

**TOWN OF WALPOLE
MEETING OF THE SELECTBOARD
SEPTEMBER 20, 2023**

Selectboard Present: Peggy Pschirrer, Chair; Cheryl Mayberry; Steve Dalessio

Staff Present: Sarah Downing, Manager of Administration; Ahmad Esfahani, Recording Secretary

CALL TO ORDER: Mrs. Pschirrer called this Selectboard meeting to order at 6:30 PM in the Selectboard Office. She introduced herself, Peggy Pschirrer, Selectboard Chair; Cheryl Mayberry, Steve Dalessio, Sarah Downing, Manager of Administration and Ahmad Esfahani, Recording Secretary.

PAYROLL:

Mr. Dalessio moved to approve the Payroll Register totaling \$32,974.29 dated 9/22/23 and the 941 Payroll Tax Transfer of \$7,622.12. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry, and Mrs. Pschirrer in favor, the motion was approved.

SELECTBOARD MEETING MINUTES:

SPECIAL SELECTBOARD NON-PUBLIC SESSION – September 7, 2023: Mr. Dalessio moved to approve the Minutes of the Selectboard Non-Public Session of September 7, 2023. Seconded by Ms. Mayberry. With Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved. The minutes are to remain sealed.

SELECTBOARD NON-PUBLIC SESSION – September 14, 2023: Ms. Mayberry moved to approve the Minutes of the Selectboard meeting of September 14, 2023. Seconded by Mrs. Pschirrer. With Ms. Mayberry and Mrs. Pschirrer in favor, and Mr. Dalessio abstaining, the motion was approved.

SELECTBOARD MEETING – September 14, 2023: Ms. Mayberry moved to approve the Minutes of the Selectboard meeting of September 14, 2023. Seconded by Mrs. Pschirrer. With Ms. Mayberry and Mrs. Pschirrer in favor, and Mr. Dalessio abstaining, the motion was approved.

COMMITTEE REPORTS:

Mr. Dalessio brought to the chair's attention the following committee reports:

- Conservation Committee Meeting – September 11, 2023
- Planning Board Meeting – September 12, 2023

Mrs. Pschirrer acknowledged these minutes.

OLD BUSINESS:

Employee Uniforms: Mrs. Pschirrer stated that a Town employee was in contact with Cintas regarding the return of uniforms. The Selectboard agreed to table this topic until the employee notifies them when they hear back from Cintas. Ms. Mayberry spoke to the mindfulness needed for Town employees when they are purchasing clothing related to their position.

Tree Replacement Committee: Mrs. Pschirrer stated that 5 members have volunteered to be on this committee. Mrs. Pschirrer spoke of the importance of identifying the supervisory body of this committee. Ms. Mayberry then questioned the management of funds. Mr. Dalessio stated that the committee should put forth a charter or mission to guide their activities, as well as selecting a chair for the committee itself. Mrs. Pschirrer stated that the Selectboard would write a letter to the Conservation Committee stating that they would be the committee, and that the Tree Replacement group would function as its subcommittee.

NEW BUSINESS:

Fund Balance Policy: Mrs. Pschirrer stated that the Finance Manager has been discussing fund balance policies in a recent seminar. Mr. Dalessio moved to approve the fund balance policy created in 2017. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry and Mrs. Pschirrer in favor, the motion was approved.

Drainage Ditch next to 11 Main Street: The Selectboard agreed to table this topic until the non-public session.

SWRPC Fall 2023 Meeting: Mrs. Pschirrer stated that the Selectboard has been invited to the Fall Meeting with the Southwest Regional Planning Commission.

NH Association of Assessing Officials: Ms. Mayberry moved for the chair to sign the ballot for the NH Association of Assessing Officials. Seconded by Mr. Dalessio. With Ms. Mayberry, Mr. Dalessio and Mrs. Pschirrer in favor, the motion was approved.

Sealing Non-Public Minutes: Mrs. Pschirrer reflected on a recent article by the New Hampshire Municipal Association concerning the sealing and unsealing of non-public minutes. The Selectboard discussed the process by which sealed minutes would be unsealed.

Sealed Non-Public Meeting Minutes Review Protocol: Mrs. Downing stated that she is also keeping a document with a detailed list of sealed minutes for each year.

HOOPER TRUSTEES MEETING:

Ms. Mayberry moved to enter into the Hooper Trustees meeting at 6:58 PM. Mrs. Pschirrer seconded. With Ms. Mayberry, Mr. Dalessio, and Mrs. Pschirrer in favor, the motion was approved.

The meeting reconvened at 7:15 PM.

NON-PUBLIC BUSINESS RSA 91-A:3 II (a) (c):

Ms. Mayberry moved to enter into Non-Public session at 7:15 PM. Mrs. Pschirrer seconded. With Ms. Mayberry, Mr. Dalessio, and Mrs. Pschirrer in favor, the motion was approved.

The meeting reconvened at 7:37 PM.

Mr. Dalessio moved to seal the non-public minutes. Seconded by Ms. Mayberry. With Mr. Dalessio, Ms. Mayberry, and Mrs. Pschirrer in favor, the motion was approved.

ADJOURNMENT:

Mrs. Pschirrer declared the meeting adjourned at 7:38 PM.

Respectfully submitted,
Ahmad Esfahani, Recording Secretary



Peggy L. Pschirrer, Chair



Cheryl Mayberry



Steven Dalessio

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the September 28, 2023, Selectboard meeting.)