

Board of Selectmen
Memorial Building

March 9, 2026
4:30 P.M.

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

Selectmen Present: Steve Dzubak, Chair; Amy Lewis, Vice Chair; Jen Roberts

Others: Tim Bray, Zoning Coordinator/Health Officer; Neal Huntoon, Road Agent

Steve was presented with a thank you gift for his dedication to the town during his time on the Board of Selectmen.

Scheduled Appointments:

No scheduled appointments.

Zoning/Health Officer Report:

Zoning Coordinator/Health Officer Report for 3/9/26 BOS meeting

Zoning Permits Issued

David & Susan Leathers, 93 Main Street, application for a rooftop solar array on newly constructed single-family residence on 0.97-acre parcel, no wetland or setback issues, no increase in impervious surface area, meets all requirements of Zoning Ordinance. Permit approved

Timothy Moulton, Rachel Bonneau, 1958 George Hill Road, application for 16' x 10' timber frame bunkhouse, no water supply to structure, constructed on 10.4-acre parcel, no wetland or setback issues, meets all requirements of Zoning Ordinance. Permit approved

Short Term Rentals-updated list

Vested Permits- Special Exception granted within 2 years

1. **Concha, Jose Ossa**, 115 Woodcrest Rd., Special Exception granted on 6/03/25 by ZBA. Application denied due to "lack of information" by Planning Board at 7/17 public hearing. (Vested 6/03/25)
2. **Andre Keplar**, 10 Winding Wood Road, Applicant approved for Special Exception with conditions by ZBA on 10/11/25. Septic system documented repair approved by Health Officer. Application being prepared for Site Plan Review. (Vested permit) Updated "Vested" Site Plan Review application packet sent on 1/1/26. **Awaiting application submittal.**
3. **Kieth Matte, 87 Woodcrest Rd.**, Special Exception granted 7/09/24. (Vested permit).

4. **Shannah Stone**, 2513 NH State Route 4A, Special Exception Approved on 10/8/24, Site Plan Review application pending. Updated “Vested” Site Plan Review application packet sent on 1/1/26. **Email discussions in past two weeks concerning application submittal.**

No permits

1. Anthony Pavati, 140 Woodcrest, Special Exception granted on 9/2022 for STR. (EXPIRED 9/2024-No Site Plan Review application submitted to date)
2. **Saggese, David**, 30 Winding Wood Rd., incomplete application for Site Plan Review for Conditional Use Permit submitted. STRCUP packet sent on 2/9/26. **Acknowledged by email on 3/5/26**
3. **Cahill, Bernard and Katrina**, 150 Woodcrest Rd, STRCUP application packet was sent 1/20/26.
4. Prime, Tanya 5 Winding Woods Road, Letter sent from BOS on 8/27/24 to inform Ms. Prime of town STR regulations. Subsequent consultation meeting with BOS. Multiple letters from BOS, Applicant in communication with Tamara about application process. No application has been submitted to date.

Driveway Permits

1. Colby Marshall, Stoney Brook Rd. Driveway permit reviewed by Planning Board on 2/19/26 and it was determined that no engineering plan was required. Current driveway plan is adequate. Permit approved by ZC and Road Agent.
2. Steven O’Neill/ Jon Gilbert/ Dave Herrick, Woodland Heights Driveway permit status: Site visit by Planning Board, Road Agent and SFD planned on Monday, March 2 or Tuesday, March 3rd

Other

- (placeholder) James Yaegar met with BOS to discuss culvert placement / access road on Pettengill Road without DES permit. Mr. Yaeger suggested that no permit was required but would inquire. Emmanuel Uwizeye, Wetlands Permitting Specialist, Wetlands Bureau, Land Resources Management Water Division, NH Department of Environmental Services responded to Mr. Yaegar’s inquiry: *“I reviewed information you provided and found that a wetland permit was required for the culvert installation for the following reasons:*
 - A. *The rule Env-Wt 901.03 (Exemptions) doesn’t mean that there is no permit required. A wetland permit (notification) is required but information needed for this does not have to meet certain criteria in Env-Wt 900.*

- B. *It looks like the area you are referencing is rich in Priority Resources Area (PRA) and I suspect that the culvert impacted wetlands that may be at crossing location (To be verified by a Certified Wetland Scientist). Note that swales can meet wetland determination criteria of Hydric soils, Hydrology and Vegetation. In addition, it looks like the culvert is in flood plain which increases chances of being a wetland.*
- C. *If you want to know more about wetland permit exemptions, please refer to PART Env-Wt 308 (1-3).*
- D. *I do believe that NRCS will investigate further the project site and determine the need of a wetland permit.*

N.B.by TJB: *NPAC-NRCS NH essentially means the New Hampshire office of the USDA's Natural Resources Conservation Service*

Zoning Coordinator will monitor NHDES permitting progress in regard to this wetland impact.

Report of Health Officer

Select Board Meeting, Monday 3/9/26

Applications for Individual Sewage Disposal System (ISDS)

None

Other:

1. NHHOA Scholarship applied for and awarded to Springfield Health Officer for NHHOA membership and Spring Conference fees.
2. Enrolled in Septic Evaluator two-day course offered by NHHOA (no attendance fee)

Jen updated everyone on the meeting about the O'Neill driveway, and what was wanted from the Fire Chief and Road Agent. The engineer will make the necessary changes to the plan and will bring a stamped copy of the plans to the next Planning Board meeting.

Steve made a motion to accept the Zoning Coordinator/Health Officer report. The motion was seconded by Jen. Steve, Jen and Amy voted in favor of the motion.

Tim provided the Board with the updated/proposed fee schedule. Tim researched fee schedules with other comparable towns to Springfield. There will need to be a public hearing noticed, which will be at the next Board meeting on March 23rd, so the fee schedule can be voted on.

Meeting Minutes of February 10th and 23rd, 2026:

Jen made a motion to accept the minutes of February 10th as written. The motion was seconded by Amy. Jen and Amy voted in favor of the motion. Steve abstained.

Steve made a motion to accept the minutes of February 23rd as written. The motion was seconded by Jen. Steve, Jen and Amy voted in favor of the motion.

Unfinished Business:

- a. Website – no updates
- b. Digitizing Files – currently on hold
- c. Street Lighting and Energy Audit – Steve suggested handling the street light issue first. There are some that don't work at all and some that work intermittently. There were suggestions to either have them replaced with LED lights or possibly eliminate them altogether.

New Business:

- a. Phone lines for alarms/switching to fiber or cell – currently on hold
- b. IT Discussion – Information has been provided to the Board from two IT companies.
- c. 91-A Requests – The Board reviewed Grantham's Right to Know request form. This will be used as an example when creating our policy when public information is being requested.

Legal Status Update:

No updates

Board and Department Updates:

- a. Agriculture Commission – The next meeting is on June 1st.
- b. Buildings/Grounds – We have a broken window at the Fire Department because of ice falling off the roof on Sunday. It was suggested to wait until the snow/ice is all off the roof before replacing the window. Chris and Gabe have said they would be able to begin work at the Meetinghouse in April. Emily will follow up with each of them. Steve will forward the quotes he received to have the Fire Department roof resealed once the weather is good. Steve also added that we need to reach out to Chris about repairs to the library ramp. Jen would also like to get a quote for a dormer over the front doors of the Meetinghouse. All the locks on the cabinets in the Protectworth room need to be replaced.
- c. Cemetery – Meetings will start again once the snow is all gone. Jen added that there has been a section of the cemetery designated for green burials.
- d. Conservation Committee – Volunteers are always needed. They have ordered their plants for this year's Summer Celebration and continue to work on the Kinsley Loop trail.
- e. Fire Department – The pancake breakfast went very well. There were 35 volunteers who helped with the event. The election of officers will take place in April.
- f. Highway Department – No updates.
- g. Library – No updates.
- h. Planning Board – They will begin reviewing definitions within the ordinances during a work session.
- i. Police Department – No updates.
- j. Recreation Committee – The Easter egg hunt will take place on March 28th. Candy donations are being accepted and can be left at the town office.

- k. ZBA – No updates.
- l. Administration update – Emily spoke with Mr. Timmons today, who owns property on the corner of Bowman Road and Main Street, who had questions about the special exception for the Leather’s waterfront property across from Twin Lake Villa. The chair of Zoning was given a heads up about this.

Correspondence:

None

Signatures:

Oath of Office
Transfer Station Contract
Two Veteran’s Tax Credit applications

Miscellaneous Business:

None

Meeting adjourned at 6:03 p.m.

Jill Hastings

Deputy Administrative Assistant

