

Short -Term Rental Committee  
Meeting Minutes  
February 9, 2024

Members present:

Richard Gerken  
Rob Jutton  
Dave Thorpe  
Ann Butler

Staff present:

Angela LaBrecque  
Stephanie Maltais

The meeting was called to order at 8:40 AM by Chairman Gerken.

1. CONSIDERATION AND APPROVAL OF MINUTES- 1/19/24, 1/26/24, 2/2/24

Jutton moved; Butler seconded the motion to approve the January 19, 2024 meeting minutes as presented. Motion passed unanimously.

Jutton moved; Butler seconded the motion to approve the January 26, 2024 meeting minutes as presented. Motion passed unanimously.

Jutton moved; Butler seconded the motion to approve the February 2, 2024 meeting minutes as amended. Motion passed unanimously.

2. LEGAL QUESTIONS/UPDATES

The group reviewed recent STR cases from Freedom, Conway, and Portsmouth.

- It was noted that these cases are specific to their ordinances and the applications of those ordinances. The outcome of these cases doesn't necessarily apply to what Meredith is doing.

A discussion ensued regarding the process for determining if a STR is grandfathered (legally pre-existing).

Bronwen Donnelly, resident inquired what kind of data people need to bring in for grandfathering? LaBrecque- rental data records. Donnelly- what if people took years off in their rental history? LaBrecque- there are so many different pieces, and each is reviewed on a case-by-case basis. If there is a significant lapse in the rental of a property it could be viewed as abandoning a non-conforming use and required a special exception.

Jutton noted that if someone is aggrieved by the determination for grandfathering, that can be appealed to the ZBA. We had one last night at the ZBA meeting.

### 3. NEW VOLUNTEER

LaBrecque-we have two applications from the public, Bronwen Donnelly and Carly Howie. Gerken inquired if Ms. Donnelly could commit to Friday mornings at 8:30, and she responded that she can.

LaBrecque noted that she will reach out to Carly to make sure she can also commit to Friday mornings, and she does plan to attend the meeting next week.

Jutton moved, Butler seconded the motion to recommend that the Selectboard appoint Bronwen Donnelly and Carly Howie to serve on this committee. Motion passed unanimously.

Town Manager, Troy Brown mentioned that he will see if they can be appointed at the upcoming special meeting for the Selectmen on Thursday so they can participate at the next meeting.

### 4. REVIEW/ADD TO LICENSING BULLET POINTS FROM 2/2 MINTUES

A discussion ensued regarding the features of an STR software program. The committee noted they would like to see the following capabilities of the software:

- Ability to input data automatically from STR platforms (AirBnB, VRBO) into software without staff having to gather the data and manually enter it.
- Manage and process permits
- Financial accounting
- Push compliance notices and track them
- Ability for the public to apply for permit and pay online once its approved  
(Ann- the library can be offered as a public place for people who need access to a computer to fill out an application)

Dave, Ann, and Rob will work with staff to review software options and will report the findings back to the committee.

It was noted that Airbnb and VRBO will not list a property once they know you have a licensing process until their owners have obtained the necessary permit(s). Dave- they will also require the kind of information from people that we are looking for to be compliant with our regulations.

The committee reviewed a STR License Overview document produced by Rob (see attached).

Dave moved; Ann seconded the motion to consider Rob's STR License Overview as the committee's guidance document as they move forward in developing the license program. Motion passed unanimously.

Dave Thorpe explained that we have been taking topics in a random fashion and in order to address the bullet points from last meeting he came up with a way for us to stay on track. He noted that it's also important that we make sure what we are doing is in line with our goals and mission statement. Dave distributed a STR Licensing worksheet/matrix to the group. The matrix will allow us to record the discussion for each topic and decide whether something should be included and checked off the list. (worksheet/matrix attached).

The committee began working on Category 1. Program Administration and Category 2. Applicant information Required. Dave noted he will keep track of the discussion and status of each item and distribute the updated matrix to the committee. (See attached worksheet updated per the discussions and work session during this meeting).

The next meeting is Friday, 2/16 at 8:30 AM in the Annex.

The meeting adjourned at 10:12 AM.

Minutes respectfully submitted by Stephanie Maltais