

MEMORIAL BUILDING**7:00 P.M.**

Board Members Present: Tim Bray (chairman), Peter Keene, Ken Jacques, Darrin Patten, Dan Saulnier, Mike Howard, John Trachy (alternate)

Absent: Amy Lewis (Select Board ex-officio)

Also present: Jennifer Roberts, Jack Hedges (fire department rep.), Josh McGraw and Whit Smith

Tim began the work session by opening discussion of the current Site Plan Review Submission Checklist.

Discussion with Jack Hedges relating to how the Fire Dept would assist the Planning Board on health and safety issues that could be present with future applications the PB will be receiving regarding Short-Term Guest Lodging Facility Businesses. Jack stated that there are only a few members of the Department qualified to preform inspections if that is the direction the Board wants to go. In his current position with the Hartford, Vermont fire department there are inspections done for properties that are similar to what the Board will be presented with. There is a fee charged to the owner of the property of \$125.00 for the inspection. The Board discussed the possibility of requiring the first inspection done by the FD and each subsequent year the property owner would be supplied with a checklist that they would preform a self-inspection and submit to the Town until there is a change in use or ownership. House loading was discussed. **The housing and urban development keene nh states that 2 individuals per bedroom is accepted.** The Town Health Officer has the authority to write and regulate policy for items dealing with septic. NH RSA 147: Nuisances; Toilets; Drains; Expectoration; Rubbish and Waste. Putting a condition of requiring an inspection of the septic system and as well as having a design for replacement system obtained in the case of a failure is a possibility. The Board discussed and agreed that having a checklist to provide to the Health Officer, currently Ryan Peterson would be helpful. The topic of how the Board would deal with RV's, Campers and Tiny Houses was brought up by Jennifer Roberts. Josh McGraw shared with the Board that as an owner of an off-grid property he is considering operating there will be even more unique items to look at. The Board agreed that they understand that there will be different situations and will require different requirements. The Board has the ability to waive items.

Board moved to discussing the checklist they currently use and worked through several the items. Discussed attaching the waiver form to the checklist which will be given to the applicant. And including the checklist and waiver form as an item to the checklist of items required to be submitted with the application. The applicant would fill out their section and if they feel an item should be waived, they would record information on the waiver request form.

Board moved to discussing the map size they would like to see presented with all future applications. All felt that an 8.5x11 piece of paper is just too small to adequately show all

information requested/required by the application. Various sizes were discussed and 22'x34' was agreed upon to adequately show all information. Effective 9/20/2022 all applications presented to the Planning Board will include a map with dimensions of 22"x34".

Board decided they will hold another work session on Thursday September 29th from 7-9pm. Tim requested that Tamara reach out to Ryan requesting his attendance, and asked Mike to propose a process for Ryan as a starting point.

Meeting adjourned 9:10 p.m.

Respectfully submitted,
Tamara Butcher