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**MINUTES OF THE
BOARD OF SELECTMEN**

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**MEETING OF
June 4, 2007**

10 The Board of Selectmen held a meeting on Monday June 4, 2007, at Salem Town Hall, 33
11 Geremonty Drive, Salem, NH.

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

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CALL TO ORDER

19 Chairman McBride called the meeting to order at 7:00 p.m. with the Pledge of Allegiance and
20 introduced the Board members, Town Manager Dr. Henry E. LaBranche and members of the
21 Town staff.

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1) Meeting Minutes

27 **MOTION:** by Selectman Barnes

28 *Motion to accept the minutes of the Board of Selectmen meeting on May 14, 2007 as
29 printed*

30 **SECOND:** Selectman Hargreaves

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

32 The motion carried unanimously.

33
34 **MOTION:** by Selectman Barnes

35 *Motion to accept the minutes of the Board of Selectmen meeting on May 21, 2007 as
36 printed*

37 **SECOND:** Selectman Hargreaves

38 **VOTE:** 5-0-0

39 The motion carried unanimously.

40
41 **MOTION:** by Selectman Barnes

42 *Motion to accept the sealed minutes of the Board of Selectmen Non Public Session on May
43 21, 2007 as printed*

44 **SECOND:** Selectman Hargreaves

45 **VOTE:** 5-0-0

46 The motion carried unanimously.

47
48 **MOTION:** by Selectman Barnes

49 *Motion to accept the sealed minutes of the Board of Selectmen Non Public Session on May
50 29, 2007 as printed*

51 **SECOND:** Selectman Hargreaves

52 **VOTE:** 5-0-0

53 The motion carried unanimously.

1 **2) Chairman Comments**

2 Chairman McBride stated he had no comments at this time.

3
4 **3) Accept Grants for Police Department and Recreation Department**

5
6 **a. Police Department**

7 Dr. LaBranche introduced Captain Shawn Patten. Captain Patten stated he wished to
8 request the Board of Selectmen accept a grant for \$3,000 from the Department of Justice
9 which would be used to continue the Police Department's effort to curb under age
10 drinking. Captain Patten stated that under age drinking was still a problem in the Town,
11 citing several instances recently where police had made arrests.

12
13 Selectman Hargreaves asked whether there was a line item against which the grant could
14 be offset and Dr. LaBranche explained that the grant was supplemental to the budget.
15 Chairman McBride explained that the grant must be used for the purpose it was applied
16 for.

17
18 **MOTION:** by Selectman Roth

19 ***Move in accordance with RSA 31:95(b) to accept a grant in the amount of \$3,000.00***
20 ***from the NH Department of Justice to be used by the Police Department for***
21 ***enforcement of underage drinking laws.***

22 **SECOND:** Selectman Hargreaves

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

24 The motion carried unanimously.

25
26 **b. Recreation Department**

27 Dr. LaBranche explained that the next two items pertained to the Recreation Department
28 and the second item was for information only. He introduced Ms Julie Kamal,
29 Recreation Director.

30
31 **Wal-Mart:** Ms. Kamal introduced herself and explained the first financial gift received
32 had come from Wal-Mart in Methuen in the amount of \$750.00 which they requested be
33 used for the upkeep of the Field of Dreams.

34
35 Ms. Kamal explained the second item related to the warrant article for the purchase of
36 playground equipment at Michele Memorial Park, for which the Salem Youth Baseball
37 Association had donated \$5,000 to help purchase the equipment. She stated that the
38 Recreation Department was working closely with the Youth Baseball Association to have
39 the equipment installed in late summer, early fall.

40
41 Selectman Roth stated she was surprised that it was the Wal-Mart in Methuen who had
42 donated money to the Field of Dreams and Ms. Kamal stated that Wal-Mart in Salem
43 helped on occasion by donating goods.

1 **MOTION:** by Selectman Roth

2 *Motion in accordance with RSA 31:95(b) to accept a donation in the amount of*
3 *\$750.00 from Wal-Mart, Methuen to be used for maintenance and upkeep of the Field*
4 *of Dreams Park and Playground*

5 **SECOND:** Selectman Hargreaves

6 Selectman Roth asked for an amendment to the motion to include the designation that the
7 donation had been received from the Methuen Wal-Mart as she felt they should receive
8 credit. The other members of the Board agreed.

9 **VOTE:** 5-0-0

10 The motion carried unanimously.

11
12 **Salem Youth Baseball:**

13 Dr. LaBranche stated that he would come back to the Board with the official acceptance
14 of the \$5,000 from the Salem Youth Baseball Association as the amount required a public
15 hearing which has been set for June 18th. Dr. LaBranche explained for Selectman
16 Hargreaves that the tax rate had been raised taking into consideration this donation, as
17 they had been aware it was forthcoming.

18
19 **4) Appoint CIP Budget Committee Representative**

20 Dr. LaBranche explained the final appointment for the CIP Committee was the
21 recommendation made by the Budget Committee and the Board of Selectmen now had the
22 authority to appoint their representative.

23
24 **MOTION:** by Selectman Barnes

25 *The Board of Selectmen to hereby appoint James Randazzo as the Budget Committee*
26 *representative to the 2008-2018 Capital Improvements Program Committee*

27 **SECOND:** Selectman Lyons

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

29 The motion carried unanimously.

30
31 **5) Housing Authority – New Hampshire Housing Finance Authority Application for Low**
32 **Income Tax Credits**

33 Dr. LaBranche explained Mr. Scott, Community Development Director had provided
34 information for the Board of Selectmen relating to the co-operation between the Town and
35 the Salem Housing Authority. He explained that they were looking for a letter of support
36 this evening from the Board for the Salem Housing Authority to make an application to the
37 NH Housing Financing Authority for low income housing tax credits. He handed over to Mr.
38 Scott for an explanation of how the Town was assisting the Salem Housing Authority with
39 development of senior affordable housing.

40
41 Mr. Scott explained the Town gets additional points if they have a designated Community
42 Revitalization District, and the Town and the Housing Authority has taken a look at the
43 opportunities for the best location within the existing Housing Authority properties for a
44 revitalization district. He stated they felt that Braemoor Woods would be the best area for
45 this designation as it is located where people can access services and in an area of like
46 housing types. He also explained that the Housing Authority can refer back to this resolution

1 as they apply for additional grants. Mr. Scott said he thought the Housing Authority should
2 be given credit for moving ahead with this project and that the land had been donated to them
3 by Mr. Lewis the developer, to develop 12 units as part of the tax credit program. Mr. Scott
4 explained that there was a letter of support and a resolution articulating the targeted
5 revitalization area before the Board. He clarified that if the Board wished in the future they
6 could expand the designation to other areas.

7
8 **a. Letter of Support:**

9 **MOTION:** by Selectman Hargreaves

10 ***The Board of Selectmen hereby votes to support the Salem Housing Authority's***
11 ***application for Low Income Housing Tax Credits to the New Hampshire Housing Finance***
12 ***Authority for the construction of 12 units of affordable senior housing and other site***
13 ***improvements. The findings for the vote are documented in a letter dated June 4, 2007***
14 ***from the Chairman of the Board to Chairman of the Housing Authority, George Maihos***

15 **SECOND:** Selectman Barnes

16 Chairman McBride pointed out that the motion should be amended with the date of the letter
17 reading June 5th, 2007 and Selectman Hargreaves corrected the motion.

18 **VOTE:** 5-0-0

19 The motion carried unanimously.

20 Chairman McBride stated he would sign the letter and would provide a copy for the Press
21 (attached).

22
23 **b. Community Revitalization District:**

24 Mr. Scott stated the resolution shows that the Town is co-coordinating its efforts and
25 articulates this in a formal vote

26 **MOTION:** by Selectman Hargreaves

27 For wording of the motion see the Resolution document – Salem Targeted Community
28 Revitalization Area Designation, attached. Selectman Hargreaves read the resolution out
29 for the benefit of the public and the Board.

30 **SECOND:** Selectman Barnes

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

32 The motion carried unanimously. Chairman McBride passed the resolution paper around
33 for each Board member to sign.

34
35 **6) Public Safety, Education, and Government Communication Fiber Optic Network**

36 Dr. LaBranche explained that the Town was working in conjunction with the School District
37 to advance a fiber optic network which would add value to Public Safety, the PEG
38 communications and also to the public. He stated that one of the objectives in all the
39 discussions with vendors has been the development of a WAN (Wide Area Network) and
40 events have taken place in the past 18 months which have reinforced the need for this. He
41 explained that there is a need to address communications problems, including the public
42 safety network currently housed in the old North Salem fire station, and that installation of its
43 own fiber optic network would provide the Town with control over its destiny and makes the
44 most sense at this time.

45
46 Mr. Bill Scott introduced himself, referring to his memo of June 1st, 2007 which outlines the

1 fiber optic project (attached). He outlined the main points in his memo and in the Public
2 Safety, Government, Education, Institutional Network (PSGEINet) document, attached Mr.
3 Scott made the point that the project would cover communications across all municipal
4 facilities from centrally located servers, create redundancy, and tie into Government
5 institutions. He indicated on a diagram what would be connected to the network, mentioning
6 Utilities stations and pointing out that the Town could better control and manage these. He
7 also explained that having the management and control in the hands of the IT Department
8 could create better security and reliability. He stated that if the ITS program used fiber optic
9 instead of going wireless it could fill some of the gaps in the Fiber Optic program.

10
11 Mr. Scott explained that they would be able to transmit more data thereby enhancing
12 emergency communications (i.e. GIS and aerial photography can reside in one area). He also
13 stated that it would provide

- 14 ○ Direct access to cable television for the placement of live safety alerts for the benefit
15 of the public.
- 16 ○ Better speed and security for traffic response management
- 17 ○ Opportunity to create redundancy in the ITS system

18
19
20 He showed a network diagram for the communications network using fiber which showed
21 that it was a much better way to do things.

- 22 ○ Better communications with Government administrative bodies
- 23 ○ Ability to match funds when doing the project in concert with ITS and education
24 networks
- 25 ○ Ability to create a central server rather than different separate networks which would
26 enable consolidation of equipment for the education network.

27
28
29 Mr. Scott indicated what the next steps would be, i.e. route selection for the fiber;
30 determining strand count and head end needs; creation of program integration plans across
31 multiple functions; creation of a financial plan to fund integrated scope for cost efficiency;
32 creation of bid specifications and bidding the project. He then explained what the next steps
33 were with the Board of Selectmen as follows:

- 34 ○ June - request \$65,000 to create bid level documents from the cable franchise fees
- 35 ○ August – present design details to the Board of Selectmen; bid project
- 36 ○ September – request funds for construction

37
38
39 ***Discussion:***

40 Referring to a prior problem with one of the vendors, Verizon, Selectman Roth asked if there
41 was any way the Town can integrate what fiber has already been laid in the Town to save on
42 cost. Mr. Scott responded that this had been the original plan, however it appeared that it is
43 better that the Town owns the whole system and they are not then encumbered by
44 commercial aspects, and it would provide the Town with control over the system.

45
46 Chairman McBride and Dr. LaBranche both provided input with regard to the disadvantages

1 of the ascertainment process with vendors and the advantages to installing a network owned
2 by the Town and Selectman Roth clarified that what she heard was that, because of the fact
3 that there was an ongoing problem negotiating with vendors, and because the Town would
4 benefit from having control, it would be better at this point for the town to lay their own fiber
5 optic capabilities rather than depend upon or negotiate with a vendor.

6
7 Mr. Scott, Ms. Crescenzi, IT Director and Dr. LaBranche further explained that the Town
8 would need to install its own fiber optic to gain more security.

9
10 Selectman Roth pointed out that she felt the dialog which had taken place was important to
11 the presentation, and she appreciated the input of the staff and the quality of their
12 presentation as they had presented a good argument for the Town to lay their own fiber.

13
14 Selectman Hargreaves asked how much money was available in the Cable Trust Fund and
15 Dr. LaBranche explained that there was an approximate total as of May 1st of \$721,000.
16 Selectman Hargreaves asked for an estimate of the cost to the Town for installing its own
17 fiber optic network and Mr. Scott explained that this was the reason they needed the \$65,000.
18 Dr. LaBranche explained that this was a figure not to be exceeded. He stated that if it were
19 possible to get the project done for less then the remaining money would be left for
20 implementation of the project. Mr. Scott stated he would come back to the Board with a
21 figure when they have a scope for the project.

22
23 Dr. LaBranche and Chairman McBride clarified for Selectman Hargreaves that the \$65,000
24 came from cable franchise fees.

25
26 Mr. Scott clarified for Selectman Lyons that the School District would be able to connect all
27 their facilities via one set of servers rather than have multiple networks. Dr. LaBranche
28 explained that a result of the synergy would be the ability to directly communicate events
29 live to emergency services where necessary.

30
31 Mr. Scott then clarified for Selectman Lyons that as the other departments had been looking
32 at installing networks it made sense to tie them all together and do them all at once.

33
34 Mr. Scott explained for Selectman Lyons that the ITS consultant would do all the network
35 planning and help with some of the head end equipment, and they would also do the bidding.

36
37 Mr. Scott clarified for Selectman Hargreaves that the Town would have a contract with a
38 company to maintain the system.

39
40 Selectman Hargreaves also asked that Mr. Scott bring the issue of whether it will be
41 necessary to hire a new person to run the system to the Board at the next follow up session.

42
43 Mr. Scott clarified for Chairman McBride that the data which would go out over the system
44 would include video, audio, large data and GIS.

45
46 Ms. Crescenzi confirmed for Chairman McBride that the T1 lines in use currently would

1 eventually no longer be required.

2
3 Chairman McBride pointed out that he felt this was a case where Government can be run like
4 industry, with taxpayers benefiting and funds will come out of the trust funds, therefore it is a
5 win, win situation. He also pointed out that the Board does need to know what costs are.

6
7 **MOTION:** Selectman Lyons

8 ***Motion to authorize the expenditure of a sum not to exceed \$65,000 from the Salem Cable***
9 ***TV Public Access Channel Trust Fund to cover the engineering costs of planning a fiber***
10 ***optic public safety, education, and government communication network in the Town of***
11 ***Salem***

12 **SECOND:** by Selectman Barnes

13 **VOTE:** 5-0-0

14 The motion carried unanimously.

15 Mr. Scott confirmed they would come back to the Board in July or August to follow up.

16
17 **7) Town Manager's Report**

18 Dr. LaBranche provided an oral update of the infrastructure projects as follows:

- 19 • work will begin on North Main Street and East Broadway on June 18th, between Evergreen
20 and Mill Pond Roads
21 • the Town will work with NH DOT to get the binder coat down between Zion Hill up to
22 Nathan's Way

23
24 Chairman McBride clarified that the work would continue all the way from Evergreen up East
25 Broadway.

- 26
27 • Dawn Street sewer project – construction is expected to begin on July 9th with most of the
28 work to be done by October, with the entire project completed by November.
29 • Marsh/Elmwood Roads sewer project – bid is scheduled for June 20th with substantial
30 completion by late fall (November 1st), with final completion in spring 2008
31 • Linwood Area Road Improvement – construction to begin mid July and is expected to be
32 complete this fall
33 • Mary Ann/Elsie Road Improvement – is still under design; construction is due in the fall;
34 currently working on wetland permits and relocation of utility poles
35 • Wheeler/Millville dams – Wheeler is moving well and the spillway has been completed;
36 both projects are expected to be complete in fall 2007. Dr. LaBranche stated that there
37 would be no draw down for this work
38 • Taylor Reservoir – design is nearly complete; bid specs should be ready by mid June with
39 late summer construction. Dr. LaBranche confirmed for Chairman McBride that this project
40 would be completed this year.

41
42 **a. Council on Aging Resignation:**

43 Dr. LaBranche stated that following the resignation of Bette Beshara from the Council on
44 Aging, he has put out a call for candidates.

1 **b. *Property Tax Bills Mailed:***

2 Dr. LaBranche confirmed that he had provided a copy of the Tax Collector's letter
3 regarding the property tax bills for 2007. He confirmed that the bills went out last week
4 and they are due on July 2nd.

5
6 **c. *Announcement of Town Manager Candidates:***

7 Dr. LaBranche stated he was officially announcing to the public who the four finalists are
8 for Town Manager position. He announced their names and current places of
9 employment along with their current place of residence (see attached list). Dr.
10 LaBranche also stated that the Board has already interviewed Mr. Sistare as he is now on
11 active duty in Iraq and that the rest of the interviews would take place next Monday
12 evening, June 11th.

13
14 **8) Selectmen Reports/Correspondence**

15 Selectman Hargreaves brought up the issue of potholes on Sand Hill Road; Route 28; Shore
16 Road.

17
18 Selectman Hargreaves commented on articles he had read in the Salem Observer regarding
19 the Board of Selectmen reading motions from papers in front of them. He explained that
20 motions are written by town employees to ensure they are legally correct and accurate.
21 Chairman McBride pointed out that they are suggested motions and the Board has the
22 prerogative to change them if they wish.

23
24 Selectman Roth wished to share with the public that Beverly Glynn is organizing a visit on
25 June 20th by Country Schools of North America. Selectman Roth explained that 54
26 representatives of the organization will attend at 9:30 a.m. and encouraged anyone who
27 might be available to attend. She also stated that Ms. Glynn wished to extend her
28 appreciation for the work the volunteers had done to clean up the grave yard/cemetery in the
29 historic area.

30
31 Selectman Lyons obtained clarification from Dr. LaBranche that they had been able to read
32 the water meter mentioned in his management report last week.

33
34 Selectman Barnes stated that he had provided the Board with a letter from the Police
35 Building Committee explaining that they had requested proposals from 80 different
36 architectural firms to assist in drafting the language for the design/build contractor. He stated
37 that three firms had responded and the Committee is recommending that they accept
38 Goodrow Associates and Architects, located in Chester, New Hampshire who has designed
39 police stations in Merrimack and Somersworth, New Hampshire and they were also hired by
40 Londonderry and Hampton to oversee both the design and construction of those stations.

41
42 Chairman McBride announced some upcoming events (see below) and that the Board had
43 received a letter thanking the DPW for installing a new water line and fixing the faucets at
44 the cemetery. He also announced that a walk of the town border would take place on June
45 8th beginning at the Town Hall at 9:30 a.m., going to Pelham; and on June 13th going to
46 Derry. He invited members of the public to join these walks.

1 **9) Old Business Tabled/Pending**

2 There were no items for discussion under this agenda item.

3
4 • **ADDITIONS AND/OR REQUESTS BY PUBLIC OR BOARD BY VOTE**

5 There were no items for discussion under this agenda item

6
7 • **UPCOMING MEETINGS**

- 8 ○ June 11, 2007–Non-Public Session
9 ○ June 13, 2007–Joint Meeting with Budget Committee
10 ○ June 18, 2007–Regular Meeting
11 ○ June 25, 2007–Right-to-Know Law Workshop Session/Lancaster Fund Workshop

12
13 • **UPCOMING EVENTS**

- 14 ○ June 10, 2007 - Fire Department Memorial Sunday – Central Fire Station
15 ○ June 14, 2007 – Police Memorial Service – Boys & Girls Club
16 ○ June 20, 2007–Hose House #5-Country School Association of America Visit

17
18 **MOTION:** by Selectman Hargreaves

19 ***Motion to adjourn the meeting***

20 **SECOND:** Selectman Barnes

21 **VOTE:** 5-0-0

22 Without further business, Chairman McBride adjourned the meeting at 8:05 p.m.

23
24 Notes/Minutes Taken by: Sandra Maxwell

25
26 Approved: Board of Selectmen

27
28 Date: June 18, 2007