

**Septic System Evaluators Board Minutes**  
**June 21, 2017 at 9am**  
**121 South Fruit Street, Concord, NH**

A meeting of the Septic System Evaluators was held on June 21, 2017. The meeting was called to order by Christopher Albert at 10:12. Those present were: Christopher Kent, Dawn Buker, Peter Rowell and Mark McConkey (arrived at 10:20). Attending from the OPLC were Chris Horne and Attorney Robert Lamberti, Daryl Justham was present as a member of the public.

**1. Reading and approval of May 31, 2017 minutes-**

Christopher Kent made a motion to approve the minutes as written, Peter Rowell seconded, all in favor. Motion passes.

**2. Communications General-**

a. Attorney Lamberti let the Board know they have a chance of getting an interim waiver to get rules passed so that the Board can start licensing the individuals who can be grandfathered. Without the waiver the rule making process can take 4 to 6 months. This would depend on the number of public comments, JLCAR comments and other variables. With the waiver the Board could have interim rules in 2 months. Once the Board has the waiver they will have 6 months to get the permanent rules completed. Christopher Kent made a motion for Attorney Lamberti to seek a waiver for the Board, Dawn Buker seconded, all in favor, motion passes.

b. Daryl Justham asked the Board where they are at regarding the application process. Chris Albert explained to him that we are still in the rulemaking process and we do not have an application yet; once we do the Home Inspectors who perform evaluations may be able to get grandfathered, providing they meet the qualifications set forth in the statute.

c. It is in the Boards rulemaking authority to retroactively approve course credits for the initial applicants. Once the Board has its own training program they will not have a need for retroactively approving courses.

d. The time restraint to file a complaint is 5 years. However this is post Board implementation. People who are not licensed by the Board are not in the Boards jurisdiction.

**3. Communications- Board Action-**

a. Vote on draft 100s- Chris Kent made a motion to approve the draft 100 rules, Dawn Buker seconded, all in favor, motion passes.

b. 200s will be set by AGs office to standardize the complaint process- these are not available yet. Attorney Lamberti will work on getting them to us as soon as they are completed.

1. Complaint Form- Staff will make changes as requested by the Board to the form

b. 300s- Staff will make noted changes to the application for next meeting.

1. Social Security numbers are a requirement per Child Support laws. The numbers are kept confidential.

2. Board can make a decision to have criminal record information on application. The Board wouldn't be questioned if they didn't, however the Board may want the licensees to be of good character.

3. The Board can decide about education and experience requirements. The Statute does not have anything regarding this. The courses that the Board will require applicants to have, has be in the 300s.

4. Per Statute the Board will need to accept an affidavit for proof of 25 evaluations for the grandfathered applicants.

5. Companies that want to be approved for Continuing education as well for an initial training program including a field training course, will have to be approved by the Board. The Board can solicit the public to submit to us for approval.

6. Fees are per statute- application fee shall not be more than \$150.00, renewal fees are also \$150.00 for the 2 year period.

c. 400s- Board reviewed draft. Staff will work on it to reflect what the Board is looking for.

1. The Board has questions whether we have to do reciprocity. The Statute states if other states do not reciprocate from NH then NH does not have to take reciprocate from those states.

d.500s-the board will refer to the statutes for this section.

The Robert Lamberti suggested that 1 Board member work with him on the rules. This will help move the process along. The rules will then go to the full Board to approve. Mark McConkey made a motion for Chris Albert to work with Attorney Lamberti, Dawn Buker seconded, all in favor, motion passes.

**4. Adjournment-** Dawn Buker made a motion to adjourn at 11:40, Peter Rowell seconded, all in favor, motion passes.

a. Next meeting will be on July 19 at 9 am