

TOWN OF WALPOLE
STAFF MEETING
August 17, 2023

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

Staff Present: Sarah Downing (Manager of Administration); Richard Kreissle (Manager of Finance); Kraig Harlow (Recreation Director); Ben Hoy (Recycling Center Manager); Meghan Hansson (Town Clerk/Tax Collector), Jane Malmberg (Library Director), Mike Symonds (Interim Road Agent), Helen Dalbeck (Hooper Institute Executive Director)

CALL TO ORDER: Mrs. Pschirrer called the staff meeting to order at 5:00 PM in Walpole Town Hall.

MANAGERS' DISCUSSION: Mrs. Pschirrer began the meeting with information about the 2024 budget process. The Selectboard will be meeting on September 8th for the first meeting to discuss the 2024 budget. Departmental budgets are expected to be level funded. Managers can move money between line items but must keep to the same total expense as last year. Managers should start thinking about warrant articles to discuss at the departmental budget meetings in December. There was a discussion regarding encumbering funds for an extra year.

Mrs. Pschirrer noted that in March 2024, the Town Clerk and Tax Collectors Offices will be separate. There will be a new budget line for the tax collector. There was discussion about posting costs to the appropriate expense line to provide accurate expense figures. Mr. Dalessio said that on September 8th, the Selectboard creates a baseline budget by reviewing healthcare, insurance, heating, and other non-discretionary costs. Mrs. Pschirrer commented that department managers receive monthly budget reports from Mr. Kreissle and they should be reviewed. Mrs. Pschirrer introduced Mike Symonds, the interim road agent. Several department managers introduced themselves to Mr. Symonds.

At 5:20 PM, Mrs. Pschirrer began her presentation on listening. There was an interactive session between managers at the end of the session.

Chief Sanctuary, who was delayed due to a meeting conflict, entered the meeting. He gave statistics regarding driving under the influence (DUI). Also, there have been stalking incidents with electronic air tag devices being placed on vehicles. Chief Sanctuary thanked the Highway Department for removing vines from the police station sign on Church Street.

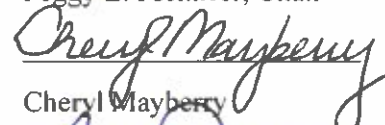
ADJOURNMENT:

Mrs. Pschirrer voiced her gratitude to those in attendance and called the meeting adjourned at 5:59 PM.

Respectfully submitted,
Sarah Downing, Recording Secretary Pro Tempore



Peggy L. Pschirrer, Chair



Cheryl Mayberry



Steven Dalessio

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the August 23, 2023, Selectboard meeting.)