

Board of Selectmen
Memorial Building

March 23, 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: Jen Roberts, Chair; Erin Meding, Vice Chair; Amy Lewis - absent

Others: Tim Bray, Zoning Coordinator/Health Officer; Neal Huntoon, Road Agent; Lynn Bridges; Claudia Zent; Steve Barker, Eastman Charitable Foundation; Sam Vidal; Catherine Delage

Erin Meding was welcomed as the newest member of the Select Board.

Erin made a motion to nominate Jen Roberts as chair of the Select Board. The motion was seconded by Jen. Erin and Jen voted in favor of the motion.

Jen made a motion to nominate Erin Meding as vice chair of the Select Board. The motion was seconded by Erin. Jen and Erin voted in favor of the motion.

Board & Department Assignments:

Selectboard – Jen Roberts, Chair and Erin Meding, Vice Chair

Budget Committee – Amy Lewis

Highway – Amy Lewis

Planning Board – Jen Roberts

Zoning Board – Erin Meding

Police Department – Erin Meding

Budget Committee – Amy Lewis

Fire & Rescue – Jen Roberts

Buildings & Grounds – Amy Lewis

Library – Amy Lewis

Recreation Committee – Jen Roberts

Cemetery – Amy Lewis

Conservation Commission – Erin Meding

Agriculture – Jen Roberts

Personnel Administration – Erin Meding

Scheduled Appointments:

- a. Sam Vidal – George Hill Road – Mr. Vidal started by saying he doesn't understand why the grader needed to be used. Last year a front loader was used and he wasn't sure why that happened either. It seems to them that the road crew is plowing about two feet off the pavement from their house; they have about 580 feet of road frontage and about half of that slopes down so they don't feel it should be a snowbank issue. They were hoping to request the road crew just plow the roads and not come by with the heavy equipment; adding that if there is a problem contact them and they can likely just shovel it out.

Neal stated that Mr. Vidal is correct, the road does slope away and there is not a water issue there. Not knowing how much snow we will get or when, the road crew needs to be prepared so all roads are treated the same; the snowbanks need to be pushed back in preparation for more snow. In regard to last year when Sean was there with the backhoe and took a couple of buckets of snow, that was a result of Neal saying if he sees any driveways that don't have a clear visible line for cars coming up through to take that snow away so everyone is visible. The visibility from the end of their driveway to the crest of the hill is minimal. The reason for bringing the grader by was in preparation for more snow.

According to Neal, the pavement is approximately 22 feet, and the overall right of way is 33 feet. Mr. Vidal added that it seems to them that the plow blades are going about 2 feet off the pavement. Mr. Vidal stated that they maintain their roadside edge and don't see the need for heavy equipment; they appreciate the plowing job being done. Mr. Vidal feels the road in front of his property is probably the best maintained on that stretch of the road.

Jen read from the ordinance dated 1986 "no street right of way shall be less than 50 feet in width and may be required to be more if a greater width is warranted in the opinion of the Board". Erin added that according to Neal, it sounds like we have a road that just barely meets the 22 feet that is required for safe passage of vehicles and the plow. As the Board, they generally defer to the road crew as it is their specialty. They take care of a lot of roads in town, and they do what they need to do to keep the roads safe. Erin added that there are state ordinances pertaining to this that go even further and say even if the town has a particular rule but there is an exception in a particular place and the road agent feels that is necessary, the town and the road agent have the right to ensure safety. Ms. Delage stated that this was not done to ensure safety. Things were already thawing, and by the end of the week most of that had shrank significantly. There was no cause for that. She agrees you do have to forecast a bit in what you're doing but feels there was no reason for this happening this year or last. Jen stated this is something we all deal with as property owners in New England. The Board was happy the letter was written to them expressing their concerns. If there is an issue, of course the Board wants to hear about it. And if they find there is an issue with a town employee, they will deal with it. However, it is not acceptable for residents to go to the staff being rude and preventing them from working; it's not appropriate. The appropriate route is to go through the Board.

There was further discussion on plants/vegetation in the right of way. They have seen "Please don't mow" signs and asked if that is acceptable. Erin stated that it applies more to things like the power line crews coming through and you are asking them not to cut limbs on your land. That is a different kind of avenue. If something is in the right of way what happens to it is not intentional, and it has a lot do with what the road crew has to contend with to maintain the roads.

Mr. Vidal asked if George Hill Road is a scenic road or on a thru-way. Lately he has seen tractor trailer trucks, propane tankers going through. Suggested considering a no-thru trucking zone or something along those lines. He feels George Hill is getting beat up on both sides. The Board isn't sure how that works and will look up information on that. The Board appreciates him bringing it to their attention.

- b. Public Hearing: Amendment to Municipal Fee Schedule – per RSA 31:95-b III (a) – This has been postponed and will be re-noticed for the next Select Board meeting on April 13th.
- c. Steve Barker – Eastman Charitable Foundation – Mr. Barker appeared before the Board to remind everyone that the ECF is a good resource for the town. The ECF serves Springfield, Enfield and Grantham; their focus is on environmental issues. The ECF also provides three scholarships a year to graduating seniors whose focus of study will be on environmental education; the scholarships are \$2,000 each. They also provide financial support for local projects as well as grants for area children to attend Camp Coniston. Mr. Barker encourages the town to look into grant support through the ECF for their conservation projects. Information can be found on their website at <https://ecfnh.org/>.

Zoning/Health Officer Report:**Zoning Coordinator/Health Officer Report for 3/23/26 BOS meeting****Zoning Permits Issued**

Michael Hansen, 112 Hansen Road, Map 3, Lot 680-523, application for modification and extension of an approved Zoning Permit, dated 5/24/23 originally for a 80' x 280' storage building on this 5.55-acre parcel. The application reduces the building size to a 60' x 160' storage building and remains located within the footprint on the approved permit of 5/24/23. There are 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. **Awaiting application and site plan.**

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. **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, 3/3/26. **Engineer-stamped driveway plan and drainage report reviewed by PB at regular monthly meeting on 3/19/26. Chair to issue a letter of approval with conditions.**

Other

1. (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 refencing (sic) to 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 sent email request for update to Mr. Uwizeye on mitigation status.

2. Mitigation plan and timeline for “0 Brook Road” designated wetland buffer zone encroachment.

Report of Health Officer

Select Board Meeting, Monday 3/23/26

Applications for Individual Sewage Disposal System (ISDS)

Jeffrey and Kathleen Remillard, Sanborn Hill Road, Tax Map 20, Lot 370-112, Application for local approval to construct an ISDS dated 3/12/2026, for a 3-bedroom, single family residence on a 32.35-acre parcel. The application meets all local Health Regulations under Town of Springfield, New Hampshire *Regulation of Sewage Disposal Systems and Wells*. Permit approved.

Other #2 – Tim has been contacted by an abutter of the Brook Road/Town Farm Road property. The abutter expressed concern that last season there was a lot of noise and noxious fumes coming from that property. The abutter had reached out to Tim to talk about putting up a fence, which is where the conversation started. Tim made sure the abutter was aware that the town is monitoring the situation. Tim invited the abutter to come to the Selectboard meeting but unfortunately couldn't attend and will monitor the minutes to see what the plan is.

Tim has met with the owner on a couple of occasions. The last time there, Tim was measuring from the edge of the designated wetlands to Brook Road to see if the entire lot was within the buffer zone, and it is; this is indicated on the town wetland maps. Tim spoke with the owner on-site while doing the measurements. The owner stated he was unaware of the buffer zone. Tim explained the process and wetland maps to him and encouraged him to always check with the zoning coordinator before starting a project like that. The issue now is to remove what is there and allow the land to go back to its natural state. The details of the mitigation plan are left up to the Select Board. There was some discussion of what could and/or should be included in the mitigation plan. Tim added that we have been very consistently enforcing the protection of the prime wetland buffer zones in Springfield. The zoning ordinance is very clear that it is a no-build or disturbing soil/vegetation within 100 feet of regulated designated prime wetlands. The

Board would like to put together a list of what needs to be done to this property. Tim will draft a mitigation plan for the Board to review at their next meeting.

Jen made a motion to accept the report of the Zoning Coordinator/Health Officer as written. The motion was seconded by Erin. Jen and Erin voted in favor of the motion.

Meeting Minutes of March 9, 2026:

The approval of these minutes is being held for the next Board meeting.

Unfinished Business:

- a. Website – The website is looking great and being kept up to date.
- b. Digitizing Files – currently on hold
- c. Street Lighting and Energy Audit – Emily plans to go around to get pole numbers once she can safely drive around and access all the poles.

New Business:

- a. Phone lines for alarms/switching to fiber or cell – currently on hold
- b. IT Discussion – Emily will be reaching out to another company recommended by Erin. The Board will review quotes that have been received and will discuss them at the next meeting.
- c. Appoint Trustee for a two-year term of Trustee of the Trust Funds – The Board is looking for someone that would be interested in filling this position.
- d. 91-A Requests – The Board reviewed the proposed form and feel it looks great. The form will be sent to town counsel for their review.
- e. Review proposed fee schedule – This will happen at the next Board meeting.

Legal Status Update:

Things are progressing with Cloutier. The Board has been informed that the Prime situation is going directly to superior court. Tim Bray's presence has been requested at superior court on April 20th; Jen will also attend.

Board and Department Updates:

- a. Agriculture Commission – No updates.
- b. Buildings/Grounds – The power to the meetinghouse will be turned off on April 12th and the work will begin to move the meters. The meetinghouse will be closed for the month of May while Chris Gaherty is working on repairs to the men's bathroom. Mason installed the new toilet in the Fire Department/Highway Garage; Jen will ask him about replacing the toilet in the second bathroom.
- c. Cemetery – They will be meeting on April 1st. Joe Feranini will be back for stone cleaning work May 27th through May 31st. They are looking for volunteers who would like to learn the stone cleaning process so that the project can continue after Joe has left.
- d. Conservation Committee – Fifty plants have been acquired to distribute this year at the Summer Celebration. A trail clean-up day for Kinsley Loop has been tentatively scheduled.

- e. Fire Department – A past member has filled out an application to rejoin the fire department.
- f. Highway Department – Some welding was done to the body of the Western Star. The trucks check engine light has now come on so Neal will be having that checked. Town Farm Road is closed to thru traffic. There have been people going through with trucks which is tearing up the road. There was some discussion on ways to better block that section of the road to traffic. The closed road signs have been vandalized. Philbrick Hill is dealing with the same road conditions, but there has not been any damage caused.
- g. Library – No updates.
- h. Planning Board – Tanner Jacques was elected as the new chairperson and Steve Dzubak was elected as vice chair.
- i. Police Department – Chief Zullo was made aware of a credit by a vendor which will be used in the purchase of some safety equipment.
- j. Recreation Committee – The group will be stuffing easter eggs on Wednesday evening. The Easter egg hunt will be on Saturday, March 28th from 10am to noon on the rec field.
- k. ZBA – They will hold a meeting in April to elect officers.
- l. Administration update – As a reminder, all Class V roads are posted and Class VI roads are closed until June 1st.

Correspondence:

None

Signatures:

Auditor' Representation Letter
MS-232
2026 Salary Authorization forms
Intent to Cut
Timber Tax Yield Assessment
Delegation of Deposit Authority
Updated Signature Cards

Miscellaneous Business:

At 5:54 p.m. Jen made a motion to enter non-public session per RSA 91-A:3, II (a). The motion was seconded by Erin. By roll call vote Jen voted aye and Erin voted aye.

At 6:05p.m. Jen made a motion to exit non-public session under RSA 91-A:3, II (a). The motion was seconded by Erin. By roll call vote Jen voted aye and Erin voted aye. A motion to seal the minutes of the non-public session was made by Jen. The motion was seconded by Erin. By roll call vote Jen voted aye and Erin voted aye.

Meeting adjourned at 6:06p.m.

Jill Hastings

Deputy Administrative Assistant