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**MINUTES OF THE  
BOARD OF SELECTMEN**

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**Regular Meeting of  
May 10, 2010**

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The Board of Selectmen held a meeting on Monday, May 10, 2010 at Salem Town Hall, 33 Geremonty Drive, Salem, NH.

**PRESENT:** Chairman Michael J. Lyons, Vice-Chairman Elizabeth A. Roth, Secretary Selectman Everett P. McBride, Arthur E. Barnes III, Selectman Patrick Hargreaves and Dr. H. LaBranche (Acting Town Manager)

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**CALL TO ORDER**

Chairman Lyons called the meeting to order at 7:00 p.m. He began by joining the Board in the Pledge of Allegiance and introduced members of the Board and Dr. LaBranche.

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**1. Meeting Minutes**

**MOTION:** by Selectman McBride

*Move to accept the minutes of the Board of Selectmen Regular Meeting on April 26, 2010 as written*

**SECOND:** Selectman Hargreaves

**VOTE:** 4-0-0

**The motion carried unanimously.**

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**MOTION:** by Selectman McBride

*Move to accept the sealed minutes of the Board of Selectmen Regular Meeting on May 3, 2010 as written*

**SECOND:** Selectman Hargreaves

**VOTE:** 4-0-0

**The motion carried unanimously.**

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**MOTION:** by Selectman McBride

*Move to accept the sealed minutes of the Board of Selectmen Non-Public Session on May 3, 2010 as written*

**SECOND:** Selectman Hargreaves

**VOTE:** 4-0-0

**The motion carried unanimously.**

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**2. Chairman Comments**

Chairman Lyons had no comments to make at this time.

1 **3. Police Department - Accept Donations**

2 **a) Exchange Club**

3 Dr. LaBranche introduced the topic, handing over to Captain Sean Patten for details.  
4 Captain Patten provided information on the Citizen Police Academy outreach program  
5 which will begin in the fall which the donation would be used to fund.

6 **MOTION:** by Selectman Hargreaves

7 ***Move in accordance with RSA 31:95(b) that the Board of Selectmen does hereby accept***  
8 ***a donation from the Salem Exchange Club in the amount of \$3,300.00 towards the***  
9 ***costs associated with the establishment of the Police Department's Citizen Police***  
10 ***Academy.***

11 **SECOND:** Selectman McBride

12 **VOTE:** 4-0-0

13 **The motion carried unanimously.**

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15 **b) Salem High School**

16 Dr. LaBranche introduced the topic, explaining there are costs associated with the  
17 removal of the High School's old message board and for placing it at the Police station.  
18 Captain Patten explained the School District is donating their old messaging sign and he  
19 provided information on the costs of moving and refurbishing the sign.

20 **MOTION:** by Selectman McBride

21 ***Move in accordance with RSA 31:95(b) that the Board of Selectmen does hereby accept***  
22 ***a donation from the Salem School District of the District's old Salem High School***  
23 ***message sign to be placed at the Police Department.***

24 **SECOND:** Selectman Barnes

25 **Discussion:**

26 In response to a query from Selectman Barnes, Captain Patten explained how the Police  
27 Department intends to fund the refurbishment, indicating the approximate costs. There  
28 followed a discussion, initiated by Selectman Hargreaves regarding a motion from the  
29 Board which would limit the costs to be spent on the refurbishment.

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31 Chairman Lyons requested the record show that Selectman Roth had joined the meeting.

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

34 **The motion carried unanimously.**

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36 **MOTION:** by Selectman Hargreaves

37 ***Move that the Board of Selectmen does hereby authorize the Police Department to***  
38 ***spend no more than \$3,800.00 towards refurbishment and placement of the message***  
39 ***sign being donated to the Police Department***

40 **SECOND:** Selectman McBride (for discussion)

41 **Discussion:**

42 In response to a query from Selectman Roth, Captain Patten clarified his previous  
43 comments pertaining to the expected costs associated with accepting the sign.

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

45 **The motion carried unanimously.**

1 **4. Police Department – Request Authorization to Apply for JAG Grant**

2 Dr. LaBranche informed the Board this was a Department of Justice Grant and handed over  
3 to Captain Patten to provide further information. Captain Patten informed the Board the  
4 Department had received notification that these types of grants were being offered again and  
5 clarified that a Memorandum of Understanding was a necessary part of the application  
6 process, but this did not commit the Board to anything.

7 **MOTION:** by Selectman Hargreaves

8 *The Board of Selectmen does hereby authorize the Town Manager to sign a*  
9 *Memorandum of Understanding with Rockingham County as part of the application*  
10 *process for a JAG grant to be awarded to the Police Department in the amount of*  
11 *\$23,589.00.*

12 **SECOND:** Selectman McBride

13 **Discussion:**

14 Selectman McBride clarified that this grant could not be used as a budget offset and Captain  
15 Patten informed the Board what the Police department intended to use the grant for if it is  
16 awarded to them.

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

18 **The motion carried unanimously.**

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20 **5. NH Department of Transportation – Update on Brookdale Road Bridge Replacement**

21 Dr. LaBranche introduced the topic, introducing Mr. Peter Stamnas of the DOT who  
22 provided details and a status report on the Brookdale Road Bridge replacement project. He  
23 reported construction is anticipated to begin in mid to late July of this year and proceeded to  
24 provide an overview of the project as well as the expected impact on local traffic during  
25 construction. Mr. Stamnas explained the new bridge would be opened to traffic at the end of  
26 the 2011 construction season.

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28 **Discussion:**

29 Responding to a query from Selectman Roth, Mr. Stamnas clarified the new bridge would be  
30 constructed abutting the existing bridge to minimize the impact to traffic. He also provided  
31 details on ways for members of the public to obtain updates on the project. Responding to a  
32 query from Selectman McBride, Mr. Stamnas confirmed the other projects pertaining to the  
33 I-93 widening were on schedule and provided some details on the timescales of these.

34 Responding to a query from Selectman Hargreaves, Mr. Stamnas reported there is no money  
35 available to assist Salem with traffic issues as a result of the work at exits 1 and 2, stating  
36 DOT does not anticipate any undue problems with traffic. Dr. LaBranche clarified for  
37 Selectman Hargreaves that the ITS system was designed to deal with any unanticipated  
38 consequences. At the request of Dr. LaBranche, Mr. Stamnas spoke about the  
39 environmental impact statements which have been prepared for the I-93 widening project.

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41 **6. Discussion on Unreserved Fund Balance History**

42 Dr. LaBranche reported he had requested information on the Unreserved Fund Balance  
43 history from Ms. Savastano, Finance Director as previously requested by the Board. He  
44 proceeded to summarize the information Ms. Savastano had provided. Ms. Savastano  
45 clarified some of the figures for the Board as well as how the calculations are made. There  
46 followed a discussion between members of the Board and Ms. Savastano, with the Board

1 providing guidance regarding how it would like to move forward with respect to increasing  
2 the fund balance over the next four years to 6%.

3 **MOTION:** by Selectman Barnes

4 *Move that the Board of Selectmen does hereby adopt a policy of raising the Unreserved*  
5 *Fund Balance to six per cent (6%) by whatever means necessary over a five year period,*  
6 *starting with the 2011 Budget*

7 **SECOND:** Selectman Roth

8 **Discussion:**

9 Selectman Hargreaves stated he would prefer to see actual figures before voting on a policy  
10 and Selectman Barnes spoke on his motion, clarifying the policy is only a guideline for staff,  
11 and Selectman McBride agreed with him.

12 **VOTE:** 4-1-0 (Selectman Hargreaves opposed the motion)

13 **The motion carried.**

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15 **7. Budget Guidance for 2011**

16 Dr. LaBranche reported he would begin the 2011 budget process next week with staff and he  
17 would be reviewing protocols and guidelines with them. He requested direction from the  
18 Board before giving any guidelines to staff. He then reviewed changes in expenses  
19 historically.

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21 Each member of the Board provided input as requested and discussed how they should  
22 approach the budget for 2011 with Dr. LaBranche.

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24 **8. Naming of Facilities/Properties Policy**

25 Dr. LaBranche reported he had put together a second draft of the policy for the naming of  
26 town owned facilities and properties, explaining the changes he had made to the first draft.  
27 He stated he thought it appropriate to retain the existing policy as it addressed other things  
28 and he looked to the Board for acceptance of his draft at a future date.

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30 **9. Accept Streets**

31 Dr. LaBranche introduced the topic outlining the roads to be accepted. He provided  
32 historical information on each road and reported that staff were not recommending  
33 acceptance of Kashmir Drive but that the developer will be given until June 30, 2010 to  
34 complete work on this road.

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36 **Cornwall Court:**

37 **MOTION:** by Selectman Barnes

38 *Move that the Salem Board of Selectmen does hereby accept a portion of Cornwell Court*  
39 *from #15 to #25 Cornwell Court, based upon the implied acceptance rule due to sufficient*  
40 *historical evidence of town maintenance having been provided on this road since at least*  
41 *1995. Cornwell Court is located off Pleasant Street, with a right of way being*  
42 *approximately 830' (feet) in length and 26' (feet) in width. No damages are due to*  
43 *abutting property owners based upon a previous dedication of the way, as such abutters'*  
44 *property has always been subject to public use, and accordingly, no damages would be*  
45 *recoverable in connection with the acceptance.*

46 **SECOND:** Selectman Hargreaves

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

2 **The motion carried unanimously.**

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4 **Douglas Drive:**

5 **MOTION:** by Selectman Roth

6 *Move that the Salem Board of Selectmen does hereby accept a portion of Douglas Drive*  
7 *from #13 Douglas Drive to Sherwood Circle, based upon the implied acceptance rule due*  
8 *to sufficient historical evidence of town maintenance having been provided on this road*  
9 *since at least 1995. Douglas Drive is located off Bridge Street with a right of way being*  
10 *approximately 640' (feet) in length and 26' (feet) in width. No damages are due to*  
11 *abutting property owners based upon a previous dedication of the way, as such abutters'*  
12 *property has always been subject to public use, and accordingly, no damages would be*  
13 *recoverable in connection with the acceptance.*

14 **SECOND:** Selectman Hargreaves

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

16 **The motion carried unanimously.**

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18 **Emery Road:**

19 **MOTION:** by Selectman McBride

20 *Move that the Salem Board of Selectmen does hereby accept Emery Road based upon the*  
21 *implied acceptance rule due to sufficient historical evidence of town maintenance having*  
22 *been provided on this road since at least 1995. Emery Road is located off Canobie*  
23 *Avenue, with a right of way being approximately 275' (feet) in length and 15' (feet) in*  
24 *width. No damages are due to abutting property owners based upon a previous dedication*  
25 *of the way, as such abutters' property has always been subject to public use, and*  
26 *accordingly, no damages would be recoverable in connection with the acceptance.*

27 **SECOND:** Selectman Hargreaves

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

29 **The motion carried unanimously.**

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31 **Gillis Terrace:**

32 **MOTION:** by Selectman Hargreaves

33 *Move that the Salem Board of Selectmen does hereby accept Gillis Terrace based upon*  
34 *the implied acceptance rule due to sufficient historical evidence of town maintenance*  
35 *having been provided on this road since at least 1995. Gillis Terrace is off North Main*  
36 *Street, with a right of way to be accepted being approximately 215' (feet) in length and 12'*  
37 *(feet) in width. No damages are due to abutting property owners based upon a previous*  
38 *dedication of the way, as such abutters' property has always been subject to public use,*  
39 *and accordingly, no damages would be recoverable in connection with the acceptance.*

40 **SECOND:** Selectman McBride

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

42 **The motion carried unanimously.**

**Glen Road:****MOTION:** by Selectman Barnes

*Move that the Salem Board of Selectmen does hereby accept a portion of Glen Road from #32 Glen Road to North Main Street, based upon the implied acceptance rule due to sufficient historical evidence of town maintenance having been provided on this road since at least 1995. Glen Road is located off North Main Street/Blake Road with a right of way to be accepted being approximately 1,290' (feet) in length and 20' (feet) in width. No damages are due to abutting property owners based upon a previous dedication of the way, as such abutters' property has always been subject to public use, and accordingly, no damages would be recoverable in connection with the acceptance.*

**SECOND:** Selectman Hargreaves**VOTE:** 5-0-0**The motion carried unanimously.****Kashmir Drive:****MOTION:** by Selectman Roth

*Move that the Salem Board of Selectmen does hereby not accept Kashmir Drive until the developer has completed the work; and further that the Town will provide notice to the developer that all work must be completed by June 30, 2010 or the Town will initiate action to acquire the remaining funds in escrow/letter of credit.*

**SECOND:** Selectman McBride**VOTE:** 5-0-0**The motion carried unanimously.****10. Town Manager's Report**

Dr. LaBranche provided the Board with status reports on the following:

- Amendments to recent legislation, town generators and the Main Street sewer.
- G Beck on appointment to the NH Council on Aging.
- The House Finance Committee has approved its budget cuts which include an additional \$6.1 million reduction in the distribution of meals and rooms tax which will affect the town.
- The Legislature had not passed the proposed increase in contributions from employees in the NH Retirement System. This will mean that these cuts will be passed down instead to the municipalities thereby increasing the amount to be absorbed by local communities.
- The bill on gaming with respect to revenue for the state.
- Potential changes to services from Rockingham County Community Action for Salem residents based on changes to the group's Headstart project. He noted that Salem residents had voted to support this group in the amount of \$22,000.

**11. Selectmen Reports/Correspondence**

Dr. LaBranche responded to a request from Selectman Hargreaves for an update on a prior question relating to the Town web site. Dr. LaBranche also agreed to look into whether the Town had a leash law for Selectman Hargreaves.

1 Selectman Hargreaves informed the Board he had received 1,000 refrigerator magnets which  
2 explain what items residents can recycle, and requested permission to provide the Town  
3 Clerk with these for handing out to residents. He stressed the importance of recycling as it  
4 saves the town money. He also announced details of additional items which the transfer  
5 station will accept for recycling. Selectman Hargreaves also announced details of the  
6 Memorial Day Parade (detailed below).  
7

8 Responding to a request from Selectman McBride, Mr. Puff provided an update on the  
9 Lawrence Road Bridge reconstruction, stating he had issued a press release to the effect that  
10 they plan to close the road and begin construction on Monday, May 17, 2010. Mr. Puff also  
11 provided the Board with a status report on the work being done on Cluff Crossing Road.  
12

13 Selectman Hargreaves announced information on the Police Memorial and Awards  
14 Ceremony (detailed below).  
15

16 Selectman Roth announced her involvement in the Relay for Life event and put out a call for  
17 people wishing to participate in the event.  
18

## 19 **12. Old Business Tabled/Pending**

20 There was none.  
21

### 22 • **Additions and/or Requests by Public or Board by Vote**

23 There were none.  
24

### 25 • **Upcoming Meetings**

- 26 ○ June 7, 2010
- 27 ○ June 14, 2010
- 28 ○ June 28, 2010  
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### 30 • **Upcoming Events**

- 31 ○ May 14, 2010 – Police Memorial and Awards Ceremony, 11:00 a.m. at Pine Grove  
32 Cemetery
- 33 ○ May 31, 2010 – Memorial Day Parade and Services, 1:00 p.m., Salem High School to  
34 Town Common  
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## 36 **ADJOURN**

37 **MOTION:** by Selectman McBride

38 *Move to adjourn to Non-Public session under RSA 91-A: 3 II (a)*

39 **SECOND:** Selectman Hargreaves

40 Chairman Lyons polled the Board:

41 Selectman Hargreaves – yes

42 Selectman McBride – yes

43 Selectman Roth – yes

44 Selectman Barnes – yes

45 Chairman Lyons – yes

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

1 **The motion carried unanimously.**

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3 There being no further business the Board moved to Non-Public session at 8:45 p.m.

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5 Minutes transcribed by: Sandra Maxwell (Recording Secretary)

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7 Approved: Board of Selectmen

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9 Date: June 7, 2010