

Board of Selectmen
Memorial Building

July 27, 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; Erin Meding, Vice Chair; Don Hill

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

Others: Timothy Bray, Zoning Coordinator/Health Officer; Jim Bednar; Linda Howes; Keith and Susan Cutting; Phil and Lori DeConinck; Tony Dopazo; Catherine Peschke, Candidate for State Representative Sullivan County District 8

Scheduled Appointments:

- a. Jim Bednar – Meetinghouse & Museum painting and space planning – Jim came to the Board to discuss the painting of the Historical Society building and the Meetinghouse. During the process of applying for a grant to paint the museum, he saw there are grants available for capital improvement projects, which could possibly be used for painting the Meetinghouse. Jim stated that he would be happy to research these grants for the town. The Board feels this is a good idea, but they are just not sure of the timing of the project. They would need to get estimates and likely need to put it out to bid. The Board supports Jim looking into the grants for the town, and this project is something that should be brought up at the next Buildings and Grounds committee meeting in September. There was some discussion on the storage solutions at the Meetinghouse and the remodel of the kitchen. Jim will continue to do research on the grants and will update the Board with what he finds.

Jim announced that he is running for County Commissioner in District 2. He feels that with his management background he could be helpful in this position.
- b. Sean Gaherty – Cemetery Plot – Sean is planning to purchase a family plot at the cemetery. Within this plot there is a stump and Sean is unsure as to who is responsible for the removal. After some discussion the Board decided this is the responsibility of the town. Sean has requested written documentation stating the town is responsible for the removal of the stump within the plot. Don will request the Cemetery Committee draft a letter to the Board regarding this; he will talk with them at their next meeting.
- c. Linda Howes – Bicycle funds expense reimbursement request – Linda started by providing a history of the sign project she started last year. She spoke on the fundraising for the signs and the two events that were able to happen with these funds. Linda provided all receipts for the Board's review and asked that the Board consider reimbursement of any remaining funds to her for her time and effort put into these events. The Board reviewed the receipts and the minutes from the original meeting. Jen stated

that she feels the excess funds should remain with the town for maintenance of the signs as agreed upon in the original minutes, or future bike rodeos. Linda stated that she would not run future events. Erin also stated that mileage reimbursement was not included in the original fundraising proposal. After reviewing the receipts, it was found that one of them was a quote, and the town would need the actual invoice and or receipt. Linda added that she didn't realize how much work would need to go into the bike rodeo when she volunteered to do it.

Don stated that the town has amazing volunteers that rarely receive acknowledgement for their efforts. In all his years on the Board Don never recalls reimbursement for mileage to volunteers; leftover funds typically go to either the Recreation Committee for future events or back into the general fund. Recreation did help with the Bike Rodeo as well. The Board needs to follow the proper protocol which is reimbursing legitimate expenses that are presented with receipts and there is nothing else on the bike project expenses that we can reimburse for. Erin stated we can move forward with the expenses Linda presented with receipts. Jen added going forward if anyone decides they want to take on the bike rodeo there will be funds there or the funds would be available if there were damage to the signs. The Board will fully review the receipts before finalizing the reimbursement. The Board thanked Linda for the events.

- d. Tony Dopazo – Sandy Beach Ongoing Airbnb Issues – Mr. Dopazo spoke to his complaints with the Rowley Airbnb, requesting the Board add conditions to rental property. The Board listened to Mr. Dopazo's concerns and stated if they are not breaking the conditions of their approval, they are civil matters between two neighbors. The Board is unable to add conditions to the site plan. Mr. Dopazo asked if there is an annual review. The Board informed him that Mr. Rowley is operating under a Special Exception and with that there is no annual review. Tim Bray informed Mr. Dopazo that he could request a consultation with the Planning Board, and they can then decide whether the site plan needs reviewing or not.

Zoning Coordinator/Health Officer Report:**Zoning Coordinator/Health Officer Report for 7/27/26 BOS meeting*****Zoning Permits Issued***

Michael Case/ Anne Wilkins, 11 Winding Woods Rd., application for a 36' x 21' deck attached to an existing residence on a 1.7-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Robert & Diana Domings, 325 Messer Hill Rd., application for an outdoor condenser on a 46" x 28" pad behind an existing residence (structure <500 SF) on a 12-acre lot. There are no wetland or setback issues and meets all requirements of Zoning Ordinance. Permit approved.

Andrea Redican, 79 Kings Highway, application for a concrete foundation slab to relocate a 375 SF "tiny house" to be connected to existing NHDES approved ISDS and drilled well, all located

on a 12+/- 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 7/25/26
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 7/25/26 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 7/25/26

Zoning Violations Status Report

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. **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.**

3. **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 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. **Further use of the property for STR is denied by court order without an approved Conditional Use Permit from the Town.**
4. **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.**
5. **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. Municipal case tracking website reviewed on 7/25/26, case information remains "locked and under review".**
6. **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. No response received by ZC as of 7/26/26**

7. **Bell Excavating Co**, 155 Keyes Rd., Sunapee, NH, commercial business operating on Maple Ave in Springfield without proper permitting in violation of the Springfield Zoning Ordinance, Article V, section 5.2, paragraph 2. Jason Bell, VP/Managing Partner, met with BOS to discuss process for zoning compliance. Applicant currently preparing an Application for Special Exception to the Zoning Board of Adjustment (ZBA).

Pending Zoning Violations:

1. **Brugza, Maple Ave. (pending)**

Report by Health Officer**Applications for Individual Sewage Disposal System (ISDS)**

Casey and Elizabeth Brennan, Tax map 20, Lot 263-450, application for a 3-bedroom local ISDS operational (as-built) permit on 12.17-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.

Respectfully submitted,
Tim Bray
Zoning Coordinator
Springfield Health Officer

Jen asked what the deadline was for zoning violation #4. Emily stated the deadline was July 22nd. Tim added that he was contacted by the occupant of the illegal ADU and he advised the individual to come to a public meeting. However, since he is not the owner of the property the Board cannot speak to him about the violations.

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.

Jen asked where we stand with the septic inspections. Tim stated there needs to be a Board of Health meeting to look at what we have received and where we go from there. Tim would like to see a form developed for the septic inspector to complete. All can be part of the discussion within that meeting.

Meeting Minutes of July 13, 2026:

Page 1, 2nd Paragraph:

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.~~ Tamara stated this is a concern she is voicing for a lot of people.

Don made a motion to accept the minutes of July 13th as amended. The motion was seconded by Erin. Don, Erin and Jen voted in favor of the motion.

Unfinished Business:

- a. Website – The current issue during the switch to VC3 is that we have found there is some connection to a GoDaddy account. However, we have been unable to find any log in information. VC3 is looking further into it. Don suggested contacting Poul Heilmann and/or Leigh Callaway to see if they have any information on this.

The Board has agreed they would like to start the process of publicly addressing appropriate comments received through the website, so the public is aware that the messages are being received and the Board is addressing them.

- 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 – Emily is continuing to work on gathering quotes for these upgrades.

Legal Status Update: No updates.**Board and Department Updates:**

- a. Agriculture Commission – No updates
- b. Buildings/Grounds – No updates
- c. Cemetery – The committee received an email from someone wishing to make a donation towards the ongoing stone maintenance project. There will be further discussion on this at their meeting. An expendable trust fund would need to be set up for the donation specifying the purpose of the donation. Cemetery has been doing an amazing job. They are reluctant to ask for money or help from the town. Don's suggestion to them is that they need to be more vocal that they have a need as there are a lot of generous people in town that would help.
- d. Conservation Committee – No updates.
- e. Fire Department – The department has been busy. They have had two mutual aid trainings in the past couple of weeks.
- f. Highway Department – The upper part of Sanborn Hill needed more gravel before paving. The gravel budget this year was \$10,000 and has spent approximately \$13,000, we had a little more than \$10,000 remaining from Sanborn Hill 2025; it will be tight. The pavement would've crumbled without additional gravel. The rental on the compactor will be kept for one more week. The road is looking good; people seem pleased with the road and will hopefully be even happier when it is completed.
- g. Library – No updates
- h. Planning Board – The Board voted to accept and approve the site plan for Select Shepherds.
- i. Police Department – They are working with VC3 through the onboarding process; things are going well. They continue to encourage people to contact dispatch (603-763-3100) if they see something going on that shouldn't be. It is important to get these things on record as it helps point out potential problem areas that need more patrolling. It was also

stated that each month the PD provides a monthly report of calls to the Board to be entered into the minutes. The most recent report can be seen in the July 13th minutes.

- j. Recreation Committee – No updates
- k. ZBA – There is a scheduled meeting in August for a variance application.
- l. Administration Update – The switch to VC3 is going smoothly.

Correspondence: None

Signatures:

Bank of America authorization letter

Miscellaneous Business:

Catherine Peschke is a candidate for State Representative Sullivan County District 8. Catherine came to tonight's meeting just to introduce herself to the Board and audience.

Keith Cutting asked if there were any updates on Sanborn Hill Road. The Board stated they are continuing to investigate the situation and are researching the laws surrounding it.

Keith added that the work being done to Sanborn Hill Road has been nicely done.

At 5:29 p.m. Erin made a motion to enter non-public session per RSA 91-A:3, II (l). The motion was seconded by Don. By roll call vote Erin voted aye, Don voted aye and Jen voted aye. Emily, Jill and Tim Bray were invited to join the non-public session

At 6:00 p.m. Don made a motion to exit non-public session under RSA 91-A:3, II (l). The motion was seconded by Erin. By roll call vote Don voted aye, Erin voted aye and Jen voted aye. A motion to seal the minutes of the non-public session was made by Don. The motion was seconded by Erin. By roll call vote Don voted aye, Erin voted aye and Jen voted aye.

Meeting adjourned at 6:01 p.m.

Jill Hastings

Deputy Administrative Assistant