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**OF THE
BOARD OF SELECTMEN**

**MEETING OF
October 13, 2008**

7 The Board of Selectmen held a meeting on Monday October 13, 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 7:10 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 There were no minutes for approval.

20
21 **2. Chairman Comments**

22 Chairman Roth announced that the Board had conducted an interview session prior to the
23 meeting and have appointed Mr. Patrick McDougall to the Conservation Commission as an
24 alternate member. She then asked for a moment of silence for Mr. Bill White, a member of
25 the Conservation Commission who recently passed away.

26
27 **3. Accept Flag from Army Specialist Robert Ventullo**

28 Mr. Sistare explained the Town had received a donation of two American Flags and handed
29 over to Bill Ganley, Deputy Police Chief who provided further information about the
30 donation to the Police and Fire Departments from Army Specialist Robert Ventullo. He then
31 recognized Specialist Ventullo who gave a brief statement. Chairman Roth read a letter of
32 appreciation which had been signed by the Board, presenting it to Specialist Ventullo and
33 thanking him and his family.

34
35 **4. Police Department**

36 Mr. Sistare recognized Captain Shawn Patten to explain about the various grants before the
37 Board for acceptance.

38
39 ***a) Accept Grant from NH Police Standards & Training Council***

40 Captain Patten explained there were two grants of \$1,000 each which would be used toward
41 training for two police officers to attend the Massachusetts Police Leadership Institute in
42 Lowell, Massachusetts.

43 **MOTION:** by Selectman Barnes

44 ***Move in accordance with RSA 31:95(b) to accept two grants totaling \$2,000 from the New***
45 ***Hampshire Police Standards and Training Council to reimburse the Town for two***

1 *sergeants to attend leadership training at the Massachusetts Police Leadership Institute in*
2 *Lowell, Massachusetts.*

3 **SECOND:** Selectman Hargreaves

4 **VOTE:** 5-0-0

5 The motion carried unanimously.

6
7 **b) *Accept Donation from Target Stores***

8 Captain Patten explained the Town had received a \$750 grant from Target Stores which will
9 be used to purchase additional barricades for the Emergency Management Trailer

10 **MOTION:** by Selectman McBride

11 ***Move in accordance with RSA 31:95(b) to accept a grant in the amount of \$750 from***
12 ***Target Stores for the Police Department to purchase equipment for the Emergency***
13 ***Management Trailer.***

14 **SECOND:** Selectman Hargreaves

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

16 The motion carried unanimously.

17
18 In response to Chairman Roth's query as to who does the grant writing, Captain Patten
19 explained the officers share this responsibility aided by himself, and Chairman Roth stated
20 the Board and Town appreciate their efforts to obtain additional funding and save the Town
21 money.

22
23 **c) *Accept Donation from Gretel Spencer Robbins Fund to K-9 Fund***

24 Captain Patten explained this \$400 donation had been received from Mr. Ralph Spencer in
25 memory of his daughter and would be used to support the K9 Program.

26 **MOTION:** by Selectman McBride

27 ***Move pursuant to RSA 31:95(b) that the Town of Salem accepts a donation from the***
28 ***Gretel Spencer Robbins Memorial Fund in the amount of \$400 for the Salem Police K-9***
29 ***program.***

30 **SECOND:** Selectman Hargreaves

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

32 The motion carried unanimously.

33
34 Selectman McBride asked Captain Patten about the police preparation for the visit of Sarah
35 Palin on Wednesday, October 15, 2008. Captain Patten stated there has been a public service
36 announcement to avoid the vicinity of Geremonty Drive on Wednesday afternoon due to this
37 Republican National Committee event. Selectman Hargreaves asked whether it was likely to
38 affect access for the Budget Committee meeting at the Town Hall and Mr. Sistare stated he
39 would work things out with the Chairman of the Budget Committee.

40
41 Captain Patten reported that the Police department had received the motor cycles, and the
42 officers had passed their tests. He stated the event on Wednesday would be a good
43 opportunity to use these vehicles, and in response to a query from Chairman Roth, he
44 explained when and how the vehicles will be used.

5. Council on Aging – Present Findings and Proposal for Senior Center Addition

Mr. Sistare reported that work is being done on the addition to the Senior Center and members of the Council on Aging and the Senior Services Director were present to seek Board approval to move to the next level of construction. Ms. Patti Drelick, Senior Services Director introduced herself. She referred the Board to their packets for a copy of the plans, and provided information on how the extension will be used and why the additional space is necessary. She pointed out the Senior Service Center will gain additional parking space as a result of the addition. Ms. Drelick stressed there would be no cost to the taxpayers as the Council on Aging will cover the costs, apart from a 10% increase in utilities. She added that the Council on Aging anticipates making a donation annually to the Town to offset this.

Discussion:

Chairman Roth gave a brief statement in which she commended the Senior Center employees for the additional utilities savings they had found this year.

In response to a query from Selectman Barnes regarding who has the authority for oversight of construction etc., Ms. Drelick explained that they are working very closely with Town staff throughout the project and Mr. Sistare confirmed it will be a Town project with the Town Manager as agent, and essentially the Council on Aging are making a donation with everything going through the Town's books.

MOTION: by Selectman McBride

Move to authorize the Council on Aging to construct a 1,500 square foot addition to the Russell & Roberta Ingram Senior Center as detailed in the attached plans submitted by Silverwatch Architects.

SECOND: Selectman Barnes

Selectman McBride suggested Ms. Drelick take all her background information when she presents her budget to the Budget Committee.

VOTE: 5-0-0

Ms. Drelick thanked the Council on Aging members for their support and work, introducing them to the Board.

Selectman Hargreaves requested that item 'a' under 'Old Business Tabled' on the agenda be moved up for discussion next.

MOTION: by Selectman Hargreaves

Move to remove the matter of the water abatement request for 11 Alta Avenue from being tabled and bring it to the next part of the agenda for discussion

SECOND: Selectman McBride

VOTE: 5-0-0

The motion carried unanimously.

6. 11 Alta Avenue – Water/Sewer Abatement Request

Mr. Sistare referred to the information on the abatement which had been prepared by Ms. Savastano, Finance Director, and outlined the three options put forward by her.

MOTION: by Selectman Barnes

Move that the Board of Selectmen abate \$1,859.60 from the water bill for 11 Alta Avenue, leaving the customer responsible for \$1,390.65

1 **SECOND:** Selectman Hargreaves

2
3 **Discussion:**

4 Selectman Barnes outlined what the Board has done in the past regarding abatements, and
5 stressed the importance of using a consistent principal. Selectman McBride stated it was his
6 opinion that Town policy should be that they go no farther back than three years figures in
7 making the calculation. Chairman Roth requested that Mr. Sistare draft a policy for the
8 Town regarding future abatements. There was further input from Selectmen Hargreaves and
9 Lyons. Mr. Sistare provided an explanation of the 50% abatement policy and how this had
10 come about.

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

12 The motion carried unanimously.

13
14 **7. Tax Increment Financing District (TIFD) Presentation**

15 Mr. Sistare introduced the topic, explaining there are steps which need to be taken and stating
16 he wanted to ensure the Board is ready for presenting this at matter at Town Meeting in
17 March. He recognized Mr. Scott, Community Development Director who gave a
18 presentation on the TIF District process, which included the following:

- 19 • An explanation of what a TIFD is
- 20 • Types of improvements it can be used for
- 21 • How it works

22
23 **Discussion:**

24 Chairman Roth obtained clarification on how the Town can reallocate the revenue when it
25 comes in, and Mr. Scott stressed there is no advantage to the developer from a TIFD. In
26 response to a query from Selectman Hargreaves, Mr. Scott provided an explanation with and
27 example which demonstrated the advantage of having a TIFD.

28
29 Mr. Scott also provided the following:

- 30 • An explanation of what the various sources of funding are used for
- 31 • The basic rules for setting up TIFD's as stated in RSA's (including information on
32 district limitations, a tax increment financing plan and advisory board which needs to be
33 set up)

34
35 **Discussion:**

36 Chairman Roth clarified that a TIFD can be developed for an existing project and that there
37 can be more than one district

38
39 Mr. Scott then outlined the steps and the schedule, which he stated is flexible.

40
41 **Discussion:**

42 Selectman McBride stated he thought a TIFD would unfavorably change the revenue stream
43 for the residents outside of the district. Mr. Sistare clarified that the school and county would
44 still get their full appropriation and that the TIF cannot keep more money than the financing
45 requires. Selectmen Barnes and McBride discussed the advantages of improvements with the
46 TIF versus improvements without it with Mr. Scott, and Mr. Scott cited examples of Town

1 projects where a TIFD would have enabled additional improvements earlier. He clarified for
2 Selectman Lyons that a TIFD can be used for maintenance projects, and outlined the two
3 areas the Town would be looking at setting up TIFD's for.
4

5 Mr. Sistare provided information on the types of projects TIFD's had been used for Jaffrey
6 and Keene. Selectman Lyons clarified that no money currently going into the General Fund
7 would be diverted, but that a TIFD will enable the Town to move forward on certain
8 improvements. There was further discussion between members of the Board, and Chairman
9 Roth clarified a TIFD would provide additional resource of funds. Mr. Scott described it as
10 gap financing.
11

12 Selectman Hargreaves raised a point about whether additional Town personnel etc. would be
13 required for TIFD's and a discussion took place with Mr. Scott providing clarification on
14 certain things for Selectman Hargreaves. Mr. Sistare clarified how the taxes will dealt with
15 and that a TIFD aids in development of the Town. Mr. Scott pointed out that the Town could
16 not rely on existing funding sources for projects which are required as they would not be
17 sufficient for the projects required. Chairman Roth clarified that the money received from a
18 TIFD will ultimately go into the General Fund and those new taxes which were raised would
19 only be shared with the TIFD for a limited time. There was further discussion.
20

21 Chairman Roth clarified that Mr. Scott was asking whether the Board would like him to
22 move forward with gathering the information required to present the TIFD at Town meeting.
23

24 **MOTION:** by Selectman Lyons

25 *Move to direct the Town Manager and Community Development Director to proceed with*
26 *the preparation of the appropriate documentation and backup material to develop a*
27 *proposal for consideration at Town meeting on two TIF Districts, one for the Depot area*
28 *and one for Pelham, Stiles and Manor Parkway as described by the Community*
29 *Development Director*

30 **SECOND:** Selectman Barnes
31

32 Mr. Scott stated he would be coming before the Board on several more occasions.

33 **VOTE:** 4-1-0 (Selectman Hargreaves voted against the motion)

34 The motion carried.
35

36 **8. Town Manager's Report**

37 Mr. Sistare reported that the problems regarding the width of Shore Drive have been
38 addressed with the construction company. Chairman Roth stated she would like to set up a
39 follow up meeting in two weeks to find out what their progress has been.
40

41 *a) Appoint FMAC Member at Large*

42 Mr. Sistare reported there has been confusion on the authority to appoint members to FMAC,
43 and based upon the concern of the Board he stated he would get the candidate in for
44 interview.
45

46 **MOTION:** by Selectman Barnes

1 *Move to table the appointment of the Member at Large to the Flood Mitigation Action*
2 *Committee until November 17, 2008 so that the Board can follow protocol to conduct*
3 *interviews*

4 **SECOND:** Selectman McBride

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

6 The motion carried unanimously.
7

8 **9. Selectmen Reports/Correspondence**

9 Selectman McBride requested a non meeting meeting at the end of the current meeting.

10 Chairman Roth polled the Board members:

11 Selectman Lyons – Yes

12 Selectman Barnes – Yes

13 Selectman McBride – Yes

14 Selectman Hargreaves – Yes

15 Chairman Roth - Yes
16

17 Selectman Hargreaves requested that Mr. Sistare obtain a date for the installation of the street
18 light on Wheeler Avenue.
19

20 Selectman Hargreaves read a letter the Board had received from Ms. Diane Paquette, a
21 resident of Pelham Road into record. This letter related to the culvert at the Pelham Road
22 Bridge and flooding in the area over the past few years. The letter expressed Ms. Paquette's
23 concerns that the warrant article will fail due to the way the financing for the bridge is being
24 put forward as part of other projects to the voters. Her suggestion to the Board is to revise
25 the bond articles. Please see a copy of the letter, attached, for details.
26

27 Chairman Roth stated that it was her policy not to read letters from residents into the
28 minutes, and provided an explanation of her reasons. Selectman McBride commented that he
29 is confident this will pass as the Board of Selectmen support it and Chairman Roth stated the
30 Board is not ignoring the concerns raised by the residents.
31

32 Selectman Hargreaves announced the next Holiday Parade meeting and put out an additional
33 call for donations.
34

35 Selectman Hargreaves raised the matter of the request for permission to erect a sign
36 advertising Toys for Tots. There followed a discussion, with input received from Mr. Scott
37 which included the fact that permission is only required if the sign is in the right of way. It
38 was also mentioned that the Code Administrator was concerned that the advertisement for the
39 business is larger than the Toys for Tots on the sign and the Board discussed the implications
40 of this. The discussion also included the timing of the procedure involved through the Zoning
41 Board of Adjustment which would affect this particular fund raising effort.
42

43 Mr. Scott agreed to talk to Mr. Maglio, the Codes Administrator, about obtaining the right
44 mix for the sign. He further clarified for Selectman Hargreaves that the Board of Selectmen
45 has no authority to provide permission as the sign is to be located on private property.
46

1 Selectman McBride initiated a discussion on the status of obtaining electronic banking for
2 the Town. Chairman Roth asked Mr. Sistare to add this topic to the agenda of the Board's
3 November 3, 2008 meeting, and that the figures involved regarding fees etc. are made
4 available for the discussion.

6 **10. Old Business Tabled/Pending**

7 **a) Water & Sewer Rate Model Discussion**

8 Referring to a memo from Ms. Savastano, Finance Director dated October 7, 2008 (as
9 included in the Board's meeting packet) Mr. Sistare provided an explanation of the
10 information in the memo. Mr. Sistare also stated he did not have motion prepared for the
11 Board, but that he was looking for direction on this matter from the Board. There followed a
12 discussion regarding an implementation date for any increases. Mr. Sistare stated he would
13 put the item back on the agenda for the Board's November 3, 2008 meeting.

14
15 Chairman Roth raised the matter which had come to the attention of the Board of two
16 properties located on Bridge Street with issues relating to the Demand Betterment
17 Assessment. A discussion took place on the issues surrounding these cases and the point was
18 made that they are awaiting legal advice.

19
20 Chairman Roth requested that a sub committee be set up to take a look at the Town policies
21 relating to DBA. There was further discussion between Board members relating to the LAIP
22 and whether the Town intended to push for a sewer system around the lakes. There was also
23 discussion regarding whether the matter relating to the Bridge Street residents should be
24 tabled. Mr. Sistare agreed to schedule a time for the Board to discuss this.

25 26 • **Additions/Requests by the Public**

27 There was no input from the public.

28 29 **Upcoming Meetings**

- 30 ○ November 3, 2008 – Chairman Roth stated the meeting would take place at the High School
- 31 ○ November 10, 2008
- 32 ○ November 17, 2008

33 34 • **Upcoming Events**

- 35 ○ As mentioned above.

36
37 **MOTION:** by Selectman McBride

38 ***Move to adjourn the meeting***

39 **SECOND:** Selectman Barnes

40 **VOTE:** 5-0-0

41 The motion carried unanimously.

42 Without further business, the meeting adjourned at 10:00 p.m.

43 Notes/Minutes Taken by: Sandra Maxwell
44 Approved: Board of Selectmen
45 Date: November 3, 2008