

Town of Londonderry, Vermont
Selectboard
Special Meeting Minutes
Monday, June 3, 2024
Twitchell Building - 100 Old School Street, South Londonderry, VT

Board Members Present: Thomas Cavanagh, Martha Dale, Taylor Prouty, and Jim Fleming.

Absent Board Members: None.

Town Officials: Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Kelly Pajala, Zoning Administrator Will Goodwin, Road Foreman Josh Dryden, Recreation Director Liam Elio, Housing Commission Chair Patty Eisenhour, Recycling Coordinator & Development Review Board Chair Esther Fishman, and Town Moderator Doug Friant.

Others in Attendance: Wendy Levy, James Ameden, Jr., Marty Trambetta, Pamela Spaulding, Philip Cloutman, Travis Bolton, Cindy Dryden, Paul Hendler, Anna Stoddard, Jason Klezos, Zane Klezos, George Klezos, Mimi Wright, Alex Cote, Brooke Cote, and GNAT camera operator Bruce Frauman.

1. Call meeting to order

Selectboard Chair Tom Cavanagh called the meeting to order at 6:01 PM.

2. Additions or deletions to the agenda

[1 VSA 312(d)(3)(A)]

Taylor Prouty moved to add to the New Business section of the agenda the consideration of a 2nd class liquor license for Derry Downtown, Limited, seconded by Martha Dale. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 5/13/ 2024 & 5/20/2024

Jim Fleming moved to approve the minutes of the Selectboard meeting of May 13, 2024 and 5/20/2024, seconded by Martha Dale. The motion passed unanimously.

4. Selectboard Pay Orders

Martha Dale moved to approve the pay orders for payroll and accounts payable, seconded by Taylor. The motion passed unanimously.

5. Announcements/Correspondence

Shane O’Keefe noted the following:

- The Town finally received NEPA clearance for the Spring Hill Road culvert project, so preliminary design and engineering can now get underway. Installation is scheduled during the 2025 construction season.
- The consultant service contracts with the Dufresne Group and the Windham Regional Commission for the Village Wastewater projects, which were approved at the last meeting, have been fully executed.

And he mentioned the correspondence included in the Board’s meeting packet was as follows:

- The Lister’s 5/23/2024 Notice to Taxpayers of grievance proceedings, beginning on 6/7/2024.
- A 5/22/2024 letter from the Windham County Sheriff, giving notice of a 6/21/2024 meeting in Brattleboro to discuss regional policing. It requests that the Town provide a representative. O’Keefe stated that he’d attend unless someone else would prefer to do this.
- A notice from the VT Department of Taxes to local business owners on the Town’s newly-adopted local meals and alcohol tax, which will be in effect on July 1st.
- Notice of the Town’s award of \$17,750 from the State of Vermont Grants-in-Aid program for FY2025.

Tina Labeau noted that the finance software approved at the previous meeting came in at a higher cost than advertised so she will not be purchasing the software from that vendor and continue her search for alternatives.

6. Visitors and Concerns

None.

7. Town Officials Business

- a. Mountain Towns Recreation Director Advisory Committee – Consider Sportsmanship Policy; Consider change to Recreation Director job description; Consider fuel reimbursement for the Recreation Director; Discuss MTR Social Media; Consider well services from Frost Pumps & Wells; Discuss proposal for Park signage; and Consider establishing a PayPal Account**

Liam Elio spoke to a proposed sportsmanship policy for all sports covered by the Mountain Towns Recreation program he and the Advisory Committee are working on, which includes provisions from a number of other good policies from other entities. He noted that the Town Attorney is reviewing it at this time, and it would eventually be coming to the Board for approval.

He mentioned that the job description for his position includes maintenance work but that there is interest in broadening the description in this regard. It includes reference to mileage reimbursement, which will be separately addressed in a policy.

There was discussion on a proposed Mountain Towns Recreation Director Milage Reimbursement Policy, and Elio mentioned that for half of May his reimbursement was \$273.40 based on the federal reimbursement rate \$0.67/mile. During the winter the reimbursement figure would be much less, he mentioned. Pajala noted that the policy mentioned when mileage reimbursement would be applicable.

O’Keefe noted that another model would be a monthly mileage stipend at a fixed amount, but this would be considered income as it would not be based on actual miles driven.

Elio discussed the need for a social media policy that he his working that on that can become a Town-wide policy. He added that the Town Attorney is reviewing this. Cavanagh mentioned previous advice from the Town Attorney that there be no comments allowed from

the public, and Pajala added that there would be no direct messaging through social media platforms and that there would be links to the Town website whenever possible.

Regarding signage, the Parks Board is looking into signs at and within the parks, and it's likely that the cost would require Selectboard notification. There were no objections to continuing the process to seek bids.

Elios explained that one of the two pumps at Memorial Park is inoperable and in need of repair, and he asked whether Frost Wells & Pumps can be considered a sole source provider or whether he needs to seek bids for the service. Pajala mentioned that the estimated cost would not necessitate the bid process but is likely to require Selectboard notification under the Purchasing Policy. It was noted that a new well does need to be drilled but that the well casing needs to be increased in height and possibly the pump as well based on new State regulations. There was no objection to working directly with Frost Wells & Pumps on a source basis.

Elio suggested that the Town create a PayPal account to enable greater flexibility with taking in funds for parks and recreation functions, and also for other Town functions as appropriate. Labeau brought up the need to ensure that the users pay any applicable fees and not the Town. Elio stated that he'd investigate this and other pay platforms. Labeau mentioned that it is not difficult to accommodate this.

Jim Fleming moved to contract with Frost Wells & Pumps for well service at Memorial Park, and make them a sole source vendor, seconded by Martha Dale. The motion passed unanimously.

Martha Dale moved to accept the submitted fuel reimbursement policy for the Recreation Director as was included in the meeting packet, and with the word "monthly" added, seconded by Taylor Prouty. The motion passed unanimously.

Martha Dale moved to accept the modifications to the Recreation Director job description as submitted in the meeting packet, seconded by Taylor Prouty. The motion passed unanimously.

b. Town Hall Renovation Committee – Consider proposals for basement dehumidification and project consultant services

O'Keefe described the proposal from Matt Clark's Northern Basement Systems to install an industrial-grade dehumidifier in the basement of the Town Hall to address the humidity there that has been causing mold issues. He also mentioned a proposal for the crawl space under the main room that can be considered at a later date. Josh Dryden mentioned he'd hired the company for his own basement and the project went well.

Noting that the Board has previously prioritized the humidity issue and ADA-compliance for the Town Hall basement, this proposal is a follow-through on that.

Cavanagh noted that there was basement water infiltration with the recent rain and the source is now obvious, and he has contacted a contractor to look at sealing the interior wall. O'Keefe suggested contacting All Seasons Construction to look at the building exterior based on the company's previous experience with the building.

Jim Fleming moved to 1) accept the proposal from Matt Clark's Northern Basement Systems for the installation of dehumidification equipment, to cost approximately \$2,205,

such funds to come from the Town Buildings Reserve Fund, and 2) authorize the Town Administrator to execute necessary documents to employ the consultant firm for this service on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

8. Transfer Station/Solid Waste Management

a. Updates

Esther Fishman mentioned that at the hazardous waste collection event this past weekend there were 104 cars that came through and she believes this represents more than that number of households. She noted that there was an issue with a delay on the [due to the contractor's vehicle breaking down, they didn't arrive until 10:00 AM.](#)

She mentioned that the contract with Casella for waste hauling ends on 8/13/2024 and she has issued a Request for Proposals to three companies which is due on 6/30/2024.

Regarding waste requirements for short-term rentals, she stated that the STR owner should be responsible for informing guests about the State of Vermont waste separation laws and supply necessary bins and signage for this. She said she's not sure how best to deal with this as there's nothing in the STR Ordinance on this State requirement. O'Keefe stated that the Ordinance includes a requirement to post notice of State requirements, but suggested that the Town should not be enforcing State laws through its ordinances. Fishman stated she's working with STR Administrator Andy Dahlstrom on providing a flyer on this to STR owners as necessary.

There was discussion about making recycling and/or food bins available to STR owners for their guests.

9. Roads and Bridges

a. Updates

Josh Dryden mentioned that part-time Road Crew member Don Derby started work that day and is being trained up.

Regarding annual performance evaluations, he noted that the middle of June does not work due to planned absences, but the week of 6/24 looks good. It was agreed that the Board would schedule a special meeting for this.

Regarding the culvert on Rest Haven Road, Dryden mentioned that he had been given a verbal approval from Vermont Department of Environmental Conservation representative Scott Jensen two 3-foot culvert side-by-side. He has had engineer Everett Hammond make some suggestions on dewatering and he proposes to contract directly with Wes Ameden on this, and that the Town Road Crew would assist and pride the culvert pipes to keep the cost down. Labeau confirmed that there are contracted services funds available in the highway budget for this work. Dryden mentioned that notice to residents and businesses about temporary road closure was important.

Dryden mentioned that Hunter Excavating and David Chaves Excavation were working on other contracted services projects for the Town.

b. Brophy Lane signage

The Board considered correspondence from Jennifer and Jason Riemer of Brophy Lane seeking the removal of the “Bridge Out” sign erected by the Town a few years back at the end of the road where it meets Flood Brook. It was recalled that the sign was erected after the Town removed an illegally placed footbridge at the request of the U.S. Forest Service. Dryden mentioned that the sign package and barricade was recommended by the Vermont Agency of Transportation, and he recommends that the “No Outlet” sign should remain.

There was no recollection of a bridge ever being placed at the location and Dryden and Prouty agreed to confer with VTrans staff on whether a “Bridge Out” sign is necessary at that location.

O’Keefe reported that Google Maps shows the Brophy and Rowley Lanes being a through road, and stated he’d submit a status update request. Goodwin will connect with the State E911 office to update the road status as well.

c. Consider Highway Department heavy equipment purchases and use of reserve fund

Josh Dryden spoke to department needs and the need for a backhoe for various project work and to back up the excavator and loader, and for the sake of comparison requested quotes on both a backhoe and a loader. Quotes were received as follows:

Make/Model	Dealer	Warranty	Price
2024 Caterpillar 920 Wheel Loader	Milton Cat, Richmond, VT	3.5k Hrs/7-Yr	\$190,500
2024 John Deere 544G Wheel Loader	United Construction & Forestry, Springfield, VT	3k Hrs/5-Yr	\$198,000
2024 Caterpillar 420XE Backhoe Loader	Milton Cat, Richmond, VT	3.5k Hrs/7-Yr	\$175,900
2024 John Deere 320 Backhoe Loader	United Construction & Forestry, Springfield, VT	3k Hrs/5-Yr	\$166,000

Dryden mentioned after recent repair work on the existing loader he was informed that the Town could expect an additional 10 years of use out of it.

There was discussion about the need for an equipment capital plan, but that the reserve fund makes necessary purchases easier.

The Caterpillar loader is available immediately, Dryden noted, while the John Deere would be 3-months out on order. The Cat has a better warranty as well as added features. Attachments for the backhoe would include a street sweeper and a lift fork. There was general agreement that the Caterpillar 420XE backhoe was the preferred equipment on balance despite the higher initial cost.

Labeau suggested an outright purchase with existing reserve funds instead of financing, as the new truck is going to be financed. She noted that an outright purchase would save \$20,000 in interest.

Cavanagh suggested changing the purchasing policy for heavy equipment due to the dearth of dealers in the region to allow for simple quote requests instead of a full Request for proposals process.

Taylor Prouty moved to accept the bid from Milton Cat for a new Cat 420XE Backhoe with specified equipment in the amount of \$175,900.00, and to authorize the Town

Administrator to execute all necessary documents to secure the vehicle and equipment, with such funds to come from the Highway Equipment Reserve Fund, seconded by Jim Fleming. The motion passed unanimously.

d. Discuss bids for paving and sand

Dryden suggested putting out to bid the same road segments as last year that had to be withdrawn given the July 2023 flooding. He added that O'Brien Paving was bought out by Hunter Excavating and to include them in the Invitation to Bid mailing.

He mentioned that the Town used 4,000 yards of sand last year and he suggests 3,000 yards this year to get the Town to the right level of supply. Labeau noted that the Town was below budget for salt and sand last year.

O'Keefe will issue Invitations to Bid in the next week.

e. Ratify 5/20/2024 decision to issue Access Permit to Hunter Kaltsas for property formerly 2687 Under the Mountain Road

Because the Board voted on 5/20/2024 to issue access permit #2024-04 when the matter was not on the posted agenda, the Board must by its rules bring the matter up again and ratify its vote.

Taylor Prouty moved to ratify the Board's 5/20/2024 decision to issue Access Permit #2024-04 to Hunter Kaltsas for property formerly at 2687 Under the Mountain Road, seconded by Jim Fleming. The motion passed unanimously.

f. Ratify 5/20/2024 decision to issue Access Permit to Wylie Construction for 252 Glebe View Lane

Because the Board voted on 5/20/2024 to issue access permit #2024-05 when the matter was not on the posted agenda, the Board must by its rules bring the matter up again and ratify its vote.

Taylor Prouty moved to ratify the Board's 5/6/2024 decision to issue Access Permit #2024-05 to Wylie Construction for property owned by Jamie & David Deming at 252 Glebe View Road, seconded by Martha Dale. The motion passed unanimously.

10. Old Business

a. Discuss zoning bylaw amendment and hearing process

Cavanagh noted that he had invited the Planning Commission, Development Review Board and Conservation Commission to the meeting in case there were questions. On the public hearing process, he suggested following the rules used for Town Meeting, and Doug Friant spoke to those provisions. There was discussion about how much time individuals would have to speak, and when a second opportunity to speak would arise.

Friant added that as a Selectboard meeting it's up to the Selectboard Chair to determine how the meeting is structured, and mentioned that the rules should be outlined upfront and that they be fair. Whether to allow people to read from prepared texts was discussed, and Friant urged that people should not be permitted to give political speeches and that all discussion must be germane.

It was generally agreed by the Board that people should be given 5 minutes to talk, including two follow-up questions, and then after everyone interested in speaking has done so, allow an additional three minutes per person. It was also agreed that property owners, Voters and interested persons should be allowed to participate, and that experts should be able to answer questions as appropriate. It was agreed that everyone would need to identify themselves.

There was discussion on how the Town would address written comments and questions submitted in advance, and it was agreed that reading them aloud upfront was appropriate. Dale recommended referring the public to the general upfront terms of the proposed Zoning Bylaw such the “grandfather” provision that permits continuation of existing legal uses.

There was discussion about the need for participants to refer to specific Zoning Bylaw provisions instead of broad matters of concern. And it was agreed that Will Goodwin would be the person to address specific Bylaw concerns and questions for the Board.

The need for a decision flow chart or decision table for the Board was mentioned and O’Keefe agreed to draft this.

Cavanagh recommended that a postcard notice should be sent out to the public that provides a link to the hearing rules of procedure. Labeau stated that she’d handle this effort.

Fleming suggested that the Town provide a dedicated phone line for people to call in and get announcements and answers to questions. The effort to keep this updated with existing staff was discussed. Discussion on this proposal will continue at a later date, it was generally agreed.

On what steps the Board would take after the hearing, there was extended discussion on the options that the Board has, including making changes to the proposed Bylaw, or either approving or rejecting it. Cavanagh noted that the longer the Board takes to decide one way or another the longer Goodwin has to use both Bylaws when reviewing applications. There was discussion about when Goodwin would present recommended changes or comments to the Board on the Bylaw, and it was generally agreed to wait until after the public hearing so that other comments can be considered as well.

Dale suggested a scenario whereby the Board moves forward with approving the bylaw with the knowledge that there are changes such as with unintended consequences that would need to be amended soon thereafter, which would help minimize Goodwin’s process of using two Bylaws in the interim period. Cavanagh stated that the Board should not approve a Bylaw in need of subsequent amendments.

Cindy Dryden suggested that the Board should not push the Bylaws through. Brook Cote expressed concerns that a Board member was suggesting that the Bylaw be approved expeditiously.

Patty Eisenhaur noted that the existing Bylaw is antiquated and contains restrictions to promoting ways to address the existing housing crisis.

Fishman stated that the Development Review Board has noticed a number of provisions of the existing Zoning Bylaw that need to be changed. O’Keefe stated that there are some very good provisions of the proposed Bylaw.

Prouty mentioned that it would be very important to note changes that are required by State law or otherwise make a statement why provisions and changes are necessary.

b. Discuss and approve special Town Meeting Warning [17 VSA 2641-2644, 24 VSA 962]

The Board reviewed the proposed warning for the special Town Meeting to elect a Selectboard member to fill the vacancy created by the 5/15/2024 resignation of Melissa Brown.

Prouty asked if there would be a candidates night, and it was mentioned that the history of this is that few candidates are there. Fleming suggested that the Town should do this. Frauman stated that GNAT could live-stream this for the public, and added that the videos remain available on Facebook and YouTube.

Friant mentioned that at the special Town Meeting candidates can introduce themselves but cannot politic or campaign inside the meeting.

Jim Fleming moved to approve and sign the Warning for the Special Town Meeting to elect a Selectboard member to fill a vacancy, scheduled for July 13, 2024, seconded by Taylor Prouty. The motion passed unanimously.

Pajala stated that she would mail the warning out to all Voters as well as print it in the newspaper and post it as normal.

11. New Business

a. Consider amendment to the Ordinance to Regulate the Operation of Short-Term Rentals

Cavanagh mentioned that while this was approved already at the 5/20/2024 meeting, notice of the adoption was not published in the newspaper within 14 days as required, so had to be readopted and public notice given accordingly.

Taylor Prouty moved to adopt the amendment to the Short-Term Rental Ordinance that provides for: 1) under Article 4.G, replace the reference to subsection D with a reference to subsection F; 2) under Article 4.H, replace the references to subsections D and E with references to subsections F and G, respectively; such amendment to take effect after 60 days unless a petition is filed as provided for under 24 V.S.A. § 1973(b), seconded by Martha Dale. The motion passed unanimously.

The ordinance amendment as adopted is included as an addendum to these minutes.

b. Septage Fields Project – Consider annual PFAS groundwater sampling plan

O’Keefe noted that the proposal from Waite-Heindel Environmental Management for this year is only \$100 more than the prior year, and recommends accepting the proposal.

Jim Fleming moved to 1) accept the estimate of cost for 2024 groundwater monitoring estimate of PFAS at the former septage fields from Waite-Heindel Environmental Management, to cost approximately \$7,760, and 2) authorize the Town Administrator to execute necessary documents to employ the consultant firm for this service on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

c. 3rd Class Liquor License – Manzana, Inc. (SoLo Farm & Table)

Martha Dale moved to approve a 3rd Class Liquor License for Manzana Inc., Inc., also known as SoLo Farm & Table, related to property located at 95 Middletown Road, seconded by Taylor Prouty. The motion passed unanimously.

d. 2nd Class Liquor License – Derry Downtown, Limited (The Garden Market & Restaurant)

Martha Dale moved to approve a 2nd Class Liquor License for Derry Downtown, Limited, also known as The Garden Market & Restaurant, related to property located at 2116 North Main Street, seconded by Taylor Prouty. The motion passed unanimously.

Pamela Spaulding inquired about the difference between various liquor license classes, and it was recommended that she contact the Town Clerk on this.

e. Executive Session – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

Taylor Prouty moved to enter executive session to consider the appointment, employment or evaluation of a Town employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Shane O’Keefe and Wendy Levy to attend the executive session, seconded by Jim Fleming. The motion passed unanimously.

The Selectboard entered Executive Session at 8:06 PM, and Levy left the executive session at 8:20 PM. The Board came out of executive session at 8:26 PM.

Martha Dale moved to hire Wendy Levy to the part-time Minute Taker position at a rate of pay of \$25.00 per hour effective two weeks from today, subject to completion of a probationary period of 6 months, seconded by Taylor Prouty. The motion passed unanimously.

Levy thanked the Board for meeting with her, and O’Keefe informed her that he would be forwarding documents necessary for the hiring process.

Residents Steve Twitchell and James Ameden, Jr. entered the meeting, and each announced to the Board that they have been approached to run for the Selectboard vacancy and would consider accepting nominations for election at the upcoming Town Meeting. They then left the meeting.

f. Executive Session(s) – The negotiating or securing of real estate purchase or lease options, per 1 V.S.A. 313 (a)(2)

Taylor Prouty moved to enter executive session to discuss negotiating or securing of real estate purchase or lease options, pursuant to Title 1 V.S.A. Section 313(a)(2), and invite Town Administrator Shane O’Keefe to attend the executive session, seconded by Jim Fleming. The motion passed unanimously.

The Selectboard entered Executive Session at 8:29 PM and came out at 8:48 PM.

Martha Dale moved to approach the owners of parcel #103006.005 about Town acquisition for flood resilience purposes with State of Vermont assistance, seconded by Taylor Prouty. The motion passed unanimously.

12. Adjourn

Jim Fleming moved to adjourn the meeting, seconded by Martha Dale. The motion passed unanimously.

The meeting was adjourned at 8:49 PM. The next regular meeting of the Selectboard is scheduled for 6/17/2024.

Respectfully Submitted,

Shane O’Keefe
Town Administrator

Approved June 17, 2024.

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

ADDENDUM

ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM RENTALS Town of Londonderry, Vermont

Pursuant to 24 V.S.A. § 2291(29) and 24 V.S.A. § 1971 *et seq.*, and other such general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Londonderry that the Ordinance to Regulate the Operation of Short-Term Rentals (also referred to as the "Short-Term Rental Ordinance") adopted on December 19, 2023, and amended on March 25, 2024, is hereby amended for the Town of Londonderry, Vermont.

NOTE:	Language to be added is <u>underlined</u> . Language to be deleted is in strikethrough . All other ordinance language shall remain unchanged.
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ARTICLE 4. SHORT TERM RENTAL REGISTRATION.

- A. The short-term rental of a dwelling unit requires the annual issuance of a Short-Term Rental Registration from the STR Administrator. A person shall not commence the use of a dwelling unit as a short-term rental unless and until the STR Administrator issues the requisite Short-Term Rental Registration.
- B. Any application made by a person other than a single individual must detail the other members of any Corporation, LLC, or Partnership (“Common Ownership”), and any out-of-state entity must provide a valid and current copy of the articles of organization for the entity.
- C. All STRs must be offered via an STR rental platform to satisfy any reporting requirements and the payment of any municipal, state and federal taxes. The operator must also have a Vermont Meals and Rooms Tax account and post the number on any advertisements for the STR.

- D. Operators of three or more STRs must show proof of registration with the Corporations Division of the office of the Vermont Secretary of State.
- E. The dwelling unit overnight capacity of a short-term rental shall be a maximum of two occupants for every bedroom indicated in the Town Listers property database for the dwelling unit, plus an additional two occupants. For example, a three-bedroom dwelling unit shall have a dwelling unit capacity of eight persons ((3 bedrooms X 2) + 2) when used as a short-term rental. An owner shall not advertise or permit occupancy by more than the capacity set forth in this section.
- F. An operator shall provide the following information in an application for Short-Term Rental Registration for dwelling units with an occupancy of 8 or less, on a form provided by the Town:
 1. The number of bedrooms to be rented and the requested dwelling unit capacity to be approved in the Short-Term Rental Registration.
 2. The Operator's name, mailing address, email, and a cell phone number or other number (such as a property management company) that will be answered 24 hours a day during the time that the short-term rental unit is being rented.
 3. The property owner's and, if applicable, tenant's name, address, phone number, email, date of birth, driver's license and license state, and military status (active or not), and if the owner is a corporation, the registered corporate agent and president of the corporation and their name and address, and if the owner is a partnership, the registered partnership agent and the names and addresses of the general partners (information that is needed to enforce a municipal complaint before the Judicial Bureau).
 4. Property owners who are not in residence at the property the entire time it is being rented shall designate and provide the name and contact information of a designated agent located in Windsor, Bennington or Windham Counties who shall be responsible for responding to emergency situations occurring at the Short-term rental dwelling unit.
 5. The Posting of Contact Information required by 18 V.S.A. § 4467 within the Short-term rental dwelling unit.
 6. The education materials required by 18 V.S.A. § 4468(a), including without limitation the self-certification form pertaining to health and safety precautions that Operators must take into consideration prior to renting a dwelling unit required by 18 V.S.A. § 4468(b).
 7. Confirmation of liability insurance of not less than \$1,000,000 to cover each short-term rental unit, unless such short-term rental is offered through a hosting platform that maintains equal or greater coverage, and that the liability insurance policy that covers the dwelling unit extends bodily injury and property damage insurance coverage that occurs during or as a result of the use of the dwelling unit as a short-term rental.
 8. Proof, satisfactory to the Town, that the Operator has obtained and performed all necessary licensing and registrations with the State of Vermont Department of Health, Division of Fire Safety and Department of Taxes necessary to operate a Short-term rental. A short-term rental is a "public building" as defined by 20 V.S.A. § 2730, subject to inspection and regulation by the Vermont Division of Fire Safety.
 9. Annually, beginning with the first renewal of said registration, the Operator shall file with the Town an accounting/printout of the total number of days the property was rented on a short-term basis during the previous year. Failure to submit said accounting/printout will result in the renewal registration being denied.

- G. An application for Short-Term Rental Registration, for dwelling units with a capacity of greater than 8 occupants, shall require compliance with subsection ~~D~~F above, plus the following:
1. Confirmation that the septic capacity is at least equal to the requested short-term rental dwelling unit capacity. This shall be evidenced by a) a valid State of Vermont Wastewater and Water Supply Permit for the property for dwelling units or wastewater and water supply systems constructed, modified or occupied after June 30, 2007, OR, b) a local zoning or septic permit for dwelling units constructed before July 1, 2007 indicating the number of bedrooms permitted, OR, c) by the number of bedrooms indicated in the listers property database if a local zoning or septic permit does not exist for dwelling units constructed before July 1, 2007.
 2. An inspection report, showing satisfactory inspection results for the most recent inspection, with occupancy approved from the State of Vermont Division of Fire Safety for the requested short-term rental dwelling unit capacity.
- H. No registration for the short-term rental of a dwelling unit shall be issued unless the applicant has complied with subsection ~~D~~F above (for dwelling units with an occupancy of 8 or less) or has complied with subsection ~~E~~G above (for dwelling units with a capacity of greater than 8 occupants).
- I. Short-Term Rental Registrations shall expire on June 30 of each year and require renewal to continue use of a dwelling unit as a short-term rental. In the event that a property for which a Short-Term Rental Registration has been filed is transferred or conveyed to a new property owner, the new owner/operator shall file a new application for a new Short Term Rental registration.
- J. The number of lessees, guests, or other persons using a dwelling unit pursuant to the short-term rental lease or other agreement with the Operator shall not exceed the approved dwelling unit capacity on the Short-Term Rental Registration.
- K. This occupancy standard is for overnight guests and is not intended to unreasonably limit visitors to the property.

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