

**TOWN OF WALPOLE
MEETING OF THE SELECTBOARD
APRIL 2, 2020**

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

CALL TO ORDER: Mrs. Pschirrer called this meeting of the Selectboard to order at 6:30 PM. She explained the procedure of this meeting. The Selectboard are in three separate locations. This meeting is being recorded remotely by Mr. Alex Stradling of FACT-TV. It is available for viewing on the internet. Also attending this meeting is Mrs. Sarah Downing, Manager of Administration, in the Walpole Town Hall, and Ms. Regina Borden, Recording Secretary, by telephone at a separate location.

Mrs. Pschirrer advised there will be no public comments taken at this meeting. Comments are to be emailed to Mrs. Downing at the Walpole Town Hall. Mrs. Downing displayed the agenda. That will be followed by documents as they are being discussed.

NH GOVERNOR'S EMERGENCY ORDER No. 23: Mrs. Pschirrer reported that yesterday they received the NH Governor's Emergency Order No. 23 which allows us to do a number of things in order to accommodate the need to be flexible during this time of COVID-19. They can use electronic signatures for all documents to be forwarded to the State of NH. Last week they did do this on some documents that needed to be filed. In addition, they are relieved from some of the statutory requirements on certain meetings. There is more flexibility for local boards. For example, the Planning Board is excused from having its one required monthly meeting. Some of their requirements are also relieved such as the deadlines they need to meet. This Emergency Order can be found online at NH.gov and look for Emergency Orders. This one is very important because it gives the municipality guidance on what they are to do. One fortunate thing is that Walpole already had their Annual Town Meeting on March 14, 2020. Some towns delayed their meetings and are having considerable problems as the result of this virus. Tonight the Selectboard will continue to take voice votes as they are required to do. Mrs. Downing reported there were no emails or comments from anyone for things they would like on the agenda.

ACCOUNTS PAYABLE:

Mr. Dalessio moved to accept the Accounts Payable Check Register in the amount of \$274,088.67 for checks issued April 3, 2020. This amount includes \$227,555.64 for the 2019 tax lien. The Tax Collector deposited this check back into the General Fund. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

PAYROLL:

Mr. Dalessio moved to accept the Payroll Check Register for the week ending March 28, 2020, in the amount of \$41,272.96 for checks issued April 3, 2020, and the electronic fund transfer for the 941 Employer Taxes in the amount of \$9,773.04. This payroll includes wages due once the Cost-of-Living Adjustment (COLA) and wage adjustments were applied. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

SELECTBOARD MEETING MINUTES:

SELECTBOARD EMERGENCY MEETING – March 17, 2020: Mr. Dalessio moved to accept the Minutes of the Selectboard Emergency Meeting of March 17, 2020, as submitted. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the Minutes were approved.

Mrs. Pschirrer reported that Mr. Mark Houghton, Emergency Management Director, and Dr. Shaw, Health Officer, were present at this meeting. Ms. Mayberry felt it was a good informational meeting. Dr. Shaw gave them a good perspective on the Corona Virus (COVID-19).

SELECTBOARD MEETING – March 19, 2020: Mr. Dalessio moved to accept the Minutes of the Selectboard Meeting of March 19, 2020, as submitted. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the Minutes were approved.

NON-PUBLIC SELECTBOARD SESSION – March 19, 2020: Mr. Dalessio moved to accept the Minutes of the Non-Public Selectboard Session of March 19, 2020, as submitted. These Minutes will remain sealed. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the Minutes were approved.

SELECTBOARD MEETING – March 26, 2020: Mr. Dalessio moved to accept the Minutes of the Selectboard Meeting of March 26, 2020, as submitted. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the Minutes were approved.

Mrs. Pschirrer mentioned this was their first meeting on ZOOM. It was a learning experience!

NON-PUBLIC SELECTBOARD SESSION – March 26, 2020: Mr. Dalessio moved to accept the Minutes of the Non-Public Selectboard Session of March 26, 2020, as submitted. These Minutes will remain sealed. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the Minutes were approved.

COMMITTEE REPORT:

The Selectboard acknowledged receipt of the following Committee report:

- Zoning Board of Adjustment Meeting – March 18, 2020.

OLD BUSINESS:

Joint Meeting Request from Bellows Falls Trustees and Rockingham Selectboard: Mrs. Downing wanted to do a follow-up since no response was received by either municipality, from the Governor of New Hampshire or the Governor of Vermont. With the COVID-19 situation it has probably been put on a backburner. It has been an agenda item for quite a while. In an email from Mrs. Wendy Harrison, Manager of the Town of Rockingham / Village of Bellows Falls, she suggested “If either state is thinking about economic development through expanded public projects, this would be a great project. Perhaps we should bring that up in a few weeks when the COVID economic responses are being formulated.” This was endorsed by Mr. J.B. Mack from the Southwest Regional Planning Commission (SWRPC) who stated it is “Probably worth a try”. Mr. Dalessio noted the Vilas Bridge is owned by the State of NH. There was a consensus of the Selectboard to have Mrs. Downing add this to the pending file and remind them in a month or two.

Updated Town Hall Closure Notice: Mrs. Pschirrer reported that this Closure Notice was issued a few weeks ago. It advised that the Town offices will be closed to the public and that all public Board/ Committees/Commission meetings, excluding the Selectboard, were going to be suspended until further notice. The Selectboard would continue to do things needed to keep the Town running. All employees are working including the Library personnel who are working on projects. The Selectboard agreed that wherever a date is printed on the Town Hall Closure Notice it should be replaced with “until further

notice”. They also added the following to the Closure Notice: “Town Parks and Recreation Areas will be closed until further notice”. Mrs. Pschirrer advised that the revised Closure Notice will be posted and put on the Walpolean. It will also be forwarded to the Village of North Walpole and to the Police Department so they can post it on their building as the lobby is closed. Mr. Dalessio will post it in Drewsville.

Quarantine of First Responders: Mrs. Pschirrer had several conversations with the Police Department about the possible quarantine of First Responders. Mr. Mark Houghton told her that at this time there are two quarantine centers in the State. He has some suggestions and plans that he might carry forward if we get in this position. He is suggesting using one of two campers parked in back of the Police Station. Mr. Houghton, as Emergency Management Director, is staying on top of this and will have solutions should it become necessary. Mr. Dalessio noted there is a business in Charlestown that rents campers if that need arises.

Pending Further Actions:

Lights re: Walpole, NH – Rockingham, VT 42277 Bridge Renovation Project: Mrs. Pschirrer reported that this project on the Arch Bridge will continue to be an agenda item.

Town Deeded Properties: Mrs. Downing is working on packets for the sale of Town Deeded Properties.

Extension of Dog Licensing Deadline: Mrs. Pschirrer has been unable to find any RSA regulations on the Extension of Dog Licensing Deadlines. When there is a telephone conversation next Tuesday at Noon with the State’s Emergency Management Officer/Personnel and attorneys, she will ask about this. Dog licensing begins April 1st. It is doubtful many people will make appointments to take care of this.

North Walpole School Flashing Sign: Mrs. Pschirrer talked with Lt. Justin Sanctuary and Mr. Mike Rau, Road Agent, about this. Lt. Sanctuary advised there are already some red warning lights in front of the school. Both Lt. Sanctuary and Mr. Rau are asking what is different about this new request. Ms. Mayberry will contact Ms. Celeste Aumand, North Walpole Commissioner, who brought this up to ask for more information.

Highway Road Paving List and Equipment List: Ms. Mayberry will pick up this list from Mr. Rau.

ARM Funding List of Mitigation Areas: Mrs. Pschirrer will be working on this in the near future.

NEW BUSINESS:

Building Permit for the Walpole Creamery: Mr. Dalessio reported that at the last Planning Board meeting the Walpole Creamery presented plans for improvements to this building. They are taking over the laundromat area. Plans are to put a porch on the front of the building with tables and chairs for people to sit outside. They felt it would be a hardship to delay this project another month or more. The applicant asked if the Planning Board would consider approval of their Site Plan contingent on their final approval next May or June when they meet again. The plans were all done by a professional engineer. Planning Board members are in the process of approving this by email contingent upon a follow-up of the full Site Plan at a later meeting. Mr. Dalessio is comfortable issuing a Building Permit. Mrs. Pschirrer said expanding their production area is a change of use. Mr. Dalessio noted it is still commercial to commercial. They also need a Driveway Permit from the Department of Transportation. Ms. Mayberry questioned how the parking area would change. Mr. Dalessio will send copies of the plans to Ms. Mayberry and Mrs. Pschirrer. The small island will stay. There will be shrubbery along the front of the building. Mrs. Pschirrer advised they will wait until the next Selectboard meeting to see if a Building Permit is submitted.

Zoom Use for Other Town Boards, Committees and Commissions: Mr. Dalessio had calls from a few people on other Boards/Committees and Commissions about their groups using Zoom for meetings. The question is can other groups use this license or should they get additional licenses. Mrs. Downing explained that sharing a license can be tricky. Ms. Mayberry did not feel they should buy a separate license for each group as they do not have enough meetings but rather have a set of rules for logging in-and-out. Mrs. Pschirrer agreed with this. It is an expense. If a group needs a meeting they should accommodate them. Mr. Dalessio would like to start the Police Study Committee meetings on Zoom. Groups could reserve their time slot just as they schedule using the Town Hall. Following the discussion there was a consensus to get a second Zoom license. Procedures will be needed. Mrs. Downing was asked to help train a person(s) to manage it.

RECESS SELECTBOARD MEETING:

Mrs. Pschirrer announced that the regular Selectboard meeting is being recessed. The Selectboard will enter into a Non-Public Selectboard Session. FACT-TV discontinued their recording and left the meeting at 7:03 PM.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Dalessio moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. On a roll call vote with Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

The regular Selectboard meeting resumed at 7:28 PM.

Mr. Dalessio moved that the Minutes of the Non-Public Selectboard Session of April 2, 2020, be sealed. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

RECESS SELECTBOARD MEETING:

Mr. Dalessio moved to recess this Selectboard meeting. The Selectboard will enter into a meeting as the Hooper Trustees. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. On a roll call vote with Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

The regular Selectboard meeting resumed at 7:44 PM.

ADJOURNMENT: Mr. Dalessio moved to adjourn this Selectboard meeting. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the meeting was adjourned at 7:45 PM.

Respectfully submitted, Regina Borden, Recording Secretary



Peggy L. Pschirrer, Chair



Cheryl Mayberry



Steven Dalessio

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the April 9, 2020, Selectboard meeting.)