

Board of Selectmen
Memorial Building

June 8, 2026
4:30 P.M.

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

Selectmen: Jen Roberts, Chair; Don Hill; Erin Meding, Vice Chair

Others: Tim Bray, Zoning Coordinator/Health Officer; Keith Cutting; Susan Cutting; Leigh Callaway; Annika Munholand, Town Clerk; Amber Ruggles; Taralyn Bielaski; Sarah Anderson; John Anderson; Dan Hildebrand; Karen Cook; Susan Cowan; Nyla Waddell; Katie Keating; Ed Shank

Scheduled Appointments:

- a. Amber Ruggles – Community Food Pantry: Amber recently attended the Food Security Summit by FEED Kearsarge stating there is a real need in this area. A packet of information was shared with the Board about the proposal to establish a Kindness Kupboard in Springfield to help those in need of food security. This would be completely anonymous; no information will be collected from those using this resource. It will be a give, if you can, and take scenario.

Sarah and John Anderson have property, which is in current use, they would like to use as the location. The Board stated they would need to contact George Hildum, our town's assessor, with questions on how this would affect their current use status. They were also directed to contact the Zoning Coordinator regarding questions around zoning permits and potentially a site plan review. If desired, they could request a consultation with the Planning Board to ask questions. Tim Bray stated their first step should be determining if this will be a charity or a business; adding there may be some benefit to applying to be a 501(c)(3) and it may be worth looking into.

The Board commended this group for all the work they have put in so far and recognizing the need in our community.

- b. Annika Munholand, Town Clerk – Office Hours: Annika is proposing a change in office hours. The reason for this suggested change is that there is not a large need for the office to be open between 6pm and 7pm on Thursday. It is rare for anyone to come in during that hour. There is also the issue of safety and security and trying to prevent having just one person in the building while the office is open. Annika is proposing to be open Monday, Tuesday and Thursday from 9am to 4pm, continuing to close for lunch from noon to 1pm. Jen stated for the record that the safety of our staff has become a growing concern. We have had several instances where volatile people have mistreated the staff, and it is a growing concern. Annika explained that most transactions can be done without entering the office. There are of course a handful of transactions that would require someone to come in. We will also be installing a drop box outside to allow residents to

leave items during times the office is closed. The Board supports Annika's proposed hours. Annika stated these hours will begin on July 6th.

- c. Ed Shank – MVST: Ed Shank is requesting permission from the Board to take an excavator down some of the Class VI roads that double as snowmobile trails. A map was provided to the Board showing the Class VI roads they would be on. Across the street from where Jones Road trail crosses, they would like to dig that out a little, place a culvert in and be able to smooth that hillside a bit. It will be better for the SRKG group as well as the MVST. The Board requests that Ed speak with the Road Agent about the roads and culvert. Don makes a motion to approve the permission as requested by the Mascoma Valley Snow Travelers with the caveat that they meet with the Road Agent. The motion was seconded by Erin. The motion passed unanimously.

Zoning/Health Officer Report:**Zoning Coordinator/Health Officer Report for 6/8/26 BOS meeting*****Zoning Permits Issued***

William & Heather Ogmundson, 33 Webster Pass, application for a 12' x 16' replacement deck attached to existing garage on a 5-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved

Donald & Pixie Hill, 631 Nichols Hill Rd., application to construct a 14' x 24' "sugar house" on an existing 14' x 30' concrete pad after razing a 24' x 32' horse barn, on a 25-acre lot. 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 6/6/26
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. **Meeting with applicant at his request on 6/10/26 for preliminary review of application completeness.**
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 6/6/26

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 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. No response as of 5/25/26. **Periodic 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,) 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. 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 held on May 27th at 11:30AM. Court ordered no further property rental beyond current tenants, cease and desist construction of apartment over garage. Lien placed on property for municipal legal expenses; defendant must come into compliance with State and Municipal Regulations. Final hearing pending.**

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. Will continue to follow NHDES response.**
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**Applications for Individual Sewage Disposal System (ISDS)**

David Cormier, 140 Hogg Hill Rd., application for a 2-bedroom local ISDS construction permit to service a “proposed garage” (no permit issued for “proposed garage” as of 6/6/26) on a 12.06-acre lot with an existing barn on site. The ISDS location and design meets all local Health Regulations under Town of Springfield, New Hampshire *Regulation of Sewage Disposal Systems and Wells*. Permit approved.

Respectfully submitted,

Tim Bray

Zoning Coordinator

Springfield Health Officer

There has been no response from the letters sent to the properties on Maple Ave. Emily has received the certified return receipts, so we do know the letters have been received.

Zoning violation #4 – Cloutier – Tim discussed the outcome of the hearing, which is explained in his report. There was a request by the defendant to meet with Tim after the hearing at which he stated the town’s position remains that regulations need to be followed. Currently Mr. Cloutier is permitted for a single-family home with a 3-bedroom septic system. To change or add anything to that will cost money for engineering and permitting. If Mr. Cloutier doesn’t do those things the Town is willing to go back to court. Mr. Cloutier stated he would like to make it a three-bedroom, single-family residence but would like to have an ADU over the garage. The road to compliance for that plan would be to get a septic design for a four-bedroom system; once that system is in place Tim could issue a zoning permit with the court’s permission. There has been no contact from Mr. Cloutier since. Erin added that within the order the judge granted Tim the ability to inspect the property with 72-hour notice by phone call to Mr. Cloutier in addition to an email to his council informing them of the notice of inspection. Those inspections are unlimited, as needed, throughout this process.

Jen has left a message for Tanya Prime regarding the life safety check; there has been no response. The fire department received one phone call from her requesting the life safety check. Emily spoke with Tanya today; Tanya had forwarded an email that had been previously sent. Tim also has no information regarding her septic system. The Board continue to monitoring this.

Erin made a motion to accept the Zoning Coordinator/Health Officer report as written. The motion was seconded by Don. The motion passed unanimously.

Warren George will be attending the June 22nd Selectboard meeting to update the Board on his zoning violation.

Septic Compliance – Emily has provided Tim the tally of residents affected by the shoreland overlay district and the septic initiative. Tim is being asked by area towns and a few residents

how we are doing on septic compliance. Tim recently attended the Septic Evaluator didactic course and Thursday is the practical part. Once completed, Tim would like to convene the Board of Health adjunct to a Selectboard meeting. In that meeting he would like to come up with a plan going forward to tighten up the regulations so that it gives residents more guidance on what is meant by inspection and also provide options. Erin stated there was some discussion at the Lake Sunapee Watershed committee meetings surrounding funding for residents. Funding is something the town must apply for, then a resident can come to request assistance based on income levels. This would help residents who are economically disadvantaged or on fixed incomes get financial assistance when their system needs repairs or even replacement. Erin will contact Elizabeth Harper to gather more information on these resources.

Minutes – May 11th and May 26th, 2026:

Don made a motion to accept the minutes of May 11th as written. The motion was seconded by Jen. Don and Jen voted in favor of the motion. Erin abstained.

Erin made a motion to accept the minutes of May 26th as written. The motion was seconded by Don. The motion passed unanimously.

Unfinished Business:

- a. Website – The website is being kept up to date and looks good.
- b. Digitizing Files – on hold.
- c. Street Lighting and Energy Audit – Emily will be doing the streetlight audit this week.
- d. IT Discussion – The employees met with VC3 last week to ask questions and get a good understanding of what VC3 can provide to the town. It was agreed that VC3 feels adequate for the town's needs. There is a one-time onboarding fee of \$2,000, which will be made up within the first year with the reduced monthly rate. Part of the onboarding process is for VC3 to do a complete inventory of everything we have. We will also have a team that meets quarterly with us to review how things are going and discuss if there are any needs.

Don made a motion to accept the proposal of VC3. The motion was seconded by Erin. The motion passed unanimously.

- e. Playground Trust Fund Letter – This is the public hearing that was discussed at the May 11th meeting regarding the establishment of the Springfield Playground Expendable Trust Fund. Don stated the proposal had minute changes, not of any substance; the town treasurer suggested there be sunset planning in the trust. That has now been addressed. Don made a motion to accept the donation that establishes the Springfield Playground Revocable Trust Fund with an initial donation of \$20,000 to anchor it. We are encouraging participation from the community. You can simply write a check to the town and in the note put Playground Donation. The motion was seconded by Erin. The motion passed unanimously. The donor has requested to remain anonymous, but we are thrilled to have a new playground for the kids in our community.

New Business:

- a. Phone Lines for alarms/switching to fiber or cell- on hold

Legal Status Update – No updates.

Board and Department Updates:

- a. Agriculture Commission – No updates
- b. Buildings/Grounds – The meetinghouse project is wrapping up. The men's room has been eliminated and converted to storage space. The next phase will be to find acceptable chair storage that will fit in that space. In September there will be a committee meeting to discuss budgeting and needs for next year.
- c. Cemetery – The restoration/cleaning week took place last week and went well. There was a volunteer, Steve, that attended from Grantham for two days and was very helpful. They are always in need of more volunteers during this time each year. Their next meeting will be tomorrow at the Cemetery.
- d. Conservation Committee – The plants purchased to be given out at the Summer Celebration are doing very well. Their next meeting is in July.
- e. Fire Department – They have been very busy. Three of the explorers graduated on June 6th; Lilly Corbett, Connor Rogers and Shelby Roberts. Congratulations to them!
- f. Highway Department – The loader is here and the repairs are underway. We will be working with Angela on making the payment from the unreserved fund balance.
- g. Library – The employee handbook has been approved; they will amend the handbook as needed. There were three recipients of the Libbie A. Cass Library Scholarship; Renae Purslow, Addyson Rossi and Hannah Hastings. Congratulations to the recipients!
- h. Planning Board – Rowley has received his letter regarding the compliance issues; there has been no response yet. The Planning Board decided they would like to start by sending out an emailed letter to Mr. Rowley stating he is advertising for more people than his permit allows and rectify it. The Board is tracking those compliance issues. The Planning Board is recommending hiring Peter Blakeman of Blakeman Engineering to be the town engineer. This would be an Ad-Hoc hiring, he won't be salaried. Erin made a motion to accept the recommendation of the Planning Board to hire Peter Blakeman of Blakeman Engineering as an Ad-Hoc engineer for the town. The motion was seconded by Don. The motion passed unanimously.
- i. Police Dept. – The activity log for May was provided to the Board. From the report we can see there are many calls. For two officers the Board is impressed; they are very busy. Our PD is hard at work protecting our community. Don't hesitate to call dispatch if things are happening on your road. The PD wants the community to reach out; they want to respond. Keeping in mind we have two officers and a geographically large community, so it is helpful when the residents let the PD know what is going on.

SPRINGFIELD POLICE DEPARTMENT

Agency Activity Report

By CFS Classification

From Date: 05/01/2026 00:00 To Date: 05/31/2026 23:59

Officer selected: CHIEF PATRICK ZULLO, SPRINGFIELD NHSP, SGT. RYAN GAMBLE,

Report Date: 6/2/2026 10:27:32 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2359
0100	MURDER	0	0	0	0
0200	RAPE	0	0	0	0
0300	ROBBERY	0	0	0	0
0400	AGGRAVATED ASSAULT	0	0	0	0
0500	BURGLARY	0	0	0	0
0600	THEFT	0	0	0	0
0700	MV THEFT	0	0	0	0
0800	SIMPLE ASSAULT	0	0	0	0
0900	ARSON	0	0	0	0
1000	FORGERY	0	0	0	0
1100	FRAUD	0	0	0	0
1200	EMBEZZLEMENT	0	0	0	0
1300	STOLEN / REC PROPERTY	0	0	0	0
1400	MALICIOUS MISCHIEF	0	0	0	0
1500	WEAPONS	0	0	0	0
1600	VICE PROSTITUTION	0	0	0	0
1700	SEX OFFENSE ALL OTHERS	0	0	0	0
1800	NARCOTIC DRUG LAWS	0	0	0	0
1900	GAMBLING OFFENSES	0	0	0	0
2000	FAMILY OFFENSE	2	0	1	1
2100	DWI / DUI	0	0	0	0
2200	LIQUOR LAWS	0	0	0	0
2300	PUBLIC INTOXICATION / DRUNKENESS	0	0	0	0
2400	DISORDERLY CONDUCT	1	0	0	1
2600	ALL OTHER OFFENSES	2	0	2	0
2700	MUNICIPAL CODE ENFORCEMENT	0	0	0	0
2900	RUNAWAYS	0	0	0	0
3800	HOMELAND SECURITY	0	0	0	0
4000	NON CRIMINAL INCIDENTS	8	1	6	1
4100	FIRE RELATED	4	0	4	0
4200	SEARCH AND RESCUE	1	0	1	0
4300	COUNTY FIRE RESOURCES	0	0	0	0
4400	MEDICAL DETAILED	0	0	0	0
4500	DEATHS / SUICIDES	0	0	0	0

SPRINGFIELD POLICE DEPARTMENT

Agency Activity Report

By CFS Classification

From Date: 05/01/2026 00:00 To Date: 05/31/2026 23:59

Officer selected: CHIEF PATRICK ZULLO, SPRINGFIELD NHSP, SGT. RYAN GAMBLE,

Report Date: 6/2/2026 10:27:32 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2359
5000	LOST FOUND MISSING	0	0	0	0
5010	MISSING PERSONS	0	0	0	0
5500	ANIMAL COMPLAINTS	4	2	0	2
5900	FISH & GAME ACTIVITY CODES	0	0	0	0
6000	MV CRASH INVESTIGATIONS	4	0	3	1
6300	TRAFFIC ENFORCEMENT	131	14	105	12
6400	MARINE / BOATING	0	0	0	0
6500	PARKING ENFORCEMENT	1	0	1	0
6600	TRAFFIC RELATED SERVICE	11	1	10	0
6605	TOWED VEHICLE	0	0	0	0
7000	PUBLIC SERVICE	81	10	56	15
7500	ASSISTING OTHER AGENCIES	4	0	3	1
7800	SPECIAL UNIT ACTIVITY CODES	0	0	0	0
8000	WARRANTS LOCAL	0	0	0	0
8200	WARRANT TRACKING	1	0	0	1
8300	CORRECTIONS	0	0	0	0
8500	DEPARTMENTAL SERVICES	0	0	0	0
9000	ADMINISTRATIVE DUTIES	20	0	16	4
	Total:	275	28	208	39

- j. Recreation Committee – They are preparing for the Summer Celebration events. Linda Howes will be hosting a Bike Rodeo the same day, but it is a separate event.
- k. ZBA – There were no hearings in May or June.
- l. Administrative – The DRA began their review today and will be back tomorrow to complete it. Things look good with the review. Emily has completed her six-month probationary period and has exceeded expectations. There has been nothing but glowing reports from staff and board members.

Erin stated there has been some discussion in accordance with now Annika proposing that she may in fact change her hours that the Selectboard might wish to move meetings to 4pm in order to better accommodate the rest of the office staff who are here all day until 4 and then need to sit for 30 minutes to wait for a meeting to begin; many meetings often go much longer especially as the Board continues to acquire more and more appointments for individuals. The Board wants to encourage the public to attend

Erin asked for comment from the Board about a potential motion to move Selectboard meetings to 4pm. Don likes the concept and Jen is in support of that. Jen makes a motion to move the Selectboard meetings to 4pm. The motion is seconded by Don. The motion passed unanimously. The time change will be effective for the next Board meeting on June 22nd.

Correspondence:

A request was made to advertise the 2026 KRHS Alumni open house at the New London Historical Society on Hospital Day. Deborah Parker has asked if they could place a sandwich board on town property to advertise the event. Erin made a motion to allow for the KRHS Alumni event to be advertised by a sandwich board on town property. The motion was seconded by Don. The motion passed unanimously.

2 Abatement Recommendations - Don made a motion to follow the recommendation of George Hildum, town assessor, and approve the two abatements. The motion was seconded by Erin. The motion passed unanimously.

Signatures:

3 Elderly Exemptions
Failure to file tax
Fire Warden Documentation
Dog License forfeiture penalty
Current Use Application

Miscellaneous Business:

Keith and Susan Cutting understand that the pit at the end of Sanborn Hill Road has been sold and that there has been a zoning permit issued for the construction of a home, garage and septic system. The Cuttings are requesting the Board investigate the current activities that are taking place there. There has been a constant stream of tractor-trailer loads of old dump trucks, fire

trucks and pieces of valuable equipment. Everything goes in and nothing seems to come out. Jen stated the Board has received phone calls regarding this and they are starting to get more information. The Board has been made aware of the situation.

Keith asked about the PPE supplies that were obtained during Covid, making sure they are kept current and secure. Jen stated the supplies are fully stocked if or when needed and kept locked in a private area.

At 6:20 p.m. Jen made a motion to enter non-public session per RSA 91-A:3, II (e). The motion was seconded by Don. By roll call vote Jen voted aye, Don voted aye and Erin voted aye.

At 6:38 p.m. Erin made a motion to exit non-public session under RSA 91-A:3, II (e). The motion was seconded by Jen. By roll call vote Erin voted aye, 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 Don. By roll call vote Jen voted aye, Don voted aye and Erin voted aye.

Meeting adjourned at 6:40 p.m.

Jill Hastings

Deputy Administrative Assistant