

**MINUTES OF THE
BOARD OF SELECTMEN**

**Regular Meeting of
October 21, 2019**

The Board of Selectmen held a meeting on Monday, October 21, 2019 at Salem Town Hall, 33 Geremonty Drive, Salem, NH.

PRESENT: Chairman Jim Keller, Selectman Michael J. Lyons, Selectwoman Lisa Withrow, Selectman Arthur Barnes, Selectman Robert Bryant, and Chris Dillon (Town Manager).

CALL TO ORDER:

Chairman Keller began by calling the meeting to order at 7:00 p.m. He joined the Board in the Pledge of Allegiance.

1. Meeting Minutes:

MOTION: by Selectman Lyons
Move to approve the sealed Board of Selectmen Meeting Non-Public Session Minutes from September 30, 2019.

SECOND: by Selectwoman Withrow
VOTE: 5-0-0
The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the Board of Selectmen Meeting Public Session Minutes from September 30, 2019.

SECOND: by Selectwoman Withrow
VOTE: 5-0-0
The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the Board of Selectmen Meeting Budget Review Minutes from October 3, 2019.

SECOND: by Selectwoman Withrow
VOTE: 5-0-0
The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the Board of Selectmen Meeting Budget Review Minutes from October 7, 2019.

SECOND: by Selectwoman Withrow
VOTE: 5-0-0
The motion passed unanimously.

1 **MOTION:** by Selectman Lyons

2 *Move to approve the Board of Selectmen Meeting Budget Final Votes Minutes from October*
3 *9, 2019.*

4 **SECOND:** by Selectwoman Withrow

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

6 **The motion passed unanimously.**

7
8 **2. Chairman Comments:**

9 None.

10
11 **3. Public Hearing Presentation of Eagle Scout Certificate of Achievement to Logan Krahn**

12 Chairman Keller stated that the Board had a tradition of recognizing Scouts who reached the
13 rank of Eagle Scout and the value they brought to the community through the service projects
14 done as part of this process. He read the Eagle Scout Certificate of Achievement for Logan
15 Krahn:

16
17 *The Salem, New Hampshire Board of Selectmen wish to recognize your outstanding*
18 *accomplishment of achieving the rank of Eagle Scout and your special project of*
19 *constructing a fire pit and flag drop at the American Legion, Post 63, for a formal*
20 *ceremony location for retiring American Flags.*

21
22 *The Board of Selectmen also wish to recognize your scouting career which began in*
23 *2011 as a Cub Scout. You have received a notable 23 merit badges prior to receiving*
24 *your Eagle Scout Award. You have served your troop in the ranks of Scout,*
25 *Tenderfoot, 2nd Class, 1st Class, Star, Life, and Eagle Scout. You also served your*
26 *troop in the leadership roles of Assistant Patrol Leader, Patrol Leader, Assistant*
27 *Senior Patrol Leader, and Senior Patrol Leader.*

28
29 *On behalf of the Town of Salem Board of Selectmen, we wish to recognize your efforts*
30 *and hereby salute you on this 22nd day of September, 2019 (when the Board signed*
31 *the award) for your special achievement of the rank of Eagle Scout.*

32
33 Chairman Keller presented the award and thanked Mr. Krahn for coming. Congratulations on
34 behalf of the Board.

35
36 **4. Accept Resignation of Conservation Commission Member and Appoint Alternate**
37 **Member**

38 Manager Dillon stated that there was a memo from the Community Development Coordinator.
39 The packet had a resignation letter from Rhonda McCune for her seat on the Conservation
40 Commission. The Conservation Commission had recommended moving the alternate member up
41 to fill the vacancy.

42
43 **MOTION:** by Selectman Bryant

44 *Move to appoint current Conservation Commission alternate member Donald Marotte to a*
45 *regular member position on the Commission to fill the remaining term of resigning member*
46 *Rhonda McCune with a term to expire April 2022.*

1 **SECOND:** by Selectwoman Withrow

2 **VOTE:** 5-0-0

3 **The motion passed unanimously.**

4
5 Chairman Keller thanked the Conservation Commission for working through that issue.

6
7 Ruth Isaks, Conservation Commission Chairman, thanked the Board for making the appointment
8 and they were looking forward to Mr. Marotte's help.

9
10 Chairman Keller thanked Mr. Marotte for his service.

11
12 Selectman Bryant thanked Rhonda McCune for serving on the Conservation Commission.

13
14 Chairman Keller agreed that they appreciated her service.

15
16 **5. Community Services Department - Accept Donation of \$500 Visa Gift Card from**
17 **Palmer School Parent for I-Pad and Other Items for the Palmer School**

18 Manager Dillon stated that there was a memo in the packet and the Community Services Director
19 was here to present on the donation.

20
21 Danny Hopkins, Community Services Director, stated that they received a \$500 donation to buy
22 an I-Pad and all of the related accessories. They were asking the Board to accept the donation.

23
24 **MOTION:** by Selectman Bryant

25 *Move in accordance with RSA 31:95(b) that the Board of Selectmen accepts a donation of a*
26 *\$500 Visa Gift Card to purchase an I-Pad with accessories and various preschool items for the*
27 *Palmer School.*

28 **SECOND:** by Selectwoman Withrow

29 **VOTE:** 5-0-0

30 **The motion passed unanimously.**

31
32 Chairman Keller thanked the donor.

33
34 **6. Public Hearing – Fire Department – Accept \$105,519.44 Grant from NH Department**
35 **of Safety, NH Substance Abuse and Mental Health Services Administration NH Project**
36 **FIRST Program**

37 Chairman Keller opened the Public Hearing at 7:10 PM.

38
39 Manager Dillon stated that there was a memo from Fire Chief Best in the packet. The funds have
40 actually been awarded now but the Board needed to have the Public Hearing in order to receive
41 the grant.

42
43 Fire Chief Larry Best stated that the Governor and Council had approved the grant on October
44 2nd and they were asking the Board to accept it. This was the second year of the grant.

1 Chairman Keller asked for public comment. There was none. He closed the Public Hearing at
2 7:11 PM.

3
4 **MOTION:** by Selectman Bryant

5 *Move in accordance with RSA 31:95(b) that the Salem Board of Selectmen, in a majority vote,*
6 *accepts the terms of the Grant Agreement for the First Responder Comprehensive Addiction*
7 *and Recovery Act (FR-CARA) Cooperative Agreement, as presented in the amount of*
8 *\$105,519.44 to implement a Mobile Integrated Healthcare (MIH) program, and further, the*
9 *Board of Selectmen votes to authorize Christopher A. Dillon, Town Manager, to sign any and*
10 *all necessary and related documents to effectuate this grant.*

11 **SECOND:** by Selectwoman Withrow

12 **VOTE:** 5-0-0

13 **The motion passed unanimously.**

14
15 Chairman Keller thanked Chief Best for his presentation and the State for approving the grant.

17 **7. SCTV – Discussion on Vehicle Replacement**

18 Manager Dillon stated that Tom Giarrosso, Executive Director of SCTV, was there to discuss
19 issues with the production van.

20
21 Mr. Giarrosso stated that they had an unexpected loss of the van. The brakes failed in August and
22 they were told that there was rot so that it would not pass inspection when SCTV went to have
23 the brakes replaced. After checking around they found that it was not worth trying to repair the
24 van. They were asking to replace the van with a newer one.

25
26 Chairman Keller asked for the plan.

27
28 Mr. Giarrosso explained which items would be deferred. The items were \$14,000 for press box
29 equipment, \$8,000 for a remote camera package, \$5,000 from the repair allocation, and \$3,000
30 from the archive digitization project. He showed the pictures of the new van. The old van was
31 twenty-one years old. They were looking to use funds to replace the van.

32
33 Chairman Keller asked if they had sourced a vehicle.

34
35 Mr. Giarrosso answer yes. They found something in Plaistow and hopefully it was still available.

36
37 Chairman Keller stated okay, there were no objections from the Board with proceeding.
38 Hopefully, it was still available.

40 **8. Discussion on State Municipal Aid Payment**

41 Manager Dillon stated that there was a memo from the Finance Director about a check that was
42 received from the State as part of Municipal Aid program for the next two years. The check
43 would have to be received by the Board of Selectmen but they did not have time to schedule a
44 Public Hearing before this meeting. The amount of the check from the State was \$302,806.05.
45 The Budget Committee started discussing the Town Budget next week so if there were any
46 changes from the Board of Selectmen they would go to the Budget Committee next Wednesday

1 as well. He wanted the Board to have a chance to discuss how they wanted to proceed. The letter
2 from the State offered two options for using the money which were that it could be used to
3 decrease the 2019 tax rate or purchase things with those funds. The Board could also do a
4 combination of those two. Using the money for tax rate relief in 2019 would have other impacts.
5 The recommendation from the Finance Director that was in the packet included purchasing one
6 six wheel dump truck and the transfer station road. Purchasing both of the two six wheel dump
7 trucks in the Budget and funding the Transfer Station road exceeded the check so only one of the
8 dump trucks was recommended. There was an EMS vehicle that CIP recommended for the Fire
9 Department which he did not include in his budget recommendation to the Board that was
10 included as an option here along with some software and money going to tax rate relief.

11
12 Chairman Keller stated that the Town Manager was looking for two things from the Board which
13 were posting the Public Hearing and guidance on what to do with the money.

14
15 Manager Dillon answered yes.

16
17 Selectwoman Withrow stated that they had put the dump truck and the road in the budget and the
18 road. She supported purchasing the EMS vehicle with this money because that was an additional
19 item.

20
21 Selectman Lyons asked if the blended option was what was being recommended.

22
23 Manager Dillon stated that the recommendation was to do one of the six wheel dump trucks, the
24 Transfer Station road, the EMS vehicle, and software which could be done with the check. A
25 little would then go towards 2019 tax rate reduction. It was the Board's decision on how they
26 wanted to proceed.

27
28 Selectman Withrow stated that she wanted to leave the items already in the budget as budget
29 items. She supported doing something that was not already in the budget.

30
31 Selectman Lyons stated that he supported doing the blended which would reduce the tax rate for
32 2020. They would tell the Budget Committee that the Town was paying for the items this year
33 and ask the Budget Committee to take them out of the 2020 Budget.

34
35 Manager Dillon stated yes. If the Board approved those items then they would be asking the
36 Budget Committee to take those items out of the 2020 Budget.

37
38 Selectman Lyons stated that he supported the option which reduced the tax rate that was pushed
39 to the Budget Committee.

40
41 Chairman Keller stated that they were looking at a 2.96% tax rate increase going to the Budget
42 Committee. He asked if they knew what this adjustment would do.

43
44 Manager Dillon stated that they had been looking at several options. His hope for the meeting
45 was to give direction for the Budget Committee and then have the impacts ready for the next
46 Board Meeting.

1 Chairman Keller stated that \$40,000 was one percent on the tax rate.

2

3 Selectman Bryant stated that he would move to hold the Public Hearing then they could discuss
4 what to do with the money at that meeting.

5

6 **MOTION:** by Selectman Bryant

7 *Move that the Board of Selectmen schedule a public hearing under RSA 31:95(b) to accept a
8 Municipal Aid payment from the State of New Hampshire in the amount of \$302,806.05.*

9 *Further, Direct the Town Manager to create a memo on behalf of the Board of Selectmen to
10 the Budget Committee recommending the proposed changes*

11 **SECOND:** by Selectwoman Withrow

12 **VOTE:** 5-0-0

13 **The motion passed unanimously.**

14

15 **MOTION:** by Selectman Lyons

16 *Move that the Board of Selectmen direct the Town Manager to prepare a plan that supports
17 the blended option as outlined by the Town Manager this evening.*

18 **SECOND:** by Selectman Barnes

19

20 Selectwoman Withrow asked about the Town Manager stating that if they did this it would
21 exceed the amount of the check.

22

23 Manager Dillon stated that he stated that if they did both six wheel dump trucks then they would
24 exceed the amount of the check. This proposal did not exceed the amount of the check.

25

26 Selectwoman Withrow stated okay.

27

28 **VOTE:** 4-1-0 with Selectwoman Withrow opposed.

29 **The motion passed.**

30

31 Selectman Barnes stated that those items were in the future so a bird in the hand was worth two
32 in the bush.

33

34 Chairman Keller thanked the Governor.

35

36 Selectman Lyons stated that he thought it was smart to distribute the money with some
37 parameters.

38

39 **9. Municipal Services Department – Adopt 10-Year Road Program**

40 Manager Dillon stated that the 10-Year Program was up for acceptance.

41

42 Roy Sorenson, Municipal Services Director, stated that there were no changes from the
43 presentation. They were asking to have the plan accepted.

44

45 Selectman Bryant stated that when he talked about cutting funds for the Road Program, he did
46 not intend to cut the work on Woodmeadow.

1 Selectman Lyons stated that something would need to be cut if the Road Program was not fully
2 funded.

3
4 Selectman Bryant stated that Woodmeadow was a beautiful area that needed to be done. He
5 spoke about the \$11 million project on Route 28 which he felt was a part of the road program. It
6 was a total reconstruction and a fix of the water and sewer. They also did the full Road Program
7 of \$4.7 million this year. Selectman Bryant felt that they also needed to do the buildings. It was
8 important for everyone to have a safe building to be in. He wanted to get something else done
9 besides roads. Selectman Bryant stated that he looked at the things the program was called and
10 spoke about the three percent escalator that was proposed. The Road Program was a good
11 program but the Town had a lot of things going on. They could not commit future Selectmen to
12 the out years of the program. He did not intend to upset anyone, he was just trying to be careful
13 with the money.

14
15 Selectwoman Withrow stated that she agreed with Selectman Bryant. It was a great program.
16 They desperately needed the program when it went in. The Road Program was still needed and
17 should always be around. The roads should be maintained and kept up so that they never got into
18 the condition they were in when the program started. The program had been in place for more
19 than ten years and they had spent over \$60 million on the roads. They could use the money
20 somewhere else. She favored spending \$4 million on the Road Program this year which might
21 include doing less mill and overlay work. Maybe the mill and overlay happened when the PCI
22 was at a lower number. Selectwoman Withrow was confident that staff could come up with a
23 revised plan. She suggested adjusting the amount to \$4 million for the year.

24
25 Selectman Barnes stated that the program began because a group of citizens showed up at Town
26 Meeting. The citizens were responsible for it starting and they would let the Town know when
27 they wanted it changed by their vote. He supported the program as suggested.

28
29 **MOTION:** by Selectman Lyons

30 Lyons motion to adopt the program and prepare the Warrant Article.

31 ***Move that the Salem Board of Selectmen hereby adopts the 2020-2029 Road Program as***
32 ***proposed by the Town-Wide Road Stabilization Committee and instructs Town staff to prepare***
33 ***the Warrant Article as such.***

34 **SECOND:** by Selectman Barnes

35
36 Selectwoman Withrow stated that she would vote against the motion because she opposed the
37 amount not because she opposed the program.

38
39 **VOTE:** 3-2-0 with Selectwoman Withrow and Selectman Bryant opposed.

40 **The motion passed.**

41
42 Chairman Keller stated that the Road Program would move forward as presented.

43
44 Selectman Lyons stated that this Road Program was not set until after the Town Meeting vote.
45 There was a move to reduce the amount of the Warrant Article last year at the Deliberative
46 Session so everyone should show up to support this.

1 **10. Municipal Services Department – Update on Utility Trench Cuts**

2 Mr. Sorenson stated that he went back and added the information from the prior years to his
3 spreadsheet. He stated that the 2019 cuts had the street damage fees in effect. The information
4 was updated the information to show the Town cuts as N/A so that they were easier to
5 distinguish.

6
7 Chairman Keller stated that they were tracking their own cuts as well.

8
9 Mr. Sorenson stated yes.

10
11 Chairman Keller stated that was great.

12
13 Mr. Sorenson stated that he had spoken with the contractors about the problem trench cuts. The
14 contractor for the Lawrence Road cut would be working on it this week. It would be the finish
15 paving to close it out. The N. Main Street/Duston Road would have to be finished next year. The
16 contractor would put pavement down to get through the winter and finish the work next year.
17 The Lawrence Road project started in 2017.

18
19 Selectman Lyons asked about the plan to catch up.

20
21 Mr. Sorenson stated that they have to look at the permit process from beginning to end to see
22 how to improve it. He spoke about the ledge issue that the Duston Road project had and how the
23 contractor had to fix things which delayed the trench cut. Mr. Sorenson proposed having a
24 meeting with the contractors in the spring to go over the requirements.

25
26 Selectman Lyons stated that he wanted to see the list getting whittled down.

27
28 Mr. Sorenson stated that it was getting smaller. He stated that some of the 2017 trench cuts were
29 still able to be corrected. They had the list so they could review it. Municipal Services had some
30 trench cuts that they wanted repaired by the contractor.

31
32 Chairman Keller asked if they had a process now because he felt that the contractor should not
33 get a CO (Certificate of Occupancy) until the trench cuts were done properly.

34
35 Mr. Sorenson stated that they would work more with the Planning Board to help make sure it
36 was a requirement. They would look at having more of a presence there and to have guidelines
37 for the contractors.

38
39 Chairman Keller stated that the Planning Director had the final say. If it was not done then no
40 one should be moving in. All the work should be done before moving in was allowed to happen.

41
42 Selectman Lyons suggested adding a column about whether they had leverage or not.

43
44 Mr. Sorenson stated that Municipal Services had to sign off on the CO too. When work was
45 impacting a Town road then they had to make sure it was done properly. If it was a temporary
46 patch which would sit for a year then the trench cut had to be put back together right. That was

1 where the problem in communication was happening and the cuts were not being put back
2 properly.

3
4 Selectman Lyons stated that he went over some trench cuts and wondered about them.

5
6 Chairman Keller spoke about a patch by the gas station and that he felt it should be in final
7 before the business got final approval to open.

8
9 Mr. Sorenson stated that they needed to say that the developer could not just focus on the houses
10 and forget about the road. The houses should wait until the roads were done.

11
12 Chairman Keller stated that the only leverage the Town had was for the developer to have to get
13 it done before someone moved in.

14
15 Selectwoman Withrow stated that she was sure there was a way to word motions at the Planning
16 Board to require this.

17
18 Mr. Sorenson stated that there were regulations that they needed to follow. By the time house
19 was built the water line was in and the sixty day period in the trench cut regulations was up.

20
21 Selectwoman Withrow stated that if it was on the plan then the Planning Director would be a
22 stickler for making sure it was done.

23
24 Mr. Sorenson stated that there were temporary patches that needed to sit for a year to settle
25 before being finished. The Town needed to have that documented so that they followed up on it.

26
27 Chairman Keller asked how often Selectman Lyons wanted an update.

28
29 Selectman Lyons stated that it should be quarterly.

30
31 Chairman Keller stated that they should have one after the winter was over.

32
33 Mr. Sorenson stated that they could come in and talk about the permits pulled in the spring as
34 well.

35
36 Selectman Lyons stated that they should get a jump on it because they were behind. He knew
37 that the staff were busy.

38
39 Mr. Sorenson stated that a past Selectman said he had eyes on the town which was why he sent
40 Selectman Lyons a list of the trench cuts so he could follow up too.

41
42 Selectman Lyons stated that they should get the list down. He did not want to stop commerce but
43 they needed to police the contractors to get the trench cuts fixed correctly.

1 Mr. Sorenson stated that they need to be compacted and settle for a time but that did not mean
2 that the Town should forget about the work. Staff got busy with other projects and then they
3 ended up chasing after the contractor to get it done.

4
5 Selectman Lyons stated that they should do it quarterly and have a meeting before the spring
6 update.

7 8 **11. Municipal Services Department – Update on Route 28 Infrastructure Project**

9 Mr. Sorenson stated the services were 95% complete. Two fire hydrants were left and then
10 everything was done there. They were getting ready to do the culvert and the detour was in place.
11 The contract was tracking close to 72% on the time which was where it should be tracking.

12
13 Selectman Bryant asked how long it would take for the culvert to be put in.

14
15 Dan Hudson, Engineering Director, stated that the culvert would be installed in two phases.
16 Everything was fabricated, it was just a matter of bringing them in and installing them. There
17 were 41 pieces to the culvert. Phase I should be done by mid-November and the second one by
18 the end of January.

19
20 Selectman Bryant asked the size of the culvert.

21
22 Mr. Hudson stated that it was 12 feet by 5 feet.

23
24 Chairman Keller asked what the phases meant.

25
26 Mr. Sorenson stated that Phase 1 was one lane each direction. Phase 1 involved more than half of
27 the culvert being installed. Once that was done then they would get three lanes back which
28 would be two lanes in one direction and one lane in the other direction. It would depend on the
29 traffic.

30
31 Selectman Bryant stated that they should stick a memo on the webpage about staying on the
32 arterials and avoiding the area of the culvert work because it would be better for people to avoid
33 it.

34
35 Mr. Sorenson stated that the traffic flows well now and the businesses had access. It was not an
36 easy project.

37
38 Selectman Bryant stated good job.

39 40 **12. Town Manager's Report/Questions from Board of Selectmen**

41 Manager Dillon stated that the Historical Society had a Salem Soul Stroll through the cemetery
42 on October 27th from 4:30 to 6 PM. Trick or treating was on Halloween from 6 to 8 PM. He
43 would be out of the office on Thursday.

44
45 Selectman Bryant asked if they knew what roads were part of the Road Program. He asked if
46 West Duston was part of the program for this year.

1 Mr. Sorenson answered yes and listed the roads that were part of the West Duston area including
2 Lakeside, Lakeview, and Community. The roads were part of the Road Program and the water
3 and sewer work would be in the Warrant Article.

4
5 Selectman Bryant asked about the roads on the list.

6
7 Selectman Lyons stated that they were in the Road Program plan in the packet.

8
9 Chairman Keller asked if they could post the list on the Town website.

10
11 Mr. Sorenson answered yes.

12
13 Selectman Bryant asked what was the rating for a road to be considered to be in good condition.

14
15 Mr. Hudson answered 74%. The average road in Salem was 80% now.

16
17 Selectman Lyons asked about putting the discussion about the administration fees for water and
18 sewer on the Agenda.

19
20 Chairman Keller stated yes.

21
22 **13. Old Business/Tabled and Pending**

23 None.

24
25 **14. Additions and/or Requests by Public or Board by Vote:**

26 None.

27
28 **15. Upcoming Meetings**

- 29 • November 4, 2019
- 30 • November 18, 2019

31
32 **ADJOURNMENT AT 7:54 P.M.**

33 **MOTION:** by Selectman Bryant

34 ***Move to adjourn at 7:54 PM.***

35 **SECOND:** by Selectwoman Withrow

36 **VOTE:** 5-0-0

37 **The motion passed unanimously.**

38
39 Notes/minutes taken by: Jeremiah Lamson

40
41 Approved: Board of Selectmen

42
43 Date Approved: November 4, 2019