

Board of Selectmen
Memorial Building

May 26, 2026
3:30 p.m.

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

Selectmen Present: Jennifer Roberts, Chair, Erin Meding, Vice Chair, Donald Hill, Selectman

Also Present: Chief Pat Zullo, Steve Dolan-KLPA, Jim Bednar

KLPA NH Clean Water State Revolving Fund Application

Steve Dolan provided the Board a draft of the pre-application draft that KLPA is looking to submit for consideration from the NH Clean Water State Revolving Fund. Erin Meding provided Steve with a document with requested changes to the pre-application on page 4 and 5 category 1(g) regarding the Town not currently having or intending to create a municipal Green SnowPro Certification and on page 7 section 4 (a) that there is only one Town owned road (Bowman Road) that borders the lake, the other roads that border the lake are state roads.

Don Hill moved to accept the pre-application for the NH Clean Water State Revolving Fund with proposed changes. Erin Meding seconded the motion. The motion passed unanimously.

Erin also provided a draft letter of support from the Select Board for KLPAs application to the NH Clean Water State Revolving Fund.

Jennifer Roberts moved to approve the draft support letter from the Select Board for KLPAs application. Don Hill seconded the motion. The motion passed unanimously.

Emily to provide updated materials to Steve Dolan so the application can be submitted to NH DES before June 1.

Zoning Coordinator/Health Officer Report for 5/26/26 BOS meeting

Zoning Permits Issued

Steven Masterson & Fay Butler, 77 Hazard Rd., application for a 16' x 10' deck attached to second story of existing garage on a 2.39-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Robert Farmer, 10 Prescott Hill Rd., application for a 10' x 10' storage shed, no power or water, on a 7+/- acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Shannah and Tim Stone, 2513 Rte. 4A, application for a 4' x 4' x7' outhouse (privy), for use at STR campground (vested approval) on a 7+/- acre lot. Site Plan Approval received on 5/21/26 by Planning Board. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Driveway Permits Issued

none

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 to ZC as of 5/24/26.**
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 to ZC as of 5/24/26.**

No permits

4. **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 to ZC as of 5/25/26.**
5. **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 to ZC as of 5/25/26.**
6. **Cahill, Bernard and Katrina**, 150 Woodcrest Rd, STRCUP application packet was sent 1/20/26. **No STR activity reported to ZC as of 5/25/26.**

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. Yeagar'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 5/25/26. **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 of August, 2026.**
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 will be held on June 24, at 9am at 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 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. **Ms. Prime picked up an STR-CUP application at the Town Office on 5/19/26.**

6. George, Warren and Roberta 78 Town Farm Road Ext., Letter sent from BOS citing violations of the Springfield Zoning Ordinance, Article X (B) with definition in Appendix A1, for placing a *structure* without obtaining required Zoning Permit. Violation of Zoning Ordinance, *Accessory Dwelling Units*, Article VII, Section 7.20 (B) & (H), by using an

occupied semi-trailer, as an Accessory Dwelling Unit. (ADU). An ADU must meet State and Local regulations to be issued a Zoning Permit. The current dwelling violates Minimum Housing Standards as described in RSA 48-A:14. **BOS awaiting response to complaint as of 5/24/26.**

7. **Pratt, Sidney** 2489 Main Street, Complaint filed with Land Resources Management Program, Water Division, NH Department of Environmental Services for violations of RSA 483-B, Shoreland Water Quality Protection Act and RSA 482-A Fill and Dredge in Wetlands. **Complaint acknowledged by Compliance Supervisor on 5/20/26, site inspection pending.**

8. **Shan Li Liu & Sidun Li**, 270 Walnut St, Lynnfield, MA 01940 Special Exception Approval on September 6, 2022. **(Expired on 9/6/24)** 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 STR-CUP application has been filed to date. Property is currently being advertised as a STR. Violation of Zoning Ordinance, Article VII, Section 7.30.3. **Certified Letter sent by Town Attorney of zoning violation, receipted on 5/13/26 by homeowner. Awaiting response.**

Pending Zoning Violation responses:

1. **Town Farm Rd. Ext**
2. **Maple Ave. (pending)**

Report by Health Officer

Select Board Meeting, Tuesday 5/26/26

Applications for Individual Sewage Disposal System (ISDS)

None

Respectfully submitted,

Tim Bray

Zoning Coordinator

Springfield Health Officer

The Select Board was provided with a letter from NH DES received on 5/26/2026, regarding the decision of violation of RSA 482-A, Fill and Dredge in Wetlands, for the Timmons property. NH DES letter stated the file as closed with no conclusive evidence of a violation.

Erin Meding moved to accept the Zoning Coordinator/Health Officer Report as presented. Don Hill seconded the motion.

The Board asked Emily to send a letter to Tyler Rowley regarding his Airbnb Advertisement for 8 guests, when his special exceptions conditions clearly state no more than 6 guests. Advertising for 8 guests is a violation of his site plan.

Jen Roberts noted that Warren George spoke with her about the letter sent by the Board regarding the zoning violation. The Board requested Emily to reach out the George's and see if they are able to attend the June 22, 2026, meeting.

IT Discussion

The Board reviewed the proposals from both companies and discussed the merits of each proposal. Noting that the 24-hour 365 helpdesk offered by VC3 would be the most impactful to the Police Department and office staff being able to receive IT help when needed. Emily will check and update the Board regarding onboarding costs. Emily will also organize a meeting of Town staff with VC3, so staff members have the opportunity to ask questions directly.

Meeting House

Don gave an update that work has begun on the Men's bathroom at the meeting house. Erin Meding noted that she purchased a replacement tree that had been accidentally crushed in previous repairs made to the meeting house.

Non-Public Session

Erin Meding moved at 3:45 p.m. to enter non-public session as per 91-A:3, II(1). Don Hill seconded the motion. Jen Roberts voted aye, Erin Meding voted aye, Don Hill voted aye.

Erin Meding moved at 4:08 p.m. to exit non-public session. Don Hill seconded the motion. Jen Roberts voted aye, Erin Meding voted aye, Don Hill voted aye.

Safety and Security

Chief Zullo updated the board on the current status of the Town Ordinances. There is no consistent format to the ordinances, they are not available to the public online, many are missing information regarding definitions, penalties, and enforcement. Emily was asked to connect with NHMA regarding Town Ordinance regulations and what can be done by the Select Board and what must be done by vote at Town Meeting.

Erin Meding, Chief Zullo, and Emily Rogers will work together to look at possible safety and security measures that can be implemented at the Town Office.

Mascoma Valley Snow Travelers

Ed Shank, on behalf of the Mascoma Valley Snow Travelers, submitted by email on Sunday, May 24, a request for the Board to sign a landowner project permission form from the State of New Hampshire Bureau of Trails to apply for grant funds. This email request was received on Tuesday, May 26. The Board would like to see more information regarding the project and exact location of proposed work on class VI roads in Town. Emily was asked to invite Ed Shank to the next Board meeting on June 8, 2026, to provide more information to the Board about the project.

Signatures

E911 Liaison Form

Tax Collectors Warrant

Meeting adjourned at 4:28 p.m.

Respectfully Submitted,

Emily Rogers

Administrative Assistant

DRAFT