

**BOARD OF SELECTMEN**

**AUGUST 28, 2017**

**MEMORIAL BUILDING**

**4:00 P.M.**

*The following are to be considered draft minutes until approved by the Board at their next meeting.*

Selectmen present: Leigh Callaway, Chairman; Dick Hendl and Tamara Butcher.

Others: Todd Fleury, John Trachy, Cynthia Hayes, John and Sarah Anderson, Mike and Sue Chiarella, Scott Seekamp, Mike Lawlor, and Zoning Coordinator, Whit Smith.

Leigh called the meeting to order at 4:00 p.m. There were no scheduled appointments. The Board proceeded with discussion regarding the letter they received and reviewed at their August 14<sup>th</sup> meeting from Deer Hill Road Association regarding snowmobile use on Deer Hill Road. The letter referenced the trail through Grantham as Corridor 349 trail. Leigh asked for response from those present. Todd Fleury, President of Mascoma Valley Snow Travelers, referring to minutes of October 20, 2014, noted, as per the motion on page 5, use of Deer Hill Road was approved indefinitely, with a review every three years. He would like to recommend the Board schedule a hearing on the anniversary of that approval, as per the agreement for the use of Deer Hill and all other town-owned roads or properties. The Board agreed this was a favorable approach. Leigh noted the focus of that hearing needs to be on new information, and if anything has changed and not to rehash old arguments. John Trachy commented that not all residents would be present in October. The Board noted they can write letters if they have comments or concerns. Dick stated, and Tamara agreed, all letters addressed to the Board need to be signed. Typewritten names without signatures, or anonymous complaints will not be considered official. Leigh noted the Board's policy has been to require complaints needing action to be in writing and signed. John Anderson noted, the trail to Grantham is only a connector trail, and is not considered a Primary State Trail as it involves crossing a water body.

Motion made by Leigh to hold a hearing on October 23, 2017 at 5:30 p.m. for the purpose of snowmobile access on Deer Hill Road. Motion seconded by Dick and unanimously approved. Todd Fleury noted as per the three-year agreement, Mascoma Valley Snow Travelers will also be addressing the remaining roads.

At this point (4:15 p.m.) everyone in attendance left except for Mike Lawlor, and Whit Smith. Perry Hodges, and Phil Lebrecht came shortly after 4:15 and then left a while later. Tim Julian and Marla Binzel arrived around 5 pm.

REPORT from ZONING COORDINATOR. -- Board of Selectmen Monday, August 28, 2017.

Here is a summary of permit applications and Zoning Coordinator activity.

Application for Permit – Acted Upon, Approved:

1. Carole & Steve Sanetti, 188 Shore Road; Application for Permit for roof installation of PV solar panel array on existing residence. Zoning Coordinator visited site. Application reviewed and forwarded to BOS members. APPROVED by Zoning Coordinator pursuant to delegation of authority.

Application for Permit REQUIRED:

2. Dave Hausmann, 323 Messer Hill Rd. Mr. & Mrs. Hausmann appeared before the Zoning Board of Adjustment (ZBA) on August 15, 2017 in a continuation of the hearing from August 2 (site visit) that was a continuation of the original hearing from August 1. After further testimony and deliberation, the ZBA granted the variance for the requested dimensional relief (side yard setback encroachment no more than 14'). Zoning Coordinator has followed up with Mr. Hausmann reminding him that now with variance in hand, he must still file an Application for Zoning Permit prior to commencing construction.

3. Lindsay Walkinshaw, 92 Lamson Lane; House with attached garage. Applicant was granted dimensional relief by ZBA. We are still waiting on Zoning Permit Application(s) and house plan.

4. Mr./Mrs. Jay & Dorothy Martin, 566 Hogg Hill Rd; 12' x 20' shed constructed without zoning permit. Zoning Coordinator has followed up with emails to Mr. Martin and he has replied saying the shed has been moved. Zoning Coordinator has followed up with Mr. Martin reminding him that he must still file an Application for Zoning Permit (after the fact). Mr. Martin agreed early in the year the value of the shed is \$3000.

Other Matters.

A. Attended Zoning Board of Adjustment meeting on August 15, 2017

B. Attended Planning Board meeting on August 17, 2017. Discussion of whether two lots touching at a single point would be considered "contiguous." Additional research to support the Planning Board decision that such lots are contiguous.

C. Received inquiry from Mr. Rosen, who has purchased a lot in Eastman, regarding procedure – site plan, zoning ordinance, NH septic approval, etc. – He plans to build a house on the lot.

D. Now using new e-mail client to manage Permit Applications and files for Zoning Coordinator role and responsibility. This has resolved data storage capacity issues. Thanks again.

Whit reported he was contacted by Jeffrey Rosen, who recently bought land in Eastman. Whit has reviewed our ARC/GIS wetlands maps for the lot, and there appears to be a great deal of designated wetland on the property. Whit will be in touch with Mr. Rosen.

Following the last Planning Board meeting, Whit reviewed legal definitions of contiguous and has shared that information with Planning Chair, Kevin Lee.

Minutes of August 14, 2017: Leigh submitted a copy of the draft minutes with typos needing correction. Leigh moved to approve as corrected, seconded by Tamara and unanimously approved. The draft minutes will be amended accordingly and reposted.

Projects: Dick shared the scope of work for the invitation to bid for replacement of the roof on the Town Hall for 2018. The Request for Proposal will be advertised and sent out soon to have numbers available for 2018 budget preparation. Appreciation was extended to Neal Huntoon and Doug Smith for their help in pulling this together.

Leigh reported Neal noticed daylight entering at the flashing around the chimney. Leigh had Mike Dazet take a look, and he did see the daylight but did not see water damage. He recommended repairing the flashing when the roof is replaced.

Tamara moved to approve the Invitation to Bid. Motion seconded by Leigh and unanimously approved.

Laptop: Board reviewed laptop costs for the Supervisors. CCS will set up the computer for \$220.00 whether it is purchased through them or another retailer. Tamara reviewed costs of laptops with 17" monitors during the meeting. Leigh moved to spend up to \$700.00 on a laptop for use by the supervisors of the checklist. Motion seconded by Tamara and unanimously approved. During time in between the scheduled hearings, a laptop was found and ordered from Staples for \$409.99.

Flagpole: Leigh noted, and the Board agreed, the new flagpole looks beautiful and the highway crew did a nice job on the installation. Pete has volunteered to install the old flagpole at the historical society. Tamara will look into getting a new top for it. Motion by Dick to use the old flagpole at the Historical Museum, seconded by Leigh and unanimously approved.

Skate Park: Dick reported Frank Sparrow inspected the skate park recently and did not find any structural issues. There are some plywood panels that need repair or replacing and it needs paint. Frank will send an estimate broken down by project. Motion by Dick to authorize repair of the skate park structures, not to exceed \$2500. Motion seconded by Leigh and unanimously approved.

Land behind Highway Shed: Leigh noted he has spoken to Jeff Evans about the project and highlighted the "need" versus "want. He also requested Jeff inquire how the Town might go about asking for a waiver of DES fees.

Authority to set/change fees: Leigh reported Whit has been reviewing the fee structure for all applications. Leigh presented some research on who has authority to set fees. There is more research needed. Whit will look into it.

Board and Department Updates: Selectboard reported on respective departments.

The picnic table has been delivered to the cemetery.

The Library Trustees scheduled a special meeting and have authorized a Meet the Candidate's night for Tuesday night for the county district special election primary coming up in September. The Planning Board, in consultation reviewed with Dorothy and Paul Hamel whether a single point between adjacent properties is considered contiguous and could be merged. After review of the merger regulations, the Board's opinion is it is contiguous. The Hamels will proceed with the closing. This meeting will be continued to 1:30 tomorrow, August 29<sup>th</sup> for the closing.

Dick Hendl will fill in for Leigh at the September 21, 2017 Planning Board meeting.

The Board signed the amended Circuit Rider Agreement with Upper Valley Lake Sunapee Planning Commission with reduced services and fees for an agreement from 9/1/2017 through 6/30/2018, total cost not to exceed \$1800.00 as voted, seconded and approved by the Planning Board on August 17<sup>th</sup>.

At 5:00 Leigh opened the public hearing Pursuant to RSA 31:95b, to accept unanticipated revenue from the State of New Hampshire in the amount of \$50,713.24. These funds may only be used for construction, reconstruction, and maintenance of the Town's Class V roads and or bridges. Motion by Dick to accept the \$50,713.24, seconded by Tamara and unanimously approved.

Motion by Leigh to appropriate \$50,380.00 from the above funds for the purpose of paving Bog Road. Motion seconded by Tamara and unanimously approved. There is \$333.24 remaining from the fund.

The Board reviewed the life safety report from the Fire Department regarding meeting room capacity in the Town Office and Library for sitting and standing occupancy. The occupancy amounts will be posted in each meeting room.

Leigh noted the Kolelemook Lake Protective Association has discussed repair of the boat ramp at the lake. Gerry Cooper inquired with NH Fish & Game and has discovered the town owns the ramp. Permits for repair would be needed from NH DES. Dick suggested putting this repair off until 2019 for the Board to focus on repairing the Town Hall Roof in 2018. Leigh noted Pierre Bedard did the engineering for beach sand replacement last time and could be contacted for information. Motion by Leigh to contact Pierre to get an estimate of costs and report back to the Board. Motion seconded by Dick and unanimously approved. Leigh will contact Pierre. Mike Lawlor questioned how often the ramp gets used. Dick stated there should be some numbers available from the weed watcher program, though that does not cover all days of the week.

Dick reiterated, and the Board agreed to enforce the requirement that all correspondence and/or complaints must be in writing with signatures.

Tim Julian reported on a recent incident Saturday at the Library with an unruly visitor. The Librarian called dispatch and State Police were called to respond. The person left at that point. Tim followed up with the Librarian about the incident shortly after.

Leigh asked everyone to keep the residents of Houston, Texas in their thoughts as they deal with the effects of Hurricane Harvey.

Leigh reported the Kolelemook Lake Protective Association met recently and have been successful in their campaign to increase membership and funds for the Association. Cheryl Lawson has been elected as KLPA President. To find out more about KLPA they have a website which is currently undergoing some improvements.

At 5:30 p.m. Leigh opened the Public Hearing pursuant to RSA 674:41, to adopt the policy Construction on Class VI and Private Roads in the Town of Springfield, and to adopt amended Notice of Limits of Municipal Responsibility and Liability for Class VI and Private Road in connection with the Policy. Leigh reported the policy does not change the right to build on Class VI roads. New residential structures on Class VI and Private Roads will be required to complete a notice of limits, signing and acknowledging limits of town services. (i.e. school bus, emergency services). This is a changeable “living” document that can be amended as required. Once a Notice of Limits is signed, it is recorded at the Sullivan County Registry of Deeds to become part of the permanent property record. Notice of Limits for Class VI Roads has been an existing requirement, but not for Private Roads. As per the RSA adopting a policy is a housekeeping issue and required review and input from the Planning Board, which has been done. The Board discussed several scenarios of how the requirements will be applied. Motion made by Leigh to adopt the policy and to begin using the amended Notice of Limits, seconded by Dick and unanimously approved.

Signatures:

Solar exemptions were approved for Ryan and Vetere/Cooper.

At 6:20 p.m. Tamara moved to continue this meeting to Tomorrow (Tuesday, August 29, 2017) at 1:30 p.m. for transfer of the town-owned property to Paul and Dorothy Hamel.

**TUESDAY, AUGUST 29, 2017**

**1:30 P.M.**

Selectmen present: Selectmen present: Leigh Callaway, Chairman; Dick Hendl and Tamara Butcher.

Also: Paul and Dorothy Hamel.

Leigh called the meeting to order. Payment was received via bank check from the Hamels. The Quit Claim Deed transferring Map 37, Lot 522-037 was signed and notarized. The Hamels will record the deed at the Sullivan County Registry.

Leigh reported he contacted Pierre Bedard about boat ramp and beach sand engineering at the lake. Pierre is quite busy at the moment, but will forward a proposal when he gets a chance.

The Policy for Construction on Class VI and Private Roads was signed.  
An Intent to Cut Wood for S & M Forest Trust property was signed.  
The meeting adjourned at 1:45 p.m.

Submitted by,

Janet Roberts,  
Administrative Assistant