

BOARD OF SELECTMEN
MEMORIAL BUILDING

May 22, 2023
4:30 P.M.

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

Selectmen Present: Poul Heilmann, Chairman; Amy Lewis, Vice Chair; Jeremiah Crosby

Others: Pete Abair-Road Agent, Jen Roberts, Scott Russo, Keith and Susan Cutting, Gary and Joan Robinson, Steve Dzubak, Jamie Crosby and Sam Morris

Scheduled Appointments:

Russo, Scott & Barbara – Messer Hill Rd/Town Right-of-Way:

Scott Russo appeared before the Board to discuss his concerns with road maintenance in regard to his driveway on Messer Hill Road. Over the years a couple of things have been happening with road maintenance; in the winter as they come down the road plowing, fill, gravel, stones over time has probably added two to three feet of road to the road primarily in front of the Russo driveway. Secondly, over the years when they do road grading/plowing, they cut into the right as they go down into the Russo's garden bank tearing up the grass and plants; coming back up they do the exact same thing across the road to Gary and Joan Robinson's house. Scott provided pictures to show his concerns with the roads' current condition. The visibility to see opposing traffic is no longer there. There is not a lot of traffic on the road, but during the winter it is a concern when the roads are icy. Scott would like to find a way to go back to the way it was about five or ten years ago, but that would involve taking the road down two to three feet in front of the Russo house and leveling it out so the visibility would improve. Poul asked if the visibility concern is purely because of the buildup or could it also be because of the trees. Gary Robinson feels it is the build-up.

Poul stated the two issues; one being the plowing and cutting in and second being the potential safety issue because of the build-up. Scott confirmed that was correct. Jeremiah did some research on this matter and received some history with the help of Tamara, specifically what the boundaries were because of the initial complaint received was the cut-in into the garden. Jeremiah stated the road can still be widened; the garden is in the town's right-of-way. Jeremiah measured from the center of the road, which is two rods – the equivalent of 33 feet. Poul stated the town has a right-of-way of 33 feet. In that regard, to maintain the road we need to have that capability. Scott stated that this has only become an issue over the last four or five years. Pete is unsure what has changed over four or five years as nothing has been done differently. Scott says it seems the highway department is coming down further to the right. There was discussion of the conditions of this past winter and possible solutions to these concerns. Jeremiah and the road agent will go out to examine the road and explore options that may or may not help with the concerns mentioned by Mr. Russo and Mr. Robinson.

Zoning Permits:

REPORT from ZONING COORDINATOR. -- Board of Selectmen - Monday, May 22, 2023.

Application for Permit – APPROVED

1. Ms. Donna Blaikie, 435 Messer Hill Road, would like to have installed behind her garage a 10' x 20' above ground swim pool. Zoning Coordinator has visited the site and discussed the plan with Ms. Blaikie. The location for the proposed swim pool has been clearly marked and there are no setback or wetlands issues. No observed business or commercial activity and applicant has represented the same on the application. Zoning Permit approved per delegation of authority.

2. Town of Springfield (Historical Society) to build or construct: (a) 3' x 10' enclosed lean-to storage structure on the back of new tool shed/barn; (b) a 10' x 16' brick "patio" in front of new tool shed/barn; (c) walkways (permit required for walkway greater than 100 sq.ft.); and (d) 15 granite steps from the Museum area down to the Town Meeting House. Special Exception (relief from setback encroachment) has been granted by ZBA. Zoning Permit approved per delegation of authority.

3. Mr. Gene Hayes, 1260 Stoney Brook Road, would like to have installed behind his house a ground-mounted PV solar panel array. Zoning Coordinator has been out to the site and discussed the plan with Mr. Hayes. The location for the installation has been clearly marked. There are no setback or wetlands issues. The height of the array will be less than 35' tall. No observed business or commercial activity and applicant has represented the same on the application. Zoning Permit approved per delegation of authority.

4. Mr./Mrs. Domings, of Merrimac Massachusetts, are finally ready to begin construction of the house they have planned for 325 Messer Hill Road. State DES septic approvals have been reviewed with sign off by the Health Officer.

A little background: The Septic was approved in 2006, but not put in until 2009. Applicants were under the gun to get the septic in before the Construction Approval from DES expired. They obtained what was then called a "building permit" from the town in September 2009 and the foundation was poured and the septic built that fall. Inspection and Operational approval for the septic was granted by DES in November 2009. And that was pretty much it. The project has been dormant during the intervening years.

Now the Domings are ready to continue with the project. Zoning Coordinator has been out the site and the location is clearly marked - the foundation is in place... A new application for Zoning Permit (fee paid) was filed with the town. There are no setback or wetlands issues, and the house will be less than 35' tall. No observed business or commercial activity on the lot and applicant has represented the same on the application. Zoning Permit approved per delegation of authority.

Other Matters.

A. Visit and conversation with property owner who has installed > 1000 sq.ft. deck attached to house. Permit required. This is in process. (Blaikie)

B. Inquiry from property owner regarding fabric shelter that has popped up on Woodcrest Road. Shelter appears to be about 10' x 20' and is made of heavy-duty all-season material. Examples of a structure in the Zoning Ordinance include: "Fabric shelter supported by a pole (metal or plastic) where any one dimension (width, length, height) is 8' or larger in size." Appendix A1 – List of things that are a structure. (Ossa-Perez)

C. Inquiry from property owner on Nichols Hill Road regarding extension of the roof of his house to create a carport. Met with contractor and measured distance to side lot line. It appears the extension of the roof would encroach 12' into the setback. The property owner was advised regarding steps to obtain either a Variance or Special Exception (depending on lot size). (Cushing)

D. Attended Planning Board meeting. (Hanson amend site plan; McGraw boundary line; McGraw site plan review – health/safety inspections to follow before approval; Handley site plan for STR business consultation; Public Hearing on Revised Site Plan Review Regulations; Revised Site Plan Review Regulations Approved after discussion.)

E. Completed review of updated Zoning Permit Application. Corrected formatting and typographical errors. Added language to clarify authorization of Town Officials to enter the property and, also validity term of Zoning Permit (one year) with right to renew. There recently has been some confusion on the points.

F. Assistance at the request of the Health Officer converting materials from portable document format to editable Microsoft Word document format.

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Whit received text messages from Mr. Conlon expressing concern with the shoreline work being done Main Street. The property owner had all the necessary permits in place for the work that was done. Poul stated this does bring up a point to remind people that if they've got work going on they should let their neighbors know. It wouldn't have resolved this concern, but something to note. Whit added that he suggests to people daily that they talk to their neighbors.

Mike Hanson's site plan has been finalized. Mr. Hanson will now need to submit a zoning permit application for his three-walled storage area for his wood processing business.

Minutes of May 8, 2023:

Amy made a motion to accept the minutes of May 8, 2023 as written. The motion was seconded by Jeremiah. Amy, Jeremiah and Poul voted in favor of the motion.

Legal Status:

No updates to report.

Unfinished Business:

Jeremiah has received the quote from Spohn Ranch for the repairs to the skatepark. Poul made a motion to accept the estimate from Spohn Ranch Skate Parks for materials to fix the skate park. Total materials of \$2,114.28, and shipping and handling of \$760, for a total cost of \$2,874.28.

The motion was seconded by Amy. Poul, Amy and Jeremiah voted in favor of the motion. The quote was signed by the Board of Selectmen.

Board of Selectmen procedures- Jeremiah will resend his recommended changes to the procedures to Tamara. Tamara will then send it out to the remaining Board members for their review. This will be revisited at the next meeting.

Poul wanted to highlight something that came up this week; any decisions must be approved by all members of the Board of Selectmen. Something came up about removing some trees at the beach and there had been no discussion about that. That would need to come in front of the Board.

It is Poul's understanding that the Buildings and Maintenance Committee will be meeting in June. Jeff Milne and Don Hill are the co-chairs, and they will select members for the committee. Jeremiah will reach out to Jeff and Don for an update.

The Board has received four applications for the road agent position. Interviews will be conducted on Wednesday. From that the Board will move to a recommendation and approval of offers and so on.

The emergency management plan update held their first meeting last Wednesday. It was very productive. Their next meeting will be held on Thursday at 4pm. It has been recommended that the Emergency Management Director have a deputy. Tim Bray was suggested for this position, and he has expressed that he would be willing to take on that position. Amy asked if anyone in the fire department is NIMS (National Incident Management System) certified. Poul will bring this up at Thursday's meeting.

Jeremiah is still having Mike Hanson provide an estimate for the repair of the boat ramp.

Mr. Lindquist and his attorney will be attending the June 12th meeting to discuss the Sanborn Hill property.

Pete Abair replaced and painted the blind for the port-a-potty at the beach. It needs a bit more paint in areas but looks good.

Jeremiah spoke with DES Lakeshores about the perched beach and sand. They told Jeremiah that our runoff isn't that bad; it's considered light. Jeremiah was also informed that a perch beach is not required for our beach because we are grandfathered. However, we can only add 10 cubic yards of sand every six years by permit. There has been some research done by Jeremiah and Tamara on the Mobi-mat for the beach. Jeremiah obtained an estimate from the Mobi-Mat website which came in at \$8400, including the mat and carrying unit. Tamara looked up prices from Deschamps Mats Systems, not knowing the measurements, and for one mat 5x33 with staples and spikes came in at \$1737. Jeremiah stated it is 77 feet from the parking area down to

the water. Poul asked Tamara to pull together a quote for what is needed using the measurement provided by Jeremiah to compare to the estimate from the Mobi-mat website.

Jeremiah inspected the two grills in the picnic area. The grills themselves are in good shape. He recommends sandblasting them and painting with high temp paint, which Jeremiah stated he could do. Pete Abair informed Jeremiah that there are three more picnic tables in storage, those can be put out at the beach.

Jeremiah stated the sign at the beach needs to be touched up. He also added that seeding in that area is pointless because of the pine trees. They will prevent the grass from growing there, we would have to remove pines to do that. Pete will be taking down the ash tree next to the parking lot as it is mostly dead.

Jen Roberts asked when the beach parking passes will be available for the public and will they be enforced. Jeremiah said it will be enforced the best we can. Tamara informed the Board that the beach stickers have been ordered through the town of Sunapee; the stickers will be for the transfer station and the beach. Tamara also informed everyone that she has the cards that were discussed last year for renters. It is unsure at this time when we will receive the stickers. Since the current transfer station passes don't expire until October those will be considered your beach parking pass the coming summer. Any passenger vehicle can obtain a transfer station sticker if the owner is a resident. Renters and visitors will need to obtain beach passes at the town office. Poul will discuss enforcement of these passes with Chief Zullo.

Tamara took some time to look up the cost of ordering the Mobi-mats through Deschamps in the sizes we need. If we order a 50-foot and a 33-foot mat, estimating \$300 for shipping, the total cost would be \$4,158. Amy asked how they are stored for the winter. Jeremiah explained they are just rolled up and put away. Where they will be stored is to be determined. Amy made a motion to approve the purchase of the mats, one 33 foot and one 50 foot, for up to \$4200 excluding shipping. The motion was seconded by Jeremiah. Amy, Jeremiah and Poul voted in favor of the motion.

New Business:

On Memorial Day at 3pm there is a national moment of silence and bell ringing that occurs. That will be occurring here in honor of our veterans. There was also a reminder of the Memorial Day events on Sunday May 28th.

Board and Department Updates:

Energy Committee-

Steve Dzubak provided an update on the Energy Committee. Steve introduced Sam Morris, who held an informal meeting at her home for those people interested in trying to do energy related, environmental related issues with the town around the same time Steve was talking to the Board about these topics. They had an informal gathering to gauge interest and now have four people, including Steve and Sam who are committed to volunteering to serve on the Energy Committee.

Whit will provide Steve with what was done for the BITS (Bring Internet to Springfield) Committee. It is a template that will provide Steve with the rules and procedures the Energy Committee will need to follow. Poul recommends, which might be part of the template, the Energy Committee provide the objective and purpose of the committee. Steve and Sam are looking for more people to be involved on the committee. Steve was informed to let Tamara know when the Energy Committee plans to meet so it can be posted on the website. Poul also suggested posting meetings at the Post Office and Library. Jeremiah recommended using the community page to recruit people for the committee. Jeremiah informed everyone if you are recruiting people to come and learn about something, posting it on Facebook is not a violation.

Steve will notify Tamara of meeting dates and times. Sam inquired if a town email would be necessary. After some discussion it was determined a town email would be best. Tamara will get that set up. Sam will set up a google drive for the committee, so information is kept together. Jeremiah recommended having a continuity binder. This would hold the basic procedures and information and if something happens to the committee it can be passed along if necessary.

Recreation Committee-

Jamie Crosby provided an update. The Memorial Day celebration will take place on May 28th. Events will begin at 10am at the cemetery. Fred Davis will do the opening prayer, Dick Hendl will be the guest speaker, the legion will probably be there and the middle school band will be performing. Flags will be put on the graves by the public in attendance. Coffee and baked goods will be served at the meetinghouse for those that want to visit after the service. Jamie is anticipating a good turnout.

The summer celebration is still being planned for July 15th. The next meeting is at 6pm on Thursday.

Jeremiah asked how the first senior coffee went. Jen Roberts thinks it may take a while to get more people to attend. Jen hosted it, in the Protectworth room, and her family attended. Jen has put the information out to more places and is hoping for more people at the next coffee. There were puzzles, games, coffee and baked goods. Jen also feels it might be more popular during the colder weather. Jamie said it was mentioned by Laura to maybe rephrase the title to not say seniors as that may put some people off. This will be discussed at the next meeting. It will take time to gain momentum.

Jamie Crosby informed the Board that she would like to hold a monthly meeting for Veterans for coffee and baked goods starting in June at the meetinghouse. She would also like to hold a twice a week meeting for caregivers of special needs. Poul said under the recreation committee the meetinghouse can be used as long as it doesn't interfere with other events planned at that location.

Planning Board-

The STR package consultation with one of the identified STR's went very well. Josh McGraw has a "roughing it" STR and that has been continued due to needing the health and safety inspections. Pandiscio lot mergers were proposed. This is usually a standard procedure, but it was brought up that we need to make sure there is no mortgage on either of the lots. There was about an hour to discuss the site plan review regulations update. After reviewing it was approved and updated.

Police Department –

The department is moving forward with the cloud-based backup. This will be \$1,000 for the first year and \$800 annually after that. The cost is driven by the number of cameras in use; there are two car cameras and two body cameras.

Library –

They will meet in two weeks so there are no updates.

Highway-

There has been no luck in the truck search. Jeremiah did find that in the next month or two the state of NH will be holding an auction; there is a list of equipment that will be available for purchase. It has been forwarded to all Board members. There has been quite a bit of time by the Highway Department trying to find the correct parts to repair the grader; some parts are not available anymore. Jeremiah believes we need to start thinking about what our options are for replacing the grader.

Zoning Board of Adjustment-

No updates to report until they hold their June meeting.

Administrative-

The audit is in process. The auditors were in the office today and will be back tomorrow. Greg Colby was here last week to help Tamara finish the prep work for them.

Jill came in over the weekend; we had an employee request emergency pay and she took care of that. Poul added that was approved by him.

The printer in Jill and Tamara's office has been giving us problems for at least the last six months. Tamara believes it is a 2011 printer and did some research on what a new one would cost. The current model of what we have is \$1100. Amy made a motion to approve \$1100 for a new printer for the administrative office. The motion was seconded by Jeremiah. Amy, Jeremiah and Poul voted in favor of the motion.

Signatures:

Time off request

MS-232

2023 P01 Tax Warrant, tax bills will be due July 3rd.

2022 Audit Letter

Timber Tax

Circuit Rider Agreement – it has been increased by one hour since he is now traveling down to us for meetings. We will now be billed for four hours per month to cover travel time. There was discussion on the benefits of having this service available to us. Whit and Keith spoke highly of the program.

Miscellaneous Business:

Chief Pete Lacaillade got back to Tamara, and he has a level 400 NIMS certification. He will check with the other department members to find out what levels they have. Poul feel this should still be brought up at the next Emergency Management meeting as he is curious why it wasn't brought up previously.

The meeting adjourned at 6:19 pm.

Jill Hastings

Deputy Administrative Assistant