

**MINUTES OF THE MEETING
PLANNING BOARD
October 14, 2014
7:00 PM**

MEMBERS PRESENT: Robert Smith, Chairman; Mark Beliveau; Ryan Crosbie; Lou Ann Griswold; Ed Bannister; David Cedarholm, Selectmen's Rep.; John LaCourse, Alternate

OTHERS PRESENT: Attorney Matthew Whitehead; Robin Wunderlich; Molly Darling; Trudi Puffer; Andrew Ward; Attorney Chris Wyskiel; Laurie Smith; John Puffer; Jocelyn Hawe; Bill Haw; Frank Eitler; Bruno Posset; Jean Benoit; Karen Benoit; Judy Eitler; Town Council, Attorney Sharon Cuddy Somers, DTC Lawyers; & Caren Rossi, Planning & Zoning Admin.

Robert Smith, Chairman opened up the meeting at 7:00 PM.

- **Review and Approval of Draft 09/25/2014 Meeting Minutes**

Caren Rossi read some additional statements she has added into the original minutes as well as some grammatical corrections.

The Board all agreed with the additional statements and the corrections.

Lou Ann Griswold made a motion to accept as amended.

John LaCourse second.

Vote: all, motion carried.

The Board agreed to table the 10/09/14 minutes as they have not had a chance to review them yet.

- **Report of officers and committees**

- **Review any correspondence**

- **Old Business**

Robert Smith, Chairman stated he would like to address a statement from the last meeting. He asked the Town's Attorney Sharon Somers to go back and investigate the record.

Attorney Somers explained that briefly at the last meeting during the course of the review of the site review regulations a comment was made by David Cedarholm about the storm water drainage. As part of his comments he mentions he had run into Dr. Tom Ballestero who is one of the participants in the public hearing process. Dr. Ballestero had made a comment about the operations of the drainage systems. What she did following this comment was to first of all speak to Mr. Cedarholm and then also took a look at the record itself. Mr. Cedarholm replayed to her the conversation he had with Dr. Ballestero. This discussion came about during the course of one of his intermittent professional contacts with him. They

are both engineers and they both run into each other from time to time and as they do, they have occasion to talk in general about the operation of site review regulations in various communities that they do work in. The brief comment that was made by Dr. Ballestero about the operation of the storm water drainage in this case was simply made in the context of this general site review discussion. The comment was made as part of a casual conversation that Mr. Cedarholm had with Dr. Ballestero about other matters. She then took a look at the record that the Board has compiled and reviewed both the written comments that Dr. Ballestero had made and were presented/dated June 11 and July 9 of this year as well as the verbal comments that were made. If you recall the gist of the comment that was made by Dr. Ballestero and reported by Mr. Cedarholm was that essentially the storm water drainage system will work very well in part because of the topography of the land. What she determined from looking at the written record, the minutes and Dr. Ballesteros written comments. The tenor of his opinion was consistent with the comment he had made to Mr. Cedarholm earlier. The comments both in writing and in the record were consistent substantively with the comment that he passed along to Mr. Cedarholm and then Mr. Cedarholm reported to this Board at the last meeting. She thinks with that report, what she would suggest at this point, in order to erase any possible concern that the fellow board members may have as to the ability of Mr. Cedarholm to participate in these proceedings, is the Chairman may wish to ask Mr. Cedarholm directly whether in light of this conversation with Dr. Ballestero outside of these proceedings that he feels that he will still be able to participate as an impartial member of this Board.

David Cedarholm stated he will have no problem making an impartial decision with this case.

Robert Smith, Chairman asked the Board how they felt?

The Board all agreed to proceed. They will continue with the deliberations of the application.

A continued accepted application for a Site Review Application presented by Mike Sievert, MJS Engineering PC, Agent for Molly Darling & Robin Wunderlich. The property is owned by Colleen Latham/122 Mast Road, LLC. The property is located on 122 Mast Road and is known as Lee Tax Map#13-11-0200. The applicant is proposing a Dog Daycare and a Boarding Kennel with support services. This is a possible final public hearing.

Robert Smith, Chairman summarized where we are to date. We have gone thru the existing site review regulations. We now need to go back and discuss the Purpose section of the regulations and make sure we have discussed all that is applicable. Then we need to review the regulations and discuss the items marked for further review.

Robert Smith, Chairman read the Purpose section of the Site Review Regulations.

ARTICLE I

Purpose:

The purpose of these regulations is to provide for a balanced, responsible and desirable growth by encouraging the most appropriate use of land, providing safety of its residents. It is the intent of this ordinance to insure that sound site utilization principles be followed to protect abutters against elements of pollution; to afford adequate light and air; and to insure safe vehicular traffic and emergency access.

Robert Smith, Chairman stated that as we go thru the outstanding items we need to keep the Purpose in mind, see how it fits and or how it is applied relative to the case.

Robert Smith, Chairman read the outstanding items from the last meeting.

**ARTICLE V
ACCESS AND PARKING**

6. *Projects shall be so designed so as not to significantly reduce the existing level of service (as defined by the New Hampshire Department of Transportation), within and adjacent to the development. The applicant, when calculating level of service shall include estimated traffic volumes projected for five and ten year periods.*

Caren Rossi read to the Board an email she received from NH DOT (In file)

Mark Beliveau asked if we received a copy of the plans submitted to NH DOT for the original approval.

Caren Rossi read an email she received from MJS Engineering (In file)

Mark Beliveau asked Caren Rossi to get, for the file, a copy of the original application and the plans submitted for the file. It is a state decision but we want to make sure that we have them in the file exactly what was approved. There have been multiple plans submitted to date and this will eliminate any confusion.

Parking areas shall be reviewed by the Planning board as an integral part of the Site plan Review process. Any parking area for ten or more vehicles shall be reviewed for safety and access. Each parking space shall be clearly marked. The paved area shall be surrounded by trees or hedges and any divisions between parking aisles shall not be less than four feet wide. Curbing may be required at the discretion of the board. There shall not be more than 150 feet of continuous asphalt in the parking areas.

The Board reviewed the large plans and discussed moving the “trapezoid” to the half way around the arc area of the pavement to create a break in the pavement. This could be made of a brick or some other material, not pavement. It will extend all the way across. The exact location to be determined by the engineer.

Robert Smith, Chairman felt this was a reasonable request. It won't change any parking.

The length of the break was discussed.

Mark Beliveau explained that it is his understanding that it is to break up the look of the blacktop. He doesn't feel it was meant for a ten foot stretch only. He stated that if this application is approved, it could be a condition of approval. At this point, we will add the specific details required by the Board. *****

John LaCourse agrees, he thinks it is a visual enhancement to have the break in pavement.

B. Parking

No use of the premises shall be authorized or extended and no building shall be erected or enlarged unless parking and loading requirements are met for the new or the added use.

Robert Smith, Chairman stated that the Board would now discuss the double stacked parking.

John LaCourse stated it is his recollection that the emergency personnel don't have any issues with it.

Mark Beliveau read the Board item #9 from the regulations. *Each parking space shall have direct access to an aisle or driveway having a minimum width of twenty-two feet.* In stacked parking the inside spaces don't have direct access.

The Board determined and agreed that double stacked spaces are not allowed.

Ryan Crosbie mentioned that he wanted to bring up the number of parking spaces. With the changes of the spaces width, we are now down 9 more. If you look at the parking requirements on C-1 and the dog to employee ratio, it doesn't add up. He feels we need to review the numbers of spaces needed etc.

The Board discussed the number of parking spaces required.

Robert Smith, Chairman stated he feels there are potentially two options 1) this is the number of spaces you have, and reduce the number of dogs accordingly. 2) Find more parking.

C. General Requirements

1. *All developments shall make adequate provisions for off street parking and loading facilities. Such facilities shall be designed to ensure the safety and convenience of pedestrian and vehicle movement of the site. The design shall also minimize the impact of intrusive elements of parking and loading such as noise, dust and glare upon neighboring properties and land uses. No on-street parking, delivery or loading is permitted. Whenever a use existing on the effective date of these regulations is expanded or changed thereafter to a new use, parking facilities shall be provided for such new use.*

Caren Rossi read from the previous meeting minutes. *The dumpster was discussed as used for the waste etc. and it was not an issue. Other delivery areas need to be discussed further. What and where?*

John LaCourse stated it doesn't pertain to the animals, just deliveries.

Mark Beliveau stated in terms of loading, in thinking of it, and with what that has been stated in the application, he doesn't see it as an issue. He envisions them pulling in and doing their business, getting back in their vehicle and leaving. He doesn't feel it is the type of business that has a large inventory. He didn't hear anything that suggests it is that kind of facility. When we get to the point, we can make a condition that no deliveries are allowed by tractor trailer, as well as set delivery times, days and hours. *****

The Board agreed.

2. *Parking and loading areas shall be provided on site and shall be appropriately surfaced and drained*

The Board discussed if gravel was an appropriate surface. They all felt it was and had no issues with it.

Ryan Crosbie asked if there was any need in marking the gravel spaces.

The Board did not.

Mark Beliveau read a section from the last minutes, page 12. This pertains to the parking requirements. *Robert Smith, Chairman stated we have already determined that they comply with the required spaces. He stated that we may need to revisit this due to the elimination of the double stacked spaces. This will need to be reviewed. ******

Caren Rossi stated that at the last meeting the Board wanted to talk about Urine and Feces. (Pages 16 & 17 of the 9/25/14 minutes)

Attorney Somers reminded the Board that they wanted to discuss this under the Purpose section of the ordinance, and not the Hazard and Toxic Waste portion of the hearing.

Lou Ann Griswold asked if she is suggesting that we keep Hazardous and Toxic Materials to what they are and feces and urine under Purpose.

Attorney Somers agreed.

Mark Beliveau stated that there are at least two elements of this discussion. One is the animal waste, and how this is being managed. We talked about this a little under storm water but it also comes up under Purpose. And then Noise, this is a major issue that we received evidence testimony on. He feels this also fits well under Purpose clause as well.

Robert Smith, Chairman said if he recalls, the discussion on the urine and feces was what if the feces are missed, what happens to it? He recalls the plan as it is today is it goes in the dumpster and it's hauled off site. How do you police this and make sure it gets done? If there is not some sort of a policing acting, it is up to the owner to do it anyway they want. On the other hand, you can go to the far extreme and impact the town significantly by having someone check on it. Or maybe ask for certifications of some point.

Ryan Crosbie stated that they are proposing that all indoor areas are getting washed into the septic system. The outdoor areas are getting actively cleaned up and put in the waste bins. He recalls we heard testimony from people opposed that sometimes you can't get all of it. He agrees with this. His question is, is this horrible? Can the ground manage this or there other ways to control this?

Robert Smith, Chairman stated that this is just for the outside as the inside will get hosed.

David Cedarholm stated that he feels it will be difficult to determine if it did impact the environment when you have sheep and farm animals on one side and horses on the other side and down gradient everything meshes unless you were to do DNA testing you would not be able to determine that the dogs impacted the environment any more than the farm animals. The area down gradient is the Chesley Brook what this brook receives is run off from the whole upland area. Once everything gets down here it's not going to be known where it comes from.

Lou Ann Griswold stated that sheep, elk and horses are all grass feed animals. The wastes are very different.

David Cedarholm stated that the feces are being picked up. We are talking about the urine.

Lou Ann Griswold stated that the urines are very different because of what they eat.

David Cedarholm asked if she is sure about this. He would be more concerned about the urine if it was going into a septic system and then going straight to the ground water then if it was actually being distributed on the ground to where the plants and the microbes are actually able to process the nutrients. His point is the load that the surface water receives downstream, if you were going to try to measure the difference in the load, he thinks it will be immeasurable when we are talking about a handful of dogs when at the same time that receiving water body has elk, horse and farm animals. Does this land owner need to be held to a higher standard than the properties around them?

Lou Ann Griswold stated when she looks at the number of acres and the number of animals per acres on the surrounding properties who have the sheep, elk and horses it is very different than the intensity of 70 dogs to 137 dogs. The concentration of urine is never going to get picked up. It is always going to go into the ground. If I put elk in a small area it would not be pretty. That is why people don't intensively raise animals all in the same area. She thinks the urine has a different biological chemistry of urine but she is not an expert in that.

Robert Smith, Chairman stated that even though the concentration is different, we are talking about what is missed, the urine.

John LaCourse feels that the feces issue is all set as it is going to be picked up.

Mark Beliveau stated the testimony that he remembers, the nasty element of the waste, he remembers was the feces. He doesn't recall any testimony on the urine contaminating ground water. It is going to permeate. The way he looks at it is; they have a plan to pick it up, they are going to pick it up, and each yard will have a can and the tools to pick it up. We need to make sure they have a good plan and a good level of confidence that they are going to follow it. Possibly a measure of oversight an enforcement of this plan. Even in one of the letters from Attorney Hildreth he acknowledges the vast improvement of putting it in a dumpster and hauling it away verses composting it onsite. He thinks the issue is to make sure there is a good plan in place, that it is the business owner's best interest in picking up the waste. From an environmental point of view, he has not heard evidence that tells him that the operation would result in an environmental issue.

David Cedarholm stated that the management plan for the play areas states to maintain a healthy stand of grass and to rotate the dogs to the 8 different pens so the pens get a chance to rest. You also have a pretty significant buffer of wooded area between the pens and the storm water treatment systems. All of this is design to treat the urine that falls on the ground. It is being processed by the vegetation and the microbes. You have a very large area that is strategically designed to mitigate the urine from the dogs.

Mark Beliveau stated he doesn't think this is necessarily a driving consideration but the other dog daycares that were brought to our attention; he doesn't recall any of them

having any type of significant storm water system. He remembers kids playing near them, they were only fenced.

Lou Ann Griswold stated that it sounds to her like they are satisfied with the feces because of the plan to remove it, but the plan needs to be reviewed to see if they are satisfied with the it. It comes down to urine and what it does to any adjacent properties and the brook.

Mark Beliveau stated there was a lot of information that came in on the storm water system and the waste. This and noise received the most attention. Traffic and safety is a third. This may merit pulling out all the correspondence to make sure we are not missing any key pieces.

Caren Rossi is going to scan all documents pertaining to both urine and sound and send them separately to the Board.

Mark Beliveau commented with regards to the section in the Site Review Regulations, *ARTICLE XIII, PERFORMANCE GUARANTEE*, we may want to consider this if we get to an approval, there may be a performance guarantee required. He doesn't want to say it's not applicable, we may not require it, but we might. *****

Robert Smith, Chairman stated the he feels we need to go thru the Operations Manual the applicants presented.

The Board agreed.

I. HOURS OF OPERATION:

DAYCARE:

- 6:30 AM – 6:30 PM Monday – Friday
- No outside play area use from 6:30 AM – 8:00 AM and 5:00 PM – 6:30 PM (use of pee yard only)

Robin Wunderlich clarified for the Board where the pee yard is. It is located behind the daycare, fenced and roofed and it is designed for the urine to go into the septic system.

Attorney Somers suggested that if the Board gets to an approval, they may want to ask the applicant to more clearly make sure that the manual and the plans terminology are consistent.

Mark Beliveau stated what we could do is require that plan to become part of the manual.

- Inside dog playroom available for use by trainers after hours.

Ryan Crosbie did not recall classes offered after hours. *****

Robert Smith, Chairman suggested to move on and maybe come across more information.

KENNEL:

- 7:30 AM—7:00 PM Monday – Friday
- 7:30 AM — NOON and 4:00 PM – 6:00 PM Saturday
- 10:00 AM – NOON and 4:00 PM — 6:00 PM Sundays/Holidays
- Kennel staffed 7:00 AM – 10:00 PM daily
- Onsite night manager 10:00 PM – 7:00 AM
- Kennel dogs walked on-leash on dog trail 8:00 AM – 8:00 PM

GROOMING:

- 7:30 AM – 7:00 PM Monday – Friday
- 10 AM – 6:00 PM Saturday

Mark Beliveau asked for clarification on the hours between Noon and 4:00 pm.

Lou Ann Griswold explained the hours are identified as open for drop off and pick up.

Robert Smith, Chairman stated he would not be happy if he lived next to a daycare that opened at 6:30 AM. He understands why. This is noted*****

Lou Ann Griswold stated that with the classes there is a potential for people to come and go with dogs in the evenings. This was mentioned in passing she recalls, but she just wants to be aware this means its more business happening on the site. As well as with the grooming, it is more dogs coming in. Therefore the number of dogs on the property continues to grow.

Robert Smith, Chairman stated he feels this has been said all along.

Mark Beliveau stated and we have also had this book for a while.

Robert Smith, Chairman suggested to keep going to see if we can get further information to answer these questions.

Mark Beliveau stated that early on the applicant gave us a written narrative of their proposal and it described in detail what they are proposing to do, it may make sense to look at this and add it to the manual. This should also be added to an approval, if an approval is granted. Also, this manual will need to be dated and each revision will need to be dated and add to it and send it to the Board. *****

The Board discussed the manual updates sent to the Board. This will need to be discussed further.

CAPACITY OF FACILITY:

DAYCARE:

- 70 dog maximum
- 40 dog maximum outside at one time

The Board discussed the number of parking spaces allowed for the number of dogs. They referred to the plans and the following sections of the manual compared to the number of dogs.

Ryan Crosbie stated for this number the employees would be 4.6 = 5 employees.

Lou Ann Griswold read from below and stated that there would be 6 employees for the daycare.

Robert Smith, Chairman asked if noise is an issue and the way they are going to keep the noise down is with the handler. So, his thinking is the more dogs you have the less control you might have with them. Is it something we might want to do is to limit 10 dogs per staff to ensure that we live within the less noise?

David Cedarholm stated that the representative from Wags has that ratio and stated she didn't have any issues with the dogs.

John LaCourse feels that a lot of these dogs will be repeat dogs and they will get used to the handlers and most likely won't be any issues. He doesn't feel there will be an issue with the ration of 15 dogs to 1 handler. This issue will be reviewed. *****

KENNEL:

- 12 cat condos
- 27 – 4 ft. x 4 ft. single dog kennels with 4 ft. x 8 ft. runs
- 14 – 4 ft. x 6 ft. large or family dog kennels with 4 ft. x 9 ft. runs

DAYCARE OPERATIONS:

STAFFING:

- Manager or assistant manager to oversee all shifts.
- Staff scheduled to maintain a ratio of 15 dogs per one staff member

ARRIVAL:

- The dog arrives on a leash with its owner. The owner signs in at the desk and turns the dog over to a staff member, then completes any financial transactions.
- The staff member lets the dog out in the pee yard and then assigns the dog to a play group in the interior play area.
- No clients are allowed beyond the viewing room.

LATE ARRIVAL:

- Clients will page staff from the intercom located in the lobby. All staff will have two way radios connected to the intercom, other daycare staff, and the kennel facility.

MORNING/MID-DAY ROUTINE:

- Dogs will be grouped by temperament and play style with attention to size of dogs.
- All incoming dogs will join their groups during an indoor rotation so that the commotion associated with new arrivals is contained within the building.
- Dog groups rotate between the indoor playrooms and the outdoor yards with a maximum of 40 dogs in the outdoor yard rotation at one time.
- During periods of adverse weather, such as heavy rain, snow and extreme temperature conditions, time spent outside will be limited to ensure the safety of the dogs and the staff.
- One staff member will accompany each play group.
- Adjacent yards will be utilized on any one day to facilitate the movement of dogs and staff between yards if dogs need to be moved to a new group or if a staff member needs help from another staff member.
- At 9:00 AM, kennel dogs scheduled for daycare will be transferred by a staff member from the kennel to the daycare.

David Cedarholm pointed out that when we had the earlier discuss regarding the dog urine, he read a section from the above. *The staff member lets the dog out in the pee yard and then assigns the dog to a play group in the interior play area.* He continued to explain that the septic system, which is where the pee yard goes to, is not a typical septic system. It is a Clean Solutions System. It is designed for enhanced nitrogen removal. It is a 3 tank system; it has a 4,000 gallon primary tank for solids and a 2 chambered 2,000 gallon secondary tank with a 1,000 gallon aeration BioCon chamber and then a 1,000 gallon settling chamber and then a 3rd 2 chamber BioCon settling tank. This is very important. The dogs are not just let out to pee all over the yard they are right off brought into this area. They are all going to want to all pee there. It is a lot better than just peeing anywhere.

TEMPERAMENT EVALUATION/TRIAL OF NEW DOGS:

- Prospective clients will fill out and submit enrollment applications and liability waiver/health certification forms (in substantially the form attached) for evaluation prior to scheduling temperament evaluation trials for the dog.
- The manager or assistant manager will schedule trials and be present with the dogs at all times during the trial.
- The trial pen location will be established in the indoor daycare area.
- Owners will turn the trial dog over to staff in the viewing room and may stay in that area to watch the trial.
- The trial dog will explore the pen alone for several minutes, and then a quiet sociable dog will be added to the pen. Dogs will gradually be added to the enclosure. If the new dog is comfortable and happy, the owner may leave the dog for the day to be integrated into the pack. Some dogs may be encouraged to start with shorter days to ease their integration into the pack.
- Once a successful group containing a new dog has been formed, the group will be added into the outdoor pen rotation.

EARLY DEPARTURES:

- Same procedure as Late Arrivals.

END OF DAY ROUTINE:

- At approximately 3:30 PM, the office will be manned for the arrival of owners and the departure of dogs.
- Office staff members will radio for dogs as owners arrive. Dogs will be released to their owners in the viewing room by a staff member.
- All dogs must be on leash at all times when in the viewing room, lobby and parking lot.
- At 4:00 PM, kennel dogs will be returned to the kennel.
- At 5:00 PM, all outside dogs will return to the indoor daycare rooms.
- The daycare will close at 6:30 PM and any remaining dogs will be transferred to the kennel and crated in administrative areas until they are picked up by their owner.

The Board discussed the listed employees. They questioned if this matches the plans for the parking. This is flagged for further review *****

DAYCARE DISCIPLINE PROCEDURES:

- Inappropriate dog behavior will be dealt with immediately, humanely and without harsh corrections. Dogs are redirected without punishment or yelling.
- Dogs may be squirted with a spray bottle of water, moved to another group, to an indoor play area or crate, or to the separate “time-out” vestibule as necessary to control inappropriate behavior including but not limited to:
 - Grabbing and shaking another dog
 - Mounting and humping
 - Resource guarding
 - Ganging up
 - Third wheels (dogs tend to want to play in pairs, and there is often a dog that likes to harass the two that are playing).
 - Gate crashing
 - Loud playing
 - Poop eating
 - Excessive barking
 - Anxiety and fear
- Persistent inappropriate behavior will be reported to the dog’s owner daily and may become grounds for dismissal from daycare. Owners of dismissed dogs will be supplied with local training resources.

II. KENNEL OPERATIONS:

STAFF RESPONSIBILITIES:

- Kennel will be staffed seven days a week/ 24 hours a day.
- Manager or assistant manager will be onsite for the 7:00 AM – 3:00 PM shift.
Additional early morning staff are scheduled as necessary.
 - 7:00 AM – Staff member takes dogs that will not use the litter pans out to relieve themselves.
 - 8:00 AM – Feed and medicate all boarders as required. Begin cleaning dog runs/ cat condos.
- Staff member scheduled for the 10:00 AM – 6:00 PM shift.
 - Begin by exercising the dogs in small groups in the fenced in kennel yard or leash walking them.
 - Help clean kennels and runs as needed.
 - Cover dinner time and clean up after dinner.
- One to three part time staff members scheduled for the 10:00 AM – 2:00 PM shift to oversee playtime for dogs including the following options:
 - Supervised small group play in the kennel yard.
 - Leash walk inside the perimeter fence on the western side and rear of the property, outside of the daycare yards.
- Staff member scheduled for the 3:00 PM – 10:00 PM shift.
 - Help with dinner and clean-up.
 - Supervise any daycare dogs brought over to the kennel after the 6:30 PM daycare closing and admit those dogs to boarding if not picked up by the 7:00 PM kennel closing.
 - After the office closes, this staff member will be responsible for the daily cleaning of the office and bathrooms, any cleaning left in the kennel, and remaining dishes or laundry.
 - Make sure all boarders are safe and comfortable before “lights-out.”
 - Update the night manager.
- Night manager scheduled for the 10:00 PM – 7:00 AM shift.
 - Conduct periodic rounds of the boarding facility.
 - Monitor older animals.
 - Medicate animals requiring night medications.
 - Help dogs with separation anxiety.
- Staff members will man the reception desk as necessary. An intercom/two way radio system will allow staff to be called by a customer in the reception area.
- Staff members will run the dishwasher and keep up with laundry as necessary.

GROOMING SERVICES:

- A groomer and brusher/bather will be scheduled as necessary for grooming appointments.
- Groomed dogs, not already admitted to the kennel or daycare, will be housed in crates in the grooming room or in vacant kennel runs awaiting pick-up by owners.

III. HEALTH AND SAFETY:

- All dogs must be twelve weeks of age or older.
- Current records (listed below) will be maintained for all animals admitted to kennel or daycare.
 - DHLPP & Bordetella vaccination
 - Rabies vaccination (required for all dogs over four months)
 - Proof of flea and tick medication (required for all dogs over three months)
- Dogs that have been ill with a communicable condition will require veterinarian certification of health to be admitted or re-admitted.
- All dogs must be spayed or neutered at an appropriate age.
- Storage area off grooming room will contain crates if any pet needs to be isolated for health reasons.
- Owners will be notified immediately if pets seem unwell or injured.
- Working relationships with local veterinarians and 24 hour animal hospitals will be maintained.
- All staff will be trained in pet first aid and CPR prior to first day of work.
- The intercom/two way radio system will allow all staff members to communicate remotely so that extra help can be called to assist in an emergency without staff leaving the scene of the emergency.
- Staff will be encouraged and facilitated to obtain certifications and training provided by facility's IPBSA (International Pet Boarding Services Association) membership and local and online trainings covering pet care, off leash play, group behavior, etc.
- All pools and water buckets will be emptied and scrubbed at the end of each day.

IV. SANITATION:

- All solid waste in the dog yards and dog daycare room will be picked up, double-bagged and put in the onsite dumpster for disposal. Small galvanized trash cans with liner bags will be located in each yard and at other outside locations, along with tools for pick up. Waste will be picked up on sight of the action and also on further patrols of the yards at any given shift change, but no less than four times per day.
- There will be a small fenced in and roofed yard, connected to the daycare room and porch, which will be lined, filled with pea stone and drained directly to the septic tank so that the area can be rinsed out periodically. This yard will be used for trips outside for dogs to relieve themselves before and after outside dog yard hours and in inclement weather or when the dogs are playing in the inside room. Solid waste will be treated as above. The small fenced in yard connected to the kennel will be treated in the same manner.
- The two upper daycare yards will be top coated with sand, rather than the grass present in the rear yards. This will allow for these yards to be cleared of snow for winter use and provide a cleaner area for muddy days.
- The kennel has been designed with poured concrete litter pans in the floors, covered with a grate and topped with pea stone. Each pan is drained to the septic system and will be used for dogs to relieve themselves and for drainage when the kennels are cleaned. All solid waste will be removed, double bagged and disposed of in the dumpster. This will occur at cage cleaning times, upon observation, and at a minimum of four times per day.

- Kennel cats will reside in three level cages. The bottom level will contain a litter pan. All waste and litter will be double bagged and disposed of in the dumpster.
- Waste from dogs being walked on leashes from the kennel in the wooded area behind the buildings will be bagged as it occurs and disposed of in lined cans.
- All areas accessible by animals shall be swept, or mopped, and disinfected with Tergo-cide daily (as permitted by NHWSPCC in the facility's drainage permit).
- All dishes, bedding, towels and toys shall be washed daily.

David Cedarholm stated he had no idea what NHWSPCC stands for.

Mark Beliveau stated that NH Water Supply and Pollution Control Commission is his guess. It's an old designation.

V. FACILITIES MAINTENANCE:

- All mechanical systems shall be maintained in good working order.
- Septic tanks shall be pumped annually and septic system shall be maintained according to the commercial inspection contract with Advanced Onsite Solutions, LLC.
- Dog yard and perimeter fences shall be maintained in good condition.
- NHDOT required site lines shall be maintained at the driveway access, in so far as can be accomplished on the property or with the abutter's permission.
- The bioretention system plantings shall be inspected and maintained as per contract with Earle Chase Environmental, or a similar party.
- Snow removal shall occur to keep necessary onsite parking free for use.
- The two dog yards closest to the daycare building shall have snow removed for winter use.
- Trees shall be maintained with thinning or pruning occurring as necessary to maintain the health of trees and safety for inhabitants of property.

Lou Ann Griswold stated she assumed that the areas for the kennel dogs will also have snow removed?

Robert Smith, Chairman stated that the kennel dogs are walked in the perimeter area.

VI. FORMS AND CONTRACTS:

- Sample enrollment application
- Liability waiver/health certification form
- Stormwater Drainage Maintenance Plan
- AOS commercial inspection contract
- Rain garden maintenance contract

Ryan Crosbie asked if we want to include in the Facilities Maintenance anything about the maintenance of the pens that are not covered with sand to ensure that the grass stays healthy to ensure the best storm water treatment. At the least address the grass cover. It's his understanding that they are going to clear out the underbrush to help with ticks etc.

David Cedarholm stated it's his understanding that it will be grass. They are planning on leaving the trees but plant grass. He has concerns about this too. But that is also one of the reasons they plan to rotate the dogs between the yards. This is noted to be clarified *****

Ed Bannister asked if we wanted to add a solid waste removal plan. This would be for the removal of the bagged solid waste. This is noted to be clarified *****

Robert Smith, Chairman stated that there are 3 pages of forms and then the storm water system management plan. This appears to be for one for Kappa-Delta Sorority. It seems to be an existing plan, copied and called theirs. His booklet only shows half of the site plan, as well as the dates need to be amended. That is going to have to be addressed*****

Mark Beliveau stated he reviewed it quickly and didn't see anything out of line other than the name.

Lou Ann Griswold asked if we should add protocol for tick control.

David Cedarholm asked how this is our responsibility?

Lou Ann Griswold stated they carry disease.

John LaCourse asked if this was micromanaging.

Mark Beliveau stated that he recalls the applicant discussing a process that would help manage the ticks.

Robert Smith, Chairman asked if there is a list of conditions that have been identified as potential conditions?

Caren Rossi will compile this for the next meeting.

The Board discussed the next meeting will be to discuss noise and waste.

The Board set the next meeting dates for this application: Thursday, October 23, 2014 at 7:00PM and November 6, 2014 at 7:00PM.

Meeting adjourned at 10:15 PM.

MINUTES TRANSCRIBED BY:

Caren Rossi, Secretary

MINUTES APPROVED BY:

Robert Smith, Chairman

Lou Ann Griswold

Ryan Crosbie

David Cedarholm, Selectmen Rep

John LaCourse, Alternate

Ed Bannister

Mark Beliveau