

BOARD OF SELECTMEN

December 27, 2023

MEMORIAL BUILDING

4:30 P.M.

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

Pledge of Allegiance

Selectmen present: Poul Heilmann, Chairman; Amy Lewis, and Don Hill.

Others present: Tim Bray, Zoning Coordinator, Gardner Yenawine, Dan Hildebrand, Alison Conlon, Laura Pauling.

Tim Bray gave a short synopsis of the past few weeks which included lots of back-and-forth communication with various applicants. He finds that most applicants are in a rush to get their projects going.

REPORT from ZONING COORDINATOR Board of Selectmen – Wednesday, December 27, 2023

Application for Zoning Permit – APPROVED

Iyengar, Arjun and Mishra, Suvarna, 114 Philbrick Hill Rd., application for 34' x 28' attached, two-car garage plus 952 SF of additional living space including master bedroom and bathroom. Redesign by builder/attestation home remains 3- bedroom. Fees paid. Meets all Zoning rules.

Wemple, Timothy and Lisa, Oak Hill Rd., application for a 3944 SF, 4-bedroom cape with attached 2 car garage, Map 7, Lot 487, driveway approval after the fact by road agent. Fees paid. Meets all zoning rules.

Hayes, Gene, and Isbell, 1260 Stoney Brook Rd., application for 36' x 40' barn on concrete slab. Fees paid. Meets all zoning rules.

REPORT from HEALTH OFFICER Board of Selectmen – Wednesday, November 27, 2023.

Application for Sewage Disposal System Permit - APPROVED

Chiarella, John, 416 Nichols Hill Rd., site visit and review of NHDES approved replacement ISDS for failed system, after-the-fact application completed, ISDS inspected by Springfield Health Officer (uncovered at time of inspection), fee and after-the-fact penalty paid. "Local approval for construction and operation" of the replaced system issued.

Argy, Nicholas, 677 Sanborn Hill Rd., application for Individual Sewage Disposal System (ISDS), designed for a five-bedroom home. House and ISDS design is situated on a 34.1 acres lot and both house and ISDS meet the 250 foot setback from Little Stocker Pond. Fees paid.

Meets all rules of *Town of Springfield Regulation of Sewage Disposal Systems and Wells*.
Pending approval by NHDES subsurface division.

Respectfully submitted,
Tim Bray
Zoning Coordinator / Health Officer

<< December 28, 2023 (amended)>>

A discussion of how to make the Zoning Application more efficient to include an area where the applicant must make note through checking a box that the new construction does or does not have a business connection. A box right above the signature line would be an ideal location. Currently there is nothing to trigger a deeper look at what is going to happen on the property if a business use is planned for the structure.

Another item in the works is how to work with businesses that do not have a permanent location, ie. food trucks. The current Zoning Ordinance does not address this type of business. Tim Bray has spoken with a current business owner in town about how and what they are currently doing as far as parking locations and disposing of trash. A property owner in town has allowed them to park along the roadside of their property. Tim Bray suggested to the business owner that maybe the property owner they are working with might clear a space off the road to make the area safer for customers and be out of the town right of way. The trash that accumulates is taken to a dumpster the business owner has in Grantham, so nothing comes to their property in Springfield. Tim Bray and the Select Board agreed that they don't want to diminish the desire of individuals to have businesses in town so working together to find solutions is the goal. The current mobile business owner is scheduled to come to the January Planning Board meeting.

Discussion of how to deal with instances when a Zoning Permit and/or a Septic Approval is applied for after construction has begun. Possible changes to the After-the-Fact fee with an increase to 5X the original fee. The increase in fee should get the attention of the public and reduce the number of times a project is started before approval has been received. Also once the new website is up and running, finding information will be easier since there is very little interaction with the Town Office on what steps are required to begin construction projects. Poul Heilmann moved to accept the increase in After-the-fact fees to 5X the original, Don Hill seconded the motion, the Board passed motion unanimously.

Minutes of December 11th

Page 2

Tim Bray informed him yes a permit is required, unless it is the exact same size and the homeowner is doing the work. *Once a professional design has been approved by the State and Town and notification has been made to the Health Officer the homeowner may do the construction.* Don Hill is unaware if it is the same size but the homeowner is not doing the work.

Page 4

A surplus of gravel is needed in case we have another *challenging* spring.

Page 5

They contract out to mow the cemeteries; ~~he is~~ (remove he is) now at \$20,000 per year to mow three times.

Ian MacMillian stated he had a conversation with Pete Lacillade last week and he is doing good and ~~does plan to~~ (replace with may) be back.

Amy Lewis added it is good to see the community ~~feel~~ (remove) coming back to the department.

Last names added throughout the document.

Poul Heilmann moved to accept as amended, Amy Lewis seconded the motion. Board voted in favor.

Minutes of December 21st.

Page 2

Board voted to go into nonpublic session at 6:18pm for 91-A:3 II a

The Board returned to public session at 7:10 voting to seal the non-public session minutes.

Meeting adjourned at 7:12pm

Poul Heilmann moved to accept as amended, Amy Lewis seconded motion, Board voted in favor.

Budget Discussions

Cemetery Trustees Gardner Yenawine and Don Hildebrand presented to the Board their requested budget total of \$12,554. They would like to increase the stone cleaning line by \$500. The Trustees were approached by Donald Colby who has connections to the Town of Springfield and has Civil War ancestors in the old part of Pleasant View Cemetery. He is in contact with an individual who does gravestone repair and has passed on the name to the trustees. Joseph XXXXX has been contacted and will be traveling between Troy, NY and Maine this summer. The Trustees are collaborating with him to stop and do some work at the cemetery for a couple of days. The Trustees have been very happy with Gravestone Services of New England and the work that Kai Nalenz has done but he is very busy, and the Trustees thought if they can get some additional work done it will be a benefit to the cemetery. The satellite cemeteries are also in need of attention but those will have to wait for the future. The Cemetery Trustees would like to request an encumbrance of \$1,200 of their unspent 2023 budget to cover the survey work to be done by Pierre Bedard in 2024 to mark cemetery lots in the new portion of Pleasant View Cemetery. The Board voted in agreement to encumber \$1,200, Poul Heilmann signed the request.

Recreation: Alison Conlon presented to the Board the budget request of \$3,650 an increase of \$1,650 over past years. They would like to purchase storage totes to organize the equipment they have and to better organize the closet located at the Meeting House and to purchase t-shirts for

the staff to wear at events. She shared that there has been renewed energy in the Recreation Committee this year. Programs held this year included Easter Egg hunt, Summer Celebration, Halloween party, Holiday Craft fair and Cookies with Santa. Going forward the Committee would like to have additional events specifically for adults. The idea is that there isn't anywhere in town for adults to gather and socialize. Possible options include: Paint & Sip, Game Night/Supper, Spaghetti Dinner and bringing back a Square Dance. Don Hill voiced that collaboration with the Historical Society would be advisable so that events might be held together or to be sure there are not duplicate events done during the same month, i.e., two spaghetti dinners in a month.

Librarian Laura Pauling presented the library's requested budget of \$65,024 an increase of \$4,764. Advertising had the most significant increase. Programs have seen an increase in participation since Covid, specifically Discoveries in Bird Migration by Steven Hale and Gardening. The library has 2 computers for public use, most often times used by summer residents who do not have a computer and by individuals coming in to print items such as bus tickets. An increase in eBook usage has been noticed, the library cost for offering this service is \$500 a year and gives the reader access to books outside of the local library. DVD's has seen a significant decrease in usage with most people using streaming services.

Conservation Commission

At this time the Conservation budget is \$850 until a member of the commission forwards to the Board a different request.

Agriculture Commission

At this time the Agriculture budget is \$500 until a member of the commission forwards to the Board a different request.

Discussion of the amount the Town pays for computer support. Work stations are scheduled to be replaced in 2024 in the amount of \$10,000. Poul Heilmann feels that is extremely high and wants to look at having terminals linked to the server instead of individual workstations. Certified Computer Solutions will be contacted to find out if a year-long contract is possible while the Town looks at other options. Also, Avitar and BMSI will be contacted to find out how their software works related to off the server or at individual work stations. Amy Lewis shared that Eastman uses a Culver Technologies at a significantly less cost.

Personnel Policy

Board will review edits made to the policy and forward thoughts by Wednesday January 3rd. Board will vote on changes at their meeting on the 8th.

Solar RFP

One proposal was received by a company out of Rhode Island. Proposal was forwarded to Steve Dzubak who found items listed on the RFP were not provided and the cost to be higher than he expected, his suggestion was to not accept the proposal and will be at the January 8th meeting to discuss further.

UVLSPC Hazardous Waste program agreement was signed by Poul Heilmann. The estimated cost will be \$878. Dates of collection are:

May 4, 2024 Lebanon High School

June 1, 2024 Claremont Highway Garage

July 12, 2024 Lebanon High School

August 3, 2024 Sunapee Highway Garage

September 28, 2024 Lebanon High School

Board and Department Updates

Agriculture Commission – meets on the 4th

Buildings/Grounds – Chris Gaherty has agreed to contract with the town to work as needed. Poul Heilmann would like to have 2 weeks' worth of hours available, Doug Rafferty could be a backup. Jim Dewkett will be contacted to ask if he is interested in the same set up with electrical repairs. Poul Heilmann shared that the motion light above the library door has lost its cover and isn't pointing in the correct direction to come on when someone walks up the stairs. Question of who takes care of the lights on the pole in the front lawn. Tamara Butcher will call Eversource to find out. Don Hill mentioned the exterior condition of the Meeting House and the Town Office/Library are very dirty looking with extensive spider webs and bugs. Amy Lewis pointed out that the town did just buy a pressure washer.

Cemetery – nothing to add

Conservation Committee – nothing reported

Energy Committee – nothing reported

Fire Dept – Amy Lewis shared that the new Bylaws will be voted on at the administrative meeting in January at which she will be in attendance.

Highway Dept – Don Hill wanted to share that during the last snow storm he was very impressed with the plowing. The roads were soft due to the temperatures and there was no digging into the road surface, only removal of the snow.

Library – held their monthly meeting earlier in the day.

Planning Board – Corrected mylar for Gene Hayes which originally had an owner's name misspelled was signed, Clayton Platt fixed the error. Driveway processes and permits were discussed with the road agent Tim Hayes, a new application is in the works. Work on the driveway regulations to match the Zoning Ordinance. Regulations can be voted on by the Planning Board after holding 2 public hearings. Going forward the Zoning Coordinator and Road Agent will be working together to approve driveway applications. There is still concern when a new driveway is constructed off of a State road, the town is only notified after the fact, at times months later. The town has no jurisdiction over the construction of these driveways. Concern for possible wetlands, or other situations after the state right of way ends. Don Hill questioned if it

was possible to have a local rule relating to slope, width etc., for curb cuts/driveways on both Town and State roads added to the Zoning Ordinance.

Police Dept – Nothing to report

Recreation Committee – Nothing to add

ZBA – No meeting will be held in January

Administration update – Tamara Butcher reported

-Phone calls from potential buyer of property on Stoney Brook Rd. Questioning building regulations. Additional phone call a few days later concerned that the neighbor property owner was cutting down a “lot” of trees.

-Fire Chief reported that the roof at the Fire Station/Highway Garage was leaking. He climbed up and found that the cap on one of the furnace vents was rusted through and water was going down into the furnace. Contacted Mason to request he try fixing it.

-Monty Royal called and requested to be on the Planning Board agenda for January.

-Called Accessibility about the Lift. They returned the call and we discussed what might be happening. She is concerned that the building is not always heated because the hydraulic fluid gets cold and if it isn't given time to warm up before the lift is used that could cause damage. She also went over the time it takes for the door to open once the button is pushed (3 sec) WITHOUT IT BEING PULLED and the amount of time it takes for the door to open ON IT'S OWN (20 sec).

-A resident called about a yearly inspection he has done by the Fire Dept. Reached out to Ian MacMillian to let him know about the request.

-Searched the computer for the Town Ethics, Anti-Fraud and CC policies.

-Prepped for the Planning Board meeting, wrote up minutes for meeting. Reached out to Gene Hayes for checks to record the mylar for his approved Lot Line Adjustment.

-Spoke with Cemetery Chair about signed agreement with Pierre Bedard for surveying the cemetery. Reached out to Pierre for an invoice for the initial \$500 and a second for the balance so that the Commission could request to encumber funds from this year to pay for the service. The cemetery Chair requested a solar light be put up on the flag pole at the cemetery. Ordered one for the cemetery, the Meeting House, and the Fire Station. Tim will/has installed them.

-Spoke with Polly Evans regarding the rain storm on Sunday/Monday Dec 17th and 18th. She and her crew were in the area documenting damage and wanted to know if we were interested. I forwarded her contact info to Tim, and he reached out to her.

-We have received one bid for the solar installation, I have forwarded it to Steve Duzbak. He has not received any additional and Friday is the deadline.

-Submitted the FEMA information as requested. Additional sites may not be added though additional information may still be added to the sites listed.

-Received a request for information concerning the Polaris side by side we purchased using a grant. Documentation requested included photos of the vin, interior and exterior pictures. -- ----

-Submitted what Pat, Tim and I collected and am now waiting to find out if anything further is needed.

-Emailed documents requested by the town attorney and her assistant regarding the Select Shepherds case. The last document needed is a Certified Record of the Town of Springfield that Pixie will notarize for me tomorrow.

-Friday, I came in to verify the above information was received and the alarm panel was showing a low battery alert. Spoke with Capital Alarm to determine where the signal was coming from. While I was in Lebanon later in the day, I purchased a 2 pack and came back to change it out and could not locate the device. This morning there was an email that the alarm had been restored.

The meeting adjourned at 6:35 p.m.

Submitted by,

Tamara Butcher,