

**Waterville Valley Board of Selectmen**  
**Minutes - Special Meeting**  
**Monday, April 26, 2021 at 2:00 pm**  
**Meeting Room in the Town Offices**  
**NOTICE – The Public is Encouraged to Watch the Meeting Live via:**  
<https://www.youtube.com/user/WVTOWNNH>

**DATE:** April 26, 2021

**MEMBERS PRESENT:** Margaret Turner, Chairman, Richard Rita, Vice-Chair, and Mike Aronson.

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Tara Bamford, Wendi Rathgeber, Chris Hodges, David Noyes, and Mark Decoteau.

**1. The special meeting was called to order at 2:05 p.m. by Chair Margaret Turner.**

Margaret Turner, Chair of the Board, states that this meeting is being held in person. Attendees can also participate through the YouTube LIVE chat function or by contacting the Town Office by phone at 603-236-4730 or by email at [townofwv@watervillevalley.org](mailto:townofwv@watervillevalley.org).

**2. Short Term Rental Implementation**

Margaret Turner reviews the reason for the meeting is to discuss how best to implement permitting of Short-Term Rentals according to the new zoning amendments which were passed at the 2021 March election. Mark Decoteau reports that the State of NH Department of Revenue Administration (NH-DRA) requires the collection of Rooms & Meals Tax for any publically listed rental, even if it is just a single bed. It is the property owner's responsibility to collect and submit the Rooms & Meals (R&M) Tax. Rental platforms or agencies, such as Air B & B, collect and remit on behalf of the owner. Any property that is rented for more than 6 months through a single lease is exempted from R&M taxes. Mark presents a draft of a permit application form, instructions, and a checklist for review. Discussion followed regarding existing onsite management companies which provide rental services for their association property owners and whether they need to apply for permits. It was noted that lodges/inns/condo-hotels have already been through a site plan review process for their properties. Tara Bamford asked if this will mean that the transient rental business is treated differently depending upon their location of either in a single-family home or a condominium hotel and recommends consulting with town counsel. She explains that current zoning regulations state that a change of property use, e.g. a residential condo/home that changes to a commercial lodging by making it available to rent, should require permitting for a change of use of the property. A Zoning Permit could cover a variety of situations and would be the gateway to determine if a Site Plan Review or another permit is needed, e.g. a Short Term Rental Permit. Tara will draft a general Zoning Change Permit Application. A checklist of required items for rental properties will accompany the Short-Term Rental Application Permit and allow homeowners to confirm for themselves and inspections can be done upon request. Discussion followed on how to communicate to property owners that there is a new zoning regulation and how it affects them if they rent their property. The Town Office has already received inquiries from property owners wanting to apply for this permit. The permit fees were proposed to be \$25-\$50 range. Chris will update the checklist of required items and Tara will update the Zoning Permit Application Form. When all forms are finalized, they will be mailed to all property owners, along with any other supporting documents and checklists.

### **3. Other Business**

Mark presents a conditional Purchase and Sales agreement for the purchase for \$10K of the land parcel from the Waterville Company that contains wetlands. The Conservation Commission has been working on plans to do fundraising so that the Town doesn't need to use additional Town funds. Mark explains that the Town can accept donations for the Land Purchase and ask for the Boards permission to sign the P&S agreement. The Board agreed that Mark Decoteau can sign the P&S agreement. The sale is anticipated to close in mid-June and funds for the purchase will use the Contingency GL Line, and donations accepted under the Unanticipated Revenue GL line. Mark also added that the parcel should be re-zoned in the future as Greenbelt to make it contiguous with the other greenbelt properties and will allow for use as a picnic area or access to Snow's Brook.

### **4. Adjourn**

Rich Rita motions to adjourn the meeting at 2:48 pm.

Mike Aronson: 2nds.

The motion was carried by a unanimous voice vote.

Respectfully Submitted,

Sharon Charron, Town Clerk/Town Office Assistant