

BOARD OF SELECTMEN

NOVEMBER 27, 2017

MEMORIAL BUILDING

4:00 P.M.

The following are to be considered draft minutes until approved by the Board.

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

Others present: Bryan O'Day, Mike Lawlor, Jim Yager, and Whit Smith.

Department personnel: Tim Julian, Dick Petrin, Pete Abair, Cody Patten, Pete Lacaillade, Angela MacCreighton, Don Hill and Jim Bednar.

Jim Yager asked the status of the town's classification of the road referred as Pettengill Road at the Enfield Town Line on George Hill Road where he owns property. He states the tax maps don't show it correctly. He stated he has maps and records and he got from Sullivan County Registry and copies of minutes of 1821 town meeting from the Concord Library with documentation. (His records were not shared with the Board at this meeting). Leigh stated Pete Abair has said it is a Class VI Road. The Board will need to review records to determine if that is the case. Jim asked to make improvements to the road which provides deeded access to his property. There are some harvestable trees in the roadway and he would like to clean ditches and do some crowning and asked about requirements. Leigh stated if this is indeed a Class VI road, Jim would be required to file application for authorization to improve a Class VI road, before doing any work. Tamara asked if the only access to his property is through this roadway. Jim stated he owns 5 separate contiguous lots and this provides access to one. Tamara indicated she is not comfortable giving an answer to this question without more research. Dick stated he would like to see a plan with more details of what and where Jim intends to do work. Jim stated he was not expecting an answer today. The Board asked Jim to come back on January 22, 2018 (the 4th Monday). The Board will try to have some research and answers for then. Jim agreed to forward his documentation to the Board.

Zoning Permits:

REPORT from ZONING COORDINATOR. -- Board of Selectmen - Monday, November 27, 2017.

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

Application for Permit – Acted Upon, Approved:

1. Neal R. Wood, PO Box 71, Springfield, NH; Application for Renewal of Zoning Permit to build single family residence with garage at 811 Main Street. No changes in dimensional plans. RENEWAL application complete. Location identified. No setback encroachment. No wetlands buffer issue. Zoning Coordinator has viewed the site location. APPROVED by Zoning Coordinator pursuant to delegation of authority.
2. Mr. Mike Howard, 2625 Route 4A; Application to place/construct 72' x 30' x 16' greenhouse (tubular metal supports structure) on the lot. There are no set back issues, no wetlands issue, and the structure is less than 35' high. Zoning Coordinator has viewed the site location and discussed plan with the

applicant. Application reviewed and forwarded to BOS members. APPROVED by Zoning Coordinator pursuant to delegation of authority.

3. Lindsay Walkinshaw, 95 Winn Hill Road, Sunapee, NH 03782; Application to build single family residence with attached garage at 92 Lamson Lane (Private Road). Zoning Coordinator has viewed the site location and discussed plan with the applicant. The side of the garage will be no closer than 10' from the side yard lot line. Applicant has received a Special Exception from the Zoning Board of Adjustment allowing 25' relief from the 35' side yard setback requirement (Hearing on August 1, 2017) Otherwise, there are no set back issues, no wetlands issue, and the structure is less than 35' high. Applicant and Shawn Walkinshaw own the lot jointly. Both owners have executed in the presence of a notary public the required "NOTICE OF THE LIMITS OF MUNICIPAL RESPONSIBILITY FOR A PRIVATE ROAD IN CONNECTION WITH A ZONING PERMIT APPLICATION PURSUANT TO RSA 674:41, I(d). Application reviewed and forwarded to BOS members. APPROVED by Zoning Coordinator pursuant to delegation of authority.

Application for Permit PENDING:

4. Mr. Jeffrey Rosen, 109 East 73rd Street, New York, NY 10021; Application to build a single family residence with attached garage at 18 Glenwood Rd. (Eastman). The ArcGIS mapping tool indicates that Mr. Rosen's lot is predominantly "designated wetlands." Mr. Rosen engaged a wetland scientist, Spencer Tate, certified with NH (No. 293) to survey the wetland(s) on the lot in question. The wetland scientist referred to the NH regulations and the Town of Springfield Zoning Ordinance in rendering an opinion that the wetlands on the lot should NOT be classified as "designated," because they only meet two of the seven criteria established by the State of NH (and incorporated in the Zoning Ordinance), instead of the minimum of 3 criteria to cause classification as a designated wetland. The wetland scientist also mapped the location of the wetlands on the lot.

The matter was referred to the Town Planning Board for review and consideration. The Planning Board accepted the revised mapping of the wetlands on the lot as determined by the wetland scientist. Accordingly, there is buildable area on the lot without encroaching into the wetland. However, the Planning Board disagreed with the wetland scientist because in the opinion of the Planning Board, the wetlands on the lot meet three (3) of the seven criteria and should be classified as a "designated wetland." Specifically, the Planning Board believes the wetland on Mr. Rosen's lot to be connected to (or within 200 feet of) "a High Value wetland, specifically ... Bog Brook."

Mr. Rosen has been advised regarding the perception of the Town Planning Board.

Other Matters.

A. Meeting (November 14) with Mr. Jeffery Rosen and Dan Higginson regarding building home on lot at 18 Glenwood Road (Eastman); Emails with property owner.

B. Attend Planning Board meeting (November 16) and present to Planning Board request for clarification regarding wetlands on Mr. Rosen's lot at 18 Glenwood Road.

Whit reported the Walkinshaw's have completed the Private Road Limitation form. Selectboard signed the document, which will be recorded at the SCRCD when the fee has been paid. Shoreland permits have been obtained and septic approval has been received from the State of NH.

Whit stated he presented Mr. Rosen with the 3 options discussed at the Planning Board meeting on the 16th. Mr. Rosen's surveyor Dan Higginson and the Wetlands Scientist plan to meet with the Planning Board on December 21st to continue the wetlands discussion.

Whit reported he has done some work on compliance material but may have to extend the deadline beyond December 4th.

Minutes of November 13, 2017: Dick moved to accept the minutes as written, seconded by Tamara and unanimously approved.

Budget Work Session:

Leigh asked if the Board had thoughts about a 2% employee increase for those employees receiving a regular paycheck, not stipends, same as in past years. Dick noted 2% is consistent with Social Security and the Federal Government. Tim Julian stated nationwide the COLA is 2.5% and for this area is 3%. Tim also questioned if there is a provision for merit increases. Tim feels strongly employees should be able to be rewarded for exemplary performance. Leigh stated that until a performance reporting system is established and is covered in the personnel policy and employee performance can be measured fairly, then he is not in favor of merit increases. Tim noted he annually completes a performance evaluation for Sergeant Beaulieu. In the past the Selectboard has requested written evaluations be done by department supervisors. The Board went on to discuss evaluations, increases between 2% and 3% and whether the increase would be effective the first pay period in April as it has been done in recent years, or retroactive to January 1 as was the case 9 or 10 years ago. Tamara stated the water precinct and other towns do retroactive raises. Dick recommended the Board investigate merit pay and written evaluations for future years. Motion made by Dick for a 3% raise, retroactive to January 1, 2018. The Board will review procedures to rate employee performance. Motion seconded by Tamara and unanimously approved.

Cemetery: Dick Petrin reported the cemetery budget proposal is about the same as last year. Wages and hours at the cemetery were discussed. Leigh stated Pete will have input on cemetery wages. Tamara noted the plan when Cody was made full time was for him to add 10 hours per week for cemetery during the time the cemetery is open to his 30 for highway. The trustees feel they need a full day per week, and sometimes more when grass is growing rapidly. Pete stated they should be able to handle this. Dick Hendl stated he wants to be sure that labor is allocated as needed with a commitment for a block of time for ongoing maintenance. The Selectboard agreed to keep the cemetery wage line in the cemetery budget instead of moving it in with highway wages for more accurate expense tracking.

Highway Department: Pete Abair, Road Agent reported his budget is not changing much. He has talked to Unifirst about reducing costs. Wages are increased a bit and this year's wages may be over a little, which was expected with adding Cody full-time. He is recommending paving Philbrick Hill this year estimated at &70K, doing Nichols Hill another year. He is waiting for a price from Pike. Pete would like to purchase a chipper this year, and will be looking to replace the red truck with the assigned funds in the fund balance.

Police Department: Tim reported his budget is pretty much the same except for an increase of \$1,125.00 for full support which they did not have before, of all the department's computers. Newport Dispatch increased \$254.00. Tim explained the line item for the diversion education program.

Library: No update on the status at the library. Trustees meet again tomorrow and will attend a Selectboard meeting at a later date to present their budget.

Beach Project: Leigh questioned if the Board was ready to make a proposal for a perched beach or do they wish to leave it as is and hope the DES allows another 20 c.y. of material, as Pierre Bedard has indicated the DES usually only allows 10 c.y. replacement which is not realistic and would be a waste of money. Dick stated perhaps the 250th Committee might take on funding for a perched beach in their fundraising efforts, and perhaps 20 c.y. of sand could be permitted until a perched beach can be funded and built. He will address this with the committee. Leigh noted preliminary estimates for a perched beach have ranged from \$15K to 28K.

Concerned Citizen Issue: Dick reported he has not heard back from Shawn Tanguay.

Town Hall Roof: Dick has revised the RFP and shared the list of roofing contractors he prepared to send them to. There were no responses to previously advertised requests. He has contacted IKO and they will be sending him a warranty claim to complete since the existing shingles have a 30 year warranty and the roof was done in 1997. Motion by Leigh to send the RFP to those on the list, seconded by Tamara and unanimously approved. Bids will be due by 4 p.m. on January 22, 2017.

Sand shed site: Jeff Evans has provided plans for the site behind the highway shed. The Board agreed to begin the Selectboard meeting on December 4th at 3:00 p.m. at the site to meet with Jeff and review the plan.

250th Charitable Trust: Leigh shared the document drafted to establish a charitable trust for the 250th committee. Board agreed to forward to Shawn Tanguay for review and comment which Leigh will do.

Copier Lease: Town office copier lease expires end of December. Ricoh has sent options for replacement. Current lease can continue month by month until replaced. Dick has reviewed and suggests option 1, perhaps waiting to replace in April after town meeting.

Acceptance of \$113.00 donation: Angela MacCreighton reported Sugar River Bank has an annual "Jeans Day" fundraiser. Springfield Recreation was chosen as the recipient. She would like the money to be used for movies, popcorn and expenses for movie night. Motion by Leigh to accept the \$113.00 donation for the purpose as stated above, seconded by Tamara and unanimously approved.

Annual Service Contract signed for Fisher Generator Service for the Generac generator at the town office.

Intent to Cut Timber signed for Camp Coniston and Meadowsend

Contract for computer support with Certified Computers signed

Correspondence: E-mail from Al Lindquist, Harvard St. Realty Trust Map 20, Lot 370-112. Mr. Lindquist reported Art Conkey of Conkey Enterprises, has actively emptied and reclaimed 90% of the property on Sanborn Hill Road over the last two years. The current arrangement between Mr. Conkey and Mr. Lindquist has ended, with some work left to be done. Mr. Conkey advises there will be no further work until spring due to conditions, however he feels the town will be pleased with the progress that has been made. Mr. Lindquist has made a request to the Selectboard that he be allowed to convey the property to Conkey Enterprises who will assume all Town requirements with the land and will place a bond on the road before beginning final reclamation in the spring. The town has also received notice from NGM Insurance Company Bond Department that the existing bond for Mr. Lindquist will be cancelled effective 12/26/2017 for non-payment of premium. The Board will review the conditions of approval granted by the Planning Board. Leigh will speak to Pete about an inspection, and if Pete is not confident compliance is met, Mr. Lindquist will need to be notified that the Bond is required to be left in place.

Recreation Department – 250th Celebration Committee: Angela MacCreighton, Don Hill and Jim Bednar present. Meeting House use – Don reported to the Board he has spoken to Mason Wheeler, Springfield Plumbing and Heating, about charges for seasonal opening and closing at the town hall. The job takes less than an hour and Mason has not charged for doing so in the past. Mason is willing to open and close the Town Hall for their events at no charge as a donation to the 250th. The building used to be heated all year until the recession. The Board discussed possible fuel costs for a few days in January and February and agreed to the opening and closing as needed. The upstairs boiler can remain off. Leigh proposed leaving the heating fuel line in the budget the same for 2018, which should cover the anticipated use. The 250th committee agreed to coordinate with Mason for opening and closing the building.

Leigh reported to the Committee that he will send his draft for formation of a Charitable Trust to Shawn Tanguay, and will see if he can get an answer before the committee's next meeting on December 6th.

Don Hill discussed with the Board the desire of the Recreation Department to restore their budget to past levels so they are able to restore some activities that have been offered in the past. They are aware that gifts have to be accepted by the town. The idea of a lift at the meetinghouse

has been “embraced”. The Committee will have expenses to purchase items to have for sale and supplies for events and have struggled with the best way to do so. They have several donors ready to write checks as soon as the details of the trust is worked out so they have some start-up money. This is a town event that will be going on for two years, with incidental expenses that others will participate in. Therefore, the Committee would like to request an appropriation in the budget of \$4,000 a year for two years. After discussion, the Board agreed on an appropriation of \$3500 each year.

Angela MacCreighton discussed Recreation Committee budget. She will be in touch with Maryanne Petrin who has some activity ideas. Budget information from more active years will be sent to Angela for review.

Dick Hendl discussed with the committee the situation at the beach and thought perhaps they might think about funding this as a gift to the town. It would be something used by more people than the lift at the town hall. Don thought providing the lift opens the upstairs up for more use by more people. He suggested the beach as a warrant article would probably be passed by the voters. Dick mentioned this was just an idea he had. Don said they would bring it up at the next committee meeting.

Fire Department: Pete Lacaillade, Fire Chief indicated the fire department budget may be up about 2%. He does not have all the numbers yet. They propose an increase in training wages and are moving some costs around. They are very happy with the internet service provided by Wi-Valley which has been a great help in their reporting requirements. As discussed at the CIP meeting, they are proposing ordering SCBA equipment in November 2018 so the equipment will be ready to put in service by August 2019 when the existing equipment expires. The lead time for new equipment is 6 months. The new fire truck is on schedule for delivery in January 2018.

Motion by Leigh to accept Lake Sunapee Bank loan rate 2.99% for three years. Motion seconded by Tamara and unanimously approved. LSB should have the loan processing complete before the end of 2017.

Leigh reported the Planning Board is working on language to amend the Zoning Ordinance regarding parked trailers registered and unregistered and their use.

Tamara asked if the Board would begin each meeting with the Pledge of Allegiance. Motion by Dick to do so, seconded by Leigh, and unanimously approved.

The meeting adjourned at 6:21 p.m.

Submitted by,
Janet Roberts