

Board of Selectmen
Memorial Building

May 11, 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; Don Hill; Erin Meding, Vice Chair - Absent

Others: Neal Huntoon, Road Agent; Leigh Callaway; Steve Barker; Lynn Bridges; Keith Cutting; Susan Cutting; Phil Deconinck; Lori Deconinck; Laura Pauling, librarian

Scheduled Appointments:

- a. Neal Huntoon, Road Agent – Loader: Neal has found a used loader for sale by the Town of Bow. The loader is a 2015 with 6900 hours on it with a price of \$77,500. The transport fee will be \$1,000, and there is an estimated \$5,000 to \$7,000 in repairs needed (for a new wiring harness) as well as an additional \$3,500 for an attachment plate to accommodate our broom and forks we have on ours. The town warrant is for \$100,000. CAT is also offering us \$12,000 for our loader, which will be deducted from the purchase price of the new loader. Bringing us to a final cost of around \$77,000. The final cost will be well beneath the amount of the warrant Neal has looked over new loader and feels it is a good piece of equipment. His hope is to be able to pick it up in a couple of weeks. Don made a motion to support Neal in the purchase of the loader. The motion was seconded by Jen. Don and Jen voted in favor of the motion.
- b. Laura Pauling – Library Update: The Board has reviewed the proposed personnel policy drafted for the library. Laura was asked to make a couple of clarifying updates to the draft, but overall the Board feels it looks good. After some discussion it was stated that having safety awareness refresher training would be a good idea. Policies on safety measures allowed in the library are also being researched.
- c. Lori & Phil Deconinck – Request ordinance limiting fireworks over water: Phil and Laurie wanted to meet with the Board to discuss their concerns with the pollution that occurs when fireworks are set off on the lake. Their concern is with the overall health of the lake. Currently they are just gathering information on how to go about implementing an ordinance to prohibit fireworks on the lake. The Deconinck's have been informed an ordinance would need to be brought to town meeting as either a Selectmen approved warrant article or a petitioned warrant article.

Don stated it would be a hard sell to ban fireworks. However, it may be something that could be added to the STR checklist to prohibit renters from setting off fireworks. Tim Bray stated that as the health officer he has the authority to prohibit fireworks over waterbodies without going to town meeting. Leigh Callaway reference RSA 160-C:6, confirming that Tim Bray does have this authority. Phil and Lori will continue to research this.

- d. Recreation Committee – Playground update: A private donor, wishing to remain anonymous, made a very generous donation of \$20,000 to jumpstart the playground

project. The donor requested the funds be used to create the Springfield Playground Expendable Trust Fund. Don made a motion to accept the anonymous donation of \$20,000 to be placed in an account named the Springfield Playground Expendable Trust Fund. The motion was seconded by Jen. Don and Jen voted in favor of the motion. Jackie Labelle expressed how beyond grateful the rec committee is for this very generous donation, it is an amazing gift. If anyone wants to donate to this project, please make checks payable to the Springfield Playground Expendable Trust Fund and they can be sent to the town office.

Zoning/Health Officer Report:**Zoning Coordinator/Health Officer Report for 5/11/26 BOS meeting*****Zoning Permits Issued***

Douglas & Laura Albanese, 4112 Main St., application for new 11' x 15' deck attached to existing dwelling on a 5.01-acre parcel. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Jeffrey & Kathleen Remillard, 672 Sanborn Hill Rd., application for a 30' x 60' one-story, 3 bedroom dwelling with attached garage on a 32.35-acre parcel. Access is via a deeded right-of-way (reviewed). There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Star Lake Properties, Inc, 258 Star Lake Rd., application for a 42' x 64' agricultural storage building on a 113-acre parcel. No well or septic connections. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Driveway Permits Issued

Fred Tatro, Sanborn Hill Rd., Map 25, Lot 382,269, application for driveway serving a single-family dwelling. On inspection by ZC, there were no topographical or wetland issues that appear to need review by Planning Board. Preliminary approval by Zoning Coordinator. Curb cut to be reviewed by Road Agent for final approval.

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 5/11/26.
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 5/11/26.

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 5/11/26.
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. **Planning Board public hearing at 7pm on Thursday, 4/16/26, continued to 7 pm on May 21.**
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 further update as of 5/10/26

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 4/25/26.
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 4/25/26.
8. **Cahill, Bernard and Katrina**, 150 Woodcrest Rd, STRCUP application packet was sent 1/20/26. No STR activity reported as of 4/25/26.

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 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.*
 - 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. No response as of 4/25/26. **Site inspection planned to monitor potential restoration/ further wetland impacts.**

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 submitted to property owner with 90-day completion date.**

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), NHDES contacted Mr. Timmons and requested he voluntarily refrain from carrying out any additional work, except for the installation of siltation and erosion controls, until NHDES further investigates this matter. Issued *Notice of Inspection by NHDES Land Resources Management (File Number: 2026-00891)*

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. BOS awaiting determination of direct wetland impact by NHDES inspection before issuing a restoration plan under Article IV, Section 4.17. **NHDES Compliance Supervisor scheduled site inspection for 4/30/26.**

Complaint filed with Superior Court for Zoning Ordinance violation; damage to Designated (Prime) wetland buffer zone. Temporary hearing scheduled for June 24, 9am at the Sullivan County Superior Court.

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. **Temporary Hearing postponed by agreement while Mr. Cloutier works to come into compliance with Regulations. New Temporary Hearing notice rescheduled for May 27th at 11:30AM.**

5. **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. Owner agreed to cease renting property as an STR until complying with Zoning Ordinance. Multiple letters from BOS, Applicant in communication with Administrative Assistant about application process. Property is currently being advertised as an STR. **Complaint filed with Superior Court for Zoning Violation, operating an STR without a Conditional Use Permit. Temporary hearing scheduled for Wednesday June 24, at 1PM at the Sullivan County Superior Court**

Pending Zoning Violation responses:

1. **Town Farm Rd. Ext**
2. **Maple Ave.**

Report by Health Officer

Select Board Meeting, Monday 5/11/26

Applications for Individual Sewage Disposal System (ISDS) (none)

Respectfully submitted,
Tim Bray
Zoning Coordinator
Springfield Health Officer

Meeting Minutes April 27, 2026:

Don made a motion to approve the minutes of April 27th as written. The motion was seconded by Jen. Don and Jen voted in favor of the motion.

Unfinished Business:

- a. Website – Emily and Jill are continuing to maintain the website and keep it current.
- b. Digitizing Files – On hold.
- c. Street Lighting and Energy Audit – Emily will be doing an audit of the streetlights. The Board will be reviewing the energy audits we have received.

New Business:

- a. Phone lines for alarms/switching to fiber or cell – on hold.
- b. IT Discussion – Emily has provided more information to the potential IT companies.

- c. Appoint Trustee for a two-year term of Trustee of the Trust Funds – Don made a motion to appoint Michael Case as a trustee of the trust funds for a two-year term. The motion was seconded by Jen. Don and Jen voted in favor of the motion.

Legal Status Update:

Will be discussed in a non-public session.

Board and Department Updates:

- a. Agriculture Commission – No updates
- b. Buildings/Grounds – The work at the Meetinghouse is at a point where it is safe to open the building. There is some minor work that is needed at the Historical Society that Chris Gaherty will be contacted about.
- c. Cemetery – They meet on May 12th.
- d. Conservation Committee – They are looking for volunteers to help with the cleanup at Collins Park which will take place over the next several Saturdays from 10 a.m. to 12 p.m. The town's Green-Up Day was very successful.
- e. Fire Department – The Chicken BBQ is their next event. A past member has rejoined the department. They are expecting one to two more applications in the coming months.
- f. Highway Department – Neal brought up the cemetery fees and that they should be re-evaluated. Don stated this is on the Cemetery Committee's agenda for their next meeting.
The plan is to have the town raft put out for Memorial Day weekend. There is also a plan to repair the old raft so it can be used again.
- g. Library – No updates
- h. Planning Board – The Board will be revisiting the STR on Main Street due to violations.
- i. Police Department – The Board was given a statistics report, which shows how busy the department is on a day-to-day basis. It is remarkable the time the officers put in.
- j. Recreation Committee – Memorial Day services will take place on May 24th at 10 a.m. at the Cemetery. After the services there will be a gathering at the Meetinghouse.
- k. ZBA – No updates
- l. Administration Update – Emily met with the New London town office to discuss the safety changes they have implemented. The Board approved the purchase of a small drop box to be placed on the front of the building to allow people to drop off documents after hours. There will also be signage for items that cannot go into the drop box. The Board approved Emily taking a DRA mini course on current use laws. Emily has been in touch with Capital Alarm regarding the panic alarms. To upgrade them it would require a full system upgrade. Emily is going to reach out again to see if there is any way to just upgrade the panic alarms.

Correspondence:

- Tax Abatement Request – Don made a motion to deny the abatement request. The motion was seconded by Jen. Don and Jen voted in favor of the motion.

Signatures:

Elderly Exemption
2 Timber Tax Forms

Miscellaneous Business:

Steve Barker asked if there was any provisions for abandoned property. Tim Bray stated that nothing can really be done until it creates a public health hazzard which would then allow for the Health Officer to investigate.

The Board will not hold a meeting on May 25th due to the holiday. The next Selectboard meeting will take place on June 8th at 4:30 p.m.

Tim is requesting to get a magnetic sign with the town seal that shows his role as a town official to be used on his vehicle when he is visiting a property.

At 6:06 p.m. Jen made a motion to re-enter non-public session per RSA 91-A:3, II (e). The motion was seconded by Don. By roll call vote Jen voted aye and Don voted aye.

At 6:49 p.m. Jen made a motion to exit non-public session under RSA 91-A:3, II (e). The motion was seconded by Don. By roll call vote Jen 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 Don. By roll call vote Jen voted aye and Don voted aye.

Meeting adjourned at 6:50 p.m.

Jill Hastings

Deputy Administrative Assistant