

BOARD OF SELECTMEN

MARCH 23, 2020

MEMORIAL BUILDING

4:00 P.M.

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

The meeting was called to order at 4:00 p.m. and began with the Pledge of Allegiance.

Selectmen present: Dick Hendl, Tamara Butcher, and George McCusker.

Others present: Health Officer, Ryan Peterson; Emergency Management Director, Keith Cutting, and Assistant Emergency Management Director, Lawrence (Lars) Mester.

The Board used this opportunity to experiment with a ZOOM meeting. Whit Smith was present from his home using the ZOOM application.

Election of Officials: Tamara nominated George for Chairman; Dick seconded the nomination. George declined stating he doesn't want to do it. Dick nominated Tamara as Chairman, seconded by George. Tamara accepted. Dick and George voted in favor. Tamara nominated Dick as Vice-Chairman, seconded by George. Dick accepted. Tamara and George voted in favor.

Scheduled Appointments:

Pixie Hill, Town Clerk/Tax Collector met with the Board to discuss setting up capabilities for people to complete car registrations and dog licensing online and to initiate payments for them and tax payments by credit card. Due to social distancing recommendations through the COVID-19 virus, the town office is closed to the public. Employees are in the office working but the public is being asked to phone, e-mail, or call from the parking lot and their business is taken care of. It will take about a month to implement these changes, but this will be a benefit to residents long-term. There is a one-time cost of \$750.00 for set up, and \$100.00 per month for the Town Clerk portion, and \$50.00 per month for Tax collect.

The Board discussed the costs for the software programs, and annual fees for support and maintenance. There are user fees associated with credit card use, currently at 2.95%

The town administration fee for each car registrations is \$3.00 each resulting in about \$6,000.00 of revenue per year to the town. After discussion Tamara moved to approve the provision to allow online registration and online credit card transactions. The motion was seconded by Dick and unanimously approved.

Keith Cutting, Emergency Management Director reviewed the role of the Emergency Management Director in a disaster. The Local Emergency Operations Plan (LEOP) defines the roles and responsibilities of officials and designates the Board of Selectmen being in charge. The Emergency Management Director is responsible for assisting in response to a situation.

Keith reported on concerns raised in recent teleconferences relative to the town liability insurance, adequacy and amounts of personal protective equipment for first responders (fire, rescue, police) and other town employees. He explained the process for obtaining the PPE. After reviewing the potential numbers of equipment needed, Keith will place an order with DHHS.

Keith share documentation regarding the Stafford Act relative to reimbursement of 75% of qualifying expenses incurred during an epidemic. All town departments should keep track of expenses for when the time comes to apply for reimbursement.

Keith raised concern regarding responses to his e-mails. A suggestion was made that emergency response related e-mail should include "For Information Only" or "Response Required" in the subject line.

Lawrence (Lars) Mester, Deputy Emergency Director reported he has started a Facebook page for Springfield NH Emergency Management. This will be a site for public awareness and education. Not just for issues relative to COVID 19, but other emergency awareness such as a bad weather event, mitigation, recovery. The site is limited only to providing information of that nature. Lars is the administrator.

Keith stated sometime in the future, there needs to be an assessment for longer term preparedness and considerations

Tamara tabled Keith's presentation so the Board could hear Whit Smith's Zoning Report. Whit did not have anything to add to the report he submitted.

REPORT from ZONING COORDINATOR. -- Board of Selectmen - Monday, March 23, 2020.

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

Application for Permit – Acted Upon, APPROVED

1. Marlene Chamberlain, 12 Hoyt Lane; shed on existing concrete pad next to house. There are no setback issues, no wetlands issues and the shed will be less than 35' tall. No known commercial or business activity. Application approved per delegation of authority.
2. Eric Grant, 128 Messer Hill Road, would like to dig out, place gravel & sand; then install pavers (400 sq.ft.) to complete the walkway to his house. No setback or wetlands issues. Walkway will be less than 35' tall. Mr. Grant does work from home, but this is not a Home Business or other Commercial Activity. Application approved per delegation of authority.
3. Kurt and Alison Conlon, 22 Lamson Lane; porch (covered) with entryway to the "street side" of their camp as well as a small "triangle" on the front deck (lakeside) to square it off. They are also adding a roof over the deck – original "footprint." There are all sorts of setback issues because the lot is one of the non-conforming postage- stamp lots along the eastern shore of KOLELEMOOK Lake (only 100' wide).

Applicant has received Special Exception from the Zoning Board of Adjustment for the project. The Conlons have also received approval from the State of New Hampshire per the shoreland protection regulations. The structure, when finished, will not exceed the 35' height limitation. Zoning Coordinator has been out to the site (several times) and has inspected and measured the additions to the structure. Applicants received 27' of "relief on the side yard setback. In fact, the part of the porch closest to the southside lot line is a good 10-11 feet so they are well within the relief permitted by the ZBA.

Work on the project started within hours of receiving the Special Exception from the ZBA. Accordingly, the application is "after the fact" and the fee is double: now \$50 (fee received). No known commercial or business activity. Application approved per delegation of authority.

4. Kevin & Kristin Lee, 81 Sanborn Hill Road, would like to do an installation of solar panels on the roof of their home. No wetlands, no setback issues. Less than 35' tall (adding approx. 6" height to south facing roof). Mr. & Mrs. Lee are both teachers, so they work all the time – some of which is at home. No known commercial or business activity. Application approved per delegation of authority.

5. Victor Rifkin , 160 Deer Hill Road; Applications for a primitive Yurt to be constructed out in the northeast quadrant of the property – home to Sunapee Arts Camp. Applicant is conducting commercial activity – seasonal arts camp - and has Approved site plan. There are no setback or wetlands issues affecting the location of the Yurt and the structure will be less than 35' tall. Application approved per delegation of authority.

Open Application - In Hand, But NOT Acted Upon.

6. Kara Zaleskas, 164 Four Corners Road; Zoning Coordinator was advised that property owner will be proceeding with Shoreland permit application.

Other Matters.

Review noise ordinance proposed to the Planning Board. Forwarded a copy of the same to Chair of the Zoning Board of Adjustment per request.

Review appeal to Zoning Board of Adjustment from Kazenas/Select Shepherds, Hogg Hill Road, by their attorney.

Received inquiry regarding snow loading and wind gust loading on structures per Springfield Building Code. Springfield has no building code. Responded to inquiry with referral to State of New Hampshire Building Code and applicable regulations.

Received inquiry from prospective property owner (81 acres on Rte 4A) regarding sub-division and curb-cut/driveway regulations. Responded to the same.

Received inquiry (based on submitted photo) as to whether what appears to be a maple sap collection tank under cover of a shelter on skids with metal roof is "equipment" or a "structure."

Responded that the sap collection tank is equipment. Referred the inquiry regarding the shelter to the Planning Board for clarification, as this is not specifically addressed in the Zoning Ordinance.

Visit to Eastman area properties (spring drive through) to observe status of various projects (planned and underway).

Planning Board meeting (March 19) cancelled due to COVID-19 pandemic. Matter pending: Waddell brewery. Durgin and Crowell Site Plan Application withdrawn.

Assisted in setting up "Zoom" conference capability utilizing Voice & Video Over Internet Protocol so to enable remote access to town board meetings.

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Keith then discussed with the Board the role of the Health Officer (Ryan) and the requirements for he will provide to DHHS if the town has a positive case requiring quarantine. Names of individuals are not published. DHHS would be in direct contact with Ryan. Ryan stated after reviewing the information regarding his responsibilities, he may need the assistance of another deputy but that won't be known until the time comes.

Keith stated should a vaccine be secured the Health Officer would be the one to assign a location and point of distribution for the Town.

There was further discussion relative to acquisitions of food, pharmaceuticals, medical care and other needs residents may have should the Governor execute a Shelter in Place order.

Minutes of March 9, 2020: Dick moved to accept the minutes as written, seconded by Tamara and unanimously approved.

Old Business: Stone property- George Hill Road. Tamara has not received a quote from NH Demo or the business owner in town she spoke to regarding debris removal. Northeast Towing will tow the vehicles. Dick moved to have the vehicles removed by Northeast Towing at \$70.00 ea., ASAP. The motion was seconded by George and unanimously approved.

Dick reported there is no update on the Verizon Jet Pak. The Store has not been open when he has been there.

No Parking Ordinance, a motion was made by Dick to enact the policy, seconded by Tamara and unanimously approved.

TOWN ORDINANCE NUMBER 20-1

PARKING IN THE TRAVEL LANE OF A TOWN ROAD

This ordinance was adopted on March 23, 2020 at the meeting of the Town of Springfield Select Board and is valid until rescinded.

No person will park or leave a vehicle unattended in the travel lane of any way in the Town of Springfield, NH. This restriction includes Class IV, Class V and Class VI roads. Any vehicle so positioned as to obstruct the travel lane of a town road will be towed at the owner's expense.

(Rationale: NH RSA 262:32 III)

262:32 Reasons for Removal and Impoundment. –

An authorized official may cause the removal and storage of a vehicle if he has reasonable grounds to believe that:

III. A vehicle is obstructing any way or...

Mascoma Valley Snow Travelers: The Select Board received a copy of a letter the club president sent to Mr. Trachy with some edits made to the draft of a Memorandum of Understanding. Given the lack of snow, the club has suggested the MOU be approved for the 20/21 winter season.

Library: Dick reported the Library has decided to close until April 6th in keeping with the school districts policy. Closure beyond April 6th is to be determined. Patrons can e-mail and details can be worked out if someone would like to take out books.

The Board unanimously agreed the annual audit scheduled for April 6th should be postponed. Future date to be determined.

At 6:20 p.m. a motion was made by Dick, seconded by George and unanimously approved to go into non-public session per RSA91-A:Legal.

At 6:40 p.m. the board entered back into public session. Motion made by Tamara to seal the non-public minutes, seconded by George and unanimously approved.

Meeting adjourned at 6:40 p.m.

Submitted by,

Janet Roberts,
Administrative Assistant