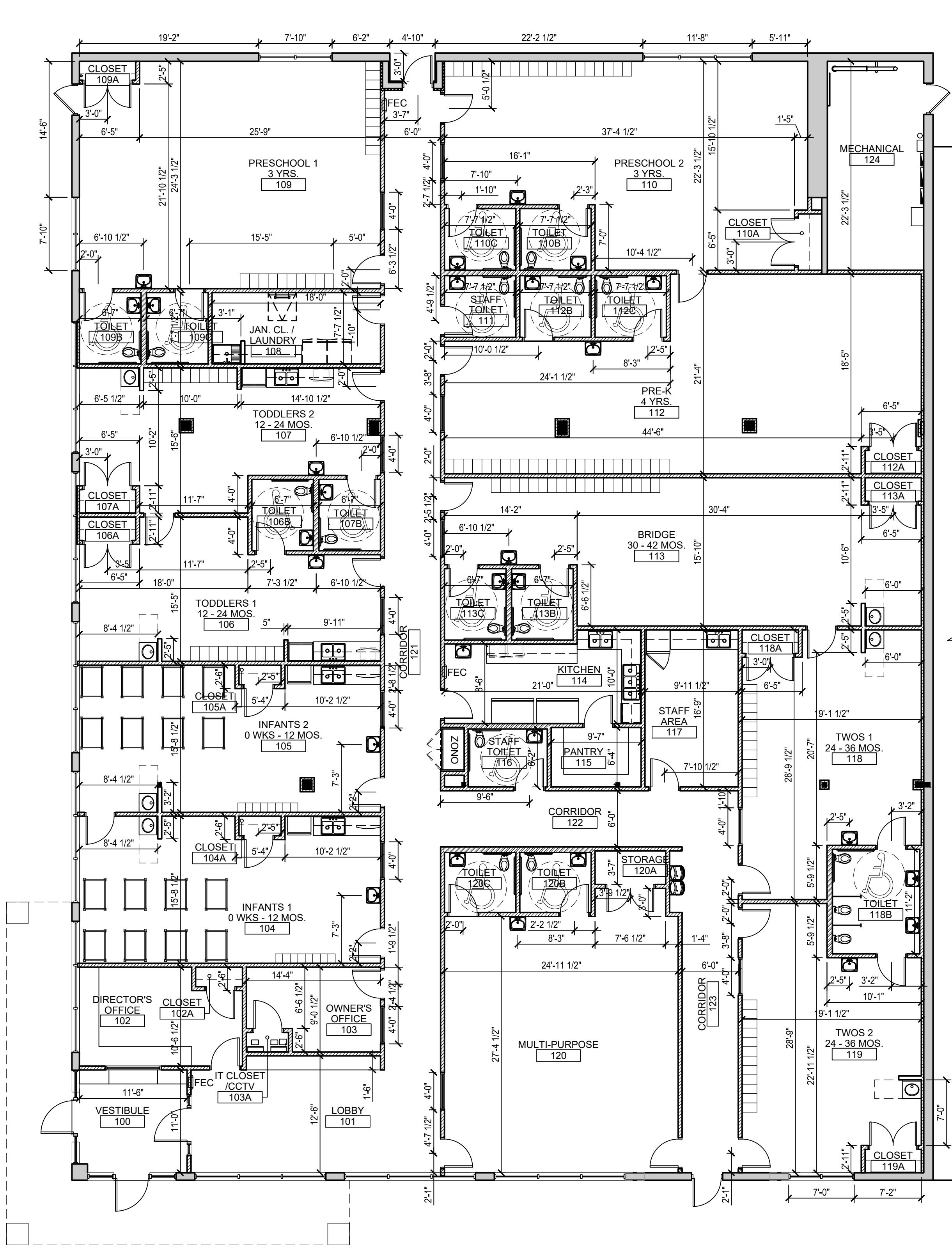
1. ALL DIMENSIONS SHOWN ARE MEASURED FROM FINISH FACE TO FINISH FACE OF INTERIOR WALL UNLESS NOTED OTHERWISE. (U.N.O.)
2. ALL INTERIOR WALLS ARE 3 5/8" 18 GA. METAL STUDS U.N.O.
3. GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO COMMENCEMENT OF THE WORK.
4. FIRE EXTINGUISHER CABINETS AND HANGING FIRE EXTINGUISHERS (FEC AND HFE) TO BE LOCATED PER LOCAL FIRE CODES. (PROVIDE BLOCKING AND KEEP CLEAR OF ALL ELECTRICAL AND PLUMBING LINES).
5. SEE 03/A-102 FOR SCREEN PANEL SECTION LOCATED IN TOILET 109B.
6. FRAMING CONTRACTOR SHALL PROVIDE SOLID WOOD BLOCKING AT ALL WALL MOUNTED FIXTURES, INCLUDING, BUT NOT LIMITED TO - WALL MOUNTED SHELVING, BASE AND UPPER CABINETS, CUBBIES, CLOSET SHELVING AND RODS, WALL MOUNTED DOOR STOPS, TOILET ROOM PARTITIONS, LAVS, GRAB BARS, MIRRORS, SOAP DISPENSERS, WASTE RECEPTACLES, TOILET PAPER DISPENSERS, MOP SINK, AND ACCESSORIES.
7. SEE SECTION 10/A-401 FOR TYP. CLOSET SHELVING AND SECTION 6/A-401 FOR PANTRY SHELVING.
8. 48" H. CORNERS GUARDS SHALL BE INSTALLED ON ALL OUTSIDE CORNERS (FLUSH TO FLOOR - BASE TO ABUT) THROUGHOUT THE BUILDING INCLUDING HALF WALLS AT DIAPER CHANGING SINKS. SEE: 15/A-401
9. A MIN. CLEAR AREA OF 18" IS REQUIRED TO THE SIDE OF EACH DOOR STRIKE JAMB ON THE PULL SIDE.
10. ALL COUNTERTOP EDGES AND CORNERS SHALL BE ROUNDED. ADD FULL BULL-NOSE WITH ROUNDED CORNERS.
11. CORDLESS ROLLER SHADES SHALL BE INSTALLED ON ALL OUTSIDE WINDOWS.
12. SEE 09/A-102 FOR WALL HUNG CHILD HAND WASH LAVATORY MOUNTING HEIGHTS IN CLASSROOMS.
13. SEE 08/A-401 FOR PHONE, DUPLEX, AND LIGHT SWITCH MOUNTING HEIGHTS IN CLASSROOMS.
14. PROVIDE SOLID BLOCKING AT ALL CONNECTIONS TO THE WALL. ADD 24" WIDE BY 16" DEEP SHELF ABOVE PHONE SERVICE FOR NETWORKING HARDWARE IN MECHANICAL 126 AS SHOWN.
15. COORDINATE CORRECT HEIGHT OF QUAD OUTLET ABOVE CUBBIES AS SHOWN ON SHEET A-401

LEGEND:

- 101 ROOM NAME & NUMBER
- F DOOR NUMBER;
REFER TO DRAWINGS A-701 AND A-702 FOR DOOR SCHEDULE, DOOR HARDWARE SCHEDULE, AND DETAILS
- A WINDOW STYLE;
REFER TO DRAWING A-701 FOR WINDOW SCHEDULE, ELEVATIONS AND DETAILS
- DF-1 - EXTERIOR DRINKING FOUNTAIN;
REFER TO PLUMBING DRAWINGS FOR SPECIFICATIONS
- INTERIOR DRINKING FOUNTAIN;
REFER TO PLUMBING DRAWINGS FOR SPECIFICATIONS
- FEC FIRE EXTINGUISHER UL LISTED AND LABELED
FE-1 = 5lb B.C. FE-2 = 10lb A.B.C (1 PER 3,000 SQ.FT.)
MANUFACTURER: J.L INDUSTRIES
SEMI-RECESSED CABINET MOUNTING WITH ROUNDED CORNERS.
FINISH: STAINLESS STEEL
INSPECTION TAGS REQUIRED FOR ALL FIRE EXTINGUISHERS
MOUNT CABINET WITH TOP OF DOOR AT 48" AFF AND PROJECTION OF 4" OR LESS FOR ADA COMPLIANCE.
LOCATION: PER PLAN
- CCTV CAMERAS



02 SECTION MARKS AND NOTES FLOOR PLAN
SCALE: 1/8"=1'-0"



01 DIMENSION FLOOR PLAN
SCALE: 1/8"=1'-0"



Jarmel Kizel

ARCHITECTS AND ENGINEERS INC.
42 OKNER PARKWAY
LIVINGSTON, NEW JERSEY 07039
TEL: 973-994-9669
FAX: 973-994-4069

www.jarmelkizel.com

Architecture
Engineering
Interior Design
Implementation Services

ISSUE

NO.	DATE	DESCRIPTION	INT.
1	03-11-2026	FOR CLIENT REVIEW	MBJ
2	03-25-2026	FOR PERMIT	MBJ
3	04-27-2026	FOR CONSTRUCTION	MBJ

REVISION

NO.	DATE	DESCRIPTION	INT.
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Project:

GODDARD SCHOOL
142 MAIN ST.
SALEM, NH 03079

Project Number:
25-2700

Scale:
1/8"=1'-0"

Drawn By:

AM

Approved By:

MBJ

Drawing Name:

FLOOR PLAN

Drawing Number:

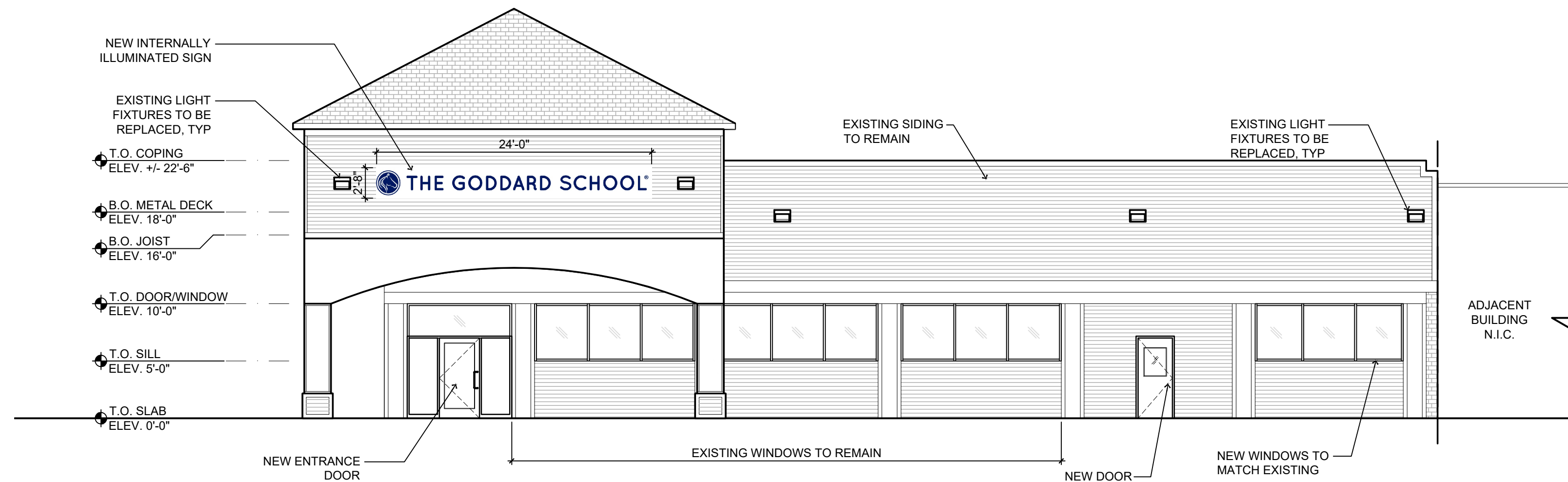
A-101

Initial Date: 02/04/2026

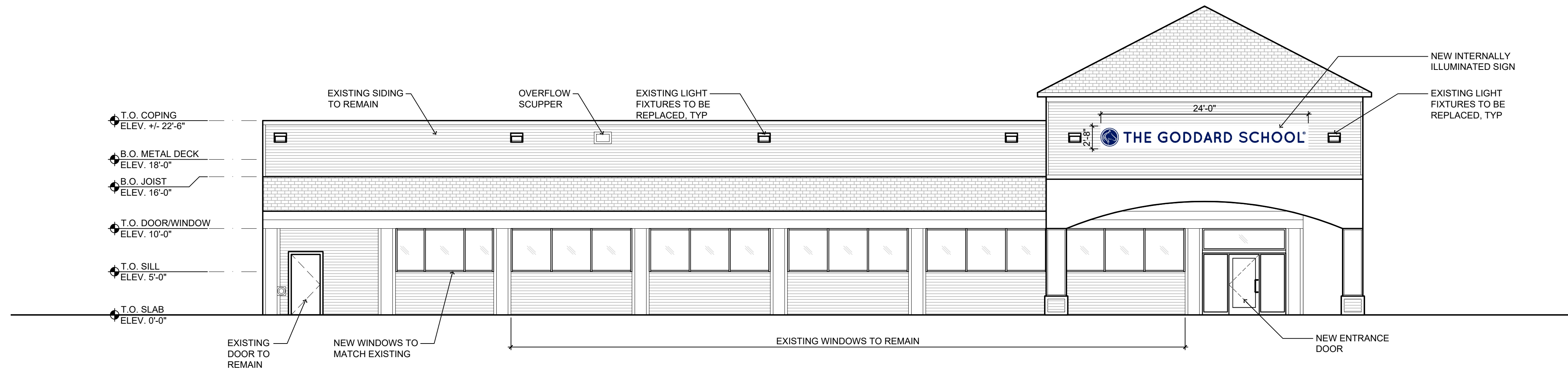
ARCHITECT OF RECORD

MATTHEW B. JARMELE, AIA, MBA
NH UC 3501

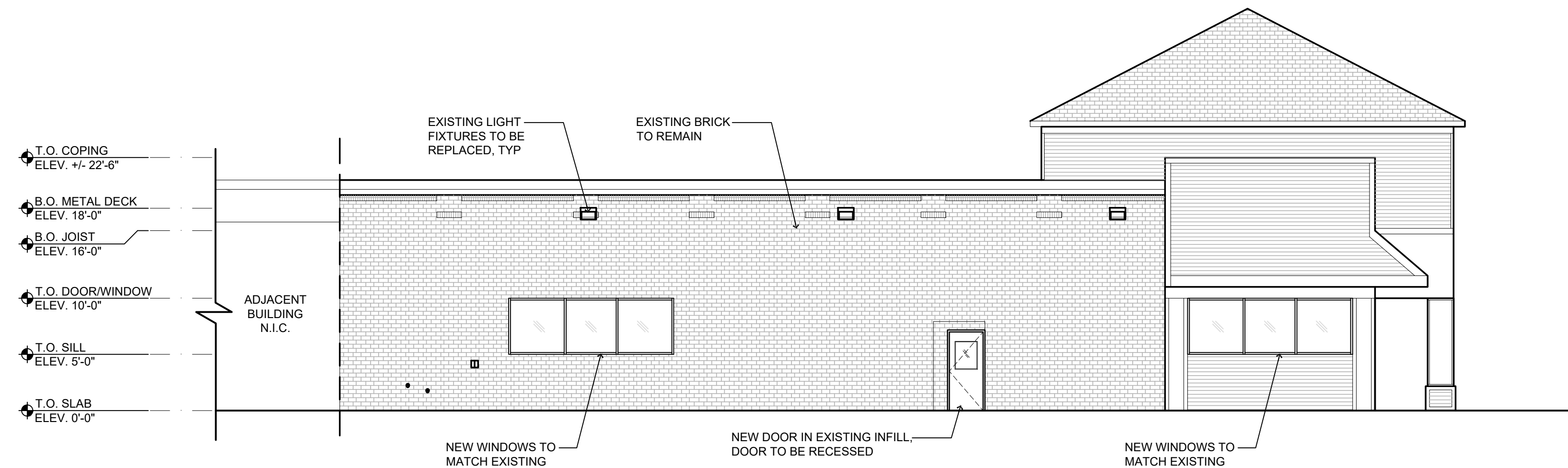
H:\DRAWINGS\GODDARD\NH\25-2700 - GODDARD SCHOOL\NEW\NH 142 MAIN ST\SPACE PLANS\25-2700-SA-2 ELEVATIONS.DWG - CSCHWEKER PLOTTED: 1/28/2026 11:00 AM



1 WEST ELEVATION
SCALE : 1/8" = 1'-0"



2 NORTH ELEVATION
SCALE : 1/8" = 1'-0"



3 EAST ELEVATION
SCALE : 1/8" = 1'-0"



Jarmel Kizel
ARCHITECTS AND ENGINEERS INC.

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TEL: 973-994-9669
FAX: 973-994-4069

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Architecture
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Interior Design
Implementation Services

ISSUE

NO.	DATE	DESCRIPTION	INT.
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REVISION

NO.	DATE	DESCRIPTION	INT.
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Project:
GODDARD SCHOOL
142 MAIN ST
SALEM, NEW HAMPSHIRE

Project Number: 25-2700
Scale: AS NOTED
Drawn By: CS
Approved By: CS
Drawing Name:

PROPOSED ELEVATIONS

Drawing Number:
SA-1.2

Initial Date: 1/28/2026

ARCHITECT OF RECORD

MATTHEW B. JARMEL, AIA, MBA
1411 UC 3501



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 10(b1)

Department: Community Development Department **Prepared by:** Crayton Brubaker

Town Council Meeting Date: June 1, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

The Economic Development Committee (EDC) bylaws are being brought to the Council for review and updating for several changes as recommended by the EDC.

BACKGROUND:

The Town Council reviewed and approved the EDC bylaws last on May 19, 2025. Town staff and the EDC recommended several changes including updating the number of members from 8 to 7, removing language regarding Co-Chairs, adding language referencing the Town Council's recently adopted attendance policy, and clarifying the amendment procedure.

The EDC unanimously (6-0) recommended these bylaws changes to the Town Council at their May 19, 2026 meeting.

BUDGET IMPACT:

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

ESTIMATED COST: N/A

FUNDING SOURCE: N/A

RECOMMENDATION / ACTION REQUESTED:

Motion to approve the EDC bylaws as recommended by the Economic Development Committee at the May 19, 2026 meeting.

ATTACHMENTS:

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

w/ Attachment:

EDC Bylaws Redlined – May 19, 2026

BY-LAWS
Economic Development Committee
SALEM, NEW HAMPSHIRE

A. PURPOSE:

Authority: These Bylaws describe the duties and methods of operation of the Salem Economic Development Committee, hereafter referred to as EDC. The ~~seveneight~~-member EDC is hereby established to work with the Town Council as an appointed Committee with the intent to provide recommendations to the Town Council regarding economic development issues. The EDC may also provide recommendations to the Town Council regarding items in the mission statement, goals, and objectives of the EDC charge. These bylaws do not limit the actions of the Town Council in exercising their authority over the EDC. The Town Council shall have ~~onetwo~~ representatives on the EDC, and may have an alternate representative. The Town Council shall endeavor to include the remaining six (6) positions on the EDC with, but are not limited to, persons with the following professions:

- Real estate or business property management experience
- Business finance, ownership, and/or management experience
- Marketing experience, preferably within the context of the professional, retail, or service sectors
- Engineering or other construction project development experience
- Another similar profession related to economic development

Members must be residents of the Town of Salem or represent a business or organization located in the Town. Members shall serve staggered, three-year terms. At the end of a term, a reappointment or replacement term shall be for three years.

Following the resignation of any member from the EDC prior to the expiration of their term, the new EDC member, upon approval from the Town Council, shall complete the unexpired term of the resigning member.

B. ORGANIZATION:

1. Responsibilities of Members:

All members shall make every effort to attend each scheduled meeting.

Members of the EDC have authority only when acting as the EDC legally in session. The EDC shall not be bound by any action or statement of any individual EDC member except when such statement or action is pursuant to instructions from the EDC.

Attendance: Members are expected to attend all meetings. It is incumbent on all Committee members to notify the Chair and staff representative / liaison when they expect to be late or unable to attend any meeting. Notification of absence should be made in advance when possible. Members shall adhere to the Town Council's Appointed Boards & Committees Attendance Policy. Unless there are extenuating circumstances or prior approval from the Chair, any regular member who is absent for three (3) consecutive meetings or greater than fifty (50) percent of meetings in a calendar year shall be recommended by the Chair to the Town Council for removal.

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2. Officers:

- (a) Election – Each year, typically in the spring after Town Meeting, a Chair, Vice-Chair, and Secretary shall be elected. ~~Alternatively, two Co-Chairs and a Secretary may be elected.~~ The election shall be by a majority vote of those present.

Vacancies in membership created during the year shall be filled by the Town Council pursuant to municipal ordinances and policies.

- (b) Duties - The Chair ~~(or Co-Chairs)~~ shall preside at all meetings of the EDC and perform all duties required as cited herein. In the absence of the Chair, the Vice-Chair shall preside and assume all duties and responsibilities of the Chair. ~~If there are two Co-Chairs, they shall share the duties of Chair and Vice Chair.~~ The Secretary shall preside in the absence of the Chair and Vice-Chair ~~(or Co-Chairs)~~. The Secretary is the custodian of the official minutes and shall forward a draft copy of the meeting minutes to the staff liaison(s) within five (5) business days per RSA 91-A:4.

3. Staff Support:

~~A-The Town Manager shall appoint a Town staff representative /- from the Community Development Department or Town Manager's Office or another designee will serve as staff-~~liaison to the Economic Development Committee, coordinate with other Town employees, and perform other duties as necessary. I

C. OPERATION:

The EDC process is intended to be focused ~~and~~ within the parameters of the proposed agenda for each meeting. Every effort by the EDC members and staff shall be made to adequately prepare for meetings and maintain the agenda to produce high-quality recommendations for the benefit of the Town of Salem.

1. Meetings:

- (a) All meetings are subject to the requirements of RSA 91-A.
- (b) Organizational Meetings - An organizational meeting to elect officers shall be held annually, typically in the spring after the Town Meeting and member appointments. The EDC ~~may adopt the previous policies and procedures, shall review these bylaws annually and propose amendments, if any, to the Town Council for consideration subject to amendment as provided in these by laws. The EDC shall establish a schedule for meetings.~~
- (c) Regular Meetings – The EDC shall hold regular Committee meetings each month with a typical agenda structure such as the sample agenda provided in Section D.2.

- (d) Workshop Meetings – This is a meeting that is less formalized and generally conducted for the purpose of providing EDC members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth. These meetings may be conducted offsite as site visits and will be posted in compliance with applicable State laws and municipal ordinances.

~~(e) Non Public Meetings – The Committee may only enter a non public session under a specific provision specified in RSA 91-A:3.~~

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- (ef) Special Meetings – This type of meeting can be called by the Chair ~~(or Co-Chairs)~~ in accordance with RSA 91-A:2, II upon request of three (3) members of the Committee; or at the request of the Town Manager through the Chair. Each member shall be notified in accordance with RSA 91-A:2, II.

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2. Meetings Schedule:

~~Tentative calendar meetings~~ A tentative schedule shall be published on the Town website meeting calendar after the first organizational meeting for the entire year. Each meeting shall be posted in accordance with RSA 91-A. The posting of such a schedule shall not limit the ability of the EDC to post and hold additional meetings, amend meeting dates or times, or cancel meetings.

3. Committee Reports:

From time to time, the EDC shall provide reports to the Town Council on its activities, progress toward achieving its objectives, and recommendations for changes to the mission, goals, or objectives. The Committee shall also provide an annual report to the Town Council summarizing its accomplishments during the prior year and outlining its goals and objectives for the upcoming year. These reports may include recommendations for changes to the Town's policies, procedures, or ordinances that would support economic development. The Committee shall provide such reports in a timely manner, as requested by the Town Council. The EDC will work with Town staff and other committees during the Master Plan process to offer input.

4. Review of Reports, Projects, Submittals:

The EDC shall review reports, projects, submittals, and other relevant materials while developing recommendations for the Town Council. Such review shall be in accordance with applicable criteria and policies as contained in these bylaws.

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D. RULES OF ORDER:

1. **Quorum** - A quorum for any meeting shall consist of a majority of the filled member positions currently serving on the Committee. If a position is vacant, it shall not count toward defining quorum~~five (5) members of the EDC.~~
2. **Agenda** - The sample agenda outlined below represents a recommended agenda order for fulfilling the business of EDC. Such agendas may be amended from time to time to address the unique aspects of any given EDC meeting.

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Persons, including EDC members, wishing to place an item on the agenda must notify the staff liaison at least one week prior to the meeting date. If the person is going to make a presentation, they should make every effort to provide a copy of all presentation materials to be included in the EDC agenda packet that is distributed to the members.

Sample Order of Agenda for Regular Meeting

- ~~1. Review of Minutes~~
- ~~2.1~~ Presentation(s) (if any)
- ~~3.2~~ New Business
- ~~4.3~~ Old Business
- ~~4.~~ Committee and/or Member Report Updates
- ~~Review of Minutes~~
5. ▲
6. Other Items
7. Next Meeting

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3. **Role of the Chair ~~or Co-Chairs~~**

The Chair's ~~{or Co-Chairs'}~~ duties are as follows:

- To open the session at the appropriate time and to call the meeting to order,
- To announce the business before the EDC in the order in which it is to be acted upon,
- To recognize members entitled to the floor,
- To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of such vote(s),
- To manage the members when engaged in debate within the rules or order,
- To enforce the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless they prefer to submit the question for the decision of the Committee,
- To inform the EDC on a point of order or practice pertinent to pending business; and,
- To authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the EDC.

4. **Conduct of Meetings:**

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

5. **Recording of Votes:**

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

6. **Requests for Information:**

Should it become apparent to the Chair or an individual EDC member, in the interim between meetings, that additional information relative to a specific item may be needed, a request for this information shall be submitted to the staff liaison before the next agenda is set. Any information provided to any individual EDC member shall be

provided to all other members of the EDC.

E. OFFICIAL MINUTES:

1. Secretary:

The Secretary shall be the Recording Officer of the EDC and draft and official minutes are to be filed with the staff liaison and/or in the Town Council's Office and within five (5) business days per RSA 91-A:4. In addition to keeping the minutes of the meetings, it is the duty of the Secretary to keep a roll of members and to call the roll when required. The Secretary shall record the essentials of the proceedings in the minutes, such as the following:

- a) Time and place of meeting.
- b) The presence/absence of EDC members.
- c) Whether the minutes of the previous meeting were approved or amended.
- d) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- e) A summary of key points of discussion amongst the EDC members.
- f) The time of adjournment.

The Secretary shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second and should enter the number of votes for those in favor of, against, and abstaining. In the case of a roll call vote, the name of each member and their applicable vote shall be recorded. In addition to the record of what is done, the public minutes should contain a summary of key points of each discussion held amongst the EDC members.

F. AMENDMENT PROCEDURE:

An amendment to these Bylaws may be recommended for adoption at an EDC meeting and be referred to the Town Council for final review and approval. A copy of any amendment shall then be submitted to the Town Council's Office for inclusion in the Town Records.

An amendment to these bylaws may be moved and voted upon at a regularly scheduled EDC meeting and the bylaws shall be considered amended, but not fully adopted, upon a majority vote of the members present. A copy of any amendment(s) shall then be submitted to the Town Council for review by the Town Council at one of their regularly scheduled meetings. Once an amendment to the bylaws has been approved by the EDC and Town Council, the bylaws shall be considered fully adopted and will be included in the Town Records.

Bylaws Established by EDC November 21, 2023; Town Council approved December 18, 2023

Revised by EDC April 15, 2025; Town Council approved May 19, 2025

Revised by EDC May 19, 2026; Town Council approved June 1, 2026

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TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2120 · FAX: (603) 890-2220

Item #: 10(c1)

Department: Finance Department

Prepared by: Nicole McGee, Finance Director

Town Council Meeting Date: June 1, 2026

STAFF REPORT

PURPOSE:

☐ Information Only ☐ Discussion ☒ Action Requested ☐ Public Hearing

BRIEF SUMMARY:

Requesting Town Council support for inclusion of the South Fire Station Reconstruction Project on the 2027 Town Meeting Warrant/Ballot.

BACKGROUND:

The Municipal Building Advisory Committee (MBAC) has recommended that the South Fire Station Reconstruction Project move forward in Fiscal Year 2027. As demonstrated during the Police Station reconstruction project, a successful public information effort requires several months of preparation and community outreach to effectively communicate the scope, need, and benefits of the project to residents.

Accordingly, MBAC and the Fire Department are seeking Town Council authorization to begin planning and implementing a public outreach campaign in advance of the 2027 ballot process. If the Town Council does not support inclusion of the project on the 2027 Town Meeting Warrant/Ballot, no public outreach activities will be initiated.

BUDGET IMPACT:

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

ESTIMATED COST:

FUNDING SOURCE:

RECOMMENDATION / ACTION REQUESTED:

Move that the Town Council endorse the South Fire Station Reconstruction Project for inclusion on the 2027 warrant ballot and authorize the Municipal Building Advisory Committee and Fire Department to begin planning and conducting public outreach related to the project.

ATTACHMENTS:

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

To: Salem Town Council
From: Joseph Devine, Town Manager
Date: June 1, 2026
Re: Town Manager's Report



MEMORANDUM



News and Noteworthy:

Technology Infrastructure – Network Resiliency Upgrade

To strengthen operational resiliency and support uninterrupted business operations, the Town recently implemented a redundant internet service provider (ISP) architecture designed to provide continuous connectivity through diverse carrier paths and automated failover capabilities.

This enhancement reduces the risk of service disruptions caused by carrier outages, infrastructure failures, or maintenance events and helps ensure reliable access to critical business applications, cloud-based systems, communications platforms, and remote connectivity services.

While the project includes additional recurring costs associated with secondary circuits and supporting infrastructure, the investment significantly improves overall reliability, minimizes potential downtime, and supports continuity of operations across Town departments.

Given the success of the deployment, similar resiliency-focused network improvements are expected to be evaluated and implemented at additional Town facilities as part of the Town's broader technology modernization and business continuity strategy.

603 Food Truck Festival – Community Event

The Southern NH Chamber of Commerce, in partnership with the Town of Salem, will host the **603 Food Truck Festival** on Wednesday, June 3, from 10:00 AM to 2:00 PM at 81 Main Street, adjacent to the Chamber offices at the former Tuscan Kitchen location.

The event will feature a variety of local food trucks, vendors, and community activities in celebration of "603 Day," highlighting local businesses and regional food offerings. Many participating vendors will offer featured menu items priced at \$6.03 in recognition of the event. At this time, we have over 15 vendors signed up to participate.

The festival is intended to promote local businesses, community engagement, and economic activity while providing a family-friendly event for residents and visitors.

Out of Office

I will be out of the office June 2–4 attending the Primex annual conferences in Bretton Woods.

These conferences provide opportunities for professional development, training, and collaboration with municipal leaders from across the state on topics related to local government operations, risk management, public policy, and emerging municipal issues.

Salem Housing Authority – Affordable Housing Funding Award

The Salem Housing Authority has been 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.

The funding represents a significant investment toward expanding affordable housing opportunities within the community and advancing redevelopment efforts at the site. Representatives from Senator Shaheen's office are planning a site visit on June 5 to review the project and discuss the anticipated impact of the funding award. A final time for the visit is still being coordinated.

Members of the Town Council have also been invited to attend the site visit. Town staff will continue coordinating with the Salem Housing Authority and project stakeholders as planning efforts move forward.

Salem Town-Wide Yard Sale – Community Event

The Community Services Department will host the annual Salem Town-Wide Yard Sale on Saturday, June 13, from 8:00 AM to 2:00 PM, rain or shine.

Residents participating in the event will host sales at their individual properties, with the Community Services Department coordinating event promotion and distributing maps and participant listings to shoppers throughout the community. The event is intended to encourage community participation, reuse and recycling of household goods, and neighborhood engagement.

Registration for participants is open through May 28, with maps and sale listings scheduled to be available beginning June 11. Additional information and registration materials are available through the Community Services Department and the Town website.

2026 Property Tax Bills – First Installment Mailing

The Town of Salem will be mailing the first installment of the 2026 property tax bills by the end of May. Payments are due on or before July 1, 2026.

Residents are encouraged to allow additional mailing time to ensure payments are received by the due date. For convenience, tax bills will include a return envelope for mailing payments directly to the Town's processing bank.

Payments may also be made:

- Online through the Town website
- In person at Town Hall
- Via the secure drop boxes located at Town Hall

Please note:

- An 8% annual interest charge will apply to unpaid balances after July 1
- There is no fee for online payments made by electronic check/ACH
- Partial payments are accepted

Residents can view and pay bills online by visiting the Town website and selecting:
Online Services → Tax Department: View/Pay Property Tax Bills

If you do not receive your bill or have questions, please contact the Tax Collector's Office at 603-890-2109.

Hedgehog Park Opening Delayed Until June 20

The opening of Hedgehog Park for the 2026 season has been delayed until Saturday, June 20, to allow remaining construction, safety, and operational items to be completed prior to welcoming the public.

After reviewing current site conditions, staff determined that additional time is needed for contractors to complete outstanding work and prepare the facility for safe public use. Portions of the park, including areas of the parking lot, continue to be utilized for construction staging and material storage associated with ongoing project activities.

Several life-safety and operational items also remain in progress, including installation of required signage and completion of final site preparations. Opening the facility prior to completion would create avoidable safety and operational challenges, particularly given limited parking availability and ongoing contractor activity.

Contractors remain confident the remaining work will be completed in advance of the revised opening date. The adjusted timeline also aligns with the start of the park's full seasonal operating schedule.

The Town appreciates the community's patience and understanding as this work is finalized and looks forward to opening Hedgehog Park in the safest and best possible condition for the 2026 season.

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

- Payment Check Register (VOID) (05-18-26) - \$10,000.00
- Payment Register (05-19-26) - \$1,552,770.31
- Payroll Register No. 20 (05-19-26) - \$368,690.57
- Payment Check Register (05-26-26) - \$259,980.13
- Payroll Register No. 21 (05-26-26) - \$391,762.30