



TOWN OF BELMONT, NH

PLANNING BOARD

Monday, September 10, 2007
Belmont Corner Meeting House
Belmont, New Hampshire

Present: Chairman P. Harris; Members C. Patten, G. Flack, W. Peterson, C. Long and R. Caldwell Ex-Officio (7:30pm); Alternate W. Rollins.
Absent: Alternate R. Davis.
Staff: C. Daigle and R. Ball.

The chairman opened the meeting at 7p.m. and appointed W. Rollins as a voting member.

1. **MINUTES – August 27, 2007:**

MOTION: On a motion by C. Patten seconded by W. Peterson it was voted unanimously to approve the minutes of 8/27/07 as written. (5-0-1 P. Harris abstained)

2. **STAFF REPORT:**

A. **Budget:**

C. Daigle reminded the Board that they currently have \$20,000 in a Capital account to complete an Economic Development Chapter for the Master Plan and to work with the Selectmen to develop a comprehensive economic development initiative for the community. The money was raised by the 2006 Town meeting, but the Board has not proceeded with the project to date as they are continuing to work on growth and housing.

In developing the budget request for 2008, C. Daigle spoke with Town Administrator Beaudin regarding the need to carry forward the \$20K again into 2008. They discussed the possibility of asking Town Meeting to move the money into a Capital Reserve account so that it can be spent when the Planning Board gets to that project instead of trying to carry forward the funds each year. C. Daigle asked the Board if they would agree to this change.

G. Flack noted the change would simplify the budgeting process. The Planning Board would be named as authorized to expend. W. Peterson asked if the funds would be available during 2008 and C. Daigle noted they would be. W. Peterson noted that the projects the Planning Board has been tackling have of longer duration and it might make sense to see about a CR Fund with a broader purpose. C. Daigle will check with J. Beaudin. P. Harris noted he felt the Planning Board had been responsible in the expenditure of funds raised by Town Meeting and that this accounting change would be wise. The consensus of the Board was to pursue moving the existing \$20,000 Capital money into a CR Fund.

B. Joint Meeting w/School Board and Board of Selectmen:

C. Daigle reminded the members of the invitation to meet with the School Board and Selectmen at 6pm on Thursday, September 27th, at the Middle School. Last year very few Planning Board members were able to attend. It is hoped that there will be more able to attend this year. C. Daigle will put together some demographic info to share prior to that meeting.

C. Sleeper – 225/2 & 224/42:

The chairman signed the Sleeper Boundary Line Adjustment plan.

D. Bollinger – 224/7:

The chairman signed the Bollinger Notice of Subdivision Amendment (waiving underground utilities).

E. Fielders/Donahue – 217/140 & 141:

The chairman signed the Fielders/Donahue Boundary Line Adjustment plan.

F. Southworth – 204/7:

C. Daigle explained that Mike Southworth (Laconia Magnetics) on Old Prescott Hill/Apple Roads has applied to construct a 132'x20' (2,640sf) addition to his commercial building. The addition will be used for cold storage. The existing building is 134'x75' and this would be a 27% increase in building size. She asked whether this would be considered a minor addition based on the existing lot being developed and the proposed use (cold storage).

The members discussed the proposal. They felt that the size of the addition warranted Site Plan review. There was an original Site Plan for the lot which can be amended. There are no known issues with the lot or area so waivers could be considered.

G. Seminars:

The members received notice of the NH OEP Fall conference and the LGC Municipal Law Lecture Series.

H. Growth Management & Impact Fees:

The members received additional information in response to their recent discussions on these topics including:

1. August 29th memo from C. Daigle;
2. Copy of B. Mayberry's 12/29/05 "Public School Impact Fees: Basis of Assessment" and "Public School Impact Fees: Feasibility Review";
3. Notes of the 4/26/04 LRPC Growth Management Workshop;
4. Copy of Growth Management Ordinance proposed to voters in 2005;

5. New housing growth 1995-2006

3. **PLANNING PROJECTS – CIP REVIEW:**

The members reviewed the CIP Committee's recommended funding schedule for 2008-2013. C. Daigle presented the following information:

- A. Handouts:
 - 1. Process flow chart
 - 2. Project solicitation list
 - 3. CIP Handout
- B. The current Belmont CIP initiative began in 2005 although there were previous CIPs in 1990 and 2001. The 2005 version has been updated annually.
- C. Purpose of CIP:
 - 1. It is a decision making tool that allows a community to financially implement the Goals of the Master Plan;
 - 2. It allows a community to schedule major improvements over 6 or more years to level out the tax impact;
 - 3. Traditionally it includes capital projects with a minimum cost of \$25K and a useful life of at least 1 year. Additionally Belmont includes all bonded, Capital Reserve and Trust Funds, and large recurring costs so that that document is more useful in evaluating the "big picture".
 - 4. The CIP is an advisory document only. It has been referred to as a "wish list" in the same way that the Master Plan is a "wish list" for community development.
 - 5. The Statutes require that a community have a valid CIP in order to adopt either Growth Management or Impact Fees.
 - 6. It assists the Planning Board in review of proposals. A recent example is using the road management plan contained in the CIP identifying Old Prescott Hill Road scheduled for a pavement overlay in 2011 and a full reclamation at some time beyond that. Lilac Valley is a development occurring in Laconia, but which will impact the Belmont portion of Old Prescott Hill Road. Using the CIP as a basis, the developer will move right to a reclamation and pay the cost of that above the overlay cost, saving the Town thousands of dollars.
- D. Demographics – C. Daigle reminded the Members of recent information received from AER's Housing study:
 - 1. Belmont's growth is in line with that of the Region as a whole;
 - 2. Belmont is primarily a middle income community;
 - 3. Belmont has a healthy mix of housing types, but a disproportionate number of manufactured homes & relatively few high-end homes;
 - 4. Belmont has provided their "fair share" of low/moderate income single family homes and met their "legal" Regional responsibility;
 - 5. The sizeable increase in subdivision activity of 2005/2006 has subsided;
 - 6. Belmont needs to balance their housing inventory by attracting/regulating for upper middle income housing;
 - 7. Housing affordability adversely affected as rents/home prices have risen faster than incomes;
 - 8. Belknap County is losing good paying jobs;
 - 9. Belmont's owned housing is disproportionately skewed to low/moderate cost units;
 - 10. Belmont's moderate income housing needs remain unmet (as do the Region's), but balancing the housing inventory calls for more middle/upper income housing;

11. Belmont should continue to enforce quality development controls;
 12. The State's population is aging;
 13. Belmont should promote age-restricted developments.
- E. C. Daigle provided additional local information:
1. If impact fees had been adopted at the 2007 Town Meeting, only 3 of the 14 permits issued would have been subject to the fee. Using Bruce Mayberry's schedule for school fees (recouping the "growth" potential at the high school) a total of \$3,600 would have been collected in 2007 to date.
 2. Currently Belmont is experiencing a reduction in new housing starts. Previous average was 40 per year; in 2006 we issued 36; in 2007 thru August 31st we have issued 14.
 3. Currently Belmont is experiencing a reduction in new subdivision lots, having created only three this year to date
 4. Both Population and Housing projections by the State have been revised downwards.
 5. Three major subdivisions are still under construction (Amily, Sunlake & BBE).
- F. Russ Thibeault has referred to the Belmont CIP as one of the best he has ever seen. The Town has expanded the purpose and use of the CIP so that the usefulness of the document exceeds that of some other Towns.
- G. C. Daigle referred to the CIP handout including:
1. Cover memo
 2. 11x17 funding sheets:
 - a. All projects that do impact tax rate
 - b. Projects that do not directly impact tax rate
 - c. All projects (pre/current) with general info including Master Plan cite
 - d. Changes for 2008-future
- H. C. Daigle reviewed the 2008 changes including the following major changes:
1. Community Facilities - \$61K reduction.
 2. Fire Station – install steel roof - \$32K
 3. Library – Increase deposit into CRF by \$25,000 in 2008, bond \$2M addition in 2009 (no payment in 2009, bond payments to begin in 2010-\$137K/yr)
 4. PD - \$56K for existing station equipment, flooring, HVAC, security
 5. Public Works:
 - a. Replace 1985 dump truck (moved from 2007 to 2008) \$60K
 - b. Sidewalks – add \$20,000 to cover increase in Concord Street sidewalk cost
 - c. Road reconstruction - \$0 last year while road study being completed – increase by \$648K this/future years – 20 year road plan
 - d. Drainage improvements - \$585K increase (Concord St \$90K, Ladd Hill Rd \$500K – since then the Town is also considering Old State Road and Concord Street)
 6. Water Department
 - a. Reduced \$25K by well #3 being paid for by user fees.
 - b. \$10K into a capital fund for future major repair/replacement projects.
 7. Smaller adjustments included:
 - a. Cemetery Trustees requesting \$10K to repair/replace damaged headstones.
 - b. Community Facilities – municipal buildings reduced by \$60,913 as the anticipated bond payments are not necessary.
 - c. Conservation Commission withdrawing their request for \$25k as they will be receiving a significant amount of income into the Conservation Fund from Land Use Change Taxes.

- d. Environmental Contingency reduced \$10K to reflect annual experience.
- e. Information Technology increased \$7K to reflect technology costs.

The CIP increase for 2008 is \$1.3M over 2007 based primarily on including the road reconstruction and drainage lines. P. Harris asked about the justification for proposed projects and the Members reviewed some of the funding requests submitted. Discussion followed on the drainage and road reconstruction costs which are the basis for the increase in this year's CIP recommendation. There are several drainage projects that have arisen for specific reasons. The Ladd Hill project is tied to the timing of the Rte 3 State project. The Old State Road drainage is the result of an environmental problem that is resulting in a NH DES Administrative Order on the Town. Concord Street drainage is also on line, tied to the sidewalk and Cherrette drainage work. The road program is a 20-year independently prioritized list of road projects to get Belmont's roads into a cycle of preventative work and reconstruction.

The Board also discussed the process of obtaining engineering estimates versus project bids. The estimates are provided as a means of scheduling projects over several years. They are based on an initial review of the particular road and use State unit costs in developing the cost. When the Town moves forward on a project, more investigation is done on site and the project goes to actual design. Once the plans are approved by the Town they are sent out to bid which determines the actual project cost.

MOTION: On a motion by W. Peterson, seconded by G. Flack it was voted unanimously to schedule a public hearing on the proposed CIP for 7pm, September 24th. (7-0)

ADJOURNMENT:

MOTION: On a motion by G. Flack, seconded by W. Peterson it was voted unanimously to adjourn at 8:15p.m. (7-0)

Respectfully submitted:

Richard Ball

Richard Ball, Land Use Technician