

Alexandria Selectmen's Meeting Minutes

January 6, 2026

- ❖ **Members Present:** George Tuthill and Robert Piehler
- ❖ The meeting came to order at 6:00 pm and the Pledge of Allegiance was recited.
- ❖ The minutes from December 16, 2025 were approved.
- ❖ **Items Reviewed and Signed**
 - Notice of Intent to Cut Wood or Timber: Map 410 Lot 56 Mount Cardigan Road
 - Notice of Intent to Cut Wood or Timber: Map 418 Lot 138 Pattee Hill Road
 - Notice of Intent to Cut Wood or Timber: Map 418 Lot 152 Pattee Hill Road
 - Abatement: Map 406 Lot 53 Water Easement
 - Abatement: Map 410 Lot 32 Prorated Assessment due to fire
- ❖ **Appointment:**
 - Katherine Mary-Davidson regarding Jacks Drive
 - Katherine Mary-Davidson, Scott Anderson, and Gary Atkinson were present to discuss the possibility of a warrant article to have Jacks Drive be a town-maintained road. They stated that the road was redone in 2025 with around \$5,000 worth of work put into it and that the property owners are willing to deed ownership of the right-of-way to the town. The property was last surveyed in 2018. There was discussion on whether the Select Board would include it on the warrant or if the residents should do a petitioned warrant article. There was discussion on potential addition costs related to taking over the road, including legal fees. The Select Board will further review the request, have Paul look at the work that was performed on the road, and consult town counsel.
- ❖ **New Business**
 - Review/draft 2026 Warrant
 - Building Permit Guidelines
 - The Select Board reviewed the proposed Building Permit Guidelines(attached). After discussion on a potential fee structure for the permit, the Select Board decided to remove application fees.
 - New Transfer Station
 - Ken Hall provided suggestions for the new transfer station.
 - To put a barrier or post where the electricity goes into the new building to prevent it from getting damaged.
 - To put a shed on the upper level for staff; this is in discussion with the general contractor.
 - Installing guardrails; this is in discussion with the general contractor.
 - Concerns about the compactor being out in the open and uncovered; this is in discussion with the general contractor.
 - There is space for eight containers and we currently have six. Mr. Hall requested that stairs be put in the middle so that staff would not have to walk all the way around the containers.
- ❖ **Old Business**
 - 367 Welton Falls Road
 - Status of unlicensed junkyard
 - Michael Provost, Health Officer, provided an update on the status of the unlicensed junkyard on the property. The next step will be consulting town counsel to move forward with a cease and desist.

Meeting adjourned 6:53 pm

Respectfully submitted, Jennifer Dostie, Administrative Assistant

Also in attendance: Ken Hall, Michael Provost, Brian Lewis, Katherine-Mary Davidson, Scott Anderson, Gary Atkinson

Town of Alexandria Building Permit Guidelines

The Select Board or their designee shall issue all building. No building permit shall be issued for the erection of any structure or for the use of land unless the proposal complies with provisions of current Town of Alexandria ordinances and meets all other requirements, including required State or Federal permits.

Building permits are required for any new construction, additions to existing structures, relocation of any structure, installation of any detached structure or outbuilding of more than 100 square feet.

Building permits will not be required for cosmetic maintenance, such as painting or siding, reroofing, entry steps, landscaping, residential paving, or exterior/interior remodeling or renovations that do not change the existing structure footprint.

Building permit fee structure:

- One unit residential structure: \$100
- Multi-unit residential structure: \$150
- Commercial structure: \$200

Building permits will only be good for two years from the date of issue and only encompass the work detailed in the permit.

Any person in violation of these regulations will be subject to the following:

- A fine of \$100 a day will be assessed to anyone building without a permit plus all legal costs in connection with settling the issue.

Obtaining the required approval for on-site septic systems is the responsibility of the applicant. No building permit for any structure, where there is or will be running water can be issued until State approval has been received and attached to the application or otherwise verified to the satisfaction of the Select Board.

A permit is required for driveways entering onto Town or State roads. This permit may be obtained from the Select Board's office for Town Roads or by contacting the NH Department of Transportation, Concord, NH 03301. This permit must be attached to the application.

Plans for new buildings and additions of living space to be heated or cooled require approval from the Public Utilities Commission in Concord, NH, to ensure compliance with the NH Energy Code per RSA 155-d. Applications may be obtained by calling 603-271-2431 or visiting <https://www.puc.nh.gov/>. A copy of the PUC approval number must be attached to the building permit application unless otherwise verified.

The Town of Alexandria does not issue Certificates of Occupancy.

Adopted at the Second Session of the Annual Meeting on March 10, 2026.

Copy of Proposed Building Permit Guidelines

TOWN OF ALEXANDRIA
47 WASHBURN ROAD, ALEXANDRIA, NH 03222
Phone: 603-744-3220 Fax: 603-744-9461
info@alexandrianh.gov

BUILDING PERMIT APPLICATION
PERMIT#: _____

Property Owner's Name: _____

Property Owner's Address: _____

Applicant Name* (if different): _____

Applicant Address (if different): _____

Letter of Authority for Applicant to Act as Agent: Not Applicable _____ Attached _____

**If the applicant is not the owner, a letter from the property owner giving the applicant authority to act on his/her behalf must accompany this building permit application.*

Location of Property: Map _____ Lot _____ Road _____

Type of building/addition/upgrade:

- New Residence
- Other
- Addition
- Mobile Home
- Garage
- Accessory Building (shed)

If Other, please explain: _____

Dimensions: Length: _____ Width: _____ Height: _____ No. of Bedrooms: _____

Description: _____

Is this property located in a Floodplain Area? Yes _____ No _____

Septic System Design Approval Number: _____ Date: _____

PUC Energy Compliance Approval Number: _____ Date: _____

Driveway Permit Number or Date of Approval: _____

Class VI Road Agreement* (Date Signed): _____

**This agreement is necessary only if you are constructing on a Class VI, Private Road, or ROW)*

Property Owner Signature: _____ Date: _____

Approved on _____ by the Alexandria Board of Selectmen:

Selectmen Signature:
