

**BOARD OF SELECTMEN**

**JANUARY 14, 2019**

**MEMORIAL BUILDING**

**4:00 P.M.**

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

The meeting came to order at 4:00 p.m. and opened with the Pledge of Allegiance.

Selectmen present: Tamara Butcher, Chairman; Dick Hendl, and George McCusker.

Others present: Leigh Callaway, Don Hill, Whit Smith, and Pixie Hill.

Leigh Callaway reported \$1,255.00 more was donated toward the lift. \$5.00 of that was realized from the donation jar at the Birthday Bash. George moved to accept the \$1,255.00 donation to the 250<sup>th</sup> Charitable Trust. Motion seconded by Dick and unanimously approved.

Don reported the donations for a lift at the Meetinghouse have been delightfully successful. The Committee has plans from the architect with drawings for an interior lift or an exterior lift and are ready for an RFP to be sent out. An exterior lift would be very expensive. The 250<sup>th</sup> does not feel it is appropriate for them to be sending out the RFP's (Request for Proposal) and will turn that over to the Selectboard as the legal representatives of the Town. The 250<sup>th</sup> has raised enough to purchase the lift and take care of the estimated installation cost. They will continue to fund raise and are prepared "to go to the end". Dick Hendl has offered to help with the RFP process. The architect also prepared some drawings of railings that would be something to consider replacing in coming years. The drawings for the ramp and the railings included in the lift plans is a gift from the 250<sup>th</sup> Committee. When the lift is finished, the Committee would like to set up the trust to be in perpetuity to take care of expenses associated with the lift. Don noted if the RFP is worked out by Town Meeting, the Committee has the funds to support the project. Dick noted the RFP will be required to go through Town Meeting, even though the lift is not being installed using town funds.

Leigh reported he is looking for someone to come in and work on the big clock at the meetinghouse.

REPORT from ZONING COORDINATOR. -- Board of Selectmen - Monday, January 14, 2019.

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

Application for Permit – Acted Upon, APPROVED

1. None.

Application for Permit PENDING

2. On-Site Contracting, George Hill Road; Application (after-the-fact) for a 26' x 30' concrete pad. Agreed value of \$2000. After the fact fee paid. There are no setback or wetlands issues. Height of structure <4" above ground level. Zoning Coordinator has recommended approval of this application. However, in light of questions raised and expressions of concern, no approval issued to date. Zoning Coordinator has referred this decision to the Board of Selectmen.

3. James Mullins, Woodcrest Road; Application to build primary residence on non-conforming lot. Special Exception granted by the Zoning Board of Adjustment (ZBA) (March 2017). House plans appear to be slightly different than the buildable "footprint" that was presented to/approved by the ZBA. Zoning Coordinator has requested additional information from the applicant. Receipt of the request has been acknowledged by the applicant.

Other Matters.

A. Selectman Hendl requested the name of the broker in connection with the inquiry regarding a buildable lot on Bowman Road with wetlands stream depicted on the Arc/GIS Wetlands Mapping Tool utilized by the Town of Springfield. Research completed; broker name provided to Mr. Hendl.

B. Multiple visits to George Hill Road location in connection with the application referenced in item #2 above. Inquiry from Selectman Hendl regarding the value and/or depreciation of a concrete pad. Responded to Mr. Hendl (with copies to other Select Board members) providing methodology for valuation and reference to prior matters involving concrete pads poured "after the fact" over the past year.

C. Emails from resident of Springfield regarding the after the fact application by On-Site Contracting. Respond to the same.

D. Email from potential resident considering the purchase of a residential home on Main Street regarding dog pet care business. Whether site plan review is required. Responded with comparison of Home Occupation vs. Home Business regulations.

E. Inquiry from property owner regarding modification of approved Site Plan to build 20' x 24' building for an office adjacent to existing building housing commercial activity. Scheduled consultation with Town Planning Board.

F. Inquiry from Revision Energy regarding the installation of solar panels (what permits required) for a customer located on Route 4A. Responded to the same.

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Whit would like a chance to review the plan for the home for the Mullins with the designer since there might be a discrepancy between the house plans and the Special Exception.

Michael Hanson has a site plan on file. He would like to build a 20' x 24' building for an office that is not included on his site plan. He will have a consultation with the Planning Board this week.

White was contacted by someone who may be interested in purchasing a home for sale inquiring as to requirements for overnight pet sitting. Whit shared information from the ordinance and noted this could rise to the level of requiring a Site Plan Review.

Whit reported he met with Mr. Brunelle and determined the fee for an after the fact permit for a concrete garage pad on his property on George Hill Road. Whit clarified, for the record, as was reported in the December 20, 2018 minutes, he had not said there was extra concrete on the truck so a pad for a garage was poured. In late December he noticed there was a non-permitted concrete pad. He spoke to Mr. Brunelle, who told him the customer had ordered a garage, so a pad for a garage was added when they poured the slab for the house. Mr. Brunelle did not realize a separate permit was required for the garage. The customer has since backed out of the purchase of the home, and Mr. Brunelle does not plan a garage there anytime soon. Whit has calculated an after-the-fact fee for the pad, using the same criteria he has in other cases. The fee has been paid. Whit said he is deferring final approval to the Selectboard as there have been some concerns noted. However, he does not see any reason not to approve the permit. The pad meets setbacks, and Mr. Brunelle did not misrepresent what he did. The Board reviewed the application. They noted their concern with issues like this that keep happening with this particular individual. Pixie Hill questioned if there is a fee that can be billed when a garage is built? Her understanding is the after the fact fee is based on the assessed value of a finished product. Dick stated Whit has established the fee in this case, and he feels the permit should be signed. Any further discussion of after the fact fees should be deferred for a discussion at a different meeting. Whit stated there has been a precedent in the way these fees have been applied in last 2 ½ years. The Board approved and signed Mr. Brunelle's application.

Minutes of December 20, 2018: Dick had noted an error on pages 1 and 3 and the minutes were amended and reposted. Janet noted she apparently misunderstood the conversation about the concrete for the garage pad, and reported it erroneously in the December 20<sup>th</sup> minutes. She apologized for the error and requested these minutes reflect the error. The Board reviewed the January 3, 2019 minutes. Motion made by Dick to accept the amended December minutes, and approve the January minutes as written. Motion seconded by George and unanimously approved.

#### Budget Work Session

Cemetery Trustees Dale Milne and Annette Granger. They are recommending the same budget as last year. They were not able to get several of the projects they had planned done for the cemetery due to circumstances out of their control. There was discussion regarding wages for maintenance. Dick stated, if the highway department is going to carry the cemetery maintenance he would like to see wages moved to highway. Discussion followed regarding keeping it in cemetery so there is an idea of what is available for cemetery maintenance. There is loss of

control with the highway in charge of maintenance. This summer it was difficult for the highway department to keep up with the cemetery maintenance due to personnel issues. Annette stated Cemetery Trustees are allowed to hire for cemetery maintenance. She is in favor of the cemetery taking over hiring the person. George stated he recently proposed having someone to work up to 30 hours per week in the summer, who would work under the highway, to take care of the cemeteries and the town property, maybe doing some painting, and carpentry projects. The Highway Department has someone who is willing to work on an "on-call" basis to plow in the winter. Dale stated that if the Cemetery Trustees need to hire someone then they need to know about it.

Town Clerk/Tax Collector: Pixie reported the transition to becoming a municipal agent for the State of NH DMV has gone smoothly. There should no increase needed in computer support. She would like to bring in a credit card machine sometime this year. There will be fees to the customer associated with the use of a credit card. She has spoken to some towns about Town Clerk/Collector wages and in comparison, current wages for these positions are out of sync. The office is open 28 hours per week. She does not see a need to increase the open hours of the Town Clerks office. She averages 24 to 26 hours per week, but is responsible both of these departments as well as the added duties with elections, etc. As a municipal agent, the town realizes an added revenue of \$3.00 agent fee per transaction and she estimates revenue of \$6,000 per year from that. Pixie requested \$14,000 per year for each department, (Town Clerk & Tax Collector) and an increase to the deputy of \$16.00 per hour. Residents are "ecstatic" that they can do all their registrations in one place. She was able to get 100% of the dogs in town licensed for 2018.

Library: Trustee's Art Bobruff, Joyce Guinther, and Librarian Laura Pauling. The library budget request assumes a wage increase of 2%, and an increase of \$765.00 to the operating expenses. The increase is requested primarily because there is an increased use of audio books so they would like to be able to purchase some new inventory. Dick asked if the 2% increase in wages is a firm figure. Joyce stated if there is leeway they will accept the increase, but they would not want to accept less. The employees do a good job and deserve an increase. Tamara asked if other town employees are getting a percentage greater than 2% would the trustees be agreeable to that. Joyce again said she had no objection. George stated he would like to see the library employees get the same as other employees. Art stated he would like to see salaries and total expenses in the town's budget stay less than 2%. The Board discussed that the Library Trustee are independent from Selectboard oversight so they set their own wages and budget. Joyce stated she is willing to give more than the 2%. It was agreed the Trustee's will discuss this further at their next meeting.

Police: Chief, Tim Julian reported there is little change to his operating budget. Dispatch has increased 3%. Mike's cruiser is a 2014 with 52,000 miles. Tim's is a 2016 with 32,000 miles. He usually replaces computers around 80,000 miles. There are no plans for replacement at this time. He has two mobile data terminals that will be coming to update the terminals in the cruisers.

Highway: Peter, Abair, Road Agent stated some expenses have decreased because there are only two employees and others have increased. He is requesting \$100,000 for paving Shad Hill and Twin Lake Villa Roads. A lot of the winter storms have been icy needing more sand so he is proposing a \$5,000 increase in sand.

The Board talked to Pete about fixing the approach to Nichols Hill Road before the road is paved. There has been discussion at the recent Budget Meeting. The idea is to lessen the hill and approve the approach and site distance at the intersection of Main Street. Abutter, Alex Moskalenko is willing to review options with the Town. Pete is agreeable. The Board will appropriate some additional money for engineering review.

Peter would like the replacement truck balance to be brought back up as he spent about \$35,000 to purchase a replacement truck this year. He is suggesting the fund be \$80,000 so he can have money to replace the loader which is going to need replacement at some point. The current loader has 12,000 hours on it and there are some issues with it. He does not feel it is worth putting a lot of money into it. He has seen used loaders in good condition in the \$40K to \$50K range.

The Board discussed the future sand shed site prep with Pete. Due to unforeseen circumstances, the work was not able to be done. \$43K was appropriated from the Unreserved Fund Balance. Pete thinks it will take more like \$60K to complete the site work. When a sand shed is built, he plans to use waste blocks with a roof structure and will reuse waste blocks from the existing sand storage.

Fire Department: Peter Lacaillade, Fire Chief reported there is not much change to the budget. He has some funds he will move around for a better balance. Hanover Dispatch has spent time reviewing their dispatching. Dispatching will be going up to about \$13,000. The department is hoping to increase the number of volunteers who serve on the department.

Wages: The Board reviewed wage suggestions. Previously they had discussed between 2% and 4%. George stated he likes the 4% Dick had suggested. Dick stated he suggested 4% since wages increased 3% last year when the Cost of Living increase for Social Security recipients was just a bit over zero and this year the COL increase for SS recipients is 2.8%, a raise of 4% for the Town employees is justified. Tamara was in agreement. Motion by Dick to increase wages for the town employees who received weekly paychecks to 4%, retroactive to January 1, 2019. Motion was seconded by George, and unanimously approved.

Motion made by George to increase the Selectboard's stipend from \$3,000 per year to \$5,000 per year each. Board members put in a lot of time into attending board and committee meetings, as well as the work they do taking care of what happens in town. Dick stated he is against any public official voting themselves a pay raise. He would be in favor of increasing the stipend for incoming Selectmen. George stated the Budget Committee has brought up the subject many times. Dick stated if the Budget Committee wants to propose an increase at town meeting for all elected officials and not specifically for the Board of Selectmen he could go along with that.

Tamara seconded the motion, and explained she is not seeking this increase for herself, but because she thinks the other Selectmen deserve. She is approving this in support of the other two or anyone else who comes along. Two voted in favor of the motion (George and Tamara) and one opposed (Dick).

Motion made by George to increase the Moderator stipend to \$1,000. Motion seconded by Dick and unanimously approved. The Moderator's requirements keep increasing and B. Manning does a fantastic job at staying on top of all the changes.

Motion by Dick to reappoint Bruce Allen, Ken Jacques, and Daphne Klein for three year terms on the Conservation Commission. Motion seconded by George and unanimously approved.

Board and Department Updates:

Dick reported he has volunteered to work on the RFP for the lift.

Inspector Perry from the Department of Labor came back for re-inspection. There are open items at the Highway Department that need to be taken care of within 30 days. 1. Non-secured items along the wall at the highway need to be secured. 2. A burned out outlet needs to be replaced or certified. 3. A welding shield is needed to protect on lookers and sparks from spreading.

Notice of Limits for Mullins at Woodcrest has been reviewed and will be processed for signing.

The meeting adjourned at 7:50 p.m.

Submitted by,

Janet Roberts  
Administrative Assistant