

Board of Selectmen  
Memorial Building

April 13, 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; Don Hill

Others: Chief Zullo; Tim Bray, Zoning Coordinator/Health Officer; Jim Bednar; Steve Barker, Eastman Charitable Foundation; Jessalyn Straniti; Casey Gobeil; Jackie Labelle

Don Hill was welcomed to the Board and thanked for taking on Amy's final year of her term. The Board also thanked Amy for her many years of service to the town.

**Scheduled Appointments:**

- a. Chief Zullo – Security and Safety – At 4:31 p.m. Jen made a motion to enter non-public session per RSA 91-A:3, II (i). The motion was seconded by Erin. By roll call vote Jen voted aye, Erin voted aye and Don voted aye.  
At 4:45 p.m. Jen made a motion to exit the non-public session under RSA 91-A:3, II (i). The motion was seconded by Erin. By roll call vote Jen voted aye, Erin voted aye and Don 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, Erin voted aye and Don voted aye.
- b. Kevin Roberts – Fire Warden – Kevin appeared before the board to submit Dallas Patten's letter of resignation for his position of fire warden. Dallas held the position for over twenty years. The Board offered their thanks to Dallas for his many years of service in that position.  
Kevin is requesting the Board recommendation to be appointed as fire warden for Springfield. The Board supports Kevin in this and signed the Fire Warden Appointment Form. **Jen Roberts abstained.**
- c. Public Hearing: Amendment to Municipal Fee Schedule – per RSA 31:95-b III (a):  
The discussion to amend the municipal fees began at the last meeting. Tim Bray prepared the proposed amended municipal fees. The Board reviewed the proposed changes. Don made a motion to accept the amended municipal fees as presented. The motion was seconded by Erin. Don, Erin and Jen voted in favor of the motion.
- d. Recreation Committee – 5:30 p.m. – Playground Options – Casey Gobeil, Jessalyn Straniti and Jackie Labelle presented to the Board a proposal with three options for updating the playground at the Town Office. Rec is not requesting funds from the Board, just approval to begin fundraising and look into sponsorships. The rec committee will also research grant funding. The goal is to create a gathering spot for the community. Jen suggested the committee meet with Tim to see if any type of permitting will be required for the playground equipment/structures. Jen made a motion to allow the recreation committee to start investigating the project further. The motion was seconded by Erin. Jen, Erin and Don voted in favor of the motion.

**Zoning/Health Officer Report:****Zoning Coordinator/Health Officer Report for 4/13/26 BOS meeting****Zoning Permits Issued**

**Glenn & Christine Hodge**, 94 Webster Pass, application for a 12' x 18' mudroom & a 28' x 36' 2-bay garage on a 5.06-acre parcel. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

**C & M Michelson Family Trust**, 164 Oak Hill Road West, application for a 8' x 21' front porch attached to existing single-family residence on a 5.11-acre parcel. There are no wetland or setback issues and 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) No STR activity reported as of 4/11/26.
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. No STR activity reported as of 4/11/26.
3. **Kieth Matte, 87 Woodcrest Rd.**, Special Exception granted 7/09/24. No Site Plan application submitted as of 4/11/26. No STR activity reported as of 4/11/26.
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. **On Planning Board agenda for public hearing at 7pm on Thursday, 4/16/26.**
5. **Shan Li Liu & Sidun Li**, 270 Walnut St, Lynnfield, MA 01940 Special Exception Approved on September 6, 2022. Advised by BOS in September 2025 that the Springfield Health Officer reviewed the septic system design and advised the BOS that the ISDS is inadequate for commercial (STR) use. No Site Plan application has been filed to date. Property is currently being advertised as a STR. Under review by Town attorney.

**No permits**

6. **Pavati, Anthony** 140 Woodcrest, Special Exception granted on 9/2022 for STR. (EXPIRED 9/2024-No Site Plan Review application submitted to date) No STR activity reported as of 4/11/26.

7. **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 No STR activity reported as of 4/11/26.
8. **Cahill, Bernard and Katrina**, 150 Woodcrest Rd, STRCUP application packet was sent 1/20/26. No STR activity reported as of 4/11/26.
9. **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. Property is currently being advertised as a STR. Under review by Town attorney.

### Driveway Permits

None

### Zoning Violations

1. **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:*
  - B. *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.*
  - C. *It looks like the area you are referencing (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.*
  - D. *If you want to know more about wetland permit exemptions, please refer to PART Env-Wt 308 ( 1-3).*
  - E. *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 on 3/22/26. **Second email sent to Mr. Uwizeye on 4/11/26.**

2. **Davis, Clayton d.b.a. Cold Pond Builders**, P.O. Box 396, New London, NH  
Violation at Brook Road, Tax Map 29, Lot 651-314, (2.42-acres) of NHDES *Regulations Fill and Dredge in Wetlands Act (RSA 482-A)*, and Town of Springfield Zoning Ordinance, *Article IV, Section 4.12 “Wetland Buffers”*, Wetland buffers of Designated (Prime) Wetlands are areas that are designed to remain vegetated and in an undisturbed and natural condition. Where wetland buffer disturbance has occurred, restoration is required per Section 4.17 of the Ordinance. **Restoration plan and timeline for designated wetland buffer zone encroachment under review by BOS.**
3. **Timmons, Richard & Lear 78 Andrew Ln, Canaan, NH** Violation at Bowman Rd, Tax Map 23, Lot 550-120, of NHDES *Regulations Fill and Dredge in Wetlands Act (RSA 482-A)*, and Town of Springfield Zoning Ordinance, *Article IV, Section 4.12 “Wetland Buffers”*, Wetland buffers of Designated (Prime) Wetlands are areas that are designed to remain vegetated and in an undisturbed and natural condition. Where wetland buffer disturbance has occurred, restoration is required per Section 4.17 of the Ordinance. Owners were denied Variance by ZBA for construction of a single-family residence in this Designated Wetland Buffer Zone on 8/5/25. Site investigation of violation by Zoning Coordinator and BOS Chair on 4/9/26. **Extent and details of Buffer Zone encroachment/damage recorded for review at BOS meeting on 4/13/26.**
4. **Cloutier, Patrick d.b.a. Cloutier Construction, LLC, 19 Eagle Ridge, Lebanon, NH**

Violation at 2369 Main Street (3.43-acres) of Springfield Zoning Ordinance, Article VII, s 7.20

- A. Only one (1) ADU shall be permitted on a lot for a single-unit dwelling on the lot.
- F. Either the ADU or the principal dwelling unit shall be the principal residence and legal domicile of the owner of the property.
- G. The ADU shall not exceed 750 square feet inhabitable floor area.
- I. An ADU shall make provision for adequate water supply and sewage disposal service in compliance with RSA 485-A:38 and regulations adopted by the New Hampshire Department of Environmental Services

Complaint filed at the Sullivan County Superior Court

**Applications for Individual Sewage Disposal System (ISDS)**

None

Respectfully submitted,

Tim Bray, Zoning Coordinator/Health Officer

Violations #2 – Erin made a motion to accept Tim Bray’s plan of restoration for map 29, lot 651-314 (Brook Road). The motion was seconded by Don. Erin, Don and Jen voted in favor of the motion.

**Meeting Minutes of March 9<sup>th</sup>, 23<sup>rd</sup> and 27<sup>th</sup>, 2026:**

As the only sitting Board member that was present for the meeting of March 9<sup>th</sup>, Jen approved the minutes of March 9, 2026 as written.

Jen made a motion to approve the minutes of March 23, 2026 as written. The motion was seconded by Erin. Jen and Erin voted in favor of the motion, Don abstained.

Erin made a motion to approve the minutes of March 27, 2026 as written. The motion was seconded by Don. Erin, Don and Jen voted in favor of the motion.

**Unfinished Business:**

- a. Website – The information on the website is being updated regularly.
- b. Digitizing Files – On hold
- c. Street Lighting and Energy Audit – On hold.
- d. Hazzard Mitigation Plan – The mitigation plan has been reviewed by the Board. Erin made a motion to adopt the current Hazzard Mitigation Plan. The motion was seconded by Don. Erin, Don and Jen voted in favor of the motion. Jeff Haley signed the approved mitigation plan.

**New Business:**

- a. Phone lines for alarms/switching to fiber or cell – on hold
- b. IT Discussion – MiradorIT will be coming to the next Board meeting on April 27<sup>th</sup> to speak with the Board about IT support. VC3 will also be invited to attend the meeting to discuss what they could offer in IT support with the Board.
- c. Appoint Trustee for a two-year term of Trustee of the Trust Funds – currently there is no one to appoint. If anyone has interest in volunteering for this position, please contact the Selectmen’s office.

**Legal Status Update** – No updates at this time.

**Board and Department Updates:**

- a. Agriculture Commission – They will be meeting in June.

- b. Buildings/Grounds – Don spoke with Chris Geharty about the repairs at the meetinghouse. Chris was told if there was no concern about going over budget to proceed as necessary with the repairs. The electrician, Gabe, has been given all the lights for the highway building and the meetinghouse and will be working on that this week as well.
- c. Cemetery – They meet tomorrow, April 14<sup>th</sup>.
- d. Conservation Committee – After extensive research on the Kinsley Lot it was discovered that at some point a portion of the trail was placed onto someone's property. At some point the committee will meet to determine the best way to move this 300-foot section of trail off the private property so it is completely on town property. The clean up day has been moved to Collins Park on April 19<sup>th</sup>.
- e. Fire Department – The election of officers will happen at their next meeting on April 14<sup>th</sup>. They have been busy with calls. Overall things are going well.
- f. Highway Department – Don brought coffee and donuts to the crew the other morning, which was well received. There were repairs made to the newer truck.
- g. Library – Laura has been working on the library's personnel policy, as requested by the trustees. Laura will be invited to the next Board meeting to update the Board on this policy.
- h. Planning Board – Their next meeting is April 16<sup>th</sup> at 7pm.
- i. Police Department – No updates.
- j. Recreation Committee – No further updates.
- k. ZBA - They held a meeting on April 7<sup>th</sup> to elect officers and approve minutes from past meetings.
- l. Administration Update – No updates to report.

**Correspondence:**

- Letter from the Garden Club requesting funds – The Board will need an amount before this can be approved.
- George Hildum abatement request for Fred Davis. Accepted by Jen and Don; Erin recused herself.

**Miscellaneous Business:**

At 5:55 p.m. Jen made a motion to re-enter non-public session per RSA 91-A:3, II (e). The motion was seconded by Erin. By roll call vote Jen voted aye, Erin voted aye and Don voted aye.

At 6:44 p.m. Jen made a motion to exit non-public session under RSA 91-A:3, II (e). The motion was seconded by Erin. By roll call vote Jen voted aye, Erin voted aye and Don 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, Erin voted aye and Don voted aye.

**Signatures:**

- Solar Exemptions
- Elderly Exemption and Tax Deferral Letter

- Elderly Exemption and Electric Solar Energy Storage Letter

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- Current Use Assessment Application
- Veterans Tax Credit
- Recognition of Missing Solar Exemption Application
- Timber Tax Yield Tax Assessment
- Timber Tax Intent to Cut

Meeting adjourned at 7:05 p.m.

Jill Hastings

Deputy Administrative Assistant

APPROVED