

# **Workshop Meeting Minutes**

June 4<sup>th</sup>, 2025

Open Meeting at 6:30p with Pledge

Council Members present: Orrison, Satkowski, Iott, Shaw, Lieto, Grubb

Other Officials: Jeremy Baldouf

Discussion on changes in language to show building inspector as building official and head of department.

Clarifications on permit Zoning and Deed restriction references for construction in subdivisions vs non subdivision properties.

Discussion on giving discretion for inspector to apply application fee or not.

Discussion on inspector charging permit fees for instances where 2 visits are needed (pre and post construction)

Proposal that building inspector has discretion on when application fee applies. Non refundable fee of \$25 proposed.

Mr. Balduf is going to mull options for permit fee rates and schedules.

Proposal on policy for building inspector handling payments, discretion whether they take it directly or handled through office.

Discussion of when permits are needed and when they aren't. Stop work tags to be printed for \$53 since we didn't currently have any.

Process for stop work on non-permitted work. Mr Balduf to make recommendations on monetary penalty.

Plans to reach out to our other inspectors for feedback on their inspections and fees.

Discussion on expired permits that aren't completed.

Mr Balduf reviewed the process for his monthly tracking of permits.

**Meeting adjourned: 8:15p**

Respectfully submitted by Joel Grubb

