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**MINUTES OF THE
BOARD OF SELECTMEN**

**MEETING OF
August 11, 2008**

7 The Board of Selectmen held a meeting on Monday August 11, 2008, at Salem Town Hall, 33
8 Geremonty Drive, Salem, NH.

9
10 **PRESENT:** Chairman Elizabeth A. Roth, Vice-Chairman Arthur E. Barnes, Secretary Michael J.
11 Lyons (joined the meeting at 6:35 pm), Selectman Everett P. McBride, Jr., Selectman Patrick
12 Hargreaves, Town Manager Jonathan Sistare, Ross Moldoff (Planning Director), Bill Scott
13 (Community Development Director), James Keller (Planning Board Chairman) (joined the
14 meeting at 6:25 pm), Gene Bryant (Planning Board Vice-Chairman), Planning Board Members
15 Linda Harvey, Robert Campbell, Edward DeClercq, Jason Haroutunian, and John Morris.

16
17 **CALL TO ORDER**

18 Chairman Roth began by calling the meeting to order at 6:06 p.m. She then introduced the
19 Board of Selectmen and Town staff, calling upon Mr. Bryant to introduce the Planning Board.
20 Chairman Roth then outlined the format for the joint meeting.

21
22 Both Chairman Roth and Mr. Bryant then proceeded to give a general overview of the goals and
23 priorities of their respective boards.

24
25 **General Overview of Goals**

26 • ***Planning Board***

27 Mr. Bryant distributed the Planning Board list of priorities for 2009, stating that some would be
28 combined. Going through their list he then spoke about the demand on Pelham Road for real
29 estate and office space. He made reference to the possibility of taller buildings and the
30 importance of making changes. He also spoke of the need for a clearer definition of a rural
31 district and for attracting clean industry with less retail to the Town. He stated that Mrs. Harvey
32 would be updating the Sidewalk Master Plan. He also made reference to the need for
33 modernization of road impact fees; development of a web site showing photos of available
34 industrial and commercial properties; and the need for updating maps due to changes in the
35 shoreline protection regulations as well as updates to their fees.

36
37 • ***Board of Selectmen***

38 Chairman Roth spoke about increasing economic development to enhance the mission statement
39 of the Town, and the need for increasing business development. She also spoke about a balance
40 of the tax burden between businesses and residents, stating the Board of Selectmen want to work
41 with the Planning Board to achieve these goals.

42
43 **Detailed Overview of Tasks for 2009**

44 • ***Board of Selectmen***

45 Chairman Roth handed over to Mr. Bill Scott, Director of Community Development to provide
46 an overview on Tax Increment Financing. Mr. Scott gave a presentation (attached), speaking

1 about impact fees, offsite improvements, grants, and TIF (Special Tax District) as opportunities
2 for funding. He explained what a TIF is, how it works, the basic rules for establishing one, and
3 how types of financing link with a redevelopment plan and funding.
4

5 Chairman Roth handed over to Selectman Lyons (Selectmen representative on the Planning
6 Board), who stated he thought a TIF would be something both Boards could agree on. He also
7 spoke about the need to look at zoning for the next 50 years and updating the zoning map for the
8 future.
9

10 Selectman Barnes stated his primary area of interest was Rockingham and the Cisco building
11 which he thought would eventually come up for re-development. He also referred to the west
12 side sewer interceptor and the need for widening the sewer connection due to more density on
13 lots which he felt would go hand in hand with developing a TIF to push sewer and water along.
14

15 Selectman Hargreaves stated his main concern is getting large development into Town with the
16 least hassle. He agreed that new zoning was needed for the race track and there was a need for
17 taller buildings.
18

19 Selectman McBride agreed with Selectman Hargreaves regarding the need to improve large
20 development approval timescales. He stated he thought it was important to obtain input from the
21 new owners of the race track before proposing new zoning. Selectman McBride also agreed with
22 other members of the Board of Selectmen regarding the TIF district and the need for bringing
23 business to the community without obstruction. He spoke about feedback he had received from
24 residents relating to the Planning Board, and the need for supporting developers to bring new
25 business to the Town.
26

27 Chairman Roth introduced Mr. Keller, Chairman of the Planning Board, who joined the meeting
28 at 6:25 p.m. Mr. Keller stated both boards seemed to be striving for the same things for the
29 town. He stated it will take creative thought to resolve the issues created by the limited amount
30 of available commercial land in Town. He then went on to speak about how the Planning Board
31 needs to consider the rules and to ensure that their decisions have a legal foundation. He then
32 responded to Selectman McBride's comments regarding the race track zoning and large
33 developments.
34

35 • ***Planning Board***

36 Chairman Roth then asked the Planning Board members to provide information on their tasks for
37 2009.
38

39 In response to a query about the TIF district from Mr. Bryant, Mr. Scott explained what a typical
40 model for this would look like, stating that in the case of Salem, they would establish the TIF
41 first and then obtain a developer.
42

43 Mr. Bryant responded to Selectman McBride regarding feedback from residents about the
44 Planning Board. He stated the Planning Board take traffic difficulties seriously, and that support
45 from the Board of Selectmen needs to be public, as it is important that voters believe in any
46 improvements. He then provided examples and explained how important it is for these things to

1 be relayed to voters. Referring to the race track, he stated the importance of developing this
2 correctly as it would have an impact on the Town far into the future. He asked for assistance
3 from the Board of Selectmen in this area.
4

5 Mr. DeClercq agreed with the previous comments made regarding the Cisco property and the
6 west side interceptor, and spoke about the challenges facing the Town. He suggested holding
7 more joint workshops like this evening. He also stated the Planning Board would need some of
8 Mr. Scott's time so that they could apply for grants and tap into assistance available for small
9 businesses.
10

11 Mr. Haroutunian spoke about the increase in traffic and how residents are affected daily by their
12 commutes. He pointed out the goals of the Planning Board have these things in mind, and also
13 spoke about the need for balancing the tax base.
14

15 Mrs. Harvey stated she was strongly in favor of extending the sidewalks in Town and has offered
16 to update the Sidewalk Master Plan. She also spoke about the rail trail study, which includes
17 ways to get across Route 28 on both sides, which is an important safety and quality of life issue
18 for residents. Mrs. Harvey also spoke about other places in town where people walk and the
19 need to provide safe access for pedestrians, asking the Board of Selectmen for their support in
20 this.
21

22 Bob Campbell stated the Board of Selectmen's goal of increasing economic development in
23 town is in line with the Planning Board's goals. He spoke of a natural tension that exists
24 between the Planning Board and developers due to the input which is necessary from the
25 Planning Board to ensure projects are implemented in a proper manner. He then talked about
26 how the Planning Board is trying to resolve traffic issues with traffic consultants, citing an
27 example. He stated the Planning Board needs help in dealing with the owners of the
28 developments. He also spoke about the need for innovative zoning and ways to encourage
29 developers to do more to ensure that traffic is no worse that it was prior to a development being
30 put in.
31

32 Chairman Roth thanked the members of both Boards for their input. She read out the mission of
33 the Board of Selectmen, and recapped what had been discussed. She stated she would follow
34 through to ensure the following issues raised during the workshop moved forward:

- 35 1. To put working with the owners of the race track on the priority list of the Board of
36 Selectmen.
- 37 2. To look at how the Board of Selectmen could help the Planning Board shorten the length
38 of time it takes for projects to get approved, and
- 39 3. To have the Planning Board look at zoning amendments for large scale mixed use
40 projects
41

42 Chairman Roth spoke about the difficulties the Planning Board faces at times, referring to
43 revised permitting use in rural districts. She assured the Planning Board that she would follow
44 through on the issues raised by them, and handed over to Mr. Keller.
45

1 Mr. Keller encouraged members of both Boards to use e-mail to make contact on things. He
2 asked Board members to be mindful of the amount of work involved for Mr. Ross Moldoff in
3 dealing with everything which goes through the Planning Board. He also referred to the
4 difficulty in reconciling quality of life issues for residents and the long term goals for the Town
5 to balance tax revenues. He thanked the members of both Boards for their hard work.
6

7 Chairman Roth adjourned the workshop, declaring a recess at 7:05 p.m. prior to proceeding with
8 the Board of Selectmen regular meeting. She called the Board of Selectmen meeting to order at
9 7:10 pm., joining the Board in the Pledge of Allegiance. She then introduced the Board and
10 Town staff.
11

12 **1. Meeting Minutes**

13 **MOTION:** by Selectman Lyons

14 *Move to accept the minutes of the Regular meeting on July 28, 2008 as printed*

15 **SECOND:** Selectman McBride
16

17 *Discussion:*

18 Selectman Barnes requested an amendment to the minutes

19 **MOTION:** by Selectman Barnes

20 *Move to amend the minutes of the Regular meeting on July 28, 2008, page 8, line 23 to*
21 *read 'motion by: Selectman Hargreaves'*

22 **SECOND:** Selectman Lyons

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

24 **The motion to amend carried unanimously.**
25

26 **VOTE** (on the amended motion): 5-0-0

27 **The motion to accept the amended minutes carried unanimously.**
28

29 **2. Chairman Comments**

30 Chairman Roth referred to the joint Planning Board and Board of Selectmen workshop
31 which had just taken place, stating that it was good that the Boards can have dialog for the
32 benefit of the Town. She then thanked everyone involved for their help.
33

34 **3. Conservation Commission – Purchase of Hawkins Farm Property**

35 Mr. Sistare introduced the Planning Director, Mr. Ross Moldoff who provided information
36 that State law allows the Conservation Commission to purchase land with Board of
37 Selectmen approval. He then provided background on the purchase of Hawkins Farm and
38 demonstrated where the land is on a map. He explained the Conservation Commission had
39 voted on August 6, 2008 to purchase this property, providing details on what the property
40 consists of, the purchase price agreed upon and how it would be paid for from the
41 Conservation Trust Fund. He also provided information on how the Conservation Trust Fund
42 would be replenished and the options available to the Conservation Commission with regard
43 to the property situated on the land, showing an aerial photograph to demonstrate the location
44 of the land and property in question.
45

46 He then handed over to Mr. Bill Carter, Chairman of the Conservation Commission, who

1 introduced himself and spoke about the importance of keeping land like this from
2 development due to it being situated in the flood plain and its wetlands.
3

4 In response to a query raised by Selectman Hargreaves, Mr. Moldoff stated there would be
5 properties coming up which will have change of use, but he did not have any specific details.
6 He then explained for Selectman Hargreaves the options available if the Conservation Trust
7 Fund was unable to cover the full purchase price in the time stipulated in the purchase and
8 sale agreement. There was further discussion between Selectman Hargreaves and Mr.
9 Moldoff on the possible costs to the Town to maintain the property on the land. Selectman
10 McBride raised the point that the land could be kept as conservation land and the farm could
11 be put out to bid to keep it as a working farm. The current owner, Mr. Edward Hawkins,
12 provided information on the maintenance costs for the property over the last two years,
13 explaining it had not been lived in during that time. Following further discussion on this, it
14 was confirmed the Conservation Commission would cover the cost of electricity for the
15 property.
16

17 In response to a query from Selectman Lyons, Mr. Moldoff clarified that sign off is required
18 by the Board of Selectmen for Conservation Commission land purchases, and Mr. Carter
19 clarified it would be necessary to purchase the property before the Conservation Commission
20 could make a decision with regard to the house long term. Mr. Moldoff confirmed Mr.
21 Hawkins wanted to sell the property and the house together. Further discussion took place on
22 the options available regarding the land and property. Mr. Moldoff confirmed that it would
23 not necessary for the Conservation Commission to come before the Board of Selectmen
24 again regarding this expenditure from the Conservation Trust Fund. Members of the Board
25 of Selectmen discussed the need for amending the motion before them to include a
26 contingency that there would be no cost to the tax payers as a result of the purchase.
27

28 **MOTION:** by Selectman Barnes

29 *To approve the purchase of the land at 38 Town Farm Road, Map 59, Lot 6917, known as*
30 *the Hawkins Farm, by the Conservation Commission in the amount of Nine Hundred and*
31 *Fifty (\$950,000) as authorized under RSA 36-A:4*

32 **SECOND:** Selectman McBride
33

34 **Discussion:**

35 Selectman Lyons explained that this property was on the list of top five acquisitions the
36 Conservation Commission wished to make.
37

38 Chairman Roth asked for an amendment to the motion to more clearly indicate the intent of
39 the Board of Selectmen that the property should be self sustainable and there would be no
40 impact on the tax payers. Further discussion regarding an amendment to the motion took
41 place.
42

43 **MOTION:** by Selectman McBride

44 *Move to amend the motion on the floor as follows:*

45 *To approve the purchase of the land at 38 Town Farm Road, Map 59, Lot 6917, known as*
46 *the Hawkins Farm by the Conservation Commission in the amount of Nine Hundred and*

1 ***Fifty Thousand Dollars (\$950,000,) as authorized under RSA 36-A: 4. Seven Hundred***
2 ***and Fifty Thousand Dollars (\$750,000) to be paid at the time of closing, and the balance of***
3 ***Two Hundred Thousand Dollars (\$200,000) be paid over the next three years through the***
4 ***Conservation Trust Fund, and further that at no time would the tax payers of Salem be***
5 ***liable to pay the \$200,000***

6 **SECOND:** Selectman Hargreaves for discussion

7
8 ***Discussion:***

9 Mr. Sistare and members of the Board held a further discussion regarding the language
10 required in the motion, and the need for clarity to ensure there can be no future decisions
11 made that are contrary to the intent of the Board of Selectmen i.e. that it was never the
12 intention of the Board of Selectmen that there would be any impact whatsoever on the
13 taxpayers regarding Hawkins Farm.

14
15 Mr. Moldoff clarified that the P&S agreement states the Conservation Commission would be
16 obligated to sub divide the lot and give the house back to the current owner if it cannot
17 complete the payments stipulated in the agreement, and the tax payers would not be
18 impacted.

19
20 As a result of a point raised by Selectman Barnes, the Board discussed future use of the
21 property and Chairman Roth clarified that this is not mentioned in the P&S.

22
23 Selectman Hargreaves stated he would have liked more advance notice of this proposal, so
24 that he could have more time to obtain answers to questions raised and he could therefore not
25 approve this.

26
27 **VOTE** (on amendment to the motion): 2-3-0 (Selectman Hargreaves, Selectman Barnes and
28 Selectman Lyons opposed the motion)

29 **The motion for the amendment failed.**

30
31 **VOTE** (on the original motion): 4-1-0 (Selectman Hargreaves opposed the motion)

32 **The motion carried.**

33
34 Chairman Roth thanked everyone for attending and for their input.

35
36 **4. Quarterly Financial Update**

37 Mr. Sistare introduced Ms. Savastano, Finance Director, who handed out a summary of the
38 financial information included in the Board's packets, stating she would like to present the
39 information as a year-to-date status and projection.

40
41 Ms. Savastano went through the summary of each category, highlighting those where a
42 deficit is expected. For Heat she explained the Town has locked in at \$4.399 for the rest of
43 the year. She explained there will be a surplus this year for Electricity as this has stabilized,
44 but she is concerned about next year and is attempting to lock in for a longer contract.

45
46 She explained there have been savings in the areas of Health Insurance and Dental and a

1 surplus in Regular Pay due to staff changes which have taken place. She also explained there
2 will be a small savings in Retirement for this year but there will be a rate increase next June.
3 She also provided a bottom line estimate for the year.
4

5 ***Discussion:***

6 Selectman McBride noted revenues for the Department of Motor Vehicles has dropped
7 \$200,000 from the budgeted amount, and obtained confirmation that revenue from property
8 taxes is being received. Ms. Savastano stated she is hoping the cost of gas will be less if
9 prices continue to drop.
10

11 In response to a query from Chairman Roth, Ms. Savastano confirmed they have not yet
12 drawn on the line of credit, but are anticipating they will draw on it in the fall. She clarified
13 for Selectman Lyons how the line of credit can be used.
14

15 In response to a question from Selectman Hargreaves on what they should try to do to slow
16 down the deficit, Mr. Sistare explained the difference between a budgetary deficit and a cash
17 flow deficit and why the Town is at the point where they may need to borrow. He also stated
18 they have cut the number of positions in anticipation of fuel prices.
19

20 In response to a query from Selectman Hargreaves, Ms. Savastano stated that they had
21 contacted suppliers of fuel which had been used in the past, but they chose not to bid.
22

23 In response to a query from Selectman McBride, Mr. Sistare confirmed Ms. Savastano would
24 provide an update on revenues from water and sewer in September.
25

26 **5. Town Manager's Report**

27 Mr. Sistare provided the following information in addition to his bulletin:

28 **a) *Public Hearing – Fees***

29 He would like to schedule a public hearing on a proposal from the Community
30 Development department to increase fees. Mr. Scott explained where Selectman
31 McBride could find the information on current fees in the packet of information which
32 the Board of Selectmen had before them. Chairman Roth confirmed this item should be
33 put on the agenda for a future meeting. In response to a query from Selectman
34 Hargreaves, Mr. Scott stated the fees for Salem are equal to some of the surrounding
35 towns and some are charging more, but that Salem is trying to keep within what their
36 expenses are as stated in the RSA.

37 **b) *Recycling***

38 He provided an update on recycling; stating that single stream recycling will begin in
39 Windham and will be transported to Salem. This will make recycling easier and
40 encourage residents to participate. He provided details of the impact on Salem and spoke
41 about the savings. Selectman McBride stated he supported this, but would like to see
42 some benefit to Salem tax payers. Mr. Sistare confirmed for Chairman Roth that the
43 program would begin September 1 and the company will put out a flyer providing
44 information on the program to residents. Selectman Lyons stated this would tie in with
45 the Planning Board in considering how to lay out the Town in future years, and requested
46 the Town consider the advantages of curb side pick up.

1 In response to a point made by Selectman Hargreaves, that there are still no signs up at
2 the waste disposal site (as previously suggested by Mr. Russell), Mr. Sistare stated he
3 would follow up on this with Mr. Russell. Chairman Roth stated this was a good way to
4 start and thanked Mr. Sistare and Mr. Russell for their work.
5

6 **c) Budget**

7 Mr. Sistare commented that all department heads had presented responsible budgets and
8 he appreciated their work. He provided an update on the savings so far and the additional
9 savings which would be required to meet the 3% required by the Board of Selectmen.
10

11 There followed a discussion between Selectman Hargreaves and Mr. Sistare regarding
12 possible savings in vehicle lease by choosing smaller cars. Selectman McBride
13 confirmed he would meet with Captain Patten this week regarding this.
14

15 Selectman Lyons commented everything should be put in front of the Board for them to
16 make the final decisions and to look at bonded versus non bonded warrant articles.
17

18 Mr. Sistare went down the list of jobs which have been cut, in response to Selectman
19 McBride's query, and Selectman McBride pointed out for the viewers that the Town
20 Manager has met the goal requested by the Board.
21

22 **6. Selectmen Reports/Correspondence**

23 Selectman Hargreaves confirmed the master plan for Hedgehog Park is complete and has
24 been presented to the Conservation Commission. He asked to bring it before the Board of
25 Selectmen.
26

27 Selectman Hargreaves asked for a status report on the light on Wheeler Avenue. He also
28 stated the pot hole in front of the mausoleum has yet to be addressed. Mr. Sistare confirmed
29 for Selectman Hargreaves that he is working on statistics for take home vehicles.
30

31 Selectman McBride stated all of the residents on Wheeler Avenue he had spoken to were in
32 agreement with additional lighting for the street.
33

34 **MOTION:** by Selectman McBride

35 *Move to authorize the installation of a light at pole #103, at 66 Wheeler Avenue, Salem*

36 **SECOND:** Selectman Hargreaves
37

38 **Discussion:**

39 Mr. Sistare confirmed for Selectman Lyons there has been no change in staff
40 recommendation regarding this light and Chairman Roth clarified staff recommendation is
41 not necessary.

42 **VOTE:** 4-1-0 (Selectman Lyons opposed the motion)

43 The motion carried.
44

45 **7. Old Business Tabled/Pending**

46 There was none.

1 • **Additions/Requests by the Public**

2 Mr. Bill Carter, 61 Lake Street, Salem introduced himself asking about the re-naming of
3 Hedgehog Pond. Following a brief discussion Chairman Roth offered to look into this, with
4 Selectman Hargreaves suggesting the Recreation Director look into the matter.
5

6 • **Upcoming Meetings**

- 7 ○ August 25, 2008
- 8 ○ September 3, 4, 8, 11, 15, 22, 2008
- 9 ○ Budget Presentation to Budget Committee

10
11 • **Upcoming Events**

12 There were none mentioned.
13

14 **MOTION:** by Selectman Barnes

15 *To adjourn the meeting and go into a non-meeting meeting*

16 **SECOND:** Selectman McBride

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

18 The motion carried unanimously.
19

20 Without further business, the meeting adjourned at 8:30 p.m.
21

22 Notes/Minutes Taken by: Sandra Maxwell

23
24 Approved: Board of Selectmen

25
26 Date: August 25, 2008