

**BOARD OF SELECTMEN**

**JANUARY 9, 2017**

**MEMORIAL BUILDING**

**7:00 P.M.**

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

Selectmen present: Don Hill, Chairman; Leigh Callaway and Tamara Butcher.

Others: Tim Julian, Bryan O'Day, Justin Hastings, Whit Smith, Joyce Guinther, Barbara Cooper, and Debra and David Roberts.

Don called the meeting to order at 7:00 p.m.

Deborah and David Roberts met with the Board regarding the status of zoning permit compliance for property on Woodland Heights they submitted on September 28, 2016. Don reported the Board sent notices to the Roberts in October, November, and December 2016 regarding requirements necessary to resolve the issues on the application that was filed "after-the fact" for a dwelling unit. This new application is for a barn/shed after the application for a dwelling, submitted "after-the-fact" was denied in November 2015. Whit Smith, the Zoning Coordinator spoke to or communicated via e-mail to Mrs. Roberts regarding issues relative to the length of the driveway and requirements for "pull-offs" or areas for emergency vehicles to pass, as well as payment of an "after-the-fact" fee for the application of September 2016. The un-permitted structure is in violation of the Zoning Ordinance. Don explained the Selectmen have referred this issue to legal counsel. Zoning violations can result in fines of at least \$275 per day, determined through the court. Don indicated the applicant would need to pay the fee required to continue the zoning permit process, or face litigation, which is out of the Board's control.

After discussion, Mr. Roberts stated he was not aware of the requirement of the \$1,000 fee. He stated he would come to the office the next day with a check for the fee. Don noted, payment of the fee would stop litigation and the Board of Selectmen would take the application under advisement. Mr. and Mrs. Roberts left the meeting. Whit Smith stated he has the current application on file, and would recommend the Board of Selectmen approve the application, pending receipt of the application fee, based on his inspection at the site.

Library Trustees, Barbara Cooper and Joyce Guinther met with the Board to discuss and amend minutes regarding discussions that have taken place about interior renovations in the library. Barbara noted the Trustee's had been discussing how to move forward with renovations to the circulation desk, and a desk for the librarian. This has been an ongoing discussion that was tabled when a building committee looked at needs for the municipal complex. An estimate of \$38,000 from the architect (Ingrid) was received as part of a package the Trustees intend to put together to enable them to apply to granting agencies and for fundraising purposes. The Trustees had reviewed the possibility of a warrant article, but were aware the timing was not right for this budget year. Barbara stated she wanted it noted, for the record, that the Trustees are not unhappy with the support from the Selectmen. Selectmen noted, again, they are in support of

the library, but were not ready to request \$38,000 from the taxpayers. They are starting to see responses to the changes that are being made at the library and the things that have been put in place.

Barbara reported the library has begun to see an increase in patrons, and circulation. Participation in summer, and afterschool programs have increased as well. The new cataloging is now available online. The Board thanked the Trustees for this presentation.

Zoning Coordinator: Whit Smith reported: (copy attached)

Brunelle – 152 Bowman Road: Approval of the zoning permit for the deck and front stoop was pending the receipt of the “after-the-fact” fee. Mr. Brunelle has paid the fee and the permit has been released.

Roberts – 151 Woodland Heights: Review and analysis has been done. There needs to be at least one space, in the >1,000 feet driveway, with a place for emergency vehicles to pass one another. The after-the-fact fee needs to be paid. The Board discussed the “turn-out” area should be recommended and signed off by the Fire Chief. Given the time of year, the Board would extend the driveway compliance to May 22, 2017. Leigh moved, based on Whit’s analysis, to approve the application, pending satisfactory completion of the driveway requirements, no later than May 22, 2017. If the driveway is not completed by that time, the application will be revoked. The motion was seconded by Tamara and unanimously approved. Whit will draft the wording for application approval and forward to the Selectmen and await response, via e-mail protocol.

Hansen – 163 Hansen Road: Application to build a 120’ x 60’ garage on his property has been submitted. Setbacks appear to be in compliance. Applicant has been advised he will need to apply for an amended Site Plan.

Tunis LLC – Woodcrest: Notice of Violation has been sent by the Board of Selectmen. The owner of the property has filed an Administrative Appeal with the Zoning Board of Adjustment.

Martin – 566 Hogg Hill Road: 12’ x 20’ shed constructed without zoning permit. Whit has been in contact with Mr. Martin. The Martins will submit an application for the shed. He intends to move it to a different location on the lot to comply with setback requirements. The value of the building is estimated at \$3,000. Mr. Martin has been advised the fee for the ATF application is \$300.

Whit reported he attended the recent workshop of the Planning Board to review and finalize proposed changes to the Zoning Ordinance. The changes address Accessory Dwelling Units and amends the definition of structure. The Planning Board requested language to address parking requirements for any new construction or additions to existing structures.

The Planning Board Hearing on the proposed amendments to the Zoning Ordinance will be held on Monday, January 23, 2017 at 7:00 p.m.

The Board of Selectmen voted to reschedule their next meeting to Tuesday, January 24, 2017 at 7:00 p.m.

Minutes of December 28, 2016. Tamara moved to approve, seconded by Leigh and unanimously passed.

#### Board and Department Updates:

Don reported the Fire Department continues to work on planning for replacement of the tanker. There is a PH issue with the water in the tank. Testing will be done. Mitigation would require someone to be trained and certified.

Police Department: Tim Julian, Chief noted after reviewing the minutes from December 28<sup>th</sup>, he will be in touch with Mascoma Valley Snow Travelers. He reported two people gave statements as witnesses to the gates that were destroyed. Because of the amount of property damage, a case in Grafton is at the higher level, than Springfield, so the information from Springfield was shared with Grafton. Tim will get in touch with MVST President, and make recommendations as to how they should pursue reimbursement for damages to their gates.

Leigh reported the replacement server and new printer have been ordered through Certified Computers. Leigh has been reviewing costs to add a projector to the Protectworth Meeting Room.

#### New Business:

Leigh reported the deliberative session of the Kearsarge Regional School District was held on January 7<sup>th</sup>. Dr. Art Bobruff, and Dick Hendl have done a great job at representing the Town of Springfield, and keeping a diligent watch on the budget. Specific budget increases in the operating budget are due primarily to increases to NH Retirement, and teacher contracts.

The Board of Selectmen reviewed a letter of interest from someone who would like to purchase a town-owned piece of property in Eastman. Leigh reported he would like to recommend these Eastman properties be sold and get back on the tax rolls. The Selectmen agreed this needs to take place. The proper notification and bidding process must be followed, and this is not a good time of year for prospective buyers to be looking at land for sale. The Board will table this until spring.

Leigh reported Jeff Milne has volunteered to take a look at possible locations for a sand shed. Leigh will sit with Pete Abair and get his input.

The Board reviewed correspondence regarding HB 254 which is proposed legislation that would “stack the deck” at the Assessing Standards Board with members from the utility business, and

decrease municipal representation. Don moved to sign an "Inexpedient to Legislate" letter. Motion was seconded by Tamara and unanimously approved.

Intent to Cut Timber form was approved for Don and Pixie Hill on Nichols Hill Road. Don recused himself from signing.

The Board discussed replacing some of the wooden shelves in the former Kindergarten storage closet with the metal shelving that is no longer being used.

Leigh noted the storage closets in the Protectworth Room are complete. Lake Sunapee Carpentry, Springfield Plumbing and Heating and JLD Electric have done a great job. The staff is in the process of putting documents and files away. The pass-through area between the two rooms is working out well, and also serves as a means of emergency egress for office personnel. Thank you to Pixie Hill for painting the shelves and the walls in the pass-through during the weekend.

With no further business, the meeting adjourned at 8:35 p.m.

Submitted by,

Janet Roberts,  
Administrative Assistant

Attachment to Board of Selectmen Minutes

January 9, 2017

In preparation for the Board of Selectmen meeting Monday night, January 9, 2017, I am providing the following summary to brief the Board of Selectmen on permit applications and my activity.

#### Applications for Permits – APPROVED

1. Mark Brunelle, 152 Bowman Rd (location of property). Application for a permit (after the fact) to build a 10' x 12' deck on the rear of a recently constructed single-family house with stairs leading up to the deck; and a small 3' x 5' steps/deck attached to the front of the single-family house to allow access to the front door.

Following the last meeting of the Board (December 28, 2016), Mr. Brunelle was notified regarding the conditional approval pending receipt of fee by the Town. The fee has been paid and the permit issued.

Applications for Permits – Pending.

2. David & Deb Roberts, Woodland Heights; Application for a permit to build a 23' x 27' barn/shed. This application follows on a permit application that was made "after the fact" and submitted by the applicants on November 3, 2015, which was denied.

Since the last report and meeting of the Board, Zoning Coordinator has received two (2) email inquiries from the Applicants. Zoning Coordinator has replied to Applicants. Email correspondence has been forwarded to the Board for their information and consideration. No further action has been taken by the Zoning Coordinator.

Applications for Permits – RECEIVED, but PENDING Further Action

3. Michael Hansen, 163 Hansen Road (location of property). Application to install/build a 120' x 60' garage. Permit application is complete with drawings. No setback encroachment. No wetlands buffer issue. Structure less than 35' tall.

This is a zoning permit application to expand the number of structure(s) located on the parcel. Applicant operates a business on the site pursuant to an approved site plan. This additional building requires a review/approval of a revised site plan that should be considered by the Town Planning Board prior to issuance of a zoning permit. Applicant has been advised; application for Revised Site Plan should be heard at the February meeting of the Planning Board.

Other Matters.

A. Reviewed Notice of Violation letter that was sent by the BOS to Christine Austin. Zoning Coordinator has been advised that the owner of the property has filed an appeal with the Zoning Board of Adjustment.

B. Follow-up with Mr. /Mrs. Martin regarding 12' x 20' shed constructed without zoning permit – 566 Hogg Hill Rd. Zoning Coordinator met with Mr. Martin on site regarding the shed. Mr. Martin has stated that he will submit an application for Zoning Permit for the shed and that it will be moved to a different location on the lot to comply with setback requirements. Mr. Martin was advised regarding the fee for filing an application for zoning permit after the fact of construction.

C. Zoning Coordinator attended "workshop" meeting of the Town Planning Board to review and finalize proposed changes to the Zoning Ordinance. The proposed changes address "Accessory Dwelling Units" and the definition of "Structure."