

**BOARD OF SELECTMEN**

**AUGUST 25, 2014**

**MEMORIAL BUILDING**

**7:00 P.M.**

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

Selectmen present: Chairman, Donald Hill; Leigh Callaway and George McCusker.

Others present: Doug Smith, Bryan O'Day, Mike Lawlor, Bill Huntoon, Peter Abair, Ed Belfield, Tom Duling, Ali Wheeler, Sgt. Mike Beaulieu, and John Trachy.

Meeting called to order at 7:00 p.m.

Tunis LLC: Attorney, Susan Hankin-Burke, stated there appears to be miscommunication in what is taking place in the building at 143 Woodcrest. In 2011 a permit was issued to allow single family residence with one bathroom. The building has a lower basement level, first floor and a small loft. The lower floor (basement area) has a bathroom, and a small kitchen and is heated and closed off from the rest of the place. The first floor is not heated, is not being completed and is just open space. The owner would like permission to continue installation of windows to close in the openings. The building is not being used as a two-family structure. Selectmen noted they received a letter and there was concern addressed by neighbors, based on information they had received, that the building was going to become a two-family unit. The existing septic is a shared system for a total of 4 bedrooms. The septic would have to be updated per State and local zoning ordinances if it becomes more than a single family structure. Ms. Hankin-Burke stated if at some point the owner is ready to do something else, she understands she needs to file a new building permit. Tom Duling, Code Enforcement Officer, noted when the neighbor's concerns were raised, he met with a builder on the site, Mr. Howell and was showed the downstairs studio and talked about other living areas. Ms. Hankin-Burke stated Mr. Howell doesn't have a contract to build anything, he is there to put in windows. He may have had a discussion with the owner's son, but the owner had not signed anything for the upper floors. Susan Hankin-Burke stated this is a one-family dwelling unit. All they are asking to do is install windows and close up open spaces. Don stated the building is in compliance if it is only a single-family dwelling. Leigh noted the Selectmen's actions were based on information they were given about plans for the building.

Leigh moved to lift the stop work order, based on Ms. Hankin-Burke's report that the structure is and always will be a single family dwelling. Motion seconded by Don and unanimously approved.

Minutes of August 11, 2014: Leigh moved to approve as written, seconded by George and unanimously approved.

Buildings and grounds project list: Leigh prioritized the list as per last meeting's discussion. The project list was reviewed.

Septic issue: The septic tank at the highway/fire garage needs to be reset. The pipe exiting the building goes uphill and caused problems last winter. Pete has dug around the tank and it is not draining, so Brian Stearns is coming tomorrow to camera the leaching system to see if there is a problem with the D box or if the field has failed. Leigh has spoken to the Police Chief, and Fire Chief and both agree this is a public safety issue as the building also serves as the town's emergency shelter. Pete's excavator can lift and reset the tank. Leigh spoke to town counsel asking if there were any legal issues with renting

equipment from the Road Agent. Attorney Tanguay stated as long as there were no town policies against it, there were no legal issues. The town can rent the exactor at \$85.00 per hour. Pete's time will be on the clock. Pete estimates should take about 3 hours. Motion made by Leigh to rent Peter Abair's excavator @ \$85.00 per hour up to 5 hours, and \$50.00 for E & D Trucking to move the machine. Motion seconded by George and unanimously approved.

The field will be inspected by camera tomorrow. Pete has contacted Jeff Evans, Pierre Bedard and John Downing about septic designs, if needed. The estimated cost is \$1500 to \$2000 for a design. The Board agreed this needs to be taken care of as soon as possible. Motion by Don to move forward and Pete and Leigh be given authority to proceed with a design if they are in agreement that it is cost effective and all reasonable avenues of the day have been investigated. The motion was seconded by George and unanimously approved.

Don reported there have been some concerns noted that the flag at the historical society is not lit at night. Leigh noted lighting at night is flag etiquette but it is not illegal. The Selectmen noted the concern.

Leigh has e-mailed Jon Poston about being Clerk of the Works for the painting at the Town Hall. Don asked Billy if he would be willing to do it if Jon is unable. Bill agreed.

#### Unfinished Business:

Leigh reported the Moose plate Grant Application was denied as it did not address which tasks would be covered by the grant and which would be covered by the town.

New e-mail addresses are all set. Certified Computers will do remote update to merge old addresses with new addresses. Leigh will draft a notice to addressees for Don and George to review before sending to recipients. The new e-mail addresses will tie to the position and not the person. The Selectmen strongly encourage the use of the town's web based e-mail rather than personal e-mail for town business. In legal matters a personal computer could be seized if used for town business.

The new website will be live on Tuesday, September 2<sup>nd</sup>. Leigh will draft information to be sent out via Town News. Don extended "kudos" to Janet Roberts, Tamara Butcher, and Leigh Callaway for the "heavy lifting" on getting the website up and running. Phase I is complete. Phase II will involve enhancements. The Board would like to see "enhancements" go through department chair people and not be "open season" for the webmaster.

Draft notice for sale of tax deeded properties is being reviewed by legal counsel.

Don moved to grant authority to process the notice, subject to revisions by town counsel. Motion seconded by George and unanimously approved.

Pete suggested getting bids for blue truck as he thinks the new truck should be ready by the end of September. Blue truck sale, includes wing, plow, and sander. Minimum bid to be \$15,000. Selectmen agreed to hold a special meeting on Tuesday, September 30<sup>th</sup> at 4:00 p.m. Motion by Leigh to approve a minimum bid of \$15,000, seconded by George and unanimously approved. [Edit to note – new

information that new truck will not be ready until sometime in September. Bids to sell blue truck are being postponed until later. Date to be announced.]

The Selectmen's meeting scheduled for Monday, September 8<sup>th</sup> will be changed to Thursday, September 11<sup>th</sup> at 7:00 p.m.

Donation: This historical society has been offered the donation of a safe which belongs to the Goodhue family, and long-time family name of historical significance. They would like to accept the safe, but there is not space available at the museum. Placing it at the Town Hall has been suggested. Leigh has offered to go to Keene and pick it up if arrangements can be made at that end to have someone get it into his truck. The Selectmen are in favor of accepting the donation if the details can be worked out.

Computers: Don met with Mike Lavelle from Certified Computers. Mike is pleased with the progress that has been made to the upgrades to hardware and software conflicts; things have remained stable. He is confident there will be no increases to fees in 2015. He offering a free service which CCS covers the cost for malware on all work stations. They have found this saves them time and money for service calls involving malicious content. George moved to approve the free offer of malware, seconded by Leigh and unanimously approved.

A future item which concerns Mike is the server and the wires and switches are under the desks in the front office and are vulnerable to being kicked or disconnected. Even though the plan is to eventually have the server "cloud based" there are still switches that would be vulnerable. Mike recommends relocating the service. Mike will prepare an estimate of costs. George suggested perhaps food and drink should not be allowed at work stations.

Don discussed space issues in the office. Storage shelves are full and more storage space is needed. Meeting room space, handicap access, safety issues, and current and future needs were discussed. The Board would like to have the office staff review what the needs are for budgetary consideration this fall.

Don stated he would like to check with the ZBA and Planning Chair regarding the Land Use Board Assistant's schedule for office hours. Originally, this was a couple of hours on a Thursday night. Without standard hours, there is not a set time or place to refer people to. Front office staff is being called to try to assist and my not know the forms and procedures. Bill Huntoon said he recently was told this wasn't a problem. The assistant makes herself available by e-mail or phone.

Don noted there recently was an issue with an application for a building permit. It appears an assumption was made that since the permit had been signed by Tom that it was going to go through. The applicant was not happy to have to wait for the Selectmen to meet to sign off. George stated he was present during the incident, and indicated he explained there had been a time when a Selectman would have signed off, but it was now being done during meetings. He told the applicant it was likely there would not be a problem since the application had been reviewed and signed by the code enforcement officer.

## Unfinished business:

Laura stated that she checked with New London about food pantry regulations. If we do not have a refrigerator or freezer and are only dealing with non-perishables, then there are no permits required. New London says they are very busy right now, and they are not sure about joining forces with Springfield. They will bring the idea before their board. New London serves 12 area towns. The Baptist Church donates space and pays the electricity. The system they have in place works well for them. Partnering with another Town would make things more difficult. Don stated as he has been talking to town departments about this issue, everyone is growing out of space for their own needs. There is a big need but there is no quick answer. George suggested perhaps the upstairs of the town hall or the rec field storage area if the pantry was limited to non-winter months to eliminate the risk of freezing. Laura will talk to Steve about possible space in the library. There was also the suggestion if someone were willing to run this for the town out of their house or basement. Janet was asked to check on insurance liability.

Roland Follensbee: No new information. Tom reported he has new driveway and has taken down the building that was near the driveway entrance. It doesn't appear he has moved in any more campers. Don stated it may be time for another letter to Roland.

Correspondence: Letter from Lindquist Attorney, Dan Corley. Bond has been issued naming Town of Springfield for \$135,000 as stipulated by engineer. Leigh moved to accept the bond as written, seconded by George and unanimously approved. [Note – bond is good for one year; expires August 15, 2015].

Don reported the Selectmen, today, received three letters regarding snowmobiles on Deer Hill Road. He stated the Selectmen should be in touch with the snowmobile club to see what has been done to find alternative routes. The club typically meets with the Selectmen about this time of year. Leigh stated he sympathizes with the situation and would like to meet with MVST (Mascoma Valley Snow Travelers) and enable both sides to discuss their sides. Leigh suggested dedicating a time at a future meeting or a special meeting. Don stated everyone, including MVST, has indicated this is not an ideal arrangement, but barring any alternatives of any kind, he is not pre-disposed to just shut the trail down. Both sides deserve time dedicated to discuss the situation.

Board agreed to schedule the work session for Monday, September 22 at 7:00 p.m. and dedicate the first hour of the meeting to the Deer Hill Road/trail discussion.

Leigh shared before and after pictures of the stone repair at the cemetery. For the record, he feels it is important for everyone to know where this is going and why. He extended "kudos" to Dale Milne, Chuck Moore, and Tim Hayes on the work they have put into this.

Letter of recognition for Sgt. Beaulieu for volunteering time during his vacation to direct bike and vehicle traffic for the Prouty on July 11<sup>th</sup>. Don stated for the record "it is important to note that when they (PD) are out in uniform doesn't always mean they are on the clock." Also recognition to Sgt. Beaulieu for recently completing 8 hours of training regarding domestic extremists.

Election coverage September 9<sup>th</sup>. Don is unavailable that day. George agreed to cover until Leigh gets there and may even overlap coverage.

Public comments: None

Signatures:

Intent to Cut Timber – McNally on Old Croydon Road

Intent to Cut Timber – Costello on Meadowbrook Road

Purchase order for Leaf Blower for highway department. This was a planned budgetary expense. George questioned if the purchase could be put off for now as it is not crucially essential, given the concern with the budget being tight. Leigh noted it is the Selectman's budget that is tight, not the individual department budgets. Board agreed to review this in a couple of weeks.

Building permits:

MacKenna/Dashner – Shad Hill Road – for a garage for a car and a truck. Building not proposed for business use. Application approved and signed.

Carpenter – Route 4A – Storage shed. Application approved and signed.

Call – Route 4A – application to relocate house on new foundation. No information available as to status of septic system, not increasing size or number of bedrooms. Tom Duling, Health Officer, checked with DES. Since this is a relocation, DES requires a new septic design. Application denied.

Jacobi – Spring Glen – Garage. Application approved and signed.

Selectmen discussed scheduling a meeting for Monday, September 30<sup>th</sup> at 4:00 p.m. to review bids for the blue truck and to meet with assessor George Hildum and a representative from Avitar.

Don moved to sign the contract with Avitar for the town-wide 2015 revaluation. Motion seconded by Leigh and unanimously approved.

Meeting adjourned at 8:55 p.m.

Submitted by,

Janet Roberts,  
Administrative Assistant