

**TOWN OF WALPOLE  
STAFF MEETING  
MARCH 25, 2021**

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

Staff Present: Sarah Downing (Manager of Administration); Richard Kreissle (Administrator of Finance); Justin Sanctuary (Lt. Police Department); Ben Hoy (Recycling Director); Michael Rau (Road Agent/Highway Department); Kraig Harlow (Recreation Director); Helen Dalbeck (Hooper Institute Executive Director); Jane Malmberg (Library Director); Meghan Hansson (Town Clerk/Tax Collector - late); Regina Borden (Recording Secretary)

**CALL TO ORDER:** Ms. Mayberry called this Staff Meeting via Zoom to order at 5:00 PM. The Selectboard members are in three separate locations. This meeting is being recorded by the Town.

Ms. Mayberry called for a voice roll call of the Selectboard present: Steven Dalessio was present (at home); Peggy Pschirrer was present (at home) and Cheryl Mayberry was present (at home).

Ms. Mayberry also called for a voice roll call of the Staff members present. All Staff Members responded that they were present and provided the location.

**Recycling Staff Meeting Report:** Mr. Ben Hoy, Recycling Director, submitted the following written report with pictures:

As he was writing this report it came to his attention that there is glass contamination at their drop site behind Tire Warehouse at the Keene public works area at 580 South Main Street in Keene. He submitted the picture of their glass trailer to defend them from further action. We have very clean glass in Walpole. All of their glass is dropped in Keene at a communal dumping spot at Keene Public Works. NRRA needs to be assured that we are dropping off clean glass so that 3M glass processing facility in Montreal will continue to ship our glass. Several Cheshire county towns drop off glass to be shipped to Montreal. (The contamination came from a facility in our area).

Montreal pulverizes the glass and ships the refined glass to Owens Corning in Albany, New York where they create building materials with our glass. Any contamination can slow/stop the glass pulverization process. In Walpole, we crush our glass and load our container from the glass crushing room with the bobcat. The yellow line on the container signifies the maximum load mark. We have to have the container shipped before it reaches this line to keep the driver safe with weight requirements on the road.

York rake needs professional weld:

They had a beautiful York rake donated from a resident last fall. They have a "blank bobcat plate" that could match with the York rake attachment and be an absolute game changer for the recycling center. It would improve their quality of workmanship.

Recycling truck needs brake work to complete inspection: \$800.000.

Driveway extended to chain link fence (hardpack), and loam/seed for proposed "Reuse park" \$1,200.00.

Mr. Hoy lined off the driveway with aluminum bales (pictured). This creates a defined driveway, keeping vehicles out of their septic area and effectively defining a recreational area. (Reusing their products as building materials.) It would take 2 loads of hardpack and 1 load of loam/grass seed to create Reuse park.

Environmentalist “Store”- small display of environmentally friendly products for sale at the cash register. Goal of promoting greener options for Walpole residents with regard to household cleaners and approach to conserve materials.

Reuse Center walkway/water protection: Used bricks for new walkway up to front door and along the foundation to prevent water damage. Slight pitch to keep water/ice away from the building and walking area. They could use a gutter in the front of the reuse center as well. Used bricks can range in price, but we can complete a sufficient amount of brickwork for a reasonable price. \$700.00.

Mr. Dalessio asked if Mr. Rau could do the welding for the Recycling Center York rake. Mr. Rau replied that they could do the welding and haul in what materials he needs to cut down on costs. There was discussion about a gutter system. Mr. Rau said there is a “clip-on” system and other options to prevent water/ice from building up under the shingles.

Ms. Mayberry asked if he is seeing more vehicles from Vermont now that the weather is warmer. Mr. Hoy has seen an increase in Vermont plates. Mrs. Pschirrer mentioned Vermonters now have stricter regulations for their Recycling Centers. They are buying Walpole bags which is good. Mr. Hoy does not have any way to control what people put in their bags. He hopes they are sorting out recyclables and keeping weight down. Mr. Dalessio felt they should talk about this subject soon. Mrs. Pschirrer mentioned this is costing Walpole more money. Mr. Hoy said they brought in over \$100,000 in bag sales; cost to ship and tipping fees were \$65,000. They profited \$35,000. Cost of the bags last year was \$12,500. Mr. Dalessio noted bags are off-setting the cost of the disposal. Many Vermonters are bringing in recyclables. Plus there are additional charges for items such as TVs, mattresses, box springs, etc.

**Walpole Library Report –March 25, 2021:** Mrs. Jane Malmberg provided the following written report:  
March Update:

She is happy to report that they are seeing their number of visits and curbside deliveries holding steady, and their circulation number increased by 200 last month vs. January. She has been busy weeding/updating the children’s and young adult collections.

North Walpole:

The Board of Trustees, Town Selectmen and Library Director are working with the North Walpole Commissioners to define the terms of a new lease for the North Walpole Branch of the library. Library staff has made good progress in their work on cataloguing and processing library materials.

Programming:

February’s virtual Bake Off was a huge success – they had 385 people participate in the baking and voting. They are planning a second Bake Off in May with a theme of cookies. Unfortunately, their parenting program on IEP Organization that was to be facilitated by a parent volunteer was a bust. They only had one person sign up – and she is a friend of the facilitator. They decided together to cancel it. She thinks a big part of it is Zoom burnout on the part of parents, so they are planning to have her film the workshop as a webinar they can post on their YouTube channel so that parents can watch it when it is convenient. Hopefully they can post it in the next few weeks.

Carolyn has been doing a short weekly book talk featuring new books that they have been posting on Facebook and YouTube. Her first post was viewed by 43 people!

Coming up, Julie is partnering with the Advocates for a Healthy Youth, supported by Cheshire Medical Center, in the Run and Read a Marathon program. This program encourages children to be healthy by running/walking 26.2 miles and reading 26 books (equal to the number of miles in a marathon). The library will be receiving a donation of about 100 books to give out as incentives.

Julie is also partnering with the Art After School program at St. John's Episcopal Church to offer take home crafts for school aged kids. They have donated many art supplies to them which they are using in their Family Take and Makes.

They have been invited by the Walpole Parent Teacher Group to participate in a town wide scavenger hunt during the week of April vacation. The library will be a stop and they will give out activity bags. The North Walpole Story Walk will also be listed as a suggested activity for families.

Staff Development:

Library staff have begun viewing the customer service and intellectual freedom webinars from ALA that she mentioned in her report last month.

Technology:

Julie attended a webinar on libraries and social media presented by the staff from the Skokie Public Library. She was introduced to a new free online tool, Hootsuite which allows you to manage all your social media posts in one place – it is helpful in streamlining the process and allows you to schedule and repost across platforms.

They are working on updating the library's website. The software they are using (Wordpress.com) is okay, but not very flexible and the site is not as user friendly and dynamic as they would like. Kelli (Wilson) has quite a bit of experience designing websites both personally and professionally. She recommends migrating over to Wordpress.org as it allows for plugins which would give them more freedom in how they design their page. They are researching other alternatives as well.

Consolidated installed the new fiber optic internet service at the main library on March 18<sup>th</sup>. They plan to wait to install this service in North Walpole until after they have signed the new lease and installed the two new workstations.

Mrs. Malmberg also provided a Monthly Library Statistics page providing additional information.

**Police Department:** The Police Department had submitted a graph with Police Stats – January 1, 2021 through March 23, 2021. Total Calls: 900. These were broken down as follows: Criminal Investigations 232; Public Safety 459 and Motor Vehicle 209.

Lt. Justin Sanctuary reported that the Pinnacleview 4-H group had provided them with a bag of stuffed animals for kids. They keep these in the cruisers and hand one to a child when needed. It is a nice tool. Walgreens has donated their new and unsold stuffed animals to the Police Dept. He wanted to thank the Pinnacleview 4-H group and Walgreens for these donations as they are appreciated by the children receiving them.

The new police officer starts tomorrow. Their new cruiser should be here in a few weeks. Drug Take Back Day is April 24<sup>th</sup>, 2021, from 10:00 AM to 2:00 PM. Mr. Dalessio wanted to be sure this news item gets to both the Walpolean and Clarion so the public is aware of this. Lt. Sanctuary asked Mr. Hoy if it could be set up at the Recycling Center as that location works well. Mr. Hoy was agreeable. Lt.

Sanctuary reported that fiberoptic will be installed next week; they hope the transition will go well. Comcast has been reliable and has offered them a good package but they are looking into Consolidated Communications. The radar sign will be going back out now that the snow banks are slowly disappearing. They will consider recommendations from the public on possible location sites.

**Hooper Institute:** Mrs. Helen Dalbeck submitted the following written report dated March 25, 2021. School Programs and School Gardens: They are back with all students in all grades by March 29.

Outreach and Marketing: Ongoing, on all fronts; Facebook, the Clarion, Friends of Hooper Institute, posters, Walpolean, Town Meeting, school newsletter and more.

Facility and Land: Their building opened March 22, 2021. The land/facility clean-up begins. They had a couple of fir trees blow down in the high winds. She is trying to find somebody to remove them.

Administration: Sue Nadeau's board membership has been approved. There are three more potential members in the queue. FOHI Annual Meeting was held plus a FORUM discussion meeting with all board and committee members. They are looking towards and planning for the combined future of both education programs and scholarship awards.

Camps: Yes, camp is happening during the last two weeks of June and the week of July 12 (woodworking).

High School Summer Work Program: She has six mentors confirmed plus one considering. She met with the 8<sup>th</sup> grade Wednesday. Applications are now available to students entering grades 9-12.

Walpole Community Garden: So far, 4 new members, 13 returning.

Upcoming Programs this Spring and Summer presented by the Hooper Institute!

Hooper Institute SUMMER CAMPS are happening both at 165 Prospect Hill (entering grades 1-4) and on the trails all around Walpole (entering grades 5-8). The camps will run for all ages in the mornings, June 21-July 2. The woodworking shop will be open for older students the week of July 12<sup>th</sup>. More details to come. The fee for all camps is \$50.00 per week with scholarships available.

High School Work Program (for students entering grades 9-12). Applications are now available. Call 756-4382 or email [hooperinstitute@myfairpoint.net](mailto:hooperinstitute@myfairpoint.net).

Eyes on Owls, a live own program to benefit the Hooper Institute educational programs. This event is scheduled for May 22, 1 pm. Fee is \$10 at the gate, children under 2 FREE. Venue: Walpole Recreation Fields/Whitcomb Park. Bring your own chairs and blankets.

Circus in the Woods, a unique performance by troupers of the Flying Gravity Circus (based in Wilton, NH), who will perform along our field, garden, and woodland- trails...WOW! This program is sponsored by the Hooper Institute, May 23, 2 pm-5 pm. This will be a fun, innovative, youth circus arts extravaganza for all ages. The all-important registration and day of event (COVID safe) details will be posted soon. Until then, check out their website [www.flyinggravitycircus.org](http://www.flyinggravitycircus.org).

**Walpole Highway Department:** Mr. Michael Rau distributed the Highway Department report dated March 2021.

Spring is here! Which we also know means, so is MUD SEASON! Mr. Rau advised that out of the 65 miles of roads Walpole has only 6 are dirt roads. The roads have been posted and we have been getting many calls from trucking companies and property owners with road concerns. The dirt roads have been having their yearly thaw out causing issues with traveling on them. They ask everyone to avoid these roads whenever possible to avoid damaging and/or causing worse conditions. They do their best to groom these roads while they thaw out. Unfortunately, there is not too much that can be done to maintain these roads that will not make them worse. Until all of the frost is out of the ground and dries up, they ask people to PLEASE be patient! This year they only put out two bucket loads of stone. They like to let the roads heal themselves.

The Highway Department is gearing up for warm weather projects as well as spring cleanup. They will be doing ditching and culvert replacement on Maple Grove and March Hill for preparation for possible repaving this summer. Paving is usually done in July. He expects to get bids/prices in April. Due to the fact that prices might go up they might not be able to do as many roads as they would like to but they will do the best they can. They will also be starting the Elm Street project in May. As most of us know, this has caused some concerns with some residents regarding the Common. They will be developing a project plan within the next few weeks to present to come to a final decision. He encourages anyone who has input to please reach out and attend meetings. The Common is home to many town wide events and activities for all who live in (or visiting) Walpole to enjoy. The objective of this project is to keep the beauty of this space but also increase safety and functionality for years to come.

**Finance Office:** Mr. Richard Kreissle submitted the following written report.

Dust settling time in the Finance Office...

1. The period immediately following town meeting is, for him, when the budget cycle finally comes to a close due to the required reporting to the Department of Revenue Administration (DRA). This is done via their finance portal which lists the yearly reporting requirements and is the depository for those reports to be uploaded.
2. MS-232: Report of Appropriations. Reviewed by the DRA, signed off of by the board.
3. MS-123: Report of Town Officers. Comes from the Town Clerk's office – reports on all elected officials during this election cycle.
4. Town Meeting Minutes: Generated by the Town Clerk, uploaded to the DRA's portal.
5. Town Report: E-copy of the report uploaded to the DRA's portal.
6. Prepped the worksheet that he forwards to Sarah Downing for the COLA's.

Note the cross-checking here, documents generated by one party and reviewed by another before being uploaded to their portal.

As it's the end of the 1<sup>st</sup> quarter, he works on quarterly reports – the 941 reports for the IRS and the state of Vermont along with a quarterly report for the Department of Employment Security.

Looking ahead:

2<sup>nd</sup> Quarter Activities: The 2<sup>nd</sup> quarter of the year sees involves scheduling the yearly financial audit, prepping for the audit, and working with our auditors on the audit itself.

For the future: He is always looking to streamline processes he uses whenever possible without sacrificing the integrity of the accounting system and internal controls to allow him to meet any sudden

needs of others as may arrive. Working with the auditors allows him to have a second set of knowledgeable eyes on processes and how he might improve upon them.

**Walpole Recreation:** Mr. Kraig Harlow had submitted the following written Update 3/25/21.

Winter Events:

- Winter Basketball and Daddy and Me Dance were cancelled this year due to COVID-19.
- They hosted Trivia Night in March and had three families sign up and one sign in for the event.

Town Meeting:

- The Town approved Warrant Article 5 which will repair the pool water meter pit.
- The Town approved Warrant Article 11 which will repair the pool roof for up to \$20,000.

Tennis Repairs:

- Recreation Department asked for encumbrment tennis court repairs for 2020 be encumbered for the work to be done spring 2021.
- Wilson & Lawrence Co. quoted the repairs for \$5,795, which will keep the courts in good shape for 3-5 years.

Future Revolving Fund Purchases:

- Approved to buy a new handicap accessibility chair for the pool. Prices are usually \$4,000-\$6,000.
- Approved to buy another shed to be put in Whitcomb Park to hold equipment and help with the storage issues. They usually cost \$3,000-\$4,500.

Spring Events:

- They are looking to hold their annual spring sport clinics hosting both soccer and basketball camps over April's school break.
- They also looking to begin Walpole Summer Basketball League at the end of May.

North Walpole Park:

- Diane Harty has a "little library" being made where community members can do a book swap.
- Diane and he are looking into fixing the volleyball court and cleaning the sand.

Community Events:

- No community events are scheduled right now due to COVID-19 but they are looking forward to scheduling some when better weather is here.

Selectman Change:

- He wants to thank Cheryl Mayberry for her help and tutelage over the past year for helping him transition in the role as Recreation Director. He appreciates the time and advice she has given him over the past year.
- Peggy Pschirrer is the recreation new town liaison for the year and he is excited to work with her.

**Selectboard Office:** Mrs. Sarah Downing submitted the following Report to Selectboard and Staff dated March 25, 2021.

Many departments in the Town have been contacted regarding the installation of Broadband/fiberoptic internet and landline phone service. As part of the Consolidated Communications Inc. (CCI) agreement, standard service will be at no cost to the Town buildings. In the Town Hall, the Selectboard Office and the Town Clerk-Tax Collector's (TC-TC) Office will have two separate internet connections. The TC-TC Office will have standard service along with a special static or a set IP (Internet Protocol) service which is required by the NH DMV and NH vital records software programs.

Because of the static IP requirement, there has been a delay with the full installation of the fiberoptic service. Required parts should be arriving with our IT vendor, TrueNorth, late this week. Final installation work is projected to be completed either next Monday or Tuesday with both offices then moving over to fiberoptic service at the same time.

Many thanks to Jodi Daigle for coordinating work with CCI, Brad Nash for installing CAT-5 wiring and assisting Mike Simard of EE Houghton with electrical upgrades and Meghan Hansson for coordinating with the State of NH IT contacts to move this project forward.

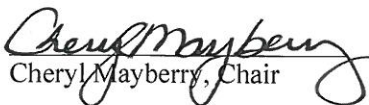
The new desktop for the Selectboard Office has arrived. The transition has been a bit bumpy with some software hick-ups. However, the extra PC has already come in handy as a back-up source for internet access. Avitar Associates will be updating tax records in the near future using the extra station for extended periods of time. All tax card updates must be completed before the spring tax warrant is created in the first half of May.

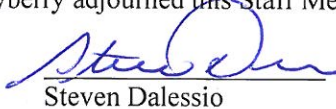
**Walpole Town Clerk/Tax Collector's Office:** Mrs. Meghan Hansson has submitted the following report dated March 25, 2021.

- Have deposited \$86,859.34 of property taxes since the last staff meeting.
- Have received recommitment warrants for uncollected taxes from previous years, which match our expected numbers.
- Tax training...Monday, Wednesday, Friday, and next Monday. This is a free online course offered by NH Tax Collectors Association and DRA.
- Next Monday their Municipal Association tax trainer, Kathy, will be in as they prepare to send out lien notices to owners of delinquent accounts.
- Tuesday, 23<sup>rd</sup>, took part in training with their Clerkworks software company, Interware.
- Deputy Vicki Gohl has taken online state motor vehicle training class. She has state approval to register motor vehicles and is ready to begin Clerkworks operation.
- Their temporary office assistant, Deb Lane, has been sorting and organizing documents, as well as answering phone and doors, which has been especially helpful during training periods.
- Registered 548 vehicles between the last staff meeting and this one. Of the \$121,085 collected, over 92K belongs to the Town.
- Participated conducting the March Election (3/09/21).
- Minutes taken of the following Saturday Town Meeting (3/13/21).
- Dog licensing is picking up as we approach Spring. They are planning on updating their letter to people with vaccinated dogs so that it refers to the new Dog Ordinance passed at Town Election.

**Next Staff Meeting:** The next Staff Meeting is scheduled for Thursday, April 15<sup>th</sup>, 2021, at 5:00 PM.

**ADJOURNMENT:** Ms. Mayberry thanked everybody who attended Town Meeting. It is nice to have Department Managers present when people ask questions and they are present to answer them. The Selectboard would like them to be resources for each other. Collaborate with each other as we are all inter-connected at the core. Ms. Mayberry adjourned this Staff Meeting at 6:00 PM.

  
Cheryl Mayberry, Chair

  
Steven Dalessio

  
Peggy L. Eschirrer

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the April 1, 2021, Selectboard meeting.)

