

**TOWN OF WALPOLE  
MEETING OF THE SELECTBOARD  
MAY 7, 2020**

Selectboard Present: Peggy Pschirrer; Cheryl Mayberry; Steven Dalessio

**CALL TO ORDER:** Mrs. Pschirrer called this meeting of the Selectboard to order at 6:30 PM. She advised that the Selectboard members are in three separate locations. This ZOOM meeting is being recorded remotely by 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 at this meeting. Comments are to be emailed to Mrs. Downing at the Walpole Town Hall. Mrs. Downing will display the agenda. That will be followed by documents as they are being discussed.

**ACCOUNTS PAYABLE:**

Mr. Dalessio moved to accept the Accounts Payable Check Register in the total amount of \$57,207.84 for checks dated May 8, 2020. This includes a \$27,264.05 payment to E.E. Houghton Company. 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 May 2, 2020, in the total amount of \$25,811.36 for checks dated May 8, 2020, and the electronic fund transfer for the 941 Employer Taxes in the amount of \$5,183.31. 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 MINUTES – April 30, 2020:** Mr. Dalessio moved to accept the Minutes of the Selectboard meeting of April 30, 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 – April 30, 2020:** Mr. Dalessio moved to accept the Minutes of the Non-Public Selectboard Session of April 30, 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 REPORTS:**

The Selectboard acknowledged receipt of the following Committee reports:

- Broadband Committee Meeting – March 11, 2020;
- Broadband Committee Meeting – March 26, 2020;
- Broadband Committee Meeting – March 31, 2020.

**WARRANTS:**

**Tax Collector’s Warrant:** Mr. Dalessio moved to accept the Tax Collector’s Warrant in the amount of \$5,786,581 for the 1<sup>st</sup> tax bill of 2020. 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.

**PROPERTY TAX ABATEMENTS – REFUNDS:**

**MAP and LOT #008-061-000:** Mr. Dalessio moved to grant the Property Tax Abatement Refund in the amount of \$4,769.52 for Map and Lot #008-061-000. 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.

Mr. Dalessio pointed out that this reduced value was made by Avitar Associates. It is such a significant reduction why did Avitar wait and not do it in the 1<sup>st</sup> round. Mrs. Pschirrer and Ms. Mayberry agreed; it should have been done during the original assessment. Following a discussion, Mrs. Downing explained there are a lot of factors in the assessment.

**MAP and LOT #008-062-000:** Mr. Dalessio moved to grant the Property Tax Abatement Refund in the amount of \$6,006.48 for Map and Lot #008-062-000. 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.

**MAP and LOT #022-013-000:** Mr. Dalessio moved to grant the Property Tax Abatement Refund in the amount of \$1,799.30 for Map and Lot #022-013-000. 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.

**VETERANS’ TAX CREDIT:**

**MAP and LOT #008-092-000:** Mr. Dalessio moved to accept this Veterans’ Tax Credit change. A new PA-29 was needed for a name change with a revocable trust for Map and Lot #008-092-000. 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.

**CURRENT USE:**

**MAP and LOT #013-053-001:** Mr. Dalessio moved to accept this Current Use application for Map and Lot #013-053-001. This is for an area of reclaimed land that is being re-entered into current use off Cheney Hill Road. 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.

**BUILDING PERMIT:**

**Building Permit #2020-12: Catherine Ingram, 81 Kingsbury Road, Map and Lot #008-113-000:** Ms. Mayberry moved to grant Building Permit No. 2020-12 for Catherine Ingram to construct a “64’ x 26’8” Residential Home” at 81 Kingsbury Road, Map and Lot #008-113-000. Seconded by Mr. Dalessio. Mrs. Pschirrer asked if there was any discussion. There was none. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

**OLD BUSINESS:**

**Letter to Conservation Commission re: Reservoir Dam Repairs:** Mrs. Pschirrer advised the Town will use Conservation Commission Forestry Funds before using any other funding sources for the Reservoir Dam repairs. The Town has already designated funds to make up the difference between the Conservation Commission funds and the actual cost of the repair work needed at the Reservoir Dam. Ms. Mayberry moved to approve the letter to the Walpole Conservation Commission regarding the Reservoir Dam repairs. Seconded by Mr. Dalessio. Mrs. Pschirrer asked if there was any discussion. There was none. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

**NH DOT Letter re: Lighting on Arch Bridge:** The Selectboard acknowledged receipt of the letter from the NH Department of Transportation (DOT) stating that the cost will be approximately \$60 per month for 3 lights on the Arch Bridge that Walpole would pay and the DOT would put back all the road markings. Mr. Dalessio advised that the Selectboard had requested that the DOT pay for the lights as a part of the bridge project and that they address the faded road striping on the bridge and intersection crosswalks as soon as possible. Mrs. Pschirrer noted the State would replace the three lights on the NH side of the bridge but Walpole would pay the \$60 cost per month for providing the power. Ms. Mayberry feels it is their roadway/property and their lights. Mr. Dalessio suggested they ask for clarification on the third paragraph in the letter on who is responsible for the costs. The \$3,750 initial cost for the three lights should be a part of the project costs. Mr. Dalessio will write the letter to the DOT and have it ready for the Selectboard at the next meeting.

**Pending Further Actions:**

**Broadband Update:** Mrs. Pschirrer reported that Mr. Paul Looney will appear at the next Selectboard meeting. The Broadband Committee is expecting to receive a final CCI contract tomorrow. Hopefully, it can be signed next week. The Bond Bank has approved the Town's application as complete and it is on their Bond Committee's list for approval.

**Recreation Area Parking Lot: Lot Line Adjustment and Deed with Letter:** Mrs. Pschirrer advised this Recreation Area Parking Lot Line Adjustment will be brought before the Planning Board when they meet again.

**Highway Equipment List:** Ms. Mayberry met with Mr. Mike Rau on Monday. They had a lengthy conversation and talked about several things. They are still working on their Equipment List.

**Town Deeded Properties:** Mrs. Downing is finalizing the Town deeded properties sale packets.

**NEW BUSINESS:**

**Mascoma Bank Loan Documents for Police Department Vehicle:** Mr. Dalessio moved to approve and sign the documents for the Mascoma Bank loan for the new Police Department cruiser in the amount of \$38,000. 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. Mrs. Pschirrer mentioned the Selectboard will need to go into the Town Hall this weekend to sign the documents for the Mascoma Bank loan.

**Cemetery Deed in the Village Cemetery:** Mrs. Downing advised this is to allow a new family member to take over ownership. This family lot was purchased in the 1800s.

Mr. Dalessio moved to approve the re-issuance of a Cemetery Deed to Mrs. Jean Grendel, sole grandchild of Burt Glazier the original purchaser of Lot 117-1/2 in the Walpole Village Cemetery. 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.

**Westmoreland-Walpole Boundary Survey:** The Selectboard acknowledged receipt of a letter from Mr. James E. Franklin, Land Surveyor, dated April 29, 2020. Mr. Franklin is surveying the Westmoreland-Walpole Town line in connection with a boundary survey for Patricia Rodrigues and John Corduff, Westmoreland assessor's map R17 Lot 18. He has collected a significant amount of information regarding the Town line, including the most recent 2012 perambulation by James Ranson for the town of Westmoreland. Mrs. Pschirrer noted the Town of Westmoreland has also received this letter. Mr. Franklin has asked to meet with the Walpole Selectboard. Mrs. Pschirrer requested that Mrs. Downing, on behalf of the Selectboard, notify Mr. Franklin to advise that the Selectboard would like to have him submit his questions in writing. The Selectboard will do some research and then arrangements will be made to have Mr. Franklin appear in a ZOOM meeting.

**Burdick's and Spencer's Place Outside Seating Requests:** A diagram was submitted by Mr. Tom Goins for Burdick's. Mrs. Pschirrer will speak on behalf of the Foundation re: Spencer's Place but she will recuse herself from voting due to her other involvement with the Foundation.

Burdick's: Mr. Goins submitted a diagram for Burdick's. They are seeking authorization to place a 16'x32' tent in their parking lot at 47 Main Street to accommodate outdoor seating. This tent is no larger than the space currently allocated for automobile parking. The tent will be centered in front of the restaurant taking up four parking spaces. The flow of traffic in the parking lot will remain unchanged. Mr. Dalessio advised that Mr. Mark Houghton of the Fire Department will need to do a Fire and Safety Inspection. The area will need a chain around it. The Town will have to waive the Liquor Container Ordinance.

Mr. Dalessio moved to accept Burdick's tent plan for outside seating and to waive the Open Container requirements. Ms. Mayberry seconded the motion but had questions. She wanted to know the distance from the parking area to the patch of grass. Mr. Dalessio said it is parallel parking along that section. Ms. Mayberry does not think it is 16-feet.

Mrs. Downing said it is two car widths before you get to the tent. Mrs. Pschirrer suggested prohibiting parallel parking along there so they can insure that there is adequate safety for traffic to get through that area.

Mr. Dalessio amended his motion to accept Burdick's Tent plan for outside seating and to waive the Open Container requirements. There is a stipulation that there be no parallel parking in front of the tent to be sure there is adequate safety for traffic to get through that area. 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 and amendment were approved.

Spencer's Place: Mrs. Pschirrer explained that Spencer's Place has made a request to put tables in front of the restaurant on the sidewalk plus along the side of the building where their handicapped ramp is for outside seating. Their measurements indicate there is adequate space to walk on the sidewalk. Mrs. Pschirrer questions this but feels there is adequate space near the ramp. To be sure it is safe they would have to block off the sidewalk and potentially block off those parking spaces with cones so pedestrians

could safely walk where the parking spaces are. Mr. Dalessio said a minimum of 12-feet is needed. The waitstaff has to be 6-feet away from the table and tables need to be 6-feet apart. He is not sure about blocking off the sidewalk. Mr. Dalessio is concerned about the road and blocking off parking spaces. Mrs. Pschirrer felt it might depend on the hours they are open for blocking off the parking spaces. Mr. Dalessio moved to table the Spencer’s Place request until more information is received about the seating arrangement. Seconded by Ms. Mayberry. Mrs. Pschirrer asked if there was any discussion. There was none. Mrs. Pschirrer recused herself from the vote. With Mr. Dalessio and Ms. Mayberry in favor, the motion was approved.

**Front Line Responders Stipend:** Mrs. Pschirrer advised that they heard the Order from the Governor about Front Line Responders Stipends. Full-time responders would get \$300 and part-time responders would get \$150 per week. The Town is to supply the State with all the names of Front Line Responders we have. In the Town’s Police Department, there are people who work for us and other towns part-time. We will have to find out in which towns they are also working part-time. This is effective the day it was announced (May 4<sup>th</sup>) and it is good for eight (8) weeks. No one contributes to NH Retirement out of the stipend, but other payroll taxes are deducted. Mr. Kreissle did a lot of research and there are many questions out there. Mrs. Pschirrer pointed out that we have to accept the CARES Act. Mr. Dalessio advised that almost all of Mr. Brad Nash’s time should be put toward this as it has been for cleaning and disinfecting.

When they were discussing Emergency Management, Mrs. Pschirrer noted they discovered they need to upgrade the communication equipment. We should do that now and charge it to this line. Mr. Dalessio will speak to Mr. Mark Houghton about this. They talked about the generator being a part of this. The Town will be using Mr. Joe DiBernardo on the Vilas Bridge survey and the Town Hall survey at the same time. The survey will satisfy the DES and DOT for the sewer lines. A 50% match is available for the generator. Right now they are moving forward to get all the documentation together.

Mr. Dalessio moved to accept the CARES Act Allocation to the Town of Walpole. 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.

**Cloth Masks and Recycling Center:** The Selectboard discussed the fact that masks are required at the Recycling Center. However, some people have chosen not to wear them. All staff members are wearing them. The staff wants masks to be worn because it is difficult to always maintain social distancing at the Recycling Center. Ms. Mayberry noted the question becomes how would they enforce it? There was discussion about signs stating that we “strongly recommend” wearing a mask. They could put posters on the building. There was a consensus that it is appropriate for Mr. Hoy not to say anything to people who are not using a mask.

**Mill Pond Dam:** Mr. Dalessio mentioned the recent Mill Pond Dam flood waters. Where would a similar bill go to be paid? Ms. Mayberry said usually storm water is handled by the Highway Department but it should be clarified. When would a bill go to the Conservation Commission? Mr. Dalessio will check with Mr. Mark Houghton as it is not a sewer problem. Mrs. Pschirrer noted the Conservation Commission does not have a steady flow of income.

**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. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, motion approved at 7:36 PM.

The regular Selectboard meeting resumed at 7:48 PM.

**FACT-TV:** Mrs. Pschirrer announced that this concludes the regular Selectboard and Hooper Trustees meetings. The Selectboard will be entering into a Non-Public Session. FACT-TV ceased filming and left the meeting.

**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. Seconded by Mr. Dalessio. Mrs. Pschirrer asked if there was any discussion. There was none. On a roll call vote with Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved at 7:49 PM.

The regular Selectboard meeting resumed at 8:18 PM.

Ms. Mayberry moved that the Minutes of the Non-Public Selectboard Session of May 7, 2020, be sealed. Seconded by Mr. Dalessio. Mrs. Pschirrer asked if there was any discussion. There was none. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

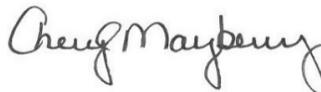
**ADJOURNMENT:**

Ms. Mayberry moved to adjourn this Selectboard meeting. Seconded by Mr. Dalessio. Mrs. Pschirrer asked if there was any discussion. There was none. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the meeting was adjourned at 8:20 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 May 14, 2020, Selectboard meeting.)