Local Permit Guide Committee MEETING MINUTES April 16, 2018

All minutes are draft until approved by the Committee; please check future minutes for approval of these minutes.

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Members Present: Jim Fontaine; Liz Courtney; Bob Malbon

Members Absent: Mary Goderwis; Deanna Judkins

Others Present: Ron Rodjenski, Town Administrator; Pete Kopsco. State Permit Specialist

9 Ron opened the meeting at 6:35 p.m.

1. **Agenda Review** ~ Ron handed out copies of a staff packet and agenda.

- 2. **Discussion on other websites** ~ Liz agreed to prepare a summary of her research into websites that are helpful for new folks to the permit process. Jim suggested going through the local permitting process and bring a helpful topic list of popular issues to direct applicants early in their process to alert them to potential issues. Start with "so you are coming to Hyde Park are you doing this or that and then direct with images and "hot tips" to suggest ways to speed up the review process. The members will continue to review other websites for examples of good sites with easy to use links. Liz will write up her notes and bring to the next meeting. Ron reminded the group that the goal is produce changes to the website and a new pamphlet within six months. Fire Marshall and wetlands office contacts seem to be recommended as first stops, early in the landowners planning process. Colchester has a decent site to list local permits and other permits.
- 3. Pete Kopsco Discussion on assisting permit applicants. Pete stated that there are four specialists serving the state in the Permit Assistance Office to help applicants understand the permits required for residential and commercial projects. Almost always, applicants need a state wastewater permit then a Project Review Sheet on other permits is issued to inform landowners on other permit needs at the state or town. Pete reviewed the state's Project Review Sheet which shows the project description, referrals to other agencies and provides links to fact sheets on topics, such as wetlands and stormwater. Discussion on how to notify landowners of potential permit requirements, including recommending calling Pete early in certain types of projects. Exemptions do exist in each permit process, so doing the research and then educating landowners is most helpful. The Town DRB may want to ask for a State Project Review Sheet in commercial project reviews. Educating landowners on the most important issues up front on the town website is a good goal; wastewater permits, hydric and wetland soils review, ACT 250, Stormwater Division (over 1 acre of disturbed area) and State Fire Marshall's Office. Wetlands can be mapped, part of hydric soil map layer and not mapped at all but be found to be regulated wetlands. Landowners should talk to their wastewater consultants to help evaluate potential project impacts. Consultants should be aware of local zoning requirements when developing site plans for the state wastewater permit applications.
- 4. **NEXT MEETING**: Wednesday, **May 16**th **at 3:30 p.m**. Bob will invite the State Fire Marshall, Timothy Angell, if available. Pete will send an example of a Project Review Sheet.
- 5. **Adjourn** Having no additional business the group adjourned at 7:51 p.m.