Local Permit Guide Committee
MEETING MINUTES
June 27, 2018

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

Members Present: Jim Fontaine; Liz Courtney; Bob Malbon; Mary Goderwis;

Members Absent: Deanna Judkins

Others Present: Ron Rodjenski, Town Administrator

Ron opened the meeting at 5:05 p.m.

1. **Agenda Review** ~ No changes.
2. **Review of draft guidance handout "Quick Guide" –** Liz and Jim worked on the first draft of a three-page informational handout for residential and commercial permit applicants. The group felt that the draft would be helpful and could fit onto a tri-fold pamphlet. The Website version will be able to have links and more graphics to help applicants walk through the permit process. Mary suggested that applicants be advised contact the State Permit Specialist very early for commercial projects. Jim asked if the State's Project Review Sheet could be posted somewhere with the recommendation to request a PRS early in the process of commercial projects and subdivisions. Bob suggested that the flyer include licensed electricians, ADA access, plumbing and structural engineering for commercial projects. Jim suggested that highlighting "additions, change of use and renovations" might need new permits. Bob agreed that existing buildings with a proposed "change of use" might need new permits, but landowners may not be aware of that potential because they are buying an existing building. Jim wanted to see the current B-71 standard updated to state local grade requirements exist outside the ROW (not the max 15% detailed in B-71). The pamphlet can be used to notify commercial applicants of potential topics, issues and contacts. Jim suggested that the final version needs to convey a feeling of the Town being open and friendly and information should be helpful to landowners to help avoid issues in both state and local permitting.
3. **NEXT MEETING**: July 31, 2018 at 5:00 p.m. – Liz will work on a second draft of the flyer and add photos, larger font and "Pro Tips".
4. **Adjourn** – Having no additional business the group adjourned at 5:55 p.m.