

**BOARD OF SELECTMEN****APRIL 25, 2016****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; and Leigh Callaway.

Others present: Pete Abair, Mike Lawlor, Tom Duling, Kevin and Jen Roberts, George McCusker, Bryan O'Day and Tim Julian.

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

Minutes: Leigh moved to approve the April 11, 2016 minutes as written. Don seconded the motion and both approved.

**Old Business:**

Terry Moore and Hazen Jonah met at the office to review storage needs with office staff. Leigh gave Hazen a written schedule. Sketches will be available next week.

Skate Park: Leigh has looked at Lebanon's skateboard park. Maintenance and repair of their park is done by the recreation department. Lebanon is changing to concrete structures because of the upkeep of the wooden ones. Parker Construction, in Hardwick Vermont built the concrete ones. Leigh estimates around \$20 to \$25 thousand to replace. In the meantime, the highway department will keep patching ours until more is known or funds can be raised.

Zoning Compliance Officer: Leigh reported he met with Sue Chiarella regarding her ideas for the position. He is hoping Tamara can speak with Roger Landry. Leigh would like to see the title of the position changed from "Zoning Compliance Officer" to "Land Use Coordinator." He also spoke at length with Dave Burnham, who is Pierre Bedard's assistant. Dave is very knowledgeable and has some great ideas. Don shared the events from the recent Planning Board meeting. The Planning Board is increasingly concerned about enforcement. That was the topic of the LSPA presentation at the Selectmen's last meeting as well. Don and Leigh agreed to invite Dave to come to the Selectmen's meeting on May 9<sup>th</sup> to share his ideas. Other land use board members will be invited to attend as well.

Don commented there was animated discussion at Planning Board meeting regarding "enforcement" and triggers for site plans. The Planning Board wants the Selectmen to enforce, but they are not willing to ask questions when people come in to assist in what/when to "trigger" the requirements. He noted the Selectmen need to work out setting policy and procedures. They would like assistance and dialogue from both boards. This is an emotionally charged issue. The Selectmen have discussed this several times in the past, but have struggled with the "trigger". There is a push to start somewhere. Don also suggested perhaps the Planning Board can develop an expedited site plan process. Leigh stated he believes a Site Plan may be seen as punitive as it

might lead to an increased tax assessment. He inquired with NHMA counsel about whether the Selectmen have the ability to abate for “good cause” in situations where a Site Plan is “punitive” in an increased tax assessment. He was informed is not a viable option Per RSA for Selectmen to consider when granting tax abatements. Leigh will contact George Hildum regarding how these assessments are considered.

Don and Leigh agreed to wait until they hear more from Dave Burnham on May 9<sup>th</sup> and hopefully be able to work with Planning and Zoning, to assist with and move forward with acquiring a Land Use Coordinator.

**House Numbering:** [see House Numbering Ordinance attached to these minutes]

Don reported the Fire Department would like a reminder issued to all residents that house numbering is required by Town Ordinance. There are many residents without adequate numbering. Letters must be of a certain size, of reflective material, and be visible from the road. The Selectmen agreed to place a notice on the website and e-mail blast, on the bulletin board, and in the Intertown Record. The Board discussed, doing an inventory in the future with issuance of fines as per Ordinance.

**Wonderwell:**

Don stated the Planning Board addressed concern that Wonderwell may be out of compliance with the deadlines of their site plan approval. Don noted Wonderwell gave a progress update at last month’s planning meeting (March). He believes they [Wonderwell] went away from the meeting feeling all was in good shape. Don reviewed the conditional approval granted and subsequent discussions of February and November 2015. He noted deadlines were staggered, with an overall deadline of June 30, 2016. He found no reference to changing deadlines. Of concern was the parking issue. Don noted parking is shown on the site plan, but he found no criteria as to a specific deadline relative to completion. He believes the plan is to do the parking lot in 2017. The Planning Board also noted concern with regard to the fire lane. Don stated, in the meantime, Wonderwell has amended their site plan for the kitchen expansion and code compliance. Fire and Safety Code was of major concern and is now being overseen by the State Fire Marshall’s office. Wonderwell is in the process of getting a food service license. They appear to have progressed way above what was written in the decision, and are committed to this project. Don will draft a letter to Wonderwell asking them to come to the May Planning Board meeting to review the site plan conditions and progress with the Board.

Request from Garden Club for loam. Motion to approve by Leigh, second by Don and unanimously approved. Pete Abair will work out details of when and where for the loam. He noted that Frank needs some at the cemetery as well.

**Correspondence:**

Lake Sunapee Region Visiting Nurse and Connecticut Valley Home Care will be joining services provided to the surrounding areas.

Diane Frechette, Real Estate Appraiser/Monitor from the NH Department of Revenue; DRA PA 45/46 monitoring reports, and overall report of town-wide revaluation completed in 2015 were favorable.

Sullivan County Nutrition Service thanking the town for their support again this year.

The following documents received signatures:

Pixie and Cynthia are interested in applying to become Notary Public's to act on behalf of the town. Leigh moved to approve the application fee of \$75.00 for each, seconded by Don and unanimously approved. The Board agreed the service would be free to town residents, with a fee of \$10.00 for non-residents.

Agreement to continue with the Federal Surplus property program.

Building Permits: Cutting on Sanborn Hill Road for a sugarhouse; After-the-fact for Howard on Carter Brook Road, for an outbuilding; Donnelly on George Hill Road for a shed. Leigh reported Donnelly's application had shown a possible small wetland. As per the new zoning regulations, he contacted Bruce Allen from the Conservation Commission who met him there on a Sunday to review the site. There were no wetland concerns noted.

Board unanimously agreed to appoint George McCusker to the Conservation Commission.

Three Intent to Cut Wood and Timber forms were signed for Woods Without Gile on Route 4A.

Miscellaneous Business:

Tim Julian reported about 10 years ago the town was able to purchase holographic weapon sights. Subsequently, they were notified that if they were subjected to hot and cold they wouldn't "keep a zero". They were able to turn them back in and have been reimbursed \$440.00 each. He questioned if there were any way for the police department to buy different sights with that money. Leigh noted it would be required to go to the general fund, but there would be a record for it for future use.

At 8:15 p.m. the Board voted unanimously to enter into non-public session per RSA 91:A-3 personnel.

At 8:50 p.m. the Board voted to seal the non-public minutes and entered back into public session and the meeting adjourned.

Submitted by,

Janet Roberts

**COPY**

**Town Ordinance # 96-01**

**ORDINANCE**

**SPRINGFIELD, NEW HAMPSHIRE**

**AN ORDINANCE FOR THE ESTABLISHMENT OF A  
STREET NUMBERING SYSTEM**

**I. PURPOSE**

- A. To establish a uniform system of numbering properties.
- B. To promote efficiency in locating properties.
- C. To identify road problems within the community.
- D. To provide more expedient emergency and mail service.

**II. PARTIES AFFECTED**

All buildings within the corporate limits of the Town of Springfield shall hereafter be identified by reference to the uniform numbering system as promulgated or amended by the Board of Selectmen.

**III. PROCEDURES**

All owners of buildings within the corporate limits of the Town of Springfield shall affix designated numerals on their respective buildings, placed conspicuously above or on the side entrance which faces the assigned street.

Such numerals are to be no less than 3" by 2 1/2" wide and of a contrasting color to the building.

If the numbers on the building are not visible from the street, then a second set of numbers shall be displayed at the point of entry to the property.

Secondary locations will be mailboxes if available; otherwise, sign posts will be required.

All existing numbers of property and buildings not presently in conformity with provisions of this ordinance shall be changed to conform to this system by January 1, 1996.

**IV. NUMBERING SYSTEM**

A street numbering system has been developed for all buildings in Springfield, based on the following process.

- A. The starting point of each street is determined by its main intersection.

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- B. All buildings and properties on the Left Side of the street will have Odd numbers.
  - C. All buildings and properties on the Right Side of the street will have Even numbers.
  - D. One odd and one even number will be assigned to each Twenty (20) foot interval from the starting point.
  - E. If a building or property frontage has several possible numbers available, then the assigned number will be at the discretion of the Highway Department.
  - F. Unused numbers will be held for future use to insure against the need for renumbering.
  - G. Multi-family dwellings, Mobile Home Parks, Shopping Centers, Malls, Condominium Projects, and Cottage Colonies shall be assigned only one number to each entrance and shall internally number units within according to the logical pattern as approved by the Highway Department.
  - H. The internal number of buildings in Part G above shall provide a means of identifying individual units with addresses including:
    - 1. Street address.
    - 2. Building letter or number.
    - 3. Unit letter or number.

#### V. NEW BUILDINGS & SUBDIVISIONS

Whenever a house or structure shall be erected or located in the Town of Springfield, designated numbers shall be fastened upon said buildings as provided by this ordinance.

Every subdivision plan submitted to the Planning Board for approval shall show a street or building number as assigned by the Highway Department.

In all cases, local postal officials, police, and fire departments shall be advised of street numbers approved for the subdivision.

#### VI. PENALTY

The assigned numbers must be affixed to the buildings by January 1, 1996. At that time a fine schedule shall be enacted for those who have not complied with this ordinance.

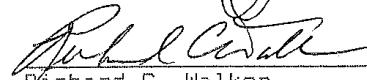
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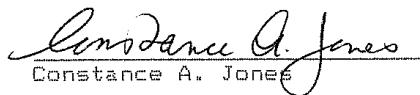
## VII. AMENDMENTS

This ordinance may be amended as provided under any and all applicable chapters of the Revised Statutes Annotated of New Hampshire.

### BOARD OF SELECTMEN

  
Deborah L. Coffin, Chairman

  
Richard C. Walker

  
Constance A. Jones

Adopted 08/07/96

**TOWN OF SPRINGFIELD**  
**AMENDMENT 01 TO ORDINANCE #96-01**  
**An Ordinance for the Establishment of a Street Numbering System**

**I. PURPOSE**

The purpose of this amendment is to establish financial penalties for non-compliance to the Town's Ordinance #96-01 titled "An Ordinance for the Establishment of a Street Numbering System." That ordinance was adopted by the Board of Selectmen on August 7, 1996.

**II. BACKGROUND**

The ordinance was adopted with the provision that penalties for non-compliance were to be established at a later date (paragraph VI "PENALTY".) There has been no such subsequent amendment.

**III. PENALTIES**

Penalties shall be assessed as follows:

First offense: warning

Second offense: \$10.00

Third and subsequent offenses: \$50.00

Penalties shall be in writing by the Springfield Police Department and must be paid to the Town Clerk within ten (10) days.

**IV. EFFECTIVE DATE**

This amendment is effective June 11, 2012 and remains in effect until cancelled or further amended.

*John Chiarella* 6/11/12  
Selectman  
*J. Chiarella* 6/11/12  
Selectman  
*Jeff Callaway* 6-11-2012  
Selectman

DRAFT