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**MINUTES OF THE
BOARD OF SELECTMEN**

**MEETING OF
November 17, 2008**

7 The Board of Selectmen held a meeting on Monday November 17, 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, Selectman Everett P. McBride, Selectman Patrick Hargreaves and Town Manager Mr. J.
12 Sistare.

13
14 **CALL TO ORDER**

15 Chairman Roth began by calling the meeting to order at 7:11 p.m. She then joined the Board in
16 the Pledge of Allegiance, and introduced members of the Board and the Town Manager.

17
18 **1. Meeting Minutes**

19 **MOTION:** by Selectman Lyons

20 *Move to accept the minutes of the Board of Selectmen Regular meeting on November 3,*
21 *2008 as written*

22 **SECOND:** Selectman McBride

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

24 The motion carried unanimously.

25
26 **2. Chairman Comments**

27 Chairman Roth reported the Board of Selectmen had held interviews for an opening on
28 FMAC (Flood Mitigation Action Committee) and congratulated Paul Laroche on his
29 appointment as a member at large, with no expiration to the term.

30
31 Chairman Roth spoke about doing some self improvement workshops the Board intended to
32 hold. She stated the Board would be inviting the LGC to do an Ethics workshop for the
33 selectmen and encouraged other committees and boards to look at self improvement also.

34
35 **3. Status of the Palmer School**

36 Mr. Sistare reported they had discovered some structural issues with the Palmer School and
37 that Mr. Dillon, Recreation Director has followed up on the issues and was in attendance to
38 provide the Board with a status report, as the engineer's report requires the Board's
39 immediate attention.

40
41 Mr. Dillon, Recreation Director introduced himself and handed out a memo summarizing the
42 results of a structural assessment which was done this week. He pointed out the engineers
43 found that the roof of the building does not meet code requirements, and there is concern
44 regarding snow loading. He reported the engineer had provided three options for replacing
45 the roof and explained each of these to the Board along with the estimated costs. Mr. Dillon
46 also stated he had met with members of the Town Building department who recommended

1 they obtain a second opinion and he has scheduled this for Friday. He stated he was looking
2 for guidance from the Board on how he should proceed.
3

4 ***Discussion:***

5 Chairman Roth provided some history of the building and the renovations which have taken
6 place over the years. She stated she was concerned about the cost estimates, and suggested
7 talking to Mrs. Beverly Glynn of the Historic Society as she had experience in using
8 alternative materials in historical buildings which are less costly. She inquired of Mr. Dillon
9 whether the program at the Palmer School needs to cease immediately. Mr. Dillon responded
10 that after talking to the engineer about her report, the situation is not as severe as had first
11 appeared.
12

13 Selectman McBride clarified the number of students who attend the Pre K and Kindergarten
14 program. He also clarified that the DPW will add clearing the snow off the roof to their
15 duties. He then recommended the Town make minimal repairs to the roof.
16

17 Selectman Hargreaves recommended closing the building completely and not to spend
18 anything on the building. He suggested they move the program to the Foss School for a year,
19 explaining some programs could be moved from there to the Senior Center which would free
20 up classrooms. There followed a discussion with Chairman Roth regarding moving the
21 group currently housed in the Foss School.
22

23 Selectman Lyons suggested they close the Palmer School as soon as possible. He pointed out
24 they have an obligation to complete the program and stated they should leave it to staff to
25 come up with an alternative location for the program.
26

27 Selectman Barnes explained that if they do the work on the roof it would be necessary to
28 install a sprinkler system to meet code and this could account for 75% of the cost. He
29 suggested they move the program out of the building, pointing out it is not on Town water
30 either and will continue to cost the Town money.
31

32 Chairman Roth then summarized the consensus of opinion of the Board, that safety is the
33 first issue. She made a recommendation to move the program as soon as possible and the
34 Board could discuss at a later date what they wish to do with the building. She spoke about
35 the Board attempting to keep costs down, stating it will not burden the Town with more. She
36 also requested that Mr. Sistare obtain another estimate for the repairs.
37

38 Selectman Hargreaves suggested setting a deadline for moving the children out and there
39 followed a discussion at the end of which Chairman Roth charged Mr. Sistare to have the
40 program moved out with immediate effect.
41

42 **4. Salem Charter Reform Committee Recommendation Review**

43 Mr. Sistare provided background to the current situation pertaining to the SCRC. He
44 reminded the Board of the ways in which changes to the charter can take place and
45 summarized the recommendations made by the SCRC as a result of their review of the
46 charter.

1 **Discussion:**

2 Chairman Roth handed over to Selectman Lyons who deferred to the rest of the Board for
3 their comments.

4
5 Chairman Roth clarified she was looking for discussion with the Board on the options.

6
7 Selectman McBride stated he would not support anything which would cost the Town
8 money, such as if a Special Town Meeting had to be called. He agreed they do need to make
9 amendments to the sections relating to the Budget Committee as recommended by the SCRC.

10
11 Chairman Roth provided information on the process relating to forming a Commission
12 according to State statute for clarification.

13
14 Selectman Barnes stated it would be his recommendation to move forward with two
15 amendments – one for the Budget Committee as required by the State and the addition of an
16 Ethics section.

17
18 Selectman Hargreaves agreed with Selectman McBride that he did not wish the Town to
19 spend money and supported Selectman Barnes' recommendations. He suggested the Board
20 find out what residents want.

21
22 There followed a discussion with Mr. Sistare regarding the costs of an election.

23
24 Selectman Lyons stated he would support a Charter Commission and thought that a review of
25 the charter from time to time was healthy.

26
27 Chairman Roth clarified the process and timing of amendments with Mr. Sistare, and read the
28 SCRC recommendations for the benefit of viewers. She asked Mr. Sistare to obtain hard
29 numbers for any costs for the next Board meeting and to include details of how it would be
30 put together, and the Board affirmed this.

31
32 **5. Impact Fee Study Update**

33 Mr. Sistare reported the Planning Board is continuing to work on traffic studies and handed
34 over to Mr. Scott, Community Development Director for further explanation of why he had
35 come before the Board. Mr. Scott provided further information on the studies and impact
36 fees, explaining the fees need to be updated and referred the Board to his memo to Mr.
37 Sistare dated November 14, 2008 which was included in the Board's packets.

38
39 **MOTION:** by Selectman Hargreaves

40 *Move that the Salem Board of Selectmen hereby authorizes the use of \$16,000 as follows:*
41 *\$10,000 from the Traffic Impact Fees and \$6,000 from the Depot Trust Fund for the*
42 *purposes of updating and amending the Town of Salem Traffic Impact Fee System as*
43 *outlined in the scope of services from VHB dated November 6th as attached hereto.*

44 **SECOND:** Selectman McBride

45 **Discussion:**

46 In response to a query from Selectman Barnes regarding the areas affected by the study, Mr.

1 Scott provided details of the geographic areas, clarifying they are mainly commercial areas.

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

3 The motion carried unanimously.

4
5 **6. Hawkins Farm Property**

6 Mr. Sistare introduced the topic and handed over to Conservation Commission Chairman Bill
7 Carter for further explanation of why he had come before the Board.

8
9 Mr. Carter introduced himself, Diane Kierstead of the Salem Housing Authority, Mr.
10 Moldoff, and members of the Conservation Commission who were in attendance. He
11 explained the Conservation Commission wished to work with the Salem Housing Authority
12 to put a family in need of affordable housing into the house on Hawkins Farm, which the
13 Commission had recently purchased. He further explained the Harris family wished to farm
14 the property and work on setting up community gardening. In addition he stated the
15 Conservation Commission planned on putting in a nature trail along the edge of the property
16 for use by the public and asked for the Board's agreement to work out a deal with the
17 Housing Authority on renting the house.

18
19 ***Discussion:***

20 Selectman McBride stated he thought this was a good idea and stressed the family who
21 moves in would need to understand what else is being done on the property and that it is
22 Town land.

23
24 In response to a query from Selectman Hargreaves regarding who takes ownership of the
25 property, Mr. Carter stated this would be worked out with the Housing Authority. Ms.
26 Kierstead provided further explanation regarding who had responsibility for maintaining the
27 home, and there was further discussion regarding maintenance costs and rental revenue from
28 the home which would go into the General Fund. There was further discussion after
29 Selectman Hargreaves suggested setting up a trust fund for revenue and maintenance on the
30 property.

31
32 Ms. Kierstead reported they would like to have the home occupied by January 1, 2009 and
33 confirmed for Selectman Hargreaves there would be no additional cost to the Town of doing
34 this.

35
36 Selectman McBride agreed with the idea of a trust fund. Mr. Carter offered to provide a tour
37 of the house for the Board. There followed a discussion between Chairman Roth and Mr.
38 Carter regarding the community gardening possibilities.

39
40 In response to a request by Selectman McBride for a maintenance plan, Mr. Carter clarified it
41 would need to be a three year plan as the home would have to be paid off or sold by the end
42 of that time, as stipulated in the agreement.

43
44 In response to further queries regarding maintenance of the driveway in winter, Ms.
45 Kierstead stated this will be worked out in the negotiations.

1 Mr. Carter provided an explanation of what the Conservation Commission will be doing to
2 develop the nature trail.

3
4 The Board gave their support for the project with the Housing Authority.
5

6 **7. Town Manager's Report**

7 Mr. Sistare stated he had nothing further to report apart from requesting a non-meeting
8 meeting with the Board directly following the Board meeting.
9

10 **8. Selectmen Reports/Correspondence**

11 Selectman Hargreaves announced details of the Lions Club tree lighting ceremony. He also
12 confirmed the deadline for anyone wishing to join the Holiday Parade. He issued another
13 call for names of family and friends in surrounding areas who are serving overseas and who
14 would benefit from receiving a package through the Christmas for our Troops scheme.
15

16 **9. Old Business Tabled/Pending**

17 There were no items to be discussed.
18

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

20 There were no items under this topic.
21

22 **Upcoming Meetings**

- 23 ○ December 1, 2008
 - 24 ○ December 8, 2008
 - 25 ○ December 15, 2008 (if required)
- 26

27 • **Upcoming Events**

- 28 ○ Holiday Parade on November 30, 2008 from 1:00 to 3:00 p.m.
- 29

30 **MOTION:** by Selectman Hargreaves

31 ***Move to adjourn the meeting***

32 **SECOND:** Selectman McBride

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

34 The motion carried unanimously.
35

36 Without further business, the meeting adjourned at 8:23 p.m.
37

38 Notes/Minutes Taken by: Sandra Maxwell

39
40 Approved: Board of Selectmen

41
42 Date: December 1, 2008