

Board of Selectmen
Memorial Building

July 13, 2026
4:00 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

Administrative Staff: Emily Rogers, Administrative Assistant; Jill Hastings, Deputy Administrative Assistant

Others: Tim Bray, Zoning Coordinator/Health Officer; Dell Rice; Wendy Rice; Keith Cutting; Susan Cutting; Karen MacMillan; Tamara Butcher; Annika Munholand, Town Clerk; Corey Swenson; Lynne Bridges; Linda Welch; Neal Huntoon; Justin Hastings

Scheduled Appointments:

- a. Tamara Butcher & Karen MacMillan – Hometown Hero Banners – Tamara and Karen came before the Board to request the town accept monies on behalf of the Honoring Springfield Veterans program. They have started a Facebook page for this program and have, so far, received five applications for banners. The Board is supportive of this program and has asked that they come back with a layout of the program and how any excess funds would be used. Karen shared that currently they have a balance of \$1,205 towards the banners; \$705 was raised Saturday with their bake sale. Everyone was very supportive. Don added that we will need to write up the scenario of the trust fund with details as to how the monies will be used or redirected if the flag campaign ever comes to an end.

Before leaving Tamara asked what the savings to the taxpayers will be with the elimination of Thursday evening hours. Don stated there are no savings as the employee who worked Thursday evenings is a salaried employee. Tamara stated she knew that but wanted it in the minutes. Don also added that there is no one that works in the clerk's office that receives any benefits. Tamara was shocked and thinks a lot of taxpayers were also shocked about the elimination of evening hours. This is a concern that Tamara is voicing for a lot of people.

- b. Linda Welch – Lake Raft – Linda was before the Board to check on the status of the raft as she believed it was just a few days out from being completed at the last meeting. Don explained it was a few days' worth of work that needed to be done, all by volunteers on their time and the key volunteer is dealing with back issues. Jen added there are many others that have volunteered but they have been key players in other town events, like the Summer Celebration. The raft is coming along as quickly as it can.

There was discussion about whether this was the original raft from 25+ years ago, whether it may be worth purchasing a new raft and monitoring parking. The Board stated that purchasing a new raft was discussed last year, but with the challenges last year it just

wasn't an option. That is something that anyone is welcome to bring to the budget committee in the fall. In regard to the parking, Linda mentioned that the town could do a placard and place them on the cars that don't have stickers as a reminder that this is for Springfield residents only and to go to the town office for their stickers. The Board has reviewed the ordinances, and they need to be updated so that PD has the ability to go ahead and enforce the parking ordinance at the beach. Linda was encouraged to reach out to Neal Huntoon to discuss potentially helping with the raft repairs.

Dell Rice raised concerns on late-night activity at the beach, sometimes as late as midnight. The Board has encouraged Mr. Rice, and anyone else, to call dispatch when they see concerning activity. The data provided to the police department through dispatch shows them where potential issues are that they may need to monitor more closely. If they are not alerted to these problems, they are likely not aware of the activity that may be concerning residents. It all goes back to if you see something, say something. Dispatch can be contacted 24 hours a day at 603-763-3100.

Linda asked where the boat trailers are supposed to park. Jen stated we have always said up on the side of the rec field, but there is nothing in the ordinance for this. The Board is going through all of the ordinances to try to come up with proper solutions for everything. When the Board gets to the point of updating the ordinance it will have to be done at town meeting.

At 4:37 p.m. Erin made a motion to enter non-public session per RSA 91-A:3, II (a). The motion was seconded by Don. By roll call vote Erin voted aye, Don voted aye and Jen voted aye. Emily, Jill and Annika were asked to be present in the non-public session.

At 4:50 p.m. Erin made a motion to exit non-public session under RSA 91-A:3, II (a). The motion was seconded by Don. By roll call vote Erin voted aye, Don voted aye and Jen 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.

- c. Richard Bell & Jason Bell – Maple Ave – Tim Bray had been asked to go up and investigate a potential business happening on Maple Ave based on a complaint received. Tim shared his findings with the Board and audience, stating he has been unable to determine if a Site Plan Review and Special Exception ever happened. Jason Bell stated this has been there and in operation since 1987 and has not changed. Jason added that there were permits for the buildings when they were built back in 1987. After discussion, the Board recommended that Mr. Bell connects with Tim to start going through the steps to come into compliance. The Board thanked Mr. Bell for coming in and being willing to work through the process.

Zoning Coordinator/Health Officer Report:**Zoning Coordinator/Health Officer Report for 7/13/26 BOS meeting*****Zoning Permits Issued***

Kevin Blanchette, 1694 George Hill Rd., application for a 20' x 12' x 8' portable car port on a 5.1-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Stephen & Erin Fortin, 3678 Main St., application for a 20' x 24' single story addition on a 2.6-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Linda Swanger, 36 Johnson Farm Rd., application for Outdoor condenser, heat pump & pad on a 656-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Marcy Makris, 4134 Main St., application for a 6' x 8' lean-to attached to existing shed on 1.94-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Micah Seneca, 3589 Main St., application to install a 5' x 5' outdoor wood furnace and pad on a 20-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Zoning Permit Renewals

Michael & Laura Hummel, 206 Old Grafton Rd., application for renewal of expired permit approvals for a 10' x 10' shed, and a 20' x 13' deck. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Michael & Laura Hummel, 156 Old Grafton Rd., application for renewal of expired permit approval for constructing a 15.5' x 4' roof extension over a replacement deck. 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 6/20/26
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. Met with applicant at his request on 6/10/26 for preliminary review of application completeness. **Site Plan Review application pending submittal.**
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 6/20/26

1. **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.**
2. **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. **Motion to dismiss injunctive relief by defendant granted by Court, since no further disturbance has been witnessed since 4/9/26. The area has been reseeded, and any further activity will be referred to Superior Court.**
3. **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 ServicesComplaint 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.**
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. 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. **On June 24, 2026, the Court held a hearing on the Town of**

5. **Springfield's Complaint. The Defendant did not appear at the hearing. The Court granted the Proposed Order by the Town of Springfield by DEFAULT judgement.**
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 6/21/26.**
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 under review by Compliance Supervisor, Land Resources Management Program, Water Division, NHDES on 5/20/26. **NHDES Site Inspection conducted on 7/02/26. Further construction was witnessed after Site Inspection within the 0-50' and 50'-150' Shoreland Protection Zone. Additional evidence receipted by NHDES. Town Attorney contacted to pursue municipal legal action.**
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. **Notice of Violation and Request for Inspection sent by Town Attorney on 7/09/26.**

Pending Zoning Violation responses:

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

Report by Health Officer

Applications for Individual Sewage Disposal System (ISDS)

Ricardo Anderson, 3016 George Hill Rd., application for a 3-bedroom local ISDS construction permit on a 2.41-acre lot. The ISDS location and design meet all local Health Regulations under Town of Springfield, New Hampshire *Regulation of Sewage Disposal Systems and Wells*. Permit approved.

Zachary Mattos, 82 Cross Place, application for a 4-bedroom local construction permit on a 2.4-acre lot. The ISDS location and design meet all local Health Regulations under Town of Springfield, New Hampshire *Regulation of Sewage Disposal Systems and Wells*. Permit approved.

Emily Philbrick, 39 Shad Hill Rd., application for a 2-bedroom local construction permit on a 1.7-acre lot with an existing shop/slab and proposed garage/studio apartment on slab foundation. The ISDS location and design meet 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

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

Meeting Minutes of June 22, 2026:

Don made a motion to accept the minutes of June 22, 2026, as written. The motion was seconded by Erin. Don, Erin and Jen voted in favor of the motion.

Unfinished Business:

- a. Website – We are continuously adding to the calendar. Currently we are in a transition period with our new IT services.
- b. Digitizing Files – On hold.
- c. Street Lighting and Energy Audit – On hold.

New Business:

- a. Phone lines for alarms\switching to fiber or cell – We are continuing to have issues with our copper lines at the Meetinghouse. Emily is working on getting updated quotes for the different options for replacing the copper lines.

Legal Status Update: None**Board and Department Updates:**

- a. **Agriculture Commission** – The commission had a table at the Summer Celebration on Saturday and it went very well.
- b. **Buildings and Grounds** – No updates.
- c. **Cemetery** – No updates.
- d. **Conservation Committee** – Conservation handed out all fifty plants during the Summer Celebration. All of the plants came from the NH State Nursery. If you are interested in joining or learning more about conservation they meet the first Thursday of each month at 7p.m.
- e. **Fire Department** – There was a great turnout for the chicken BBQ. 175 dinners were sold and the winner of the 50/50 raffle donated the money back to the Fire Department. In the upcoming meeting the department will be voting in one of their explorers who is now 18 years old and has put in his application to become a full member of the fire department.
- f. **Highway Department** – Don stated that we are now halfway through the year and the highway department is halfway through their budget, watching things closely. Neal stated with the ongoing trucking he feels the owner of the property at the top of Sanborn Hill should have to do a bond on the road. The new loader is working out great.
- g. **Library** – No updates.
- h. **Planning Board** – The Select Shepherd's hearing was continued to the meeting this Thursday, the 16th.

i. Police Department –

SPRINGFIELD POLICE DEPARTMENT

Agency Activity Report

By CFS Classification

From Date: 06/01/2026 00:00 To Date: 06/30/2026 23:59

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

Report Date: 7/1/2026 9:15:29 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	2	0	2	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	2	0	2	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	1	0	0	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	0	0	0	0
2600	ALL OTHER OFFENSES	2	0	1	1
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	16	1	11	4
4100	FIRE RELATED	4	1	2	1
4200	SEARCH AND RESCUE	1	1	0	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

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From Date: 06/01/2026 00:00 To Date: 06/30/2026 23:59

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

Report Date: 7/1/2026 9:15:29 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2359
5000	LOST FOUND MISSING	2	0	2	0
5010	MISSING PERSONS	0	0	0	0
5500	ANIMAL COMPLAINTS	6	0	3	3
5900	FISH & GAME ACTIVITY CODES	0	0	0	0
6000	MV CRASH INVESTIGATIONS	1	0	0	1
6300	TRAFFIC ENFORCEMENT	114	14	90	10
6400	MARINE / BOATING	0	0	0	0
6500	PARKING ENFORCEMENT	2	0	1	1
6600	TRAFFIC RELATED SERVICE	4	0	3	1
6605	TOWED VEHICLE	0	0	0	0
7000	PUBLIC SERVICE	85	6	58	21
7500	ASSISTING OTHER AGENCIES	5	0	4	1
7600	SPECIAL UNIT ACTIVITY CODES	0	0	0	0
8000	WARRANTS LOCAL	0	0	0	0
8200	WARRANT TRACKING	0	0	0	0
8300	CORRECTIONS	0	0	0	0
8500	DEPARTMENTAL SERVICES	0	0	0	0
9000	ADMINISTRATIVE DUTIES	42	1	32	9
	Total:	289	24	211	54

- j. **Recreation Committee** – The Summer Celebration was a big success. There was a great turnout for all events throughout the weekend. Jen added that she was informed that political signs were placed on town property during the bike rodeo. It is illegal to place political signs on town property and that can't happen again.
- k. **ZBA** – Zoning met on July 7th to clarify the decision made regarding Select Shepherds. The clarification of the decision will go to Planning Board prior to their meeting on July 16th.
- l. **Administration** – Today we have fully launched with VC3 for our IT support and are now in the onboarding process. They will have a representative here tomorrow to catalog all equipment in the Town Office and Highway/Fire Department.

Correspondence: None**Signatures:** None

Miscellaneous Business: The Cuttings were in attendance awaiting a response from the Board regarding the concerns for Sanborn Hill. Erin stated the Board reached out to legal and also the NH Municipal Association for some clarification about junkyards. In regard to the question of are these antique motor vehicles, Erin read from RSA 236:112, IV which categorizes any self-

propelled vehicle not operated exclusively on stationary tracks which is over 25 years old; it doesn't matter whether it's passenger, construction or farm vehicles. Anything over 25 years old could be considered antique. If they were all more than 25 years old, the exemption from junkyard regulation RSA 236:111-1, III could apply. There are some rules to qualify for that, and they are that the property owner would have to meet all the conditions of the sections in that RSA. If all of those conditions listed in the RSA are not met, then the property would likely count as a motor vehicle junkyard, and he would have to come into compliance.

Erin thinks the next step is to inquire with Mr. Remillard through possibly the zoning coordinator. There are a lot of unknown questions here about what Mr. Remillard has up there and will likely fall under the purview of the zoning coordinator sending a letter to Mr. Remillard. The Board needs to discuss how to proceed next with this information. Don added that Mr. Remillard needs to choose a path he would like to take from his options available.

The Cutting's informed the Board that Mr. Remillard is continuing to haul in equipment, which is currently being hauled in from upstate New York. The Cutting's feel this is going to continue. The other concern Mr. Cutting expressed is that a couple of Sunday's ago there was a Grantham police officer and four state police officers up there dealing with an issue between the two landowners. Mr. Cutting would hate to see that get out of hand and wanted to make the Board aware of it. Jen stated that is definitely a civil issue between the neighbors as far as the Board knows. Mr. Cutting also added that he understands the officers working their 40 hours per week but wanted to state that it was disappointing to him to have Grantham respond and not have our own law enforcement involved in this situation. The Board stated the towns provide back-up for each other; unfortunately, 24-7 coverage is not possible with our budget. The Board thanked Mr. Cutting for sharing his view on the matter.

Linda asked if we have police coverage on weekends. The Board answered that we do, however the officers change their times so that schedules are not predictable; they also go by a lot of the information provided through dispatch to determine when the busy times are and makes the most sense to be patrolling. Again, the Board encourages people to call dispatch, 603-763-3100.

Don stated he has had the good fortune to sit on this Board multiple times, there is an out-of-site process unlike anything he has ever experienced before. The only way the public can see what is going on is by looking at the amount budgeted for legal. The legal calls, zoom meetings, in-person meetings, it is insane the amount of time being demanded of the town employees to address these issues; the Board is very taxed with these requests as well. It is all very frustrating; the Board is being contacted by phone, through text, email and showing up at events accosting Board members for things they are not at these events for; Accosting our highway employees, our zoning coordinator and the girls in the office as well. The Board gave a couple of examples of some recent situations. This all led to the decision to eliminate, for safety purposes, the evening hours on Thursday. Erin stated in the Upper Valley news there was an article on the front page about what is happening in many towns and what has been occurring and unfortunately it is now in our town too. If this keeps up we will not have Board members, volunteers or employees. Audience members expressed that this was upsetting to hear and that they were sorry this was happening.

Jen stated that one thing they can do as a Board, is keep their staff safe and the first thing is no one works alone. We take these small measures now while we look at grants to secure the building, so we don't have to try to raise taxes for it. The Board appreciated the audience listening to their concerns and frustrations about the environment we've been in lately and thanked everyone for listening. Linda stated that it helps, at least for her, to hear these explanations and experiences people have been having. The Board would like more people to come to these meetings and hear what is going on.

At 5:44 p.m. Erin made a motion to enter non-public session per RSA 91-A:3, II (I). The motion was seconded by Don. By roll call vote Erin voted aye, Don voted aye and Jen voted aye. Emily, Jill, Tim Bray, Sgt. Gamble and Chief Zullo were invited to join the non-public session

At 7:05 p.m. Erin made a motion to exit non-public session under RSA 91-A:3, II (I). The motion was seconded by Don. By roll call vote Erin voted aye, Don voted aye and Jen 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 7:06

Jill Hastings

Deputy Administrative Assistant