

**TOWN OF WALPOLE
MEETING OF THE SELECTBOARD
JULY 13, 2023**

Selectboard Present: Peggy Pschirrer, Chair, Cheryl Mayberry and Steven Dalessio

Staff Present: Sarah Downing, Manager of Administration; Elissa Brady, Lifeguard

CALL TO ORDER: Mrs. Pschirrer called this Selectboard meeting to order at 6:33 PM. She introduced herself, Peggy Pschirrer, Selectboard Chair, Cheryl Mayberry, Steve Dalessio, and Sarah Downing, Manager of Administration.

PAYROLL:

Mr. Dalessio moved to approve the Payroll Register totaling \$36,988.76 dated 7/14/23 and the 941 Payroll Tax Transfer of \$7,799.51. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

SELECTBOARD MEETING MINUTES:

SELECTBOARD MEETING – July 6, 2023: Mr. Dalessio moved to approve the Minutes of the Selectboard meeting of July 6, 2023. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry, and Mrs. Pschirrer in favor, the motion was approved.

SELECTBOARD NON-PUBLIC SESSION – July 6, 2023: Mr. Dalessio moved to approve the Minutes of the Selectboard Non-Public Session of July 6, 2023. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved. The minutes are to remain sealed.

COMMITTEE REPORTS:

Mr. Dalessio brought to the chair's attention the following committee reports:

- **Police Committee Meeting – June 12, 2023**

Mrs. Pschirrer acknowledged these minutes.

LAND USE CHANGE TAX:

Map and Lot# 005-044-003: Mr. Dalessio moved to approve the Land Use Change Tax for Map and Lot# 005-044-003 for \$9,890. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

OLD BUSINESS:

Letter to Dr. Shaw: Mrs. Pschirrer reviewed the letter prepared for Dr. Shaw, thanking him for his service as the Town's Health Officer. Mr. Dalessio moved to sign the letter of appreciation to Dr. Shaw. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved. Mrs. Pschirrer had called Dr. Simon Gascoyne and left him a message. Additionally, she sent him a letter asking that he please call the Selectboard Office.

Irving Diesel Contract: Mrs. Pschirrer presented a tax-exempt certificate from Irving. Ms. Mayberry moved that the chair sign the tax-exempt certificate for Irving. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved. Mr. Dalessio asked if an inspection had been scheduled for the diesel tank. Mrs. Downing stated that she was working on this and hoped to have this done tomorrow.

New Website and Photos: Mrs. Pschirrer stated that individual pictures have been requested for the new Town website. Mrs. Pschirrer then stated that the Zoning Board of Adjustment has objected to this request. Mrs. Pschirrer and Mr. Dalessio stated that individual pictures were not necessary. Mrs. Pschirrer stated that she would communicate this decision to Mrs. Gohl.

Lifeguard: Ms. Brady stated she has been at the pool for eight years. She felt there has been a lack of communication between the pool staff, the recreation director, and the pool manager. Ms. Brady reported that the lifeguards had not been given their pay rate sheets. Ms. Mayberry responded that adjusting the pay for lifeguards had been discussed. The intention is to adjust lifeguard pay rates. However, the Town is limited by the budget. The pay rate information will be available next week. Ms. Brady stated that the lifeguards are short-staffed, and that taking breaks is difficult given the limitation in staffing. Discussion commenced regarding the typical number of lifeguards present during the open pool hours. Mrs. Pschirrer commented that the pool should open at 11:00 AM instead of 10:00 AM because of limitations in staffing. Ms. Mayberry commented that new lifeguards are to be hired in the coming weeks. The Selectboard discussed the pay rates of neighboring municipal pools.

DRA 2022 Cyclical Revaluation Letter: Mrs. Pschirrer spoke to a recap of process with the DRA 2022 Cyclical Revaluation Letter and raised the question whether the Town wishes to do a Request for Proposal (RFP) for property assessing services. Mrs. Downing stated that other RFPs could be done.

NEW BUSINESS:

Ransom Consulting Scope of Work: Mrs. Pschirrer stated the Board had received a Scope of Work proposal for the Middle Street drainage site plan. Mr. Dalessio said that he had no problem with the estimate but clarified that this was half of the project. The remaining funds would come from the water/sewer budgets. Mr. Dalessio commented that the quote had a 6/27/2023 date with the Selectboard receiving the estimate today. The plan request was initiated on 5/03/2023. The scope of work would not start for another 3 weeks. Mr. Dalessio moved to sign the Purchase Order to do the engineering work for Middle Street at a cost not to exceed \$9,500 by Ransom Consulting and should be charged to the warrant article. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

OLD BUSINESS:

Houghton Brook Bridge: Mr. Dalessio spoke of a Houghton Brook Bridge option that could get the cost down to something palatable. Instead of putting in a temporary two-lane bridge, a one-lane bridge could be installed. Additionally, instead of using concrete, wood planking could be used which would reduce the temporary bridge cost. Mrs. Pschirrer commented that this road gets little traffic. Ms. Mayberry stated that it was a good idea. Mr. Dalessio will let Fuss and O'Neil know that this is acceptable.

NEW BUSINESS:

Building Permit Use: Mrs. Pschirrer stated that a house has been built on Old Keene Road near Hooper Road without a building permit. Mr. Dalessio stated that because there is no building permit that a Cease-and-Desist order should be delivered. Mrs. Pschirrer reviewed past meeting minutes reflecting on Selectboard statements which spoke of the need for a building permit. Mrs. Downing commented that the fine for building without a building permit was \$500. Mr. Dalessio said that a letter needed to be sent to the property owner regarding this matter.

NON-PUBLIC BUSINESS RSA 91-A:3 II (a) (e):

Ms. Mayberry moved to enter into Non-Public Session pursuant to RSA 91-A:3 II (a) (e) at 7:16 PM. Mr. Dalessio seconded. With Ms. Mayberry, Mr. Dalessio, and Mrs. Pschirrer in favor, the motion was approved.

The meeting was reconvened at 7:39 PM.

ADJOURNMENT:

Mrs. Pschirrer declared the meeting adjourned at 7:40 PM.

Respectfully submitted,
Jordan Cannon, Recording Secretary


Peggy L. Pschirrer, Chair


Cheryl Mayberry


Steve Dalessio

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the July 20, 2023, Selectboard meeting.)