

**TOWN OF WALPOLE  
STAFF MEETING  
AUGUST 16, 2018**

Selectboard Present: Peggy Pschirrer (Chair); Steven Dalessio; Cheryl Mayberry

Staff Present: Sarah Downing (Manager of Administration); Rich Kreissle (Manager of Finance); Michael Rau (Highway Department); Sandra Smith (Town Clerk/Tax Collector); Police Chief Michael Paquette and Lt. Justin Sanctuary (Police Department); Justin Cassarino (Recreation Department); Justine Fafara (Walpole Library); Paul Colburn and Kevin Pinsoneault (Recycling Center)

Staff Absent: Rebecca Whippie (Hooper Institute)

**CALL TO ORDER:** Mrs. Pschirrer called this Staff Meeting to order at 5:00 PM in the Walpole Town Hall. She advised this meeting is being recorded. The Selectboard asked for written reports but today we will focus on the Police Department and their grants. Later Mrs. Pschirrer wants to talk about the two Personnel Policy changes that will go into effect on January 1, 2019. The meeting was turned over to Police Chief Michael Paquette.

**Police Department – Police Chief Michael Paquette:**

Grants are applied for and awarded in the fall through the State of New Hampshire. The grant year they are working is 2017 – 2018 and patrols are done from October 1, 2017 to September 30, 2018. They have already applied for 2018-2019 grants and will know if and what they were awarded in September. When applying for grants, 3 years of data is collected by the State for DUIs, accidents, speed, road hazard stuff, etc. The State goes through the applications and awards the amount of grants to each town.

This past year they were awarded:

1. STEP Grant (\$3500 plus the money for OSC and Join the NH Clique)
  - a. Operation Safe Commute (\$2167.02)
  - b. Join the NH Clique (\$481.60)
2. Distracted Driving Grant (\$1740)
3. DUI Grant (\$3850)

STEP Grant – (Sustained Traffic Enforcement Patrols) – known as the “speed” grant.  
STEP patrols should be conducted during commute hours.

People who are awarded this grant must also participate in mandatory initiatives on certain set in stone dates. These are “Join the NH Clique” and “Operation Safe Commute”. They are out there to stop as many cars as they can. The State likes to see them stop 2-to-3 cars an hour.

- Join the NH Clique  
Seatbelt Enforcement  
Join the NH Clique must be conducted during daylight hours and it is recommended the patrols be at such locations as schools, shopping centers and other locations where drivers and passengers under 18 will be located. They have been running their times from 6:00 am to 10:00 am and 3:00 to about 7:00 pm as they are the heaviest traffic times. They also check to be sure children’s seatbelts/safety belts are working properly. These are all stats that get them ready for the next year’s grants.
- Operation Safe Commute  
One day/time each month is set by the State to perform safety patrols.

DWI – Driving Under the Influence Grant

Departments awarded the DUI enforcement Grants are required to conduct patrols during two national “Drive Sober or Get Pulled Over” mobilizations, which take place two times during the grant year.

Unless times are stated, DUI patrols should be worked between 6:00 pm and 3:00 am and be 4-6 hours in duration. They like these done on Fridays/Saturdays when people are out. They can target specific events like the Rockingham fireworks as long as they notify the State.

Distracted Driving Grant

Distracted Driving is not just cellphone use, but any action in which a driver is “distracted”. Using the radio, cellphone, etc. Distracted Driving Patrols are done during daylight hours.

During any grant patrol, officers shall be dedicated to TOTAL traffic law enforcement. Meaning – during a DUI patrol, an officer can pull someone over for speeding or for having a handheld device, not just suspicion of drunk driving.

The towns come up with 25% of the grants funding that is not reimbursed. Gas, maintenance and office time are not reimbursed. They are also busy with a lot of criminal activity. They have to be pro-active on the roads. Grants have gotten smaller over the years but they are beneficial for the community.

A new police officer graduates from the Police Academy tomorrow. The next time he does a presentation, Chief Paquette would like to use the speed radar trailer. Everybody wants it on their street. It will provide great information for them. Mrs. Pschirrer was impressed with the distance it could detect speed of a vehicle. There was discussion relative to possibly doing research on “bundling” a few small towns together as they all could use the funding. The officers make a lot of drug arrests; they do a great job.

The following report is for the period of July 16, 2018 to August 14, 2018. Their total number of calls for service was 266; following is the break down:

- Public Safety Calls:  
Emergency Calls – 30                      Administrative – 65                      Citizen Assists – 32
- Motor Vehicle Calls:  
Accidents – 7                                      MV Stops – 40                                      Traffic Safety – 32
- Criminal Investigations:  
Drugs/Alcohol – 11                      Crimes Against Persons – 43                      Crimes Against Property – 6

**Walpole Library:** Mrs. Pschirrer asked Mrs. Fafara to share how they received some interesting donations and the fundraising for the Library. Mrs. Fafara reported they now have a little over \$320,000; their goal is \$450,000. They have three grant applications out and hope to be awarded at least some of these. They had a gentleman and three friends who were going to Burdick’s for lunch but they stopped at the Library because they love libraries. They wrote a check as they were leaving. There was a family who was on their way up north but had to wait for some car repairs to be made so they came into the Library to wait for AAA. They ended up making a donation. They also have a piggy bank for children to drop their change in. One little girl empties her change purse into it every week. Mrs. Pschirrer noted that their Reading Room will be known as the Ken Burns Room because he is going to is contributing copies of his work to be housed in the library.

**Personnel Policy Changes:**

Compensation Time: Mrs. Pschirrer reported on January 1, 2019, there will be a cap on comp time. They will be able to keep and save whatever they have on December 31, 2018. After that they can earn up to

100 hours of comp time but then have to start using it. If they work over-time it will not be comp time but employees will be paid for it. The Town needs to control comp time. Copies of the new policy were distributed.

Vacation Time: Mrs. Pschirrer explained that, for clarification, effective January 1, 2019, full-time employees will accrue vacation time at 3.33 hours per month. Everybody will have an anniversary date of January 1, 2019. Employees will not lose what they have as of December 31, 2018. It is good for the soul to have everyone take vacation time. It relieves tension and stress. She hears compliments about the employees and the work they do.

BBQ: Mrs. Pschirrer hopes we have a good turn-out for the BBQ on Saturday, September 8<sup>th</sup>. The Pit Stop is doing the catering once again. Attendees are asked to bring a dessert to share.

Following are written reports submitted but not read at this meeting.

**Highway Department: Mr. Michael Rau**, Highway Department, submitted a report for the period of July 19, 2018 to August 16, 2018:

- Serviced trucks and equipment
- Did Cold patching;
- Cleaned Catch Basins
- Finished Paving
  - Bookseller Road                      River Road
  - Graves Road                              Maple Grove Road
- Fixed washouts from rain storms;
- Cleaned-up trees from storms;
- Roadside mowing and lawn maintenance;
- Picked-up ash and crushed metal dumpster at Recycling Center;
- Filled driveways and low shoulders on roads that were paved;
- Cleared brush at Police Station.

**Town Clerk – Tax Collector: Mrs. Sandra Smith**, Town Clerk-Tax Collector, submitted their report for the Staff Meeting dated August 14, 2018:

Town Clerk:    Collected \$50,387  
                    Boat Registrations \$46.84  
                    Dog Licenses and Penalties \$322.50

Meghan is still making phone calls to remind people to license their dogs.

                    Municipal Agent Fees \$1,074.00

The balance is vital records, marriage licenses, Title fees, etc.

Tax Collector has collected \$95,912.28

August is a slow month for collecting \$\$\$

Sometimes it is easier and faster to collect a million dollars than to send receipts and notify customers of interest due and post payments of less than \$10.00.

BUT THEY KEEP BUSY; THE PHONE IS NEVER QUIET!

**Recreation Department: Mr. Justin Cassarino**, Recreation Department Director, submitted the following report dated August 16, 2018:

Pool:

- Passed State Inspection with no issues and no recommendations were given to improve;
- One of our busiest summers with swimmers;
- Kelly Lawncare came down and did a LOT of work to help improve the looks of the park  
They recommended that we rip the bushes out by the tennis courts and replant
- They will be closing the pool on Saturday, August 25<sup>th</sup>;
  - Losing most of their staff this weekend to go back to college and to fall sports at the High School;

Basketball:

- Very successful season  
This year had the most participants since they started four years ago
- Championship night was a huge success and a great celebration  
Easily over 100 community members were at the park.

Community Nights:

- They received great feedback on their WSBL Championship & Community Night  
Laser Tag and the face painting were very popular!
- Wild Wonders Animal Show was a blast!
- Daddy and Me dance booked for February 9<sup>th</sup>
- Mommy and Me movie night planned for March
- Trying to get more community nights that aren't just the pool and sports  
Also want to do adult activities and not just kid/family.

Tennis:

- Backboard is scheduled to be delivered on Monday.

Soccer:

- Attended the soccer meeting and made some changes to the league
- Sign-ups are next week at the pool
- They are getting local sponsors for each team this year  
They have received a lot of interest from companies.

**Mr. Rich Kreissle, Manager of Finance:** Mr. Kreissle distributed updated financial spreadsheets that included an Expenditure Comparison Summary, a Recycling Revenues Monthly Report/Summary and a Consolidated Statement of Activity.

**Walpole Library: Mrs. Justine Fafara, Walpole Library Director,** provided a report from January to June 2018 as follows:

Checkouts: Change from 2017 – 22,570

Total Checkouts 2018 – 15,881 – 7%

Adult Materials – 17%

Teen & Tween Materials – 10%

Children Materials – 23%

17% Audio Visual Materials

16% Downloadable Materials

6% Physical Materials

Most Checkouts:

Videos 3418 checkouts

Adult Fiction 2904 Checkouts

Picture Books 1192 checkouts.

Active Card Holders:

2017 – 694

2018 – 668 (These decreases are due, in part, to a large group of homeschooling families no longer meeting at the library weekly.)

Reference Questions:

373 – 26%

Events: # of Events – 289 / 22% # of Attendees – 2260 / 1% (The change here can largely be attributed to one-on-one technology help. Each appointment is for one person and counts as one event.

Wifi & Computers

246 Wifi Sessions – 34%

255 Computer Users – 23%

Website Visits – 2673

Facebook Followers – 392

E-mail Subscribers – 399

Mango Language Learning Sessions – 83 / 53%.

**Selectboard Office: Mrs. Sarah Downing, Manager of Administration**, submitted the following report dated August 15, 2018:

Assessing Update:

- Applications for solar energy exemptions for the current tax year can be submitted before the 2018 fall tax warrant is created. Since this is a new exemption, the Selectboard agreed to allow the extension. This is permissible by statute.
- The MS-1 form which establishes the total evaluation for the Town will be signed by the Selectboard on or before August 30<sup>th</sup>.

Water and Sewer:

- Quarter 2 invoices for water and sewer were mailed on July 27<sup>th</sup>. Payments are due on or by August 27<sup>th</sup>. As of 8/15/18, forty-six percent of outstanding balances for the Q1 billing cycle had been collected. This is a 2% improvement when compared to the same period for the last billing cycle.

Town Hall Facilities:

- Our long-time custodian, Gerry Brady, resigned in early July. The Town Hall staff miss Gerry's presence and wish him well.
- The Town is seeking a new part-time custodian. This position may expand into a full-time position with additional municipal buildings, office, meeting and bathroom spaces to be cleaned. The library is also seeking a part-time cleaner.
- Flushing of the Town Hall's sprinkler system was completed on time and under budget. This work was funded through a warrant article.
- Most of the summer repairs at the Town Hall and the Common have been completed. The gazebo and the north side of the Town Hall were power-washed. Several dead or low hanging limbs were removed.
- Due to the recent bouts of torrential rain, water is seeping into the Town Hall basement in two areas. These repairs will be made as soon as possible.
- The Town Hall had a "deep cleaning" by a professional cleaning company on 8/15/18. The cobwebs and dust have been brushed/wiped away for the time being.

Wellness:

- The Highway Department was the recipient of a new large cooler which was purchased with wellness initiative funding. The cooler will be used to help support good hydration.

Appreciation BBQ:

- Will be held on Saturday, Sept. 8<sup>th</sup> at the Whitcomb Recreational Area near the pool house. Appetizers start at 1pm. The main buffet will begin at 2pm.
- Invitations are being distributed to Town employees and to volunteers that serve on boards, commissions, committees, trustees or elected officials. We are asking for an RSVP on/or by August 28<sup>th</sup>.
- The popular potluck dessert area will be happening again this year.

**Recycling Center: Mr. Paul Colburn, Director of the Recycling Center**, submitted the "Daily Weight Report" and "3 Year to Date Comparison" and the "3 Year Comparison to Recyclables" for the period

ending August 15, 2018. The Budget was set at \$173,300.00; the Actual Received is \$96,006.00. The actual categories were detailed on the report.

**Hooper Institute:** A report entitled “Summer Programs at the Hooper Institute” was submitted by Mrs. **Eloise Clark**. The Hooper Institute’s educational mission does not end with the last day of school. The staff runs several programs for the school age youth of Walpole including three camps and a work program for high school kids.

Rebecca Whippie directed Forest Camp for children entering grades 1-4. It was held on the grounds of the Hooper Institute. Children divided into small groups under the tutelage of teen counselors. After morning introductions and group games, the group rotated through activities such as making a craft or meeting a challenge. What could be more fun than playing in the woods with friends and building forts from all natural materials?

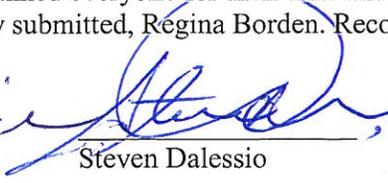
Adventure Camp offered hikes through Walpole for kids entering grades 5-8. We climbed Kingsbury Mt. for a spirited game of capture the flag and stopped at the Kingsbury’s pond to catch critters. Our next day’s adventure was a walk through the Mill Pond Conservation area to Karen Kuniholm’s horse farm for lots of “horse love” and her mini horse and trusty trail horse. Our trek up Fall Mt. paid off with excellent views up and down the Connecticut River Valley. It’s always fun to see Bellows Falls looking like a miniature town. Our last day was the annual cookout at the Hooper Shelter. We roasted our lunches and played games in the woods.

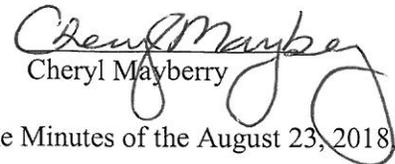
Woodworking camp engaged 19 eager kids to try carpentry projects. If we can engineer it, they can build it! A parade of boxes and tables of all sizes and uses left the shop. We also had shelves, a bunny hutch, a cold frame, a set of stairs, two coaster cars ready to roll and two boats ready to launch. We thank Leon Jones very much for his donations of the lumber. As the adult leader, it’s always worth it to see the look of pride on the kid’s faces!

High school students are entering their second month of the summer work program in August. Teens have been placed at a variety of businesses in town; Alyson’s Orchard, Barnett Hill Vineyard, Abenaki Springs produce farm, Walpole Veterinary Hospital, The Village Blooms, Malnati dairy farm, the Town recycling center and Distant Hill Gardens. We also have a student who helps with the school gardens so there will be produce to pick when school resumes. The students learn about job responsibilities as well as agricultural pursuits. I’ll report more details of this program in next month’s Clarion.

**Adjournment:** Mrs. Pschirrer thanked everyone for their time and hard work. She closed this Staff Meeting at 5:50 PM. Respectfully submitted, Regina Borden. Recording Secretary

  
Peggy L. Pschirrer, Chair

  
Steven Dalessio

  
Cheryl Mayberry

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the August 23, 2018 Selectboard meeting.).