

**BOARD OF SELECTMEN**

**JULY 24, 2007**

**MEMORIAL BUILDING**

**7:00 P.M.**

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

**Present:** Bob Anderson, John Chiarella, and Neal Huntoon.

Bob called the meeting to order at 7:05 p.m.

**Minutes:** John moved to accept the minutes of July 10, 2007 as written, seconded by Bob and unanimously approved.

Tim Julian met with the Board. The new cruiser is in the process of having the lights and radios installed. Tim stated that Hillsboro Ford has made a \$5,300 donation to the Police Department. Janet will check with the DRA to see if this money can be accepted as a donation to off set costs to set up the new cruiser rather than being deposited in the general fund.

Neal stated the Planning Board received a concern regarding a potential change of use of a business on Georges Mills Road. A letter will be sent to the owner.

The Board met with Pixie Hill who will be appointed to serve as Deputy Town Clerk and Deputy Tax Collector. The Board discussed work schedules, hourly wage, and benefits.

Skate Park Update: John stated he has spoken to Neal about getting plywood to close in the open ends of the structures. The rail fence has been delivered. John has looked into various types of mesh fencing and says he will probably go with vinyl coated metal mesh. He reviewed the fencing area with Brad and it was decided to run the fencing along the side of the field from the generator, across the front, and up the other side to the baseball dugout. Openings will be left in the front and along the basketball side for access.

John stated he has sent some e-mail requests for information and pricing for permanent signage for the park.

Nick Gambino has expressed an interest in building skate rails. The Board agreed to supply the materials. The costs would be taken from a donation received. John spoke briefly about potential future projects and possible donations.

The Board unanimously approved the Recreation Park Rules and Regulations as presented by John.

John moved to accept the anonymous donation of \$5,000 given toward the skateboard park fund, seconded by Neal and unanimously approved.

**Board Updates:**

Communications Committee: The Board approved the \$250.00 purchase order for the [www.springfieldnh.net](http://www.springfieldnh.net) banner advertising the town website on the sign in front of the town office.

Bob reported on the meeting he recently attended in Newport regarding Local Emergency Operation Planning and Hazard Mitigation Planning. The State requires each town to have a Local Emergency Operation Plan. Following that, a town must have a Hazard Mitigation Plan. Within two years all towns will need a Hazard Mitigation Plan to be able to apply for FEMA monies. Bob would like to ask Dallas, Brad, Tim, Frank, and other health officials to attend the August 14 meeting of the Selectmen. A disk was provided describing the application process. There are grants available and contractors available to assist communities with this. John will take a look at the disk. The Upper Valley Lake Sunapee Region Planning Commission will also assist in Hazard Mitigation Planning.

Neal reported the Planning Board is discussing continuation of creating/expanding districts outlined in the Master Plan. Work sessions will continue.

John stated the Fire Department will be meeting with a representative to discuss fire truck options on August 2 at 6:00 p.m.

John stated that he has attended a Library Trustee meeting. They continue to work on fulfilling needs of patrons.

John reported the Cemetery Trustees met recently and did a tour of the cemetery. They agreed the cleaning of stones should be done. Some trees are in need of removal. There has been some damage to stones which need to be repaired, and settling of graves. The Board agreed the money budgeted should be used, and the Trustees should review what their future needs are. John questioned whether there might be grant monies available to help with maintenance and improvements of old cemeteries.

**Correspondence:**

Building permit approved.

Purchase Orders approved.

MS-5 Audit report was reviewed and signed

OEP National Flood Program questionnaire was reviewed.

The Board discussed and will recommend to the Planning Board the appointment of George McCusker as an alternate as he had expressed an interest following the March elections.

The Board accepted with regret the resignation of Karen Cook as Deputy Town Clerk/Tax Collector effective August 9, 2007.

At 8:30 p.m. the Board met with Planning Chairman Kevin Lee and Zoning Chairman B. Manning. The Board discussed possibilities for addressing increasing demands on the town office staff with land use questions. Bob stated he thinks the Town needs to consider hiring a part-time zoning administrator when reviewing 2008 budget proposals. Perhaps this position could be shared with another town. Suggestions were made to have a representative from planning or zoning present one night a month in between their regularly scheduled meetings to meet with people to address questions. Kevin and B. did not think this would be advisable since someone who has a vote on a future case, should not be involved in the administration. B. made a couple of suggestions of people who might be willing to provide this service, in the interim between now and Town Meeting.

The Board discussed developing procedures and outlines for applicants regarding what the processes are, and making this information available online. B. suggested looking into what other towns provide.

A great deal of time was spent discussing the home occupation/home business zoning regulations and how best to proceed. It is recommended a letter be sent to all property owners. The Boards will schedule an informational meeting with Selectmen, Planning, Zoning and perhaps a Zoning Administrator from another town present. The Board agreed there would be a need for someone other than a Board member to serve as a moderator for the meeting. The Selectmen agreed to work on a draft letter and will begin their August 14 meeting at 6:30 p.m. for that purpose. B. suggested that Malcolm Milne, an attorney who works with him at the mill, might be willing to look at the language before a letter is finalized. Discussion with Town Council was also recommended and Dan Smith will be asked to attend a future meeting. It was discussed that this would be an ongoing process during the course of the next 18 months or so to work with residents as compliance is implemented.

At 10:00 p.m. Dallas Patten, Fire Chief met with the Board. The Department has been notified by the Upper Valley Regional Emergency Services Association, (the mutual aide association the fire department belongs to) of a suit naming the UVRESA as a party in regards to an accident in Charlestown last year. The association is working to see what, if any, liability there is for the association or member communities.

Dallas discussed the purchase of a door lock with the Board.

With no further business, the Board voted to adjourn at 10:15 p.m.

Respectfully Submitted,

Janet Roberts,  
Administrative Assistant