

## PLANNING BOARD

Monday, March 10, 2008  
Belmont Corner Meeting House  
Belmont, New Hampshire

Members Present: Chairman P. Harris; W. Peterson, C. Patten and C. Long.  
Members Absent: R. Caldwell and G. Flack.  
Alternates Present: W. Rollins.  
Alternates Absent: R. Davis.  
Staff: C. Daigle, R. Ball and E. Murphy.

The chairman opened the meeting at 7:00 p.m. and appointed W. Rollins as a voting member for tonight's meeting.

### **BOARD'S ACTION-MINUTES:**

**MOTION:** On a motion by C. Patten, seconded by C. Long, it was voted to approve the minutes of the February 25, 2008, meeting as submitted. (4-0-1) W. Rollins abstained.

### **HOUSING AND CONSERVATION PLANNING PROGRAM (HCPP):**

Mr. Wallace Rhodes explained that the Heritage Commission applied for a grant. The Preservation Alliance has tabled the grant and has suggested that the Town look into an NH Office of Energy and Planning grant. The \$20,000 grant money is to develop a growth and development strategy, amend the Master Plan, update ordinances and regulations and to study housing and conservation. There is money available for the Town to use for historic preservation and housing.

Mr. Ken Knowlton stated that the grant for conservation, historic and planning could be something that might help in the village district. If we plan and update the inventory it could benefit to the Town when properties become available. We will be better able to present a proposal to the voters.

Mr. Knowlton stated he had heard positive feedback on the Conservation Commission goals and people are willing to help to achieve those goals. At the School Board's meeting they voted to keep the Gale School as a unit to give the people working on preserving it more time to reach their goal. He has also heard positive feedback on the proposed Aquifer Ordinance which shows what can happen when the Boards work together. He is asking that the Boards continue to work together with on this opportunity.

Ms. Linda Frawley stated that they hope to build on the progress that the Planning Board has made over the last few years. This is a pioneering effort that can be helpful to Belmont to manage growth on a local

level. This two year initiative challenges growth and local communities to do their best. There is grant money available over a two year period for municipalities participating in the program. There are four phases that have to be done consecutively. Belmont has completed about half of what is needed for the first phase. The first phase is \$20,000 with a 5% match. The match can be achieved through services. Phase 1 reviews and maps essential natural resource systems, develops a build-out analysis, maps historic resources, drafts a report and shares information with the community. Phase 1 provides a jump start for some communities by providing an extra planner's eye to see what has been accomplished and how to proceed. Community volunteers are utilized to complete the phases. The HCPP promotes smart growth and the reuse of existing properties. It encourages higher density, compact development and allows for the infrastructure needed to support such development.

Ms. Frawley explained that the grant application provides a checklist and encourages communities to apply before March 28<sup>th</sup> so the application can be reviewed and if more information is required it can be submitted prior to the April 11<sup>th</sup> deadline. Any work that has been previously done should be submitted with the application. She explained that Phase 1 is for \$20,000 with a 5% match, Phase 2 is \$15,000 with a 50% match, Phase 3 is \$20,000 with a 50% match and Phase 4 is \$30,000 with a 25% match. The grant maximizes tax payers' dollars and moves the town forward in terms of community growth.

P. Harris suggested having a joint meeting of all Boards on this project. He stated that a lot of the work for Phase 1 has been done by Mr. Russ Thibeault and land use staff. Grants are good if the community is behind them. W. Rollins stated that if the next phase is in October do they have time to complete the first phase by then. R. Ball stated that they have 18 months to complete a phase. Mr. Knowlton stated that it is a good plan that helps preserve land and buildings and allows Belmont to grow at a good rate. When J. Marden pioneered preserving wildlife corridors other surrounding towns were impressed with Belmont's pioneering efforts. Collaborating with different groups is a good thing.

R. Ball did a Power Point presentation on HCPP.

HCPP was created by SB 217 with a \$200,000 appropriation per fiscal year. It provides technical support for municipalities for a unified "growth and development strategy" that considers Housing, Economic Development, Conservation and Historic Preservation.

Ten principal serve as the program's foundation. They are:

- Develop a unified Growth and Development Strategy
- Understand the interrelationship between housing and conservation
- Plan for smart growth
- Higher density, compact development
- Re-use existing and historic properties
- ID and plan for full range of housing needs
- ID and plan for the protection of natural and historic resources
- Evaluate housing and conservation at multiple - BUT LOCAL - scales
- Integrate into the Master Plan and Regulations
- Seek community input and promote citizen education

The four stages of the grant are:

1. Study Housing and Conservation
2. Develop the Growth and Development Strategy
3. Amend the Master Plan
4. Update Ordinances and Regulations

In Phase 1 they review and map essential natural resource systems. Develop a build-out analysis and map historic resources. Draft a report and share information with the community

In Phase 2 they develop a growth and development strategy through a public outreach process and identify areas to be conserved and developed. They identify ways to use land more efficiently and reuse existing and historic structures.

Phase 3 audits the Master Plan, amends, writes or rewrites specific Master Plan chapters and seeks adoption of amended Master Plan to be consistent with the growth and development strategy.

Phase 4 audits municipal land use regulations, amends existing land use regulations, drafts new land use regulation articles and seeks adoption of regulations.

R. Ball explained the grant criteria. You have to complete the minimum tasks for each phase before applying for the next phase. Individualized work plans have to be documented and community outreach is a must.

W. Rollins wanted to know since they rate the application is it possible that they may not get full amount of the grant. Ms. Frawley stated that they keep the process loose so they can meet the needs of the communities. It depends on what works for Belmont. They will not give you money to duplicate a project. R. Ball stated that he doesn't know if they will give you part of the grant money. Ms. Frawley stated that it is a supplement for work going on in communities.

The Board thanked Ms. Frawley, Mr. Knowlton and Mr. Rhodes for coming.

### **STAFF REPORT:**

#### **HILL REALTY TRUST AND MICHAEL DROUIN TAX LOT 112-007 AND TAX LOT 112-009:**

The chairman signed the boundary line adjustment for Hill Realty Trust and Michael Drouin.

### **EMPLOYEE EVALUATION:**

The Board received an evaluation form for C. Daigle. She explained that it has been some time since her last evaluation and it would be helpful if the members would complete the evaluation. It would help her recognize her strengths and weaknesses and any strengths or weaknesses in the way the Land Use Office functions. P. Harris stated he doesn't have any concerns because if there were any problems with the service customers receive from the Land Use office he would hear about it. He stated that the Board and staff cooperatively work together in a professional manner. Staff attends seminars and workshops and

brings back material to any Board member that is unable to attend those sessions. Information submitted to the Board is open to the Board's interpretations and is not biased. C. Daigle thanked the Board in advance for completing the evaluation and looks forward to getting their input. This is an opportunity to discuss services to the public and which direction the Board would like her and staff to take.

**PARK WIDE COMMUNITY SEPTIC SYSTEMS:**

C. Daigle explained that in 1998 when they last updated the standards for manufactured home parks they required the parks to either be hooked to municipal sewer or a park wide community septic system. She is asking for clarification on what a park wide community septic system is. Is it one bed or can it be multi beds in a park as long as it is owned and maintained by the owner of the property. She explained that most lots and parks designs are not going to give themselves easily to the one-system design. There can be problems because of the lack of area and soil conditions. The distance between the farthest unit and the one receiving system can also present a problem. Some other issues with the one system is if there is problem with one unit it affects every unit. You're also concentrating all the infiltration into one footprint instead of spreading it out over several smaller footprint locations which would better dilute the effluent. The larger single unit requires clearing a larger single area that is out of character with the rural area. NH DES doesn't define the term community septic system but bases the system size on the loading capacity not the number of connections.

W. Rollins stated that community systems are based on the number of bedrooms. R Ball explained that the State doesn't define community septic systems. W. Rollins stated that it should be based on the number of bedrooms and gallons instead of the number of units it is connected to. The important issue is the maintenance. If the septic system is not pumped it may fail. C. Daigle stated that the landowner would be responsible for the maintenance. W. Rollins stated that in some condos there could be an Association responsible for the maintenance but if the Association fails to maintain the system then they go to the Town for help. R. Ball stated that there is no benefit in making large fields. W. Peterson stated that when one system fails then they all fail. W. Rollins stated that the State requires them to have an alternative field location in case the system fails. He prefers multi fields so that everything doesn't go into one area.

It was the consensus of the Board that the definition of Community Septic System is: A shared, non-municipal sewage system for domestic, commercial, industrial or institutional uses, constructed and operated in conformance with all applicable State and local Regulations. Such systems shall be owned and maintained by the land-owner or such other entity as may be approved by the Belmont Planning Board, and require an operational and maintenance plan.

**VIDEO TAPING MEETINGS:**

The Board discussed video taping their meetings. There was concern on how it would affect public hearings. Unlike Selectmen's meetings, Planning and Zoning Boards are required to notice all abutters and those abutters are invited to voice their concerns at the meeting. Some people may be hesitant to appear before a camera and voice their concerns. This could affect the public hearing process if people are not comfortable enough to voice their concerns in a public forum.

**JOINT MEETING:**

P. Harris stated that he would like to continue the tradition of having a joint meeting of the Boards after the elections to bring any new members up to date and discuss the direction the Boards are taking for the upcoming year. He suggested having a joint meeting at the Planning Board's next worksession.

**ADJOURNMENT:**

**MOTION:** On a motion by C. Patten, seconded by W. Peterson, it was voted unanimously to adjourn at 8:55 p.m. (5-0)

Respectfully submitted,

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Elaine M Murphy  
Administrative Assistant