



TOWN OF SPRINGFIELD

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PLANNING BOARD MEETING MINUTES Thursday, March 19, 2026, 7:00 p.m. Springfield Memorial Building

NOTE: The following minutes are in draft form. They are subject to review and approval by the Planning Board at a future meeting. Changes may be made prior to final approval.

PRESENT:

Tanner Jacques-Chair
Steve Dzubak-Vice Chair
Mike Howard-member
Tim Bray-Zoning Coordinator
Ken Jacques-member
Tim Josephson-Upper Valley LSRPC
John Trachy-member
Jen Roberts-Ex Officio

ABSENT :

Darrin Patten-member

ALSO PRESENT:

Anthony Costello, Dave Herrick, Rachel DeThomas, Sandy Heino, David Heino, and Marlo Herrick

AGENDA:

Appointment of Officers

Appointments:

- 7 p.m. Dave Herrick on behalf of Stephen O'Neill Driveway Application

Review of February 19, 2026, Meeting Minutes

Clean Energy NH Solar Ordinance

New Business

- The meeting was called to order at 7:00 p.m. by Mike Howard, acting as temporary presiding officer until the election of officers.
- Discussion was held around the appointment of officers for the Planning Board.
 - Ken Jacques nominated Mike Howard for Chair. There was no second for this nomination. John Trachy nominated Tanner Jacques for Chairman, Steve Dzubak seconded the nomination. All voting members present voted in favor of the nomination.
 - Jen Roberts nominated Steve Dzubak for Vice Chair, Tanner Jacques seconded the nomination. All voting members present voted in favor of the nomination.
 - Discussion was held regarding the position of Secretary of the Planning Board. John Trachy shared the current rules and procedures for the Secretary of the Planning board including taking meeting minutes, issuing notices, and notifying applicants and abutters of meetings. The Board discussed the need for a member of the Planning Board to act as Secretary when these duties are being handled by the office staff. Steve Dzubak moved to leave the position of Secretary empty. Mike Howard seconded this motion. The motion passed unanimously.
- Discussion was held regarding the driveway application for 151 Woodland Heights. Dave Herrick, acting as agent submitted signed and stamped plans and a hydrology report. The Board made note to

the applicants' agent that any approval for a driveway does not constitute approval for a private road for further subdivision; this approval is based on a driveway for a single-family residence. It was also noted that if a business were to be run from the property, applicants would have to come back to the Planning Board for further approval. The Board decided the conditions of approval would be that once the driveway work has been completed, it will be reviewed by the Fire Department, Road Agent, and Town Engineer to determine if the constructed driveway matches the approved plan. Once this review is complete, and final approval is given, then applicants can move forward with applying for zoning permits. Mike Howard moved to accept the signed and stamped driveway plan for 151 Woodland Heights with the condition of final approval based on review by Fire Department, Road Agent, and Town Engineer that the driveway was constructed according to the provided plan. Ken Jacques seconded this motion. Motion passed unanimously.

- John Trachy moved to accept the February 19, 2026, meeting minutes. Mike Howard seconded this motion. Motion passed with Steve Dzubak abstaining from voting.
- Ken Jacques will be researching the status of the Town Engineer and his availability. If the Town Engineer is no longer available Ken will bring other possible options for the Board.
- The Board discussed whether the Driveway Regulations are clear enough to residents that the Planning Board may require the use of a Town Engineer for projects and the costs incurred are to be covered by the applicant. Regarding the approved driveway plan for 151 Woodland Heights done previously in the meeting, the Board will be reaching out to the applicants to clarify the conditions of the approval, and that any costs incurred utilizing the Town Engineer are the responsibility of the applicant. Tim Josephson, from Upper Valley Lake Sunapee Regional Planning Commission, will assist in drafting changes to the Driveway Regulations to clarify that the costs incurred are clearly the responsibility of the applicants. John Trachy suggested the Planning Board draft a checklist to follow when approving driveway applications so the Planning Board can be sure they have followed each step of the process.
- Steve Dzubak presented the redlined draft of the NH Clean Energy Solar Ordinance Template. Steve noted to the Board that this template ordinance breaks down what is permitted by right and carves out larger projects to go through an approval process and receive a Conditional Use Permit. The Board discussed the need to adopt a specific solar ordinance for larger projects, or whether these would be considered a business that would need to go through the process to have a site plan review and special exception granted. Steve Dzubak will draft an amendment to the Zoning Ordinance based on acreage for solar projects for the Board to review in April.
- Tim Josephson shared the Upper Valley Lake Sunapee Regional Planning Commission has received funding to study family-based childcare and would like to use Springfield as a pilot town. This would mean there would be an additional UVLSRPC representative that would attend Planning Board meetings, meet with stakeholders, provide audits for Springfield regulations, and provide public outreach and education.
- Tanner Jacques adjourned the meeting at 9:10 p.m.

Submitted by: Emily Rogers, Administrative Assistant