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**MINUTES OF THE  
BOARD OF SELECTMEN**

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**Regular Meeting of  
May 18, 2020**

7 The Board of Selectmen held a virtual meeting on Monday, May 18, 2020 at Salem Town Hall,  
8 33 Geremonty Drive, Salem, NH.

9  
10 **PRESENT:** Chairman Michael J. Lyons, Selectwoman Lisa Withrow, Selectman Jim Keller,  
11 Selectman Cathy Stacey, Selectman Robert Bryant, and Chris Dillon (Town Manager).

12  
13 **CALL TO ORDER:**

14 Chairman Lyons began by calling the meeting to order at 7:00 p.m. He gave the dial-in number  
15 for the public comment period.

16  
17 **1. Meeting Minutes:**

18 **MOTION:** by Selectman Keller

19 *Move to approve the Board of Selectmen Meeting Minutes from April 27, 2020.*

20 **SECOND:** by Selectwoman Withrow

21 **ROLL CALL VOTE:** 5-0-0

22 **SELECTMAN BRYANT – YES**

23 **SELECTMAN KELLER – YES**

24 **CHAIRMAN LYONS – YES**

25 **SELECTWOMAN WITHROW – YES**

26 **SELECTWOMAN STACEY - YES**

27 **The motion passed unanimously.**

28  
29 **MOTION:** by Selectman Keller

30 *Move to approve the Board of Selectmen Meeting Minutes from May 4, 2020.*

31 **SECOND:** by Selectwoman Withrow

32 **ROLL CALL VOTE:** 5-0-0

33 **SELECTMAN BRYANT – YES**

34 **SELECTMAN KELLER – YES**

35 **CHAIRMAN LYONS – YES**

36 **SELECTWOMAN WITHROW – YES**

37 **SELECTWOMAN STACEY - YES**

38 **The motion passed unanimously.**

39  
40 **MOTION:** by Selectman Keller

41 *Move to take the sealed Non-Public Session Minutes of April 20, 2020 off the table.*

42 **SECOND:** by Selectwoman Withrow

43 **ROLL CALL VOTE:** 5-0-0

44 **SELECTMAN BRYANT – YES**

45 **SELECTMAN KELLER – YES**

46 **CHAIRMAN LYONS – YES**

1 **SELECTWOMAN WITHROW – YES**  
2 **SELECTWOMAN STACEY - YES**  
3 **The motion passed unanimously.**

4  
5 *Vote on the amendment to the Minutes.*

6 **ROLL CALL VOTE: 5-0-0**

7 **SELECTMAN BRYANT – YES**

8 **SELECTMAN KELLER – YES**

9 **CHAIRMAN LYONS – YES**

10 **SELECTWOMAN WITHROW – YES**

11 **SELECTWOMAN STACEY - YES**

12 **The motion passed unanimously.**

13

14 *Vote on the amended sealed Non-Public Session Minutes of April 20, 2020.*

15 **ROLL CALL VOTE: 5-0-0**

16 **SELECTMAN BRYANT – YES**

17 **SELECTMAN KELLER – YES**

18 **CHAIRMAN LYONS – YES**

19 **SELECTWOMAN WITHROW – YES**

20 **SELECTWOMAN STACEY - YES**

21 **The motion passed unanimously.**

22

## 23 **2. Chairman Comments:**

24 None.

25

## 26 **3. Salem Emergency Operations Center Briefing**

27 Chairman Lyons stated that they would move to the briefing.

28

29 Fire Chief Larry Best stated that this was the thirteenth briefing. The Governor announced last  
30 Friday that yard sales and craft fairs were now permitted activities. They had to follow the  
31 universal guidelines that the State set for businesses. Restaurants could open for outdoor seating  
32 as of today. They had ten to twelve restaurants contact the Town Planning and Inspectional  
33 Services about opening with outdoor seating. The Governor announced that child care centers  
34 and certain outdoor activities could open. Child care had specific guidelines to follow in addition  
35 the universal guidelines. Certain outdoor activities occurring in recreational or natural settings  
36 such as kayak or canoe rentals, mini golf, paintball, outdoor shooting ranges, etc. could open.  
37 The guidelines could be found on the State website. Equestrian activities could reopen today too.  
38 Businesses could contact the State through the State website for PPE. Salem had 116 active cases  
39 of the virus which was an increase of sixteen over last week. Rockingham County had 1,104  
40 positive cases which was an increase of 125 over the previous week. Residents should continue  
41 to stay home unless necessary. The Fire Department had an increase in call volume with a little  
42 over one hundred calls with an increase in simultaneous calls as well. They were good with PPE  
43 but were working on long-term storage needs for the supplies. Inspectional Services had been  
44 busy with answering questions from businesses and making checks at the restaurants to ensure  
45 compliance with the guidelines. The Fire Department was cancelling the firefighter memorial  
46 and the breakfast on June 7<sup>th</sup>. They would have a virtual service instead. May 17<sup>th</sup> was National

1 EMS Week. Chief Best thanked the Fire Department staff for what they did. He also thanked the  
2 911 dispatchers. The next EOC briefing would be on June 1<sup>st</sup> at the next Board of Selectmen  
3 Meeting.

4  
5 Dr. Michael Delahanty, School Superintendent, stated that the School Department's end of year  
6 events would be done virtually. It was unfortunate but that was how they would have to proceed.  
7 He covered the events such as academic and athletic awards, the Grade 8 ceremony and the  
8 Grade 5 event. They were planning a virtual orientation for parents of incoming Kindergarteners.  
9 They were planning a drive-up graduation on June 5<sup>th</sup> and hoping to do a traditional one later in  
10 the summer if possible. Dr. Delahanty covered the plan for the event which involved students  
11 meeting at the elementary school they attended or were assigned to and then proceeding to the  
12 High School at the designated time. He thanked the Police Department for their assistance in  
13 setting the traffic details up. They were working on a convoy from the elementary schools to the  
14 High School where the students would collect their diploma and then drive off. Dr. Delahanty  
15 spoke about the Governor's task force which would offer guidance on how schools would safely  
16 reopen in the fall. He was hoping for a decline in cases to allow for a normal reopening instead  
17 of continuing distance learning. They would follow the guidance. They would know more by the  
18 end of June. They knew people were struggling with the current environment. Friday was a  
19 development day to prepare for the end of the year which would happen on June 9<sup>th</sup>.

20  
21 Joel Dolan, Deputy Police Chief, stated that this was the week for retail re-opening. He covered  
22 the Mall re-opening last Monday. The Mall had not had any issues over the past week. Deputy  
23 Chief Dolan spoke about the restaurants re-opening. There had been an uptick in burglaries and  
24 shoplifting in the past few weeks. They were taking precautions for handling any arrests that  
25 came in. He thanked the DPW for installing a drop box for people to submit forms to the Police  
26 Department. They were working on installing a pick up box for people to have a contact free  
27 pickup of the requested documents. Deputy Chief Dolan thanked the officers for the job they  
28 have been doing. They did a virtual Memorial Ceremony last week for fallen police officers. He  
29 thanked the community for the outpouring of support.

30  
31 Brian Lockard, Health Officer, stated that the restaurants re-opened today and the Town did pre-  
32 opening inspections to make sure that things were okay. This was for the new outdoor set-ups.  
33 They would do inspections at the other restaurants that already been approved for outdoor  
34 seating. He gave the State numbers including 172 deaths from the virus. The State had increased  
35 the testing and only 2% of those tested were positive. The numbers were going down and  
36 hospitalizations were down. Mr. Lockard wanted to cover the types of tests. The test for the  
37 presence of virus was a nasal swab. The other test was the antibody test which looked for  
38 exposure to the virus. The test might not be accurate because it took time for antibodies to  
39 appear. It was important to know how widespread the virus was. The immunity situation after  
40 having the virus was unknown due to the newness of the virus. Studying the immunity was part  
41 of developing a vaccine.

42  
43 Chairman Lyons stated thank you.  
44  
45

1 **4. Discussion Public Hearing #1 – Consider Acceptance of Land Donation Consisting of a**  
2 **Portion of 7 Queen Anne Lane Adjacent to Water Treatment Plant**

3 Chairman Lyons opened the Public Hearing at 7:24 PM.

4  
5 Manager Dillon gave the phone number to call in for the public. He stated that this was discussed  
6 at the May 4<sup>th</sup> Meeting. The land was recommended to be donated at the Planning Board as part  
7 of the subdivision hearing. It abutted the Water Treatment Plant. This was the first of two  
8 required public hearings. The next one would be on June 1<sup>st</sup> if the Board approved proceeding.

9  
10 **MOTION:** by Selectman Bryant

11 *Move to schedule the second public hearing on the proposed acceptance of land known as a*  
12 *portion of 7 Queen Anne Lane, Map 63, Lot 3593 for June 1, 2020.*

13 **SECOND:** by Selectwoman Withrow

14 **ROLL CALL VOTE:** 5-0-0

15 **SELECTMAN BRYANT – YES**

16 **SELECTMAN KELLER – YES**

17 **CHAIRMAN LYONS – YES**

18 **SELECTWOMAN WITHROW – YES**

19 **SELECTWOMAN STACEY - YES**

20 **The motion passed unanimously.**

21  
22 Chairman Lyons closed the Public Hearing at 7:26 PM.

23  
24 **5. Discussion on Temporary Waiver of Permit Fees for Restaurant Outdoor Seating**  
25 **Requests**

26 Selectwoman Withrow stated that this outdoor seating was a requirement for restaurants to be  
27 able to re-open. She wanted to waive the permit fees and return any fees that were collected this  
28 year as part of helping them survive.

29  
30 Manager Dillon stated that he asked Deputy Chief Emanuelson to attend to address what they  
31 did. The Board set the fee schedule and could waive them.

32  
33 Jeff Emanuelson, Deputy Fire Chief, stated that he concurred with the request. They had been  
34 working with people to make sure things were being done safely with the outdoor seating. They  
35 were prepared to deal with it.

36  
37 Selectwoman Stacey asked if they forego the fees could the fees be recaptured under the Federal  
38 funds that were being offered to municipalities.

39  
40 Manager Dillon stated that it would be a qualified item under the Federal reimbursement  
41 guidelines. This would come up with the grant that would be discussed later on.

42  
43 Selectman Keller stated that he supported the request. He asked about the protocol for the  
44 handling outdoor seating requests and what would happen if indoor seating was resumed. He  
45 asked what the stipulations on the approval were.

1 Deputy Chief Emanuelson stated that they had the restaurants file building permits for the  
2 seating and tents so that there was a paper trail. They set the permits for sixty days which would  
3 be renewed if the Governor's Order was not rescinded within the sixty days.

4  
5 Chairman Lyons asked if this was for those restaurants that had not had outdoor seating  
6 previously approved. It would revert back to indoor seating only once the restrictions on indoor  
7 seating were lifted.

8  
9 Deputy Chief Emanuelson stated that was correct and this was for outdoor seating that was not  
10 previously approved by the Planning Board. He gave the example of the Copper Door which had  
11 added a tent to their previously approved outdoor seating.

12  
13 **MOTION:** by Selectman Bryant

14 *Move that the Board of Selectmen hereby authorizes a temporary waiver of fees for permits*  
15 *and inspections for restaurant owners/managers to erect tents and/or provide other types of*  
16 *outside dining service areas; and further, all requests for permits must be submitted, reviewed,*  
17 *and approved by the Inspectional Services Division and must be inspected prior to opening.*  
18 *This temporary waiver will remain in effect until such time as the Governor has lifted the*  
19 *restrictions to allow indoor seating at restaurants.*

20 **SECOND:** by Selectwoman Withrow

21  
22 Selectwoman Withrow asked about returning fees that had already been collected.

23  
24 Chairman Lyons stated that he thought that would be done.

25  
26 Manager Dillon answered yes, they would be.

27  
28 **ROLL CALL VOTE: 5-0-0**

29 **SELECTMAN BRYANT – YES**

30 **SELECTMAN KELLER – YES**

31 **CHAIRMAN LYONS – YES**

32 **SELECTWOMAN WITHROW – YES**

33 **SELECTWOMAN STACEY - YES**

34 **The motion passed unanimously.**

35  
36 **6. Community Services - Discussion on July 4th Events**

37 Manager Dillon stated that annually they celebrated July 4<sup>th</sup> with festivities behind the high  
38 school. The Community Services Director was recommending they postpone the festivities until  
39 Labor Day because it would not follow social distancing guidelines.

40  
41 Danny Hopkins, Community Services Director, spoke about delaying the event until later in the  
42 summer. The event had thousands in a compressed area. It would be good to delay the event until  
43 they had updated guidance and could revise the plans accordingly.

44  
45 Chairman Lyons stated to go ahead with the delay and hope that favorable conditions presented  
46 themselves for Labor Day weekend.

1 **7. Municipal Services – Review Proposed Offsite Improvements by GPI – Tuscan Village**  
2 Manager Dillon stated that the packet had a memo from the Municipal Services Director and  
3 information from Heather Monticup of GPI.

4  
5 Roy Sorenson, Municipal Services Director, stated that they had heard this information before at  
6 a previous meeting. There were five outstanding action items from that meeting which Ms.  
7 Monticup would address.

8  
9 Heather Monticup, GPI, stated that they had responded to the five action items in a letter dated  
10 May 12<sup>th</sup>. They were investigating the pedestrian bridge. GPI modifying the design to have mast  
11 designs that were painted black. They were moving forward with the Board's preference on the  
12 Town roads. The Board had chosen Plan B at the last meeting. They were changing the right turn  
13 lane from no turn on red to a right turn after stop. She presented an aerial photo. They were  
14 looking into the two through lane request. GPI was able to add a lane by reducing the lane widths  
15 to eleven feet. They had to take out a median and shift it. There was also an effort to make sure  
16 that the lanes were aligned with Veterans Memorial Parkway. Ms. Monticup covered how the  
17 westbound lanes were being adjusted. This resulted in a new Plan D. She showed a slide with the  
18 proposed plan over the existing conditions. The DOT stated that they preferred twelve-foot lanes  
19 and could not do one-foot striping. Rockingham Park was a State-owned road. They would need  
20 support from the Board of Selectman for Plan D when presenting Plan D to the NH DOT for  
21 their approval.

22  
23 Selectman Keller thanked her for accommodating the requests. He asked for the status at DOT.

24  
25 Ms. Monticup stated that the plan was with NH DOT but GPI had not received comments back  
26 from the DOT. She was looking for Board's support. She listed the

27  
28 Selectwoman Stacey asked what was happening with the crossing from Rockingham to Veterans.

29  
30 Ms. Monticup stated that it would be two lanes across which was the same as what was there  
31 now.

32  
33 Mr. Sorenson stated that DOT might be coming to the Town about taking Rockingham Park  
34 over. There might be some leverage there.

35  
36 Chairman Lyons stated that he wanted to tighten up the bridge idea.

37  
38 Mr. Sorenson stated that they would include that idea in the letter of support. They had a CMAQ  
39 Grant already for the Rail Trail and some other grant applications in process. The bridge could  
40 be something they discussed for a grant application.

41  
42 Chairman Lyons asked if there was anything on the technical or engineering side that would  
43 make building a bridge easier.

44  
45 Mr. Sorenson commented that there was not. More research needed to be done.  
46

1 Ms. Monticup stated that DOT had made the request to do a study and she had forwarded it on to  
2 the Tuscan ownership. There were high power lines at that point so the bridge would have to go  
3 in somewhere different. The bridge would also have wetland impacts as well.

4  
5 **MOTION:** by Selectman Keller

6 *Move that the Board of Selectmen supports Plan D as presented by GPI this evening and that*  
7 *support includes the Board's desire for a pedestrian crossing bridge over Rockingham Park*  
8 *Boulevard as part of the Rail Trail continuation plan.*

9 **SECOND:** by Selectwoman Withrow

10 **ROLL CALL VOTE:** 5-0-0

11 **SELECTMAN BRYANT** – **YES**

12 **SELECTMAN KELLER** – **YES**

13 **CHAIRMAN LYONS** – **YES**

14 **SELECTWOMAN WITHROW** – **YES**

15 **SELECTWOMAN STACEY** - **YES**

16 **The motion passed unanimously.**

17  
18 Chairman Lyons stated thank you.

19  
20 Ms. Monticup stated thank you.

21  
22 **8. Municipal Services – Accept Donation of \$527.91 from Boy Scouts of America, Troop**  
23 **409, Representing Remaining Funds for Jack Sharkey Eagle Scout Project**

24 Manager Dillon stated that there was a memo in the packet about this.

25  
26 Mr. Sorenson stated that these were the funds that were left over from the Eagle Scout project  
27 and the Scout wanted to donate them. He asked the Town to use the money for a similar purpose.  
28 The correct dollar amount was \$526.91.

29  
30 Chairman Lyons asked how they make sure the wish was honored.

31  
32 Manager Dillon stated that it would go into a donation fund. He asked if the Board had ideas for  
33 something similar in nature to the flag project that the money could be used for.

34  
35 Chairman Lyons stated that they would think about it and come back to it later.

36  
37 Mr. Sorenson stated that Jack Sharkey did a good job with the project and he would like to have  
38 Mr. Sharkey come before the Board when the Board could meet in person again.

39  
40 **MOTION:** by Selectman Bryant

41 *Move in accordance with RSA 31:95(b) that the Board of Selectmen hereby accepts a donation*  
42 *of \$526.91 from Boy Scouts of America, Troop 409, representing the funds remaining from*  
43 *the cost of the Eagle Scout Project by Jack Sharkey.*

44 **SECOND:** by Selectwoman Withrow

45 **ROLL CALL VOTE:** 5-0-0

46 **SELECTMAN BRYANT** – **YES**

1 **SELECTMAN KELLER – YES**  
2 **CHAIRMAN LYONS – YES**  
3 **SELECTWOMAN WITHROW – YES**  
4 **SELECTWOMAN STACEY - YES**  
5 **The motion passed unanimously.**

6  
7 Chairman Lyons stated thank you.

8  
9 **9. Municipal Services - Request to Waive Veteran's Cemetery Rules**

10 Manager Dillon stated that there was a request to waive the rules so that the person could be  
11 buried next to her husband who was buried there.

12  
13 Selectman Bryant stated that he was not sure how they could say no.

14  
15 **MOTION:** by Selectman Bryant  
16 *Move that the Board of Selectmen, as Cemetery Trustees, waive the policy prohibiting spouses*  
17 *from being buried in the veteran's section of Pine Grove Cemetery and authorize the burial of*  
18 *Viola Gaffney.*

19 **SECOND:** by Selectwoman Withrow

20 **ROLL CALL VOTE:** 5-0-0

21 **SELECTMAN BRYANT – YES**  
22 **SELECTMAN KELLER – YES**  
23 **CHAIRMAN LYONS – YES**  
24 **SELECTWOMAN WITHROW – YES**  
25 **SELECTWOMAN STACEY - YES**  
26 **The motion passed unanimously.**

27  
28 **10. Discussion on Governor's Order #25 Regarding Tax Abatements**

29 Manager Dillon stated that the packet had a memo from the Finance Director. The Governor had  
30 given towns the ability to blanket waive interest fees on property taxes. The information had  
31 come out on how the Order was to be implemented just recently. The Finance Director's  
32 recommendation was not to do this.

33  
34 Nicole McGee, Finance Director, stated that she was just there to answer any questions from the  
35 Board.

36  
37 Selectman Keller stated that the Governor gave towns ability to waive late fees for late payment  
38 of taxes. Staff's recommendation was not to do the blanket waiver. He stated that the Town had a  
39 normal process where people could request help. They would follow the normal process.

40  
41 Ms. McGee answered yes.

42  
43 Chairman Lyons stated that he did not want to take in additional money but they had to meet the  
44 funding for what the Town said they would do. There was a process for people in need to use.

45  
46 **MOTION:** by Selectman Bryant



1 *Move that the Board of Selectmen does not execute its authority during the State of*  
2 *Emergency declared in Executive Order #2020-04 (and any subsequent orders) to grant*  
3 *blanket abatements of interest on property taxes not paid after their assessment.*

4 **SECOND:** by Selectwoman Withrow

5  
6 Chairman Lyons asked if it applied to utility bills.

7  
8 Ms. McGee answered no.

9  
10 **ROLL CALL VOTE:** 5-0-0

11 **SELECTMAN BRYANT** – **YES**

12 **SELECTMAN KELLER** – **YES**

13 **CHAIRMAN LYONS** – **YES**

14 **SELECTWOMAN WITHROW** – **YES**

15 **SELECTWOMAN STACEY** - **YES**

16 **The motion passed unanimously.**

17  
18 **11. Discussion on Governor's Office for Emergency Relief and Recovery (GOFERR) Grant**  
19 **Application and Acceptance of \$697,563 Grant**

20 Manager Dillon stated that the packet had an extensive memo from the Assistant Town Manager  
21 on this.

22  
23 Bill Scott, Assistant Town Manager, stated that his memo described the process for the Grant.  
24 There was a grant that was available as part of the stimulus packages. The Board needed to  
25 approve the application. The grant would cover money for Public Safety personnel for COVID-  
26 19 related costs. They were going through the payroll for that. The grant was also for  
27 electrostatic sanitizing equipment for the Town buildings. It would take time to get the  
28 equipment because the equipment chosen was backordered. They chose equipment was used for  
29 cleaning in schools. The Town was looking at adding dividers and obtaining laptops for people  
30 to work remotely and that money also part of this request. They were working with the Cable TV  
31 Channel to improve the virtual meeting capabilities. The Town was fortunate that they were able  
32 to identify the costs with the State. Staff was working with the Finance Director to exclude costs  
33 that were covered under other grant funding. This grant was for costs that were not covered  
34 under other Federal grant programs.

35  
36 Selectwoman Stacey stated that if they were waiving credit card fees then it seemed that they  
37 could collect those fees from this grant. They had discussed the issue of waiving the fees before.

38  
39 Mr. Scott stated that they were working with a consultant on bringing services online. The credit  
40 card fee issue would require working with the company because the fees were paid directly to the  
41 company. Fee waivers could be counted as reimbursable expenses. They were working to track  
42 everything that was done.

43  
44 **MOTION:** by Selectman Bryant

45 *Move in accordance with RSA 21-P:43 that the Board of Selectmen hereby accepts a grant*  
46 *from the Governor's Office for Emergency Relief and Recovery (GOFERR) program in the*

1 *amount of \$697,563; and further authorize the Town Manager to sign any and all documents*  
2 *necessary to effectuate this grant.*

3 **SECOND:** by Selectwoman Withrow

4 **ROLL CALL VOTE:** 5-0-0

5 **SELECTMAN BRYANT – YES**

6 **SELECTMAN KELLER – YES**

7 **CHAIRMAN LYONS – YES**

8 **SELECTWOMAN WITHROW – YES**

9 **SELECTWOMAN STACEY - YES**

10 **The motion passed unanimously.**

11  
12 **12. Discussion on State of NH First Responders Stipend**

13 Manager Dillon stated that the Governor had a stipend for Police, Fire, and EMS. This was funds  
14 from the CARES Act. The only cost to the Town was the payroll taxes which could be covered  
15 by the GOFERR money.

16  
17 Selectman Keller asked when the stipend ended.

18  
19 Manager Dillon stated that he thought it was June 30<sup>th</sup>.

20  
21 Chief Best confirmed the stipend ended on June 30<sup>th</sup>.

22  
23 Selectwoman Withrow stated that she supported it. She asked if any others were considered first  
24 responders.

25  
26 Manager Dillon stated that the Town considered Municipal Services as first responders but they  
27 were not eligible for this stipend under the program.

28  
29 Selectwoman Withrow asked if a stipend for Municipal Services could be done through the  
30 GOFERR program.

31  
32 Mr. Scott stated that the CARES Act money could only be used for Police, Fire, and EMS  
33 services. He would check if GOFERR could be used for a stipend. Typically, GOFERR treated  
34 first responders the same way.

35  
36 Selectwoman Withrow stated that if they were considered first responders then she wanted to  
37 treat them that way.

38  
39 Mr. Scott stated that he would work on that.

40  
41 Selectwoman Stacey asked which payment method the Town would use: pay as they went or  
42 payment at the end of the program.

43  
44 Manager Dillon stated that they would do a lump sum payment. He explained that it was so that  
45 they had the funding and all of the costs to pay the correct amount.

1 Selectman Keller stated that he had no objections.

2  
3 Chairman Lyons stated go ahead since there were no objections.

4  
5 **13. Discussion on Capital Improvements Program**

6 Manager Dillon stated that there was a memo in the packet from Mr. Scott.

7  
8 Mr. Scott stated that he worked with Selectwoman Withrow to look at the By-Laws for the  
9 Capital Improvements Program. There were two sections with changes which were the schedule  
10 and the Committee make-up. The schedule would change due to the current pandemic.

11  
12 Selectwoman Withrow stated that they made the criteria clearer. The change was to have only  
13 one Board of Selectman member and add the Finance Director to the CIP Committee, which was  
14 a good addition to the committee.

15  
16 Chairman Lyons asked if they had an odd number of members.

17  
18 Mr. Scott answered yes.

19  
20 Chairman Lyons stated that he liked the CIP results from 2009 which was the rules that Mr. Scott  
21 was proposing to return to.

22  
23 Mr. Scott covered the results from then.

24  
25 **MOTION:** by Selectman Bryant  
26 *Move that the Board of Selectmen, on May 18<sup>th</sup>, 2020, hereby adopt the document entitled By-*  
27 *Laws, Capital Improvements Program Committee, Salem New Hampshire, as a means to set*  
28 *forth guidelines for the Town of Salem Capital Improvements Program Committee and*  
29 *Capital Improvements process, toward establishing a single point of guidance and sustaining*  
30 *consistency in the multi-year process, and review of each annual CIP document, which are*  
31 *created in a coordinated manner, for the development of the multi-year plan.*

32 **SECOND:** by Selectwoman Withrow

33 **ROLL CALL VOTE:** 5-0-0

34 **SELECTMAN BRYANT** – **YES**

35 **SELECTMAN KELLER** – **YES**

36 **CHAIRMAN LYONS** – **YES**

37 **SELECTWOMAN WITHROW** – **YES**

38 **SELECTWOMAN STACEY** - **YES**

39 **The motion passed unanimously.**

40  
41 **14. Municipal Services – Southern NH Regional Water Line – Notification of Fluoride in**  
42 **Water**

43 Manager Dillon stated that there was a memo from the Municipal Services Director about a letter  
44 they would send out on this issue.

45  
46 Mr. Sorenson stated that RSA 485:14 Section II went into place in 2018 which required

1 notification to water users when fluoride was used in the water. Manchester added fluoride to the  
2 water for dental protection. Salem did not add fluoride to its water but they had to provide notice  
3 to the users because Manchester did and Salem would be taking water from Manchester now.  
4 They came up with estimates on the impact on the system. The highest range was .35 mg/L  
5 which was below the level that addressed dental concerns and prevented tooth decay. They  
6 would set up a link on the Town website to address this in full. He was looking to put the flyer to  
7 residents out over Memorial Day weekend.

8  
9 Chairman Lyons asked if that was all required.

10  
11 Mr. Sorenson answered yes. The State was okay with the flyer that the Town was sending out.

### 12 13 **15. Municipal Services – Utility Trench Patch Update**

14 Mr. Sorenson stated that they had been trying to get the trench cuts organized into one database.  
15 There were previously three different databases. The biggest hurdle was getting the assets in  
16 place and getting them organized. They had done that now. He presented the system with a  
17 demonstration of the information that was provided with each record including a sample trench  
18 patch.

19  
20 Chairman Lyons stated that the example was a patch that was done very well.

21  
22 Mr. Sorenson stated that they currently had the engineering information but would be adding the  
23 information from the other divisions of Municipal Services. The database was still a work in  
24 progress.

25  
26 Selectman Keller asked how they knew which ones were delinquent.

27  
28 Mr. Sorenson stated that was something that they still had to work on. They could add in a filter  
29 to show when trench patches were overdue to be completed.

### 30 31 **16. Municipal Services – Update on Route 28 Water/Sewer Infrastructure Improvements**

32 Mr. Sorenson stated that the project was winding down. The numbers had not changed. The  
33 guardrail base was done and the metal rails were about to go in. The concrete in the center aisles  
34 should be going in this week which would close things out. He anticipated having a video  
35 showing the second half of the culvert project.

36  
37 Chairman Lyons asked if they were seeing the flow improve on the sewer.

38  
39 Mr. Sorenson stated that the decrease in sewer flows on Main Street as a result of this project  
40 was unbelievable.

### 41 42 **17. Town Manager's Report/Questions from Board of Selectmen**

43 Manager Dillon stated that Dr. Delahanty had mentioned the graduation ceremony. They would  
44 be shutting down Geremonty Drive as part of what the school needed to do on June 5<sup>th</sup> so he  
45 wanted to make the Board and the public aware of that. He met weekly with the IT contractor.  
46 The contractor had offered to hold pricing for one more year as a result of the current conditions.

1 Manager Dillon's recommendation would be to take advantage of the extension. They would  
 2 need to put it out for bid shortly if they chose to do put the IT Contract out to bid this year.

3  
 4 Chairman Lyons stated that there seemed to be no objections to extending the IT services  
 5 contract for one more year.

6  
 7 Manager Dillon stated thank you. He stated that the DMV was the place to go for the PPE that  
 8 the State was offering. The DMV was no longer in the Town Hall. The correct location for the  
 9 DMV was over by the Fire Station next to Romano's so people could go there.

10  
 11 Selectwoman Withrow stated that there was a concern about waste oil collection which normally  
 12 happened at the Transfer Station being paused. She asked Manager Dillon to look into that.

13  
 14 Manager Dillon stated yes. He stated that they had moved the jersey barriers at the Transfer  
 15 Station to allow for social distancing as well.

16  
 17 **18. Old Business/Tabled and Pending**

18  
 19 **19. Additions and/or Requests by Public or Board by Vote:**

20  
 21 **20. Upcoming Meetings**

- 22 • June 1, 2020
- 23 • June 15, 2020

24  
 25 **ADJOURNMENT AT 8:37 P.M.**

26 **MOTION:** by Selectman Bryant

27 ***Move to adjourn at 8:37 PM.***

28 **SECOND:** by Selectwoman Withrow

29 **ROLL CALL VOTE:** 5-0-0

30 **SELECTMAN BRYANT** – **YES**

31 **SELECTMAN LYONS** – **YES**

32 **CHAIRMAN KELLER** – **YES**

33 **SELECTWOMAN WITHROW** – **YES**

34 **SELECTWOMAN STACEY** - **YES**

35 **The motion passed unanimously.**

36  
 37 Notes/minutes taken by: Jeremiah Lamson

38  
 39 Approved: Board of Selectmen

40  
 41 Date Approved: June 1, 2020