

## BOARD OF SELECTMEN

OCTOBER 25, 2021

## MEMORIAL BUILDING

4:30 P.M.

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

Selectboard present: Tamara Butcher, Chairwoman, Dick Hendl and Amy Lewis.

Others present: Zoning Coordinator, Whit Smith; Chief of Police Mike Beaulieu, Ken Jacques, and Darrin Patten.

Chairwoman Butcher called the meeting to order at 4:30 p.m. The meeting began with the Pledge of Allegiance.

Minutes of October 12, 2021: Dick moved to accept the minutes as written, seconded by Amy and unanimously approved.

### Zoning Permits:

REPORT from ZONING COORDINATOR. -- Board of Selectmen - Monday, October 25, 2021.

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

### Application for Permit – Acted Upon, APPROVED

1. Joan Eaton, 236 Oak Hill Road, would like to place a permanently located stand-by generator next to the driveway. Zoning Coordinator has been out to the site and discussed the plan with Mr. & Mrs. Eaton. There are no wetlands issues, no setback issues and the structure will be less than 35' tall. Zoning Coordinator did not observe any commercial or business activity and applicant has represented the same on the application. Zoning Permit APPROVED per delegation of authority.

2. Jody Barry, 620 Town Farm Road, would like to build a deck on his house. Zoning Coordinator has been out to the site and discussed the plan with Mr. Barry. There are no wetlands issues, no setback issues and the structure will be less than 35' tall. Zoning Coordinator did not observe any commercial or business activity and applicant has represented the same on the application. Zoning Permit APPROVED per delegation of authority.

### Zoning Permit in Hand; Action Pending

3. Ty & Samantha Morris, 235 Bowman Road, application for zoning permit to build a shed. No need for the area to be marked because construction of shed has already begun – Permit application will be processed upon receipt of remaining fee due (After the Fact fee).

### Zoning Permit Amended, Modified or Renewed

4. David & Virginia Casey, 63 Oak Hill Rd, reposition 12' x 24' swim pool (Zoning Permit previously approved Aug. 7, 2021) because when the excavator started digging - the ledge was discovered! New

location is next to the old location and no closer the road right of way. However, upon further review (and another visit to the site) it was determined that the new location for the swim pool is either right next to or on the southerly lot line of the parcel. Lot merger was approved by Planning Board; amendment approved.

Other Matters.

- A. Inquiry regarding adding tiny house to a lot with existing residential structure (Piedmont).
- B. Attended Planning Board meeting. Casey Merger, Hansen Bridge, Piedmont, Noise Ordinance
- C. Inquiry regarding garage and/or second dwelling unit, separate from house (Grassetti)
- D. Inquiry from realtor regarding lot on Town Farm Road (Novak)
- E. Prep letter (with Lewis) to request assistance in procuring grant monies for Sand Shed project.

<< October 24, 2021

Whit reported Sarah Piedmont attended the Planning Board meeting for a consultation. Her dad, Ken owns the geodesic dome. The land has been put in a trust, and she wants to spruce things up and take care of it. Her plan involves removing the geodesic dome where the kitchen is located and moving the kitchen into the main building, the addition. She would also like to put some sort of a tiny house up there, which is why she was before the Planning Board because she will need to get a review and approval for a second dwelling unit. She is in the exploratory phase. If she moves the kitchen into the main house, there will be one less bedroom.

The Casey merger was approved.

Hansen Bridge got their amended site plan that follows the issuance of a Special Exception to move the wood treatment facility from the planned location at 163 Hansen Road to inside the former CCM building at 116 Hansen Road.

The Planning Board spent quite a bit of time working on the noise ordinance.

Inquiry from Grassetti on Eastman Access Road for a garage or second dwelling unit. There is plenty of space for a second dwelling unit, it is a 6+ acre lot. This is only in the initial inquiry stages and will involve review with the Planning Board if they decide on a second dwelling unit.

Inquiry on Town Farm Road property regarding considerations of what can be done on the property.

Whit reported he and Amy have worked to prepare a letter to send to Federal and State Government officials, seeking an opportunity to apply for funds for the projects next door. Their intent is to apply for the whole project, not just the site prep. The draft was reviewed and discussed. Dick had questions as to whether under the provision of "shovel ready" does there

need to be an expanded RFP since the current plan is for the site work only. Whit stated he thought the RFP could stay the way it is for stage one, and there is a rough estimate for what a sand shed might cost. He will submit the documentation that currently exists, but he would like to get the requests for funding out there. The definition of shovel ready was discussed. Amy stated the site work is shovel ready, and a separate RFP could be done for the shed, since it would be easy enough for that to be a shovel ready project as well. Ken Jacques questioned whether this needed to go to the voters. Amy stated if it is 100% grant it would not. If there is a need to borrow anything over 100K it must go for public approval. Whit stated it has been recommended to him by representative at the State to ask for full funding. The Board discussed whether the Town has had a warrant article approved by the voters to allow the Board of Selectmen to accept donations and grants. Janet reported the voters had approved this. She will find out when it was approved. The Board agreed they should follow through with the request for the funds from the State and proceed with getting an RFP ready for the sand shed.

Whit reported he borrowed the book "Knowing the Territory." He found it to be a very useful resource. He would like permission to purchase the updated version in electronic format for himself. The Board agreed.

#### Sand Shed Site:

Ken stated, he, Dan and Darrin looked over the bid and noticed a couple of things missing, probably because they were not in the RFP, one being the drainage on the upside of the site to get water away to the sides, and a question of insurance. The other was the differential along the base of the entire pad, which Dan was going to have a civil engineer in his firm look at. The big money for this project is what is going in the ground. There are no other bids to compare to. There had been some thought about refining the RFP, rebidding the RFP over the winter, and giving people more time to look at it when they are not so busy. At the CIP meeting he spoke to Tamara and had also spoken to Dick a little. Tamara's concern to him is that is just "kicking the can down the road" again on this project. Ken spoke to Dan after the planning Board meeting a little. Janet had reiterated to everyone that Mr. Stevens had been willing to speak with the town as a contractor who has bid this and saw some things that would work to the Town's advantage and could reduce the price of what he bid on. Ken stated they feel that it would be beneficial to take Mr. Stevens up on his offer to discuss this further, and pending the outcome of that conversation, then the Selectmen could decide whether to award the bid or whether another RFP should be done. Ken, Darrin, and Dan would be willing to take Mr. Stevens up on his offer and be willing to sit down, face to face, to hear the details and see what suggestions Mr. Stevens has in mind, and then go from there. There is no rush to get this project completed in a specific amount of time at this point. This company is big enough that they can come in, do the job, and be done. Amy stated she would like to participate in a meeting. Dick asked if we do this, are we setting ourselves up for another bidder who would have bid on a changed RFP? Ken stated everyone was given the same RFP. Anyone could have offered to contribute to what is going on at the site by bidding. The changes are after the fact, everyone had the same information to bid on the project and did not

Whit asked if this might be a project that would happen after mud season. If so, it would give an opportunity to find out about additional funding that might be available. The RFP for the shed could be prepared in the meantime. There was a brief discussion on the best location for the shed. The shed would require a 10" to 12" engineered poured concrete wall that would withstand the materials inside and what is being pushed up against the walls. There are a lot of different scenarios that have been discussed about the building materials and where to site it. The proposed building has been about 40' wide by 60' to 80' in length. Darrin stated the Town of Sutton has a building like this with a poured concrete wall with a building on top of it. It was not as cost prohibitive as some of the designs other towns have gone with.

The Select Board agreed to setting up a meeting with Josh Stevens, Amy, Dan, Ken, and Darrin. Janet will coordinate a meeting time. Tamara thanked Ken and Darrin for their contribution.

Court Status: There has been no court activity.

#### Unfinished Business:

Dick reported he spoke to Katie Lavelle from Certified Computer Solutions to find out when potential work could be done on the one-time computer procurements. CCS is booked until at least the end of December on new installs. They could do the anti-virus and the sonic wall package at any time. If the Board chooses to pursue upgrades this year, CCS will place order, invoice the town, and get Springfield on their schedule. The Selectmen can encumber the funds before the end of the year.

Dick moved to move forward with the computer upgrades as specified by CCS, seconded by Tamara, and unanimously approved.

Dick reported that Tim Moulton has agreed to do the small carpentry projects at the office. He was hoping to start Friday but was unable to get supplies as they were not in stock. He was advanced \$1,000 for supplies.

Tamara reported she contacted Pro Technologies LLC about a second opinion for surveillance cameras. She and Dick spent time with Steve, the representative from that company and went around all the town buildings. He is putting together a quote for the town. Tamara and Dick were impressed with him and everything he had to say. He had some different ideas for addressing the issue. Steve will send a quote to the Town.

Culvert Replacement on George Hill Road: The State has bounced the application back to the engineer requesting more information. The engineering firm is working on getting the information together. There was conversation about this with Mike Hansen at the Planning Board meeting on Thursday. Depending on when the permit gets issued, it may be too late to do the project this year.

Amy reported she met with Aaron Thoreau at Horizons up on Sanborn Hill. He is going to do the road study and put something together about what can be done to the road. A lot of the wear and tear on the road is normal for the depth of asphalt that is there, so he is not sure how much

can be attributed to the hauling, certainly some of it is because the weight has not helped it at all. That report will be forthcoming.

Board and Department Updates: Tamara was expecting a couple of department heads, Highway and Fire to attend the meeting tonight. Peter Lacaillade had told her the Fire budget was not changing. The Cemetery Department has submitted their budget. It is unchanged.

Correspondence:

Notification from Pixie that the Town Office will be closed on Veteran's Day, November 11, Thanksgiving November 25; Thursday, December 23, and Monday, December 27 for Christmas, and Monday, January 3, 2022, for New Years.

Letter received from Brian Scott regarding a notice of penalty he received for failure to file the annual inventory form asking for the penalty to be forgiven. Amy said the penalty should not be forgiven. It is on the property owner to update addresses. This is a first-class letter that would have been redirected with his mail. The Board agreed.

The Board discussed the use of the Annual Inventory Form. The Form is provided by the State of NH and is regulated by NH Statute and is used for assessment purposes as a tool to follow changes to a property since the Town does not employ a building inspector. This helps to keep assessments fair and equitable for all tax payers.

Signatures:

The Board signed the letters Whit and Amy prepared seeking grant funding for the sand shed site and future sand shed at the highway garage. The letters were mailed to Victoria F Sheehan, Commissioner, NH Department of Transportation. The Honorable Maggie Hassan, United States Senator. The Honorable Jeanne Shaheen, United States Senator. The Honorable Ann McLane Kuster, United States House of Representatives

The Board signed the MS-1 for submission to the State of NH Department of Revenue for tax rate setting.

Letter to Vickie Davis of the Upper Valley Lake Sunapee Planning Commission in support of UVLSRPC filing for USDA Grant to assist with Solid Waste Disposal Training etc.

Tamara moved to accept the January 2022 Health Trust renewal rates for medical and short-term disability coverage for eligible employees. The motion was seconded by Amy and unanimously approved.

Miscellaneous Business:

The Board received the following Letter of Resignation from Tamara.

Tamara Butcher  
249 Webster Pass  
PO Box 281  
Springfield, NH 03284

November 25, 2021

Town of  
SpringfieldPO  
Box 22  
Springfield, NH 03284

Dear Residents of Springfield,

Please accept this as my resignation as not only Chair of the Board of Selectmen but also the Board itself. The effective date of my time in office will be the 31 October 2021.

I have accepted a position which if continuing on the Board would pose a conflict of interest. I wish to thank the residents of town for their confidence in me over the past five and a half years. I have very much enjoyed my time serving you and have learned a great deal. This knowledge, I feel will assist me in my upcoming position and in my future.

I look forward to continuing to serve the Town of Springfield in other capacities.

Sincerely,

Tamara Butcher

Dick made a motion to accept Tamara's resignation as Select Board member, seconded by Amy. Dick and Amy voted in favor.

At 5:45 p.m. Dick moved to enter non-public session per RSA 91:A:3 (personnel). Motion seconded by Amy. Dick, Amy, and Tamara voted in favor.

At 6:00 p.m. the Board voted unanimously to enter back into public session. Motion by Dick to seal the non-public minutes, seconded by Amy. Dick, Amy, and Tamara approved.

The meeting adjourned at 6:00 p.m.

Submitted by,

Janet Roberts  
Administrative Assistant