

BOARD OF SELECTMEN

July 10, 2023

MEMORIAL BUILDING

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: Jen Roberts, Janet Roberts, Jessalyn Straniti, Alison Conlon, Steve Dzubak

Scheduled Appointments:

None

Zoning Permits:

Zoning Coordinator Whit Smith is currently on vacation.

Minutes of June 26, 2023:

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Keith and Susan Cutting were present to discuss a lot that was subdivided in 1998 while owned by Susan Cutting's parents which did not have the required 200' of road frontage. ~~Much confusion on what is needed to fix the error.~~

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*Amy moved to go into non-public session at ~~18:37~~ 6:37pm for 91a 3 2c
At 7:19 the Board exited the non-public session.*

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

Unfinished Business:

Vacation Policy – Amy put together a spreadsheet comparing five towns, including Springfield, vacation policies. There are several different options on how to manage vacation policies. Amy stated at the Village District of Eastman their policy is to provide a lump sum of hours to be used by the employees as they like. They use an accrual system which is based on your anniversary of hire, not January 1st. They use a specific schedule for full time and part time is a percentage of that. There was some discussion on what other local area towns do as well as the history of what Springfield has done in the past. After some discussion it was stated that keeping the January 1st would be the easiest. Poul asked Amy to put together a proposal of the method she feels would work best for Springfield keeping the January 1st date to be reviewed at the next meeting.

Skate Park – Jeremiah stated the repairs and upgrades are a little more than halfway completed. He was there helping with the repairs over the weekend and a lot was accomplished. The ramp that rotted out was completely rebuilt. The ramps were rotting from the inside out because there

was no airflow. The lattice was added with hardware cloth behind it to keep debris out and to allow for airflow under the ramps hopefully giving them a longer life-span. Weather depending, the plan is to work on the remaining repairs in the afternoons to get them completed and not interfere with events this weekend. Jeremiah added that the skate park is safe and useable at this point.

Museum Steps – Amy needs to draft a letter for the donation piece of the railings. There is a design for adding the railings, the builder just needs to make sure he is up to code with how they will be installed as they can't be placed directly into the steps.

New Business:

Beach Parking – Poul sent around an updated parking ordinance for review today. The ordinance is the support so the Police Department can ticket people who park there without a pass. An addition made was to have it cover the period of May 15th through September 15th. The ordinance has been sent to town counsel for review. Poul asked to have any comments or suggestions before the next meeting so that the ordinance can be voted on at the next Board meeting. There was some discussion about increasing the violation fee.

Live Streaming of Meetings:

Poul has thought about this in the past and thought it was worth researching. The thought and hope is that livestreaming meetings would encourage people to pay more attention to what is happening in town. People could watch the meetings live or go back to watch them later as they would be recorded. Tamara found that other towns use a program called Townhall Streams. The company has individuals locally that would install the equipment. The cost would be \$250 per month for an unlimited number of meetings. There would be no participation capability from the people watching the livestream. The recordings would be held for up to five years. Steve Dzubak asked if only keeping the recordings for five years would comply with the requirements. Tamara stated minutes are kept forever and Poul added that the recording would not supersede the minutes.

Poul stated the challenge is the level of detail in the minutes. The requirements are not as significant as the minutes we provide; Our minutes are very detailed. Alison Conlon asked if there was a problem the Board is trying to resolve. Poul stated this was just continuous improvement, there is not a specific problem being addressed. The other concern is the monthly cost of \$250.

Jen Roberts stated she is not supportive of the idea. It is her opinion that the Board would get less people willing to come and speak at meetings that are livestreamed and stored. Others might also be less likely to run and or volunteer for other town boards knowing they will be recorded. Minutes are less intimidating than having a camera and recording and publicizing everything. Steve Dzubak added that if this is going to happen that it should be done in a format where people can participate via the livestream. He feels this would be more valuable than paying \$250 a month for people to watch the meetings without participation. There are people who have a

hard time traveling and giving what is going on with short term rentals and people coming from out of state having the ability to communicate in the meeting without being here has some advantages.

Janet Roberts feels if the Board is considering letting people participate virtually then you need to have someone set up to be a good moderator. Participation during Covid with zoom was chaotic. Janet added the Board would be best served by polling some of the other Boards because they didn't enjoy the process at all.

Janet Roberts provided some history on the change of meeting times and the reasoning behind those changes. She also pointed out that no matter when meetings were held there was still little to no attendance. The time never seemed to matter so it was set at a time that was convenient for the office staff. There was discussion from those in support of the idea and those who weren't. Other solutions suggested were to possibly adjust the time the Selectboard holds their meetings or to shift the agenda to make meetings more accessible to people who want to be there. A shift in the agenda could help solve meeting attendance issues. The Board will consider all the suggestions shared tonight.

Board and Department Updates:

- a. Agriculture Commission - There has been no meeting since last month.
- b. Buildings/Grounds - The next meeting is July 20th.
- c. Cemetery – Meets tomorrow, July 11th. Jamie Crosby is no longer available to be an alternate for Cemetery. The Cemetery Commission is still looking for an alternate.
- d. Conservation Commission – Meets on Thursday July 13th. They have been working on clearing up the Kinsley trail. They will also have a table at the Summer Celebration on Saturday with some trail maps and free plants available.
- e. Energy Committee – Meets this Thursday July 13th at 5:30pm. There has been no meeting since the last update given. The committee is still exploring the two paths. The first being Community Power. The committee was giving the Joint Power Agreement and will review the substantial packet of information for community power and then provide an update to the Selectmen. Amy stated this document is basically outlining what the communities who join will receive power wise. After the Board gets the next update, this agreement can then go to town counsel for review.

The second path is Municipal Solar. The goal here would be to put out a Request for Proposal (RFP). Steve will have more details on this after Thursday's meeting. Steve is still evaluating the town's electric bills and usage for 2022. He feels the only option would be to use the highway building for the panels. Steve doesn't have the math done yet to figure out what we would require. The committee will get that information together and update the Board so it can be discussed further. With the ultimate goal being the RFP, which doesn't bind the town to anything, Steve obtained Enfield's RFP as they went through this process a few years ago.

- f. Fire Department – Meets tomorrow, July 11th.
- g. Highway Department – Jeremiah gave an update on road conditions and damage around town. Maple Ave. had a significant amount of damage. The granite stone that sits at the end of the culvert fell down and blocked it and it washed 3-foot holes 200 feet long and 8 feet wide. They've already put 13 loads of stone in the holes today. They will continue working on this tomorrow along with other damaged areas in town. Jeremiah listed some erosion areas in town. With all the repairs needed we will run out of gravel fast.

It was brought to Jeremiah's attention that there was a possibility of a state of emergency being declared. Jeremiah has the guys taking pictures of everything they do. Janet added that given county wide there is a fair amount of damage, pictures before and after, documentation of who's out and what piece of equipment is being operated, if someone is operating a chainsaw, all of that needs to be documented because there is a whole schedule of how the towns get reimbursed for each piece of equipment being operated. The more documentation you have if they declare an emergency you don't have to go back and scramble the material; keep all slips and invoices.

Steve Dzubak asked who to report highway incidents to, places that need attention. Poul took this time to state that people should be calling in to the highway department with these situations. It's important for us to have documentation as an office. Having a listing on Facebook is all well and good, but that is not official, we need the tracking here internally to be able to manage things properly. Tamara said if there is no one at the garage it will ring her phone and if she is unable to answer there is an option to leave a voicemail which converts to an email so there is documentation. Janet Roberts added even though it's not official, the Springfield Community Page has done a good job and Jeremiah has done a good job when he's had time to post on there the status of the town roads. The Board asked that we put contact information on the town website if there are issues with town roads. Poul asked if someone from the community could please share on the community page to notify the town garage of road issues. Jen Roberts offered to make that post. The number of the highway garage is 763-2829.

- h. Library – The bird migration talk went well, they had 23 people attend. They've started a Story and Craft time and had nine children attend. The Senior Social is off to a slow start, but they are enjoyed by those who attend. The next Senior Social is tomorrow, July 11th. The library will be involved in the Summer Celebration on Saturday. They will also be hosting a Stroke and Diabetes prevention talk on August 10th.
- i. Planning Board – The next meeting is July 20th.
- j. Police Department – Nothing to report.
- k. Recreation Committee – Tamara followed up with DRA and apparently in 2007 the town did establish a Recreation Revolving Fund. Tamara did some research, and no money has gone in or come out of that fund. Tamara was not able to find an off-budget line for this fund for any activity. Tamara also found that a revolving fund for recreation originates as a warrant article, the funds are held by the town treasurer, the Selectboard

may approve expenditures. This fund doesn't lapse, whatever money goes into the fund stays there until used.

Amy stated we have the \$150 from the Chili cook-off that was turned in last fall, that should be in the fund. Tamara stated this needs to be checked with the auditors. All the money that was turned over to the town by Recreation went into the general fund. There is a recreational facilities fund account with a balance of approximately \$1600 in it. Janet Roberts explained that fund was created when they built the skateboard park, and those funds were earmarked for repairs on the skateboard park. Amy stated there is also a deposit that was done by Recreation, but does not have an amount, and those funds should be available to them. Jill will check her deposit spreadsheet to determine the amounts deposited by Recreation.

There was much discussion on what would be available to Recreation to spend in 2023. Alison Conlon stated the Recreation Committee just needs to know what they should be doing as far as tracking and how much is available. Amy stated it can be built into the budget every year to have a specific amount, which is historically what happens, that is the \$2000 showing in the 2023 budget. As far as donations and fundraising it looks like there needs to be a revolving fund account set up to deposit those funds in to. The money that was taken in in 2022 by Recreation was put into the General Fund. Janet explained that if they spend extra this year, it can be explained to the Budget Committee that the overspending was due to thinking the funds were available to them.

Poul stated it is agreed that the money brought in in 2022 is available to Recreation, we just need to determine the specific amount. Going forward, funds coming in during 2023 should go into a revolving fund account. It was determined that the \$115 in the movie night line is only to be used towards movie nights.

Amy made a motion to allow the recreation committee to overspend their budget by \$1800, which is representative of the \$1800 received in donations and fundraising efforts in 2022 and 2023 to date. The motion was seconded by Poul. Amy, Poul and Jeremiah voted in favor of the motion.

Poul made a motion that moving forward in 2023 and beyond any donated funds or funds generated in excess of expenses for the recreation committee go into the Recreation Committee revolving fund. The motion was seconded by Amy. Poul, Amy and Jeremiah voted in favor of the motion.

The Board encouraged the recreation committee to plan for budget time to explain the events they are planning to have in the upcoming years.

- l. ZBA – Next meeting is July 11th. There is a special exception hearing, a variance hearing and a continuation for Select Shepards because there was not a full quorum at the June meeting.
- m. Administration Update - Phone conversations with multiple realtors concerning properties for sale in town. Inspector found lift in Town Hall not operating properly, worked to get that fixed. Processed property transfers. Conversation with town attorney. Multiple conversations with individuals interested in properties for sale in town. Gave advice on possible welfare requests. Updated HealthTrust employee coverage. Discussed heat pump leakage with Tim Julian. Researched when revolving funds for Recreation and Police Dept were established, 2007 and 2006, and if both Funds are still in active.

Tamara informed the Board a resident came in with a request for a copy of the checklist. In the past it's been a paper copy with a fee of \$25. This resident brought in a memory stick that he wanted the checklist put on. Annika charged him \$25. Tamara is asking if we should still charge that fee since there was less time used and there was no expense as far as paper copies. The Board stated the fee is still \$25 regardless of the format the checklist is put in to.

Jill asked Jeremiah to inform Nick, the new road agent to please total and approve the hours submitted on timecards as well as initialing and writing the budget line to apply receipts and invoices to. Tamara also informed Jeremiah she has not received Nick's HealthTrust or NH Retirement enrollment forms back. Jeremiah will reach out to Nick.

Jill was speaking with Angela MacCreighton today and we have some stale dated checks to reissue. One of the checks is being reissued for the second time. Jill's question to Angela was how many times do we reissue checks before we stop. Angela stated that is a policy that the Selectmen need to come up with. Angela has also suggested in the past that a fee of \$10 be charged with each re-issued check. Poul asked Jill and Angela to write up a policy for the Board to review and sign off on at the next meeting.

Steve Dzubak asked if there were any updates on the email regarding Christine's update on the Supreme Court case for short term rentals and how the town is going to move forward. Poul stated we are in discussion with Christine, and this is an ongoing thing right now. Poul added that we anticipate that we will be adjusting our ordinances; but right now, this is an open-ended topic. Steve's only thought on this is that it may result in further litigation for the town if that is not remedied in a short period of time. Poul stated the Boards are aware of that and are getting guidance on what to do or not do at this point.

Signatures:

Annual form received from the Guild Forrest
Inventory Forms

Miscellaneous Business:

Jeremiah stated the highway garage is running out of gravel fast with all the road repairs. Jeremiah was informed that the road agent needs to get more gravel, it's a bottom-line budget so overspending a line is fine. However, at the end of the year he'll need to watch his budget because that excess spending for gravel will need to come from another line in the highway budget.

At 6:08 p.m. Amy made a motion to enter into non-public session to discuss personnel RSA 91-A:3,(II)(a). The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Jeremiah voted aye.

Amy made a motion to exit non-public session at 6:10 p.m. The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Jeremiah voted aye. Amy made a motion to seal the minutes. The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Jeremiah voted aye.

At 6:10 p.m. Amy made a motion to enter non-public session per RSA 91-A:3(II)(c). The motion was seconded by Poul. Amy voted aye, Poul voted aye and Jeremiah voted aye. Tamara and Jill were excused from the non-public session.

Amy made a motion to exit non-public session at 6:42 p.m. The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Jeremiah voted aye. Amy made a motion to seal the minutes. The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Jeremiah voted aye.

The meeting adjourned at 6:43 pm.

Jill Hastings

Deputy Administrative Assistant