

**BOARD OF SELECTMEN**

**March 28, 2022**

**MEMORIAL BUILDING**

**4:30 P.M.**

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

The meeting was called to order at 4:30 p.m.

Selectmen present: Dick Hendl, Amy Lewis and Poul Heilmann  
Others: Whit Smith

**Scheduled Appointments:**

Heidi and Tim Ramsay were unable to attend meeting. They will be rescheduled for a future meeting.

**Zoning Permits:**

REPORT from ZONING COORDINATOR. -- Board of Selectmen - Monday, March 28, 2022.

**Application for Permit – APPROVED**

None.

**Application for Permit – in hand, but not APPROVED**

1. Route 12-A Self-Storage LLC, 381 Georges Mills Road. Applications for two (2) additional storage unit buildings. Waiting on response from members of BOS regarding questions or issues. Holding application pending comments.

2. Revision Energy Inc., In re: 78 Hazzard Road. Application for installation of ground-mounted Solar Panels system. Looks like new application following application submitted last summer (August 30, 2021) by Megan Baxter. Additional research required to determine what is going on here. We have our people on it.

**Other Matters.**

A. Go over short-term rental check list with property owner who is preparing application to Zoning Board for Special Exception (Biebel)

B. Review application deadlines and also Checklist for sub-division; Meeting with property owner regarding subdivision of existing lot with buildings to be razed and frontage on Class VI road. (Crowell)

C. Additional time addressing Right to Know Request (NH RSA 91-A); review and respond to inquiry (questions and suggestions) from town counsel.

D. Follow-up inquiry from Town Historical Society regarding need for Zoning Permit in connection with barn/shed to be built on the property where museum is located (Variance previously approved).

E. Inquiry from resident regarding extension of driveway and creating a parking area. (Crosby)

F. Inquiry regarding minimum square footage for residential structure (home)(Donnelly).

G. Inquiry from resident on Oak Hill regarding comments in last report in connection with inquiry on converting existing garage/barn to living space (Carter)

H. Additional research (NHMA papers) regarding 91-A right to know and also 91-A open meetings requirements.

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Whit informed the Board he went through the short-term rental checklist with Mr. Biebel. Whit also sent Mr. Biebel a special exception application which he has completed and sent to Whit. He hasn't filed it yet but will be filing it in time to be heard at the May Zoning Board of Adjustment meeting.

Whit sent a note to the Harriet's informing them they need to go through the special exception process. A copy of the special exception application was attached.

Regarding short-term rentals Poul stated consistency is key. Poul feels there is a way to go about this to create consistency as well as guide us; creating a list defining what a business is here; more specifically a business that is a short-term rental. Having a series of consistent questions, we would start to have an idea of what works and what doesn't work. Potentially getting to the point where we grade or score the questions so that we can then set parameters. Whit stated he had a similar conversation with Dick, and what Poul is describing is really the responsibility of the planning board. Until they step up and do that, he feels the Board of Selectmen is thoroughly empowered to create that matrix. Whit says it has to be consistent, that is his top priority. Poul suggested talking about the one extreme, then the other and those extremes would act as the guardrails. Then we begin to fill in where those variabilities are. Whit stated this kind of conversation at the Planning Board level is much more important than worrying about templates. Tamara will be adding short-term rentals to their agenda for next month.

Peter Crowell wants to subdivide a lot to allow him to sell an existing residential structure to a third party. By subdividing out about 3 acres with the existing house that gives him the ability to eventually build another house on the remaining 34+ acres.

Jim Bednar followed up with Whit regarding a zoning permit for barn/shed at the Historical Society. After some discussion it was determined the town did not need to apply for a zoning permit. A variance was already obtained from the Zoning Board of Adjustment which gives the town municipal exemption. Dick made a motion that we do not require the Town of Springfield to file an application for a zoning permit since the town has already obtained a variance. Amy suggested an amendment to the original motion which adds using the granted variance as approval for the build. The motion, including the amendment, was seconded by Amy. Dick, Amy and Poul voted in favor of the motion.

Amy had no questions or concerns regarding application submitted by Route 12-A Self-Storage. Whit will move forward in processing that application.

Whit gave a summary of the process he uses when handling permit applications. The selectboard is emailed with a copy of the application and a summary; if there are any questions or comments, he needs to hear back from the Board member. If there are no questions or comments Whit would just like to know the Board member is ok with the application as is. Tamara added that the Board members need to reply only to Whit. Poul asked if Whit could add "action required" to the subject line. Whit will begin to add that to his emails.

**Minutes of March 14, 2022:**

*Dick made a motion to accept the minutes of February 28<sup>th</sup> as written. The motion was seconded by Amy. ~~Dick, Amy and Poul voted in favor of the motion.~~ Dick and Amy voted in favor of the motion. Poul abstained.*

Dick made a motion to approve the minutes as amended. The motion was seconded by Poul. Dick, Poul and Amy voted in favor of the motion.

**Court Status:**

There are no updates to report.

**Unfinished Business:**

Amy reported that Tamara was able to reach Katie Lavelle and that matter is all set.

Warren George reached out to Amy again to let her know that he is still interested in doing grounds upkeep maintenance for the town this summer.

With Poul being the liaison for the Highway Department, Dick asked if he would take on the responsibility of dealing with Josh Stevens and also contact Dan Saulnier to see what progress he's made on getting a structural engineer. Poul will get in touch with Dan Saulnier.

Dick also asked if Poul, with his computer/internet knowledge, would take on working with Katie Lavelle regarding future computer/IT matters. Tamara will provide Poul with Katie's contact information.

Dick reminded the board that the reply all function should not be used when replying to emails as it is technically a violation of RSA 91-A.

Dick asked that if there is ever a time that a Selectperson cannot attend one of their assigned board meetings to please contact another member of the board to sit in on their behalf. It is important for a Selectboard member to be visible at these meetings. This will allow the selectboard to stay on top of all information that is being discussed at individual board meetings. All board members agreed this was a good idea.

**New Business:**

Lydia emailed Dick informing him that the \$50,000 90/10 grant is limited to \$50,000 per town. This conflicts with the town's grant application for the police cruiser. Dick has made the suggestion that the Fire Department withdraw their grant application and we can use the ARPA funds we received to purchase their requested equipment. Dick is waiting to hear back from Lydia.

Dick stated we still have to report on our expenditure for the American Rescue Plan by the 30<sup>th</sup> of April. Dick is going to take the \$10,000,000 limit for revenue loss option which means we can use the money for any government function, including the Fire Department. This will be filed timely to meet the requirement for 2022. This is an annual reporting requirement through 2026.

**Board and Department Updates:**

The library trustees will be meeting on Thursday.

Poul asked for an updated list of the individual board the selectmen are assigned to. Tamara will send him an updated copy.

**Correspondence and Signatures:**

Purchase orders for 2022 support requests

Signature Card

Solar Exemption Application (2)

Solar Exemption and Veteran's Credit Application

MS-232

Transfer Station Contract

Yield Tax

**Miscellaneous Business:**

At 5:37p.m. Dick made a motion to enter into non-public session to discuss attorney client privilege per RSA 91-A:3, II(e). The motion was seconded by Amy. By roll call vote Dick voted aye, Amy voted aye and Poul voted aye.

Dick made a motion to exit the non-public session and re-enter the public session at 5:48 p.m. The motion was seconded by Amy. By roll call vote Dick voted aye, Amy voted aye and Poul voted aye. Dick made a motion to seal the minutes discussing attorney client privilege. The motion was seconded by Poul. By roll call vote Dick voted aye, Poul voted aye and Amy voted aye.

Dick made a motion to adjourn the meeting. The motion was seconded by Amy. Dick, Amy and Poul voted in favor of the motion.

The meeting was adjourned at 5:49 p.m.

Jill Hastings

Deputy Administrative Assistant