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**MINUTES OF THE
BOARD OF SELECTMEN**

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**MEETING OF
June 9, 2008**

10 The Board of Selectmen held a meeting on Monday June 9, 2008, at Salem Town Hall, 33
11 Geremonty Drive, Salem, NH.

12 **PRESENT:** Chairman Elizabeth A. Roth, Vice-Chairman Arthur E. Barnes, Secretary Michael J.
13 Lyons, Selectman Everett P. McBride, Selectman Patrick Hargreaves and Town Manager Mr. J.
14 Sistare.

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CALL TO ORDER

18 Chairman Roth began by calling the meeting to order at 7:15p.m. She then joined the Board in
19 the Pledge of Allegiance, and introduced members of the Board and Town staff.

20
21

1. Meeting Minutes

22 There were no minutes available for approval.

23
24

2. Chairman Comments

25 Chairman Roth reported the Board had appointed the following individuals to the EDAC
26 (Economic Development Action Committee):

- 27 • A Croft
- 28 • H Overdeput
- 29 • T Gislason

30 She stated the Committee will hopefully convene before the last day of June.

31
32

3. Public Hearing – Fire Department – Accept Donation

33 Chairman Roth opened the public hearing. Mr. Sistare introduced Deputy Chief
34 Emanuelson who provided details of the donations from the Salem Exchange Club to the
35 Town. He provided background on the need for the safety trailer and need to renovate the
36 trailer. In response to a query from Chairman Roth, Deputy Chief Emanuelson explained
37 the trailer will be outfitted with a permanent mounting and a roof structure for ventilation,
38 and the inside will also be outfitted for various training scenarios.

39 In response to a query from Selectman Hargreaves, the Deputy Chief reported the donation
40 is a one time offer and will be put into the Fire Department Training budget; however there
41 is no specific line item for it. As there was no input from the public, Chairman Roth closed
42 the public hearing.

43
44

MOTION: by Selectman McBride

45 *Move in accordance with RSA 31:95(b) that the Salem Board of Selectmen does hereby*
46 *accept a donation from the Salem Exchange Club in the amount of \$5,000.00 to be*
utilized by the Fire Department to convert a fire safety trailer to a training facility for
firefighters.

1 **SECOND:** Selectman Lyons

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

3 The motion carried unanimously.

4
5 **4. Fire Department – Accept Donation**

6 **MOTION:** by Selectman Barnes

7 *Move in accordance with RSA 31:95(b) that the Salem Board of Selectmen does hereby*
8 *accept a donation from the Salem Exchange Club in the amount of \$1,500.00 to be*
9 *utilized by the Fire Department to install a retractable awning for the fire safety trailer.*

10 **SECOND:** Selectman Lyons

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

12 The motion carried unanimously

13
14 Chairman Roth thanked the Salem Exchange Club for their kind donations.

15
16 **5. Recreation Director: Use of Recreation Impact Fees for Hedgehog Park Master Plan**

17 Mr. Sistare introduced the Recreation Director, Mr. Chris Dillon who stated he was seeking
18 to access impact fees to complete the master plan for Hedgehog Park. He reported he is
19 currently working on a master plan with an engineer and now requires survey work around
20 Hedgehog Park to complete the plan. He stated the current balance in the account is
21 \$54,781.64. Selectman Hargreaves explained they will remove some larger trees which are
22 unsafe and explained the park is being used by the public and that Eagle Scouts are doing a
23 project in the park which will also save the Town money. In response to a query from
24 Chairman Roth Mr. Dillon explained the money will be used for a survey and to develop
25 drawings for what the park will eventually look like. He clarified the funds are not for tree
26 removal.

27
28 **MOTION:** by Selectman McBride

29 *Move to authorize the expenditure of a sum not to exceed \$5,000 from Recreation*
30 *Impact Fees to cover the costs associated with the completion of the Hedgehog Park*
31 *Master Plan.*

32 **SECOND:** Selectman Hargreaves

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

34 The motion carried unanimously.

35
36 **6. Director of Engineering**

37 Mr. Sistare stated that item b) has been deferred and introduced Mr. Puff to provide an
38 update on bridge status.

39
40 **a) Bridge Status Update**

41 Mr. Puff introduced himself, referring to his memo dated June 4, 2008 and its
42 attachment in which a recommendation was made that Cluff's Crossing and Lawrence
43 Road bridges have weight restrictions placed upon them. He provided some
44 background information, explaining NH DOT had added Cluff's Crossing to the 'red
45 list' recommending a maximum weight restriction of 10 tons, and recommending that
46 Lawrence Road have a weight restriction above 13 tons. He stated the LBG (Louis

1 Berger Group) was commissioned to take another look at these bridges and they have
2 concurred with the State's recommendations. Mr. Puff stated he was recommending
3 internally that the Town consider implementing these restrictions.
4

5 **Discussion:**

6 In response to a query from Chairman Roth as to what happens when a bridge is
7 overloaded, Mr. Puff explained that in engineering terms fatigue results and eventually
8 the bridge would fail. Selectman McBride asked for clarification on the limits, and Mr.
9 Puff referred to the list attached to his memo which is a recommendation to enforce
10 limits imposed by the State.
11

12 Mr. Sistare stated Chief Breen was available to provide information on the implications
13 of these restrictions on emergency response times and he stated he wanted to make sure
14 the Board was aware they have the authority to make exceptions to the
15 recommendations.
16

17 Chairman Roth asked Chief Breen to comment on how the recommendations will affect
18 emergency response, and the Chief provided examples of the weights of some of the
19 Fire Department vehicles which would be over the limit, and compared them to the
20 weight of a regular sized car. The Chief stated the Fire Department had already ceased
21 all non emergency response traffic on those bridges.
22

23 Board members then discussed options which might alleviate the situation, with Chief
24 Breen stating he would have to look at which option would best serve the community.
25

26 Mr. Puff confirmed the police vehicles were below the weight restrictions. The Board
27 then discussed whether limiting heavy vehicles on the bridges would prolong their life
28 and reduce the need to perform immediate work. Mr. Puff stated it would take
29 significant capital outlay to make them safe to traffic and recommended that the Board
30 make restrictions compulsory rather than voluntary. He also confirmed for Chairman
31 Roth that a report on projected costs of the repairs was available for the Board to review
32 the economic impact to the Town.
33

34 In response to Selectman Lyons, Mr. Puff provided some background information to the
35 current bridge situation which included the age and repair history of each one. He also
36 clarified for Selectman Hargreaves that Lawrence Road was always on the 'red list' and
37 the Town could not obtain Federal aid for the repairs as the damage was not related to
38 the 2006 flood. Selectman Hargreaves suggested informing companies that the bridges
39 are not open to dump trucks and large vehicles thereby putting them on notice, as he
40 had recently witnessed heavy vehicles using these bridges.
41

42 There followed a discussion on load testing with Chairman Roth stating she would
43 rather see the money being spent on the repairs. The Board also discussed how they
44 could ensure compliance with the restrictions.
45

1 Selectman Barnes raised the option of introducing one-way traffic on the bridges; with
2 Mr. Puff confirming this would only make a small difference to the load maximum.
3 The Board discussed other things, such as the cost of fuel, which would need to be
4 taken into account when implementing restrictions which would impact Town vehicles
5 and the budgets. They also discussed other options to keep heavy traffic off the bridges.
6

7 In response to a query from Selectman McBride, Mr. Puff stated the repairs could
8 probably be made within the fiscal restraints of the Town and be completed in the same
9 year. He spoke about the length of time it would take to get permits and the work
10 completed, confirming there would not be much point in doing a short term fix. There
11 followed a discussion between Selectman McBride and Mr. Puff, with Mr. Puff
12 reporting he could be in a position to put together a preliminary design and estimate if
13 the money were available by September 2008. Mr. Sistare stated he did not know
14 where the money would come from in the current budget, but that the Town would
15 receive an 80% grant from the State for long term repairs when they get to that point.
16

17 Mr. Puff confirmed for Chairman Roth that the bridges being discussed are currently at
18 the top of the list for repairs from the Town's perspective.
19

20 In response to a query from Selectman McBride, Mr. Puff explained the details and cost
21 of a short term solution versus a permanent fix, including the fact that a short term fix
22 would involve a loss of aid.
23

24 Chief Breen was invited to give his opinion on the status of bridges in Town, stating he
25 felt there are bridges in worse shape than the two under discussion, and which have no
26 weight limits posted on them. He also reported on the effect to the community of
27 responding to such things as a structure fire due, to geographic changes to crews, as a
28 result of the restrictions.
29

30 Chairman Roth polled the Board for further queries and opinions. Selectman Lyons
31 stated he had further questions for Mr. Puff. Selectman Barnes stated he would be
32 interested in finding out for Lawrence Bridge what positive impact there would be for
33 the School District of one way traffic, but that a long term solution is needed.
34 Selectman Hargreaves stated he thought long term repairs should be made and that
35 weight limits need to be enforced in the short term. Selectman McBride agreed with
36 Selectman Barnes.
37

38 Selectman Lyons posed his additional questions to Mr. Puff who responded as follows:
39

- 40 • The engineering cost estimate for each bridge would be between \$90,000 and
41 \$100,000 for each location.
- 42 • A detailed estimate on the cost of engineering and construction could be provided
43 for Town meeting.
- 44 • Mr. Puff clarified for Selectman McBride that it is the hydrology work which
45 increases the cost of one bridge over another, and he confirmed the bridges could
46 last between 75 and 100 years once rebuilt.

1 In response to Chairman Roth, Mr. Puff stated the Pelham Road Bridge is still in design
2 and they are still discussing how to make it eligible for the 80% reimbursement. He
3 also confirmed he is currently doing an investigation into all 15 bridges in Town and
4 prioritizing them for repair. He pointed out there are serious structural issues as
5 maintenance of the bridges has not been kept up over the years. Chairman Roth
6 requested the Board receive a copy of his report to assist them in making their
7 determinations. He confirmed for Selectman Lyons that the two bridges under
8 discussion this evening should not have any overweight vehicles going over them and
9 the Town is pushing the limit on the margin of safety for their bridges. There followed
10 a further discussion on how one way traffic over the bridges would work.
11

12 Chairman Roth asked for further Board input and further discussion. She confirmed for
13 Mr. Sistare that it is the intent of the Board that long term repair of the bridges should
14 be pursued, and she stated it was her belief that school buses should be restricted from
15 using the bridges.
16

17 Chairman Roth recognized Mr. A Farnell who provided examples of vehicles he had
18 witnessed contravening the load limit, stating there should be additional signs regarding
19 load limits on other bridges. He also provided his opinion on whether one-way traffic
20 would work.
21

22 Mr. Sistare asked for total clarification of what the Board wishes to allow.
23 Chairman Roth clarified with a motion.
24

25 **MOTION:** by Selectman Hargreaves

26 *Move that the Board of Selectmen permit Fire Department vehicles to travel over both*
27 *the Cluff's Crossing and Lawrence Road Bridges on an emergency response only*
28 *basis, and further that all other travel by Fire Department vehicles and school buses*
29 *be prohibited.*

30 **SECOND:** Selectman McBride

31 **VOTE:** 3-2-0 (Selectman Barnes and Selectman Lyons voted against the motion)

32 The motion carried.
33

34 Mr. Sistare stated he would look into the situation regarding additional load restriction
35 signs.
36

37 7. Community Development Director

38 a) 2009 Capital Improvement Program (CIP) Process

39 Mr. Scott referred to his memo dated June 2, 2008 regarding CIP projects for 2009,
40 stating the list is two years old and should be looked at by the Board to determine an
41 updated prioritization list due to changes in costs etc. He then went over some of the
42 items on the list and their current status, asking the Board to discuss the list and decide
43 what the top three projects are that they wish to move forward.
44

45 Discussion:

46 The Board discussed their main concerns and requested clarification on a number of

1 items.

2
3 Selectman Hargreaves asked for pricing on five red listed bridges, confirming the Bridge
4 Program would be his top priority. Chairman Roth stated the reconstruction of Pelham
5 Road needs to be included in the program and also the Drainage Program Capacity and
6 Impact as part of fixing the underlying program. Mr. Scott confirmed the first part of the
7 Drainage Program is moving along.

8
9 Selectman Barnes suggested bridges and some road maintenance would be his priorities.
10 Mr. Scott referred to the list and went over some scenarios, suggesting that the Board
11 should set priorities and the CIP Committee would come back with funding options and a
12 cap.

13
14 Selectman McBride suggested roads and bridges, together with a cap on the tax rate as
15 his priorities.

16
17 Selectman Lyons asked Mr. Scott what the impact would be of not continuing with the
18 Drainage project and deferring it, and Mr. Scott and Mr. Puff clarified the bridge budget
19 would have to be increased to do hydrology studies up and down stream, and this would
20 be less efficient than doing the work with the drainage study.

21
22 Members of the Board provided further input and Mr. Scott clarified their top priorities as
23 bridges, drainage and roads. Mr. Scott explained how the need for a cap on the tax rate
24 would affect how the CIP Committee comes forward to the Board and make
25 recommendations.

26
27 Selectman Lyons spoke about an evaluation of progress as previously requested.

28
29 There followed a discussion about the Road Stabilization program and taking this out of
30 the Road Program. There was also a discussion on Canobie Phase 2 and the impact if
31 Canobie fails. It was clarified for Selectman Lyons that Ball Avenue was included in #11
32 on the list.

33
34 Mr. Scott stated there may be additional roads to add to the list in the Road Program
35 which has come up since it was last updated.

36
37 In response to a query from Mr. Scott, Chairman Roth stated she would check the records
38 and confirm which member of the Board is the representative on the CIP Committee.
39 Mr. Scott confirmed he would notify the citizen members of the committee of the
40 schedule.

41
42 Following a suggestion from Selectman McBride to split Canobie Phase 2 on the warrant,
43 the Board discussed this. Mr. Puff stated the costs in the CIP may be lower due to a
44 different engineering company being involved in the projects and some changes in
45 design. Selectman Lyons requested staff come forward with a non bonding option for the
46 water and sewer part of the project.

1 Mr. Scott confirmed the Board's priorities as bridges, roads with additional information,
2 drainage and alternatives for Canobie.
3

4 **8. Police Station Inspection Report**

5 Mr. Sistare reported on what may be needed in order to continue using the current Police
6 Station building after the failure of the bond at the last Town Meeting. He stated the Town
7 has received a quote for the assessment which has reduced the proposed amount to \$2,123.

8 **MOTION:** by Selectman McBride

9 *Move to authorize the expenditure of a sum not to exceed \$2,123 from Public Safety*
10 *Impact Fees to conduct a property condition assessment of the current police facility*
11 *located on Veterans Memorial Parkway.*

12 **SECOND:** Selectman Lyons
13

14 **Discussion:**

15 Selectman Hargreaves obtained confirmation that there has never been an assessment done
16 before. He asked if the Asset Forfeiture Fund could be used for this purpose, stating he
17 would require this information prior to being able to vote for the motion.

18 **VOTE:** 4-1-0 (Selectman Hargreaves voted against)

19 The motion carried.
20

21 **9. Street Light Request – 66 Wheeler Avenue**

22 Selectman McBride spoke regarding a request from a resident for a street light at 66
23 Wheeler Avenue. He pointed out the Chief of Police had responded that the light is not
24 necessary, but would enhance visibility for motorists and Selectman McBride asked for the
25 support of the Board regarding this matter.
26

27 Selectman Hargreaves agreed with Selectman McBride. Chairman Roth pointed out the
28 Police Chief had suggested the homeowner would have to trim a tree on his property in
29 order to gain any benefit from a street light. Mr. Sistare stated the cost of the light would
30 be \$91/annum. There followed a discussion regarding the distance between other lights in
31 the area. Chairman Roth suggested the Town should obtain information from other
32 residents as to whether they feel there is a need for a light in the area as she was concerned
33 about abutters. Selectman McBride agreed to do this.
34

35 **10. Town Manager's Report**

36 Mr. Sistare went over the budgetary figures handed out to the Board, including projected
37 cost increases and what this would mean for the tax rate. He suggested the Board of
38 Selectmen hold a workshop to address looking at the 2009 budget and it was agreed this
39 should take place on June 23rd after the regular Board meeting.
40

41 Selectman McBride requested a monthly update on the 2008 budget from Mr. Sistare. He
42 also suggested some joint meetings with other committees relating to the budget.
43

44 **11. Selectmen Reports/ Correspondence**

45 Selectman Hargreaves asked if the Board might consider moving the due date for payment
46 of property tax bills to August 1, 2008. Mr. Sistare confirmed this is set by statute and the

1 Board does not have the authority to change this.

2
3 Selectman Hargreaves asked about the possibility of the Town changing to smaller vehicles
4 for administration use. Mr. Sistare stated he will be looking at this. He also stated there
5 were some outstanding questions he was still waiting for an answer on and Chairman Roth
6 confirmed she would follow up on this.

7
8 Selectman McBride suggested the Town should look at smaller police cruisers for the
9 future. Chairman Roth stated she would require additional information on performance for
10 comparison before making a decision to change these.

11
12 **12. Old Business Tabled/Pending**

13 There was none.

14
15 • **Additions/Requests by the Public**

16 There were none.

17
18 • **Upcoming Meetings**

19 ○ June 23, 2008

20 ○ The Board decided on the following summer meeting schedule:

21 July 14, 2008

22 August 11, 2008

23 August 25, 2008

24
25 • **Upcoming Events**

26 There were none to report.

27
28 **MOTION:** by Selectman McBride

29 *To adjourn the meeting.*

30 **SECOND:** Selectman Hargreaves

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

32 The motion carried unanimously.

33
34 Without further business, the meeting adjourned at 9:55 p. m.

35
36 Notes/Minutes Taken by: Sandra Maxwell

37
38 Approved: Board of Selectmen

39
40 Date: June 23, 2008