

**TOWN OF WALPOLE
MEETING OF THE SELECTBOARD
OCTOBER 4, 2018**

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

CALL TO ORDER: Mrs. Pschirrer called this Selectboard meeting to order at 6:30 PM in the Walpole Town Hall. She advised this meeting is being recorded and asked anyone wishing to speak to identify themselves for the record. There were three people from the public in attendance.

ZONING VIOLATION -392 Watkins Hill Road: Mr. Glenn Barcome, Attorney Sam Bradley and Ms. Jennie Nadeau were present. Mrs. Pschirrer advised they wrote the letter to Mr. Barcome because they started getting complaints from various people that lived there; most were safety complaints. The Selectboard realized Mr. Barcome resides in the Rural Agriculture Zone of Walpole. Therefore, he was violating zoning codes as it does not permit lodging houses unless an exception from the Zoning Board is granted. He would have to follow certain rules and regulations. Mr. Barcome could go to the Zoning Board and ask for an exception. Mr. Mark Houghton got some of the same complaints and is concerned with the safety issues that result when people, other than family, are living in homes and paying rent. According to the tax map, Mr. Barcome has an attached apartment that is legal. He also has a number of bedrooms in the house that they understand he has been renting. Mr. Barcome advised the first letter came when he was away for three weeks. When he got home and found the second letter he realized what the implications are. At that point he talked with Attorney Bradley and said they had to come in to talk to the Selectboard. Since then one tenant left the house today. He has a contract with tenants so feels he should abide with a thirty day notice to the second tenant who is looking for another place to live. That will leave just him and Ms. Nadeau in the house. The two people who live in the apartment do the housework and grounds maintenance. Mrs. Pschirrer noted in accessory dwelling units, they assume family members are living there. Attorney Bradley mentioned Ms. Nadeau does not pay rent. There were two rent paying individuals. They are here to say that as soon as the second tenant moves out, Mr. Barcome will be in compliance. The apartment is rented but that is legal. He referenced RSA 674:71 – Accessory Dwelling Units – Definition; RSA 674:72 – Detached Accessory Dwelling Units; and RSA 674:73 – Detached Accessory Dwelling Units and left copies with the Selectboard. When the two renters are gone, Mr. Barcome will be in compliance. He will remain in compliance as he does not intend to rent any more rooms. Mrs. Pschirrer advised that before they knew Mr. Barcome was coming into this meeting they intended to write another letter recommending he go to the Zoning Board to request an exception. Attorney Bradley stated that Mr. Barcome did not realize he was in violation of the zoning regulations by renting rooms but he was. Mrs. Pschirrer agreed with the clarifications stated during this meeting that Mr. Barcome is no longer in violation. Mr. Dalessio asked Mr. Barcome to notify Mrs. Downing in the Selectboard Office when the second tenant has moved out. Then they can close this file. Attorney Bradley confirmed that they would. Mrs. Pschirrer thanked them for coming in and for realizing the seriousness of this issue. Attorney Bradley said they appreciate the Selectboard's understanding.

ACCOUNTS PAYABLE:

Ms. Mayberry moved to accept the Accounts Payable check register in the amount of \$45,458.46 for checks issued October 05, 2018. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

The above amount includes a payment of \$20,109.11 to the NH Retirement System.

PAYROLL:

Ms. Mayberry moved to accept the Payroll Register for the week ending September 29, 2018, in the amount of \$25,522.96 for checks issued October 05, 2018, and the electronic fund transfer for the 941 Employer Taxes in the amount of \$5,360.98. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

SELECTBOARD MEETING MINUTES:

SELECTBOARD MEETING – September 27, 2018: Ms. Mayberry moved to accept the Minutes of the regular Selectboard meeting of September 27, 2018, as submitted. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the Minutes were approved.

NON-PUBLIC SELECTBOARD SESSION – September 27, 2018: Ms. Mayberry moved to accept the Minutes of the Non-Public Selectboard Session of September 27, 2018, as submitted. These Minutes will remain sealed. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the Minutes were approved.

STAFF MEETING – September 20, 2018: Ms. Mayberry moved to accept the Minutes of the Staff Meeting of September 20, 2018, as submitted. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the Minutes were approved.

COMMITTEE REPORTS:

The Selectboard received and reviewed Minutes of the following meetings:

- Walpole Fire District Meeting – August 15, 2018;
- Walpole Fire District Meeting – September 12, 2018;
- Walpole Cemetery Trustees Meeting – September 15, 2018;
- Walpole Planning Board Workshop – September 25, 2018.

OLD BUSINESS:

Q2 – 2018 Water & Sewer Receipts through October 04, 2018: The Selectboard acknowledged receipt of the Q2 – 2018 Water & Sewer Receipts through October 04, 2018 from Mrs. Daigle. Total receipts for Q2 – 2018 Billing is \$157,869.64 or 91.4%. Total left to collect for Q2 – 2018 Billing is \$14,848.93. They are doing very well.

Quarterly Receipt Comparison: The Selectboard received and reviewed the Quarterly Receipt Comparison from Mrs. Daigle.

Fitness for Duty: Attorney Anna Cole who is with Drummond Woodson suggested changes to the Town’s Drug and Alcohol Free Workplace. She thinks that adding Fitness for Duty Exams fits into this document. Several revisions were made to numbers 1, 3, 6 and 7; number 10 will be eliminated. Mr. Dalessio moved to accept and place this Drug and Alcohol-Free Workplace, 604 as amended, in the Employee Handbook. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

Westberg Property Phase I – Draft Report and Sale & Purchase Agreement: Mrs. Pschirrer advised there are several parts to Phase 1. She had previously emailed the draft Report and Sale and Purchase Agreement to Mr. Dalessio and Ms. Mayberry for their review. This will not be finalized until next week. DES pointed out this was a restatement of everything that had been done. She would like comments so they can be sent to Mr. Steve Rickerich. Today she sent them the Certificate of Title which Attorney Hockensmith confirmed. Relative to Phase 1, Recommendation 2, Section 8, Mr. Dalessio felt they should immediately fence off that property. No. 3 – he felt we need to allocate monies. Until DES establishes standards for certain PFAS contaminants.

Sale and Purchase Agreement: The Selectboard reviewed the Sale and Purchase Agreement and felt some revisions were needed. Mr. Dalessio said that throughout the document we should use the proper titles of the grants. They should be consistent through the entire document. Mr. Rickerich will be invited to attend a Selectboard Meeting at the end of October or early November. The Town has to own the property by the end of December to apply for the EPA Grants. DES does not require that the Town own the property. The Selectboard reviewed and made several suggested changes to the Sale and Purchase Agreement.

DES Prospective Purchaser Eligibility Determination Application: Mrs. Pschirrer has been working on the Brownfields Covenant Program. We will supply them with Phase 1. They also have to attach a description of the proposed re-development. She will use what was attached to the DES application. Mr. Dalessio wants to be sure this will offer protection to the Town for liability. Mrs. Pschirrer will put this together and email it to Mr. Dalessio and Ms. Mayberry. There is no fee for filing this. Mrs. Pschirrer will write the cover letter and they are required to notify all the abutters to let them know they are applying for this protection. It goes to the State first and then to the Feds. She will speak to Mr. Rickerich and discuss changes with Attorney Hockensmith.

NEW BUSINESS:

Recreation Revolving Fund Request for Soccer Shirts: A note was received from Mr. Justin Cassarino and the Recreation Committee to request the payment to Grizzly Graphics for \$1,261.00. This year for soccer, they decided to get local sponsors to purchase the shirts. The companies agreed and are mailing the payments into the Town Hall to reimburse the Revolving Fund.

Ms. Mayberry moved to approve the purchase of soccer shirts. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

Vachon Clukay Letter: This letter is to be sent to Vachon Clukay acknowledging that they audited the Town's financial statements.

Ms. Mayberry moved to have the Chair, Peggy Pschirrer, sign the Vachon Clukay representation letter. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

Environmental Finance Center Consulting Recommendation: This information came to the Selectboard from Mr. Kreissle and Mrs. Daigle who attended this Environmental Finance Center Consulting program. Ms. Mayberry attended as well. This group does workshops throughout the country on a wide variety of topics for small water systems; the workshop they attended was on rate setting. Mr. Glenn Barnes mentioned that they meet with individual water systems under 10,000 users free of charge to discuss how they can meet their own particular challenges. This group is willing to make calls on local towns for free and they suggested the Selectboard sign up for one of these consultations. Ms. Mayberry said their information was well presented and it was productive. They can show us how to come up with a rate structure that is appropriate for our town and economics. They have some calculators and tools on-

line that towns can use. Ms. Mayberry mentioned they have another workshop on October 30th that has to do with making decisions and changes to our structure. Mrs. Pschirrer will ask Mr. Kreissle to contact this group and schedule a meeting in the spring. Mr. Dalessio would like to have Mr. Mark Houghton involved in these meetings. Mrs. Pschirrer noted they will invite the Village of Bellows Falls as well.

NON-PUBLIC SELECTBOARD SESSION:

Ms. Mayberry moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Dalessio seconded and, on a roll call vote with Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved at 8:05 PM.

The regular Selectboard meeting resumed at 8:32 PM.

Ms. Mayberry moved that the Minutes of the Non-Public Selectboard Session of October 4, 2018, be sealed. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

RECESS SELECTBOARD MEETING:

Ms. Mayberry moved to recess this Selectboard meeting. The Selectboard will enter into a Hooper Trustees meeting. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved at 8:33 PM.

The regular Selectboard meeting resumed at 8:43 PM.

OTHER BUSINESS:

Conservation Commission: Mrs. Pschirrer attended the Conservation Commission meeting last Monday night. They voted to give \$1,000 out of their funds to the Monadnock Conservancy for the Graves property plus they will take another \$9,000 out of the Fanny Mason Expendable Trust Fund. The Monadnock Conservancy will get the \$10,000 they asked for. The Conservation Committee continues to work on their maps.

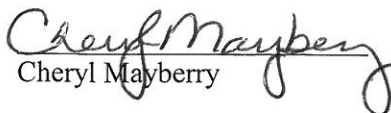
ADJOURNMENT:

Ms. Mayberry moved to adjourn this Selectboard meeting. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the meeting was adjourned at 8:45 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 October 11, 2018, Selectboard meeting.)