

BOARD OF SELECTMEN

NOVEMBER 9, 2015

MEMORIAL BUILDING

7:00 P.M.

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

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

Others present: Bryan O'Day, Mike Lawlor, Peter Abair, Tom Duling, Ryan Peterson, Justin Hastings and Tim Julian.

The meeting was called to order at 7:00 p.m.

Minutes of October 21, 2015 – Motion by Leigh, second by Don to approve as written. Don and Leigh voted in favor; George did not vote as he wasn't at the meeting of the 21st.

Minutes of October 26, 2015 – Motion by Leigh, second by George to approve as written. Unanimously approved.

Projects List: Leigh thanked Peter Abair and Tim Hayes for putting the bookcases back and closing up and winterizing the holes from chimney removal at the Town Office. The fuel tanks have been removed from the police department.

Don reported Star Lake has installed one of the planned gates on the Jones Road, however there is no signage on the gate. Don has reached out to Todd Richardson and shared examples of signs the State uses.

Alecia Farquhar, Program Director, and Corey Gagnon, Executive Director of Community Alliance Diversion and Family Services presented information about the programs they offer; Juvenile Court Diversion, Parenting Wisely, Alcohol Awareness, Tobacco Options, and the Volunteer Driver Program. They serve 15 towns and are the only diversion program in Sullivan County. The State mandates court diversion programs but there is no State Funding. They will be forwarding their request for a contribution to the Town with reporting of the numbers of individuals they have assisted. They are also in need of volunteer drivers.

Projects List: Heating conversion is complete. Suburban Propane will be coming to review the installation and check the tank for appropriate capacity.

New Business: Leigh noted Ryan spoke to him last week regarding a septic design he received for property in Springfield, accessed through Woodland Heights, a private road in Grantham. When Ryan visited the site he discovered there is an unpermitted building there. Leigh visited the site and later Tom and Ryan visited the site. There was no one there, but there was an excavator from On-Site and some digging had been done. Mark Brunelle is the designer of the septic system. Tom left his card, a building permit application and a note at the door. Ryan

reported the benchmark measurements for the design are pulled from a building that is not permitted to be there. There is nothing else noted on the plan to anchor the septic to anything else on the lot. He cannot be sure where the property lines are. There is no other reference on the plan. The Board also discussed the length of the driveway. Driveway regulations should be reviewed for this site. Ryan agreed to contact Mark Brunelle to get better benchmarks for the septic design. Leigh moved to send a letter to the owner asking them to cease and desist further construction until the septic is approved and a building permit has been received and approved. Motion was seconded by George and unanimously approved.

Tom Duling noted that he has left a building permit application for an “after the fact” extension on a carport on Four Corners Road. He will follow up on that.

Hydrant on Stoney Brook Road: DES has approved the hydrant application. Leigh reported he sent a copy of the approval to Pete Lacaillade. The Fire Department will be deciding the details of who will do the project. Timing is key due to the time of the year. This hydrant is a less cumbersome project than the beach hydrant was. Motion made by Leigh if the Fire Department wishes to put the project out to bid, the Selectmen will “fast track” the process. Motion seconded by George and unanimously approved. Leigh will attend the fire department meeting tomorrow night.

Building Committee: Don reported things are moving along with the development of a plan for modifications and estimated budget for updates to the town office and library. More detail is needed to develop structural plans and more concrete costs. Leigh presented the details of a contract to accomplish that with Banwell Associates. The cost not to exceed \$5,000. He would like the Board to ratify and sign the contract tonight so that could get moving along. George stated he was not in favor of spending that kind of money. Don noted the plans address ADA compliance and safety issues. Administration needs more secure storage, and the library needs to redesign their space. The plan brings the building into compliance and make it more user friendly in a cost effective way so as to be compliant without having to think about a new facility. Forthcoming ADA requirements are greater than what exists currently and are another reason to look at this now. Motion made by Don to approve the contract with Banwell Associates for time and materials, not to exceed \$5,000. Motion seconded by Leigh. Two votes in favor, one opposed (George).

Leigh reported the library has spent a great deal of time looking into an enhanced computerized catalog system.

Police Department: Tim reported on statistics from the FBI on Part 1; Large Crimes that are reported to the State. There were only two other towns in NH that have less crime than Springfield, and is a testament to the Town that we live in. The Selectmen thanked Tim for the diligence of the Police Department.

Selectmen agreed to meet with the department heads on Monday, November 30, 2015 to do a preliminary review of 2016 proposed budgets. The meeting will be dedicated to budget preparation.

Personnel Evaluations: Leigh noted evaluations have not been done in a while. Forms will be handed out to Department Heads for evaluations and should be returned no later than December 15th.

Notification from Cynthia Anderson for Holiday Office Closings. The Personnel Policy allows for Thanksgiving and the day after; since the day after Thanksgiving is always a Friday when the office is closed anyway, the office will be closed November 25th and November 26th. Christmas is on a Friday this year. The office will be closed December 24th for Christmas. Motion by Leigh, second by George and unanimously approved.

Personnel Manual Update for salaried employees. Leigh will send another e-mail with the updates he is suggesting for the Personnel Manual for consideration at the November 23 meeting.

Board and Department Updates: Zoning: George reported a decision on Hazelton case was tabled for another month. The Board is going to request Mr. Brunelle's presence at the next hearing.

Planning Board: Bryan O'Day reported the Board reviewed proposed changes to the Zoning Ordinance for the wetlands, and possible amendments for Town Meeting. This is the version that was vetted by Town Counsel, and also includes the new wetlands maps.

Signatures:

Representation Letter for Plodzik and Sanderson
Purchase Order and Contract for Banwell Associates signed.

Correspondence:

Copies of an audit proposal from Vachon and Clukay.

Meeting adjourned at 8:30 p.m.

Submitted by,

Janet Roberts,
Administrative Assistant