



# TIMELY REMINDERS

TOWN OF BELMONT, NEW HAMPSHIRE

WINTER - 2011

Provided as a courtesy to new and existing property owners and residents of the community to facilitate participation in the services and facilities provided by the Town. Additional information available at [www.belmontnh.org](http://www.belmontnh.org). Questions may be directed to the appropriate Town Department.

Addresses listed below are physical locations, not necessarily mailing addresses

<b>Town Hall</b> 143 Main Street 7:30am-4pm M-F 267-8300 <b>Town Website</b> <a href="http://www.belmontnh.org">www.belmontnh.org</a> <b>A</b>	<b>Corner Meeting House</b> 16 Sargent Street 267-8309 <b>B</b>	<b>Administration</b> 143 Main Street <a href="mailto:admin@belmontnh.org">admin@belmontnh.org</a> 267-8300x10 <b>C</b>	<b>Public Works</b> Roads/Water/Sewer 149 Hurricane Rd <a href="mailto:publicworks@belmontnh.org">publicworks@belmontnh.org</a> 528-2677 <b>D</b>
<b>Town Clerk/Tax Coll.</b> 143 Main Street <a href="mailto:TCTC@belmontnh.org">TCTC@belmontnh.org</a> 267-8302 <b>E</b>	<b>NH Dept of Safety (Concord)</b> Registration 271-2251 Driver Licensing 271-2371 Title Bureau 271-3111 <b>F</b>	<b>Fire Department</b> 14 Gilmanton Rd <a href="mailto:fire@belmontnh.org">fire@belmontnh.org</a> 267-8333 Emergency #911 <b>G</b>	<b>Parks &amp; Recreation</b> 17 Sunset Drive <a href="mailto:recreation@belmontnh.org">recreation@belmontnh.org</a> 524-4350 <b>H</b>
<b>Land Use</b> Planning/Zoning/Conservation 143 Main Street <a href="mailto:landuse@belmontnh.org">landuse@belmontnh.org</a> 267-8300x19 <b>I</b>	<b>Library</b> 146 Main Street <a href="mailto:bpl@belmontnh.org">bpl@belmontnh.org</a> <a href="http://www.belmontpubliclibrary.org">www.belmontpubliclibrary.org</a> 267-8331 <b>J</b>	<b>General Assistance</b> Welfare & General Assistance 16 Sargent Street 267-8313 <b>K</b>	<b>Building/Code Enf/Health</b> 143 Main Street <a href="mailto:building@belmontnh.org">building@belmontnh.org</a> 267-8300x11 <b>L</b>
<b>Police Department</b> 16 Fuller Street 267-8350 Emergency 267-8351 Non-Emergency Emergency #911 <b>M</b>	<b>Waste Management Disposal</b> Contact Town Hall with Comments or Questions Trash to be Curbside by 7am (Residential Only) <b>N</b>	<b>Belmont Post Office</b> 24 Post Office Road 267-6571 <b>O</b>	<b>Shaker Regional School Dist</b> 58 School Street <a href="http://www.shaker.k12.nh.us">www.shaker.k12.nh.us</a> 267-9223 <b>P</b>
<b>Elementary School</b> 26 Best Street <a href="http://www.shaker.k12.nh.us">www.shaker.k12.nh.us</a> 267-6568 <b>Q</b>	<b>Middle School</b> 38 School Street <a href="http://www.shaker.k12.nh.us">www.shaker.k12.nh.us</a> 267-9220 <b>R</b>	<b>High School</b> 255 Seavey Road <a href="http://www.shaker.k12.nh.us">www.shaker.k12.nh.us</a> 267-6525 <b>S</b>	

## Community Info:

- County – Belknap      Region – Southern Lakes Region      Planning Commission – Lakes Region
- First Congressional District – First Councilor District – Fourth State Senatorial District
- Granted on 5/20/1727 as part of the Town of Gilmanton; Incorporated as Upper Gilmanton on 6/21/1859; Incorporated as Belmont on 6/24/1869
- Population – 7,356 (April 2010-Census); Size - 31.91 square miles (30.14/land and 1.77/water)
- Fiscal Year – Jan 1<sup>st</sup> to Dec 31<sup>st</sup>; Annual Budget - \$9,418,560 (2011)
- 2011 Tax Rate per \$1,000 valuation-\$21.56 (Town/\$7.52 County/\$1.24 School/\$10.45 State Education/\$2.35)
- Neighboring communities include Canterbury, Gilford, Gilmanton, Laconia, Northfield, Sanbornton & Tilton
- National Flood Insurance Program participating community
- Utilities – PSNH & NH Electric Cooperative, National Grid Natural Gas, Fairpoint Communications, Metrocast Cablevision, Belmont Water and Sewer departments
- Shaker Regional School District - Belmont Elementary, Belmont Middle and Belmont High Schools
- Interested residents are encouraged to serve on local Boards, Committees or Commissions - refer to the Town website or contact the applicable Town Department
- Annual Reports available

## Administration

- Belmont operates under the traditional selectmen(3)-town meeting form of government with a Town Administrator
- Belmont is an SB2 Town – “Town Meeting” consists of two sessions
  - Deliberative Session where voters discuss and are able to amend proposed warrant articles
  - Second Session – ballot votes to elect officers and take final action on all warrant articles

## Assessing

- Annual Property Assessments are based on property status as of April 1<sup>st</sup>
- Reports on the actual amount of timber cut for a prior year Timber Permit are due on April 1<sup>st</sup>
- Reports on the actual amount of excavation for a prior year Excavation Permit are due on April 1<sup>st</sup>
- Applications to place additional land into Current Land Use or change categories are due on April 15<sup>th</sup>
- Elderly Exemption applications are due on April 15<sup>th</sup>
- Veterans Tax Credit applications are due on April 15<sup>th</sup>
- Abatement applications are due by March 1<sup>st</sup> following the second issue tax bill

## Building – Health – Code Enforcement

- A permit is required for all construction, reconstruction, alteration, renovations, demolition, moving and signage
- A structure whether temporary or permanent is, “Anything constructed or erected with a fixed location on the ground (not easily moveable by one unassisted individual) or attached to something having a fixed location on the ground. Structures include, but are not limited to, buildings, manufactured housing units, membrane enclosures, and billboards”. Also included are pools and membrane covered structures.
- Signage is defined as, “any panel, surface or object recognizable as an advertising or directional device”, temporary or permanent
- Permits required for electrical, plumbing and LP gas installations.
- Rental units require inspection every 3<sup>rd</sup> year
- Increased after-the-fact fees apply for projects started prior to the issuance of the required permits
- Setbacks between proposed construction and property lines, wetlands, water and unrelated structures apply
- Applicable codes are:

Local Building Codes: -2006 International Building Code -2006 International Plumbing Code -2006 NFPA 101 - Life Safety Code -2006 International Energy Conservation Code -2008 NFPA 70 - National Electric Code -2006 International Mechanical Code -2006 International Residential Code	Other: Belmont Zoning, Wetlands & Aquifer Ordinances Belmont Site Plan and Subdivision Regulations Belmont Earth Excavation Regulations Belmont Floodplain Ordinance NH State Public Health laws and ADA Guidelines Other Pertinent Local Ordinances and Regulations NH RSAs
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## Fire Department

- Full time service providing 24/7 emergency fire and medical services
- Fire Permits can be obtained by the property owner or other person with written permission of the owner at the Belmont Fire Station, daily 7am to 9pm
- Property addresses must be prominently displayed at the street – refer to standards in the Belmont Uniform Street Numbering Ordinance
- **Services** - Contact the Fire Station at 267-8333 for the following:
  - **Fire Safety Classes**
    - Fire Prevention and safety classes are available for Seniors.
    - Classes for scouting groups, schools, church groups, or individuals are available.
  - **Fire Station Tours**
    - Schedule a tour or just drop by for an informal visit with your firefighters

- **Inspections**
  - Child Car Seat Inspections – Contact the Fire Station at 267-8333 to schedule an inspection
  - Wood and Pellet Stove courtesy Inspections – Have the manufacturer’s recommendations on hand.
  - Additional Available Inspections

Place of Assembly	Foster Care	Day Care
Flammable/Combustible Liquids	Blasting	Fireworks
Oil Burner Installation	Rooming/Lodging	Residential Placement
Residential Board & Care	Underground Storage Tanks	Rooming/Lodging
Sprinkler Systems/Fire Protection Systems	General Life Safety	Fire Alarm Systems

- **Special Event Coverage** – We are available for block parties, birthday parties, and other special event coverage. Contact us for information on event coverage and to schedule a visit from the fire department.

### **Land Use – Planning – Zoning - Conservation – Cemeteries - Heritage & Preservation**

- Belmont has a 7-member elected Planning Board, a 5-member elected Zoning Board, a 7-member appointed Conservation Commission, a 3-member elected Cemetery Trustee Board, and a 5-member appointed Heritage Commission
- The town has adopted Zoning, Wetlands, Floodplain and Aquifer Ordinances as well as Site Plan Review, Subdivision, Driveway and Earth Excavation Regulations, Master Plan 2002, annual Capital Improvements Program
- Commercial and/or industrial uses located on the Belmont Aquifer require annual inspections and are regulated under the Belmont Aquifer Ordinance
- A free Business Listing on the Town’s website is available to all businesses located in Belmont
- Home Occupations and any change of commercial/industrial tenant or use requires review
- Local Street maps are available
- Boards appreciate receiving comments and suggestions on Customer Service Survey available at [www.belmontnh.org/docs/ords&apps/CustomerSerQuest.pdf](http://www.belmontnh.org/docs/ords&apps/CustomerSerQuest.pdf).

### **Library**

- Library Cards are free to residents
- Internet access, DVD & Audio books, Inter-library loans
- Pre-School Story Time and Summer Reading Programs

### **Police Department**

- Full time service providing 24/7 emergency services
- The Belmont Police Department uses nixle.com to advise residents of emergency and routine information. You may subscribe to this service by signing on to [www.nixle.com](http://www.nixle.com). You may receive information via text message or email. The Police Department also provides [www.crimereports.com](http://www.crimereports.com) to our residents to show criminal and/or police activity in neighborhoods throughout town. Both services are free to users.
- If you install or use a security alarm, you must provide us with several things in order for us to effectively help you protect your property
  - Current list of responders – Owners must provide the police department with names and telephone numbers of alarm responders. The responder to your residence/business will allow us into the structure to check it and the responder will then shut off or reset the alarm
  - If your alarm is activated, someone must respond to the scene, regardless of the time of day. If no one responds to assist us, we will not be able to properly investigate your alarm call. Failure to do so could also cause us not to respond to repeated false alarms
  - Owners must provide the police department with names and telephone numbers of alarm responders.
- Property Checks – If you leave your residence for an extended period of time (vacation, travel, business...) the police department will perform a property check while you are away

- Vehicle Identification Number (VIN) Verifications – This is a service that is provided only to full time Belmont town residents. We are unable to provide this service to businesses or seasonal residents
- Vehicle Lockouts – The Belmont Police Department provides this free service. If you or a customer locks your/their keys in the vehicle, the police department will respond and attempt to unlock the vehicle. This is a routine call and if officers are tied up on emergency calls, they may not be able to respond right away unless there is a child locked in the vehicle. If the officer is unable to enter the vehicle, they will assist you in contacting a tow service or a locksmith
- Persons selling wares or services door to door are required to have a Town of Belmont Hawker and Peddler's license on their person and must show it upon request.
- Police Department Web Page – You may learn about other services that the Belmont Police Department provides as well as public safety forms, permits and ordinances by going to our website at [www.belmontnh.org/bpd/bpdmain.htm](http://www.belmontnh.org/bpd/bpdmain.htm)

### Public Works – Public Water – Public Sewer

- **WINTER:** keep snow cleared from your Municipal Water Meters and other utility access points. Refrain from plowing or blowing snow into the public highway - it creates a safety hazard and it's against the law!
- Mailboxes must be maintained in good condition. Be sure your mailbox is safely installed away from the public highway! Town is not responsible to repair or replace mailboxes or other structures placed within the Town Road right-of-way
- No structures may be placed within the public road right-of-way without prior permission of the Town
- Property owners are responsible to maintain/replace driveway culverts - permits are required
- Permits are required to install, alter or pave a driveway or to change the use of an existing driveway
- Connections to municipal Water and/or Sewer require permit
- Hydrant flushing takes place twice a year. Customers can expect discoloration in their water for a short time afterward.
- The Belmont Rideshare Facility is available at 798 Laconia Road and a free commuter matching service is provided by the NH Department of Transportation at [www.nh.gov/dot/nhrideshare/](http://www.nh.gov/dot/nhrideshare/)
- It is a violation of State law to direct water from private property into a public highway right-of-way

### Recreation

- Belmont has an appointed Recreation Committee and a staffed Parks & Recreation Department – check out the Town's website for a listing of current Recreation Programs
- Old Home Day is held annually in August – join our volunteers to assist and be sure to attend! Additional info on the town's website.
- The Leslie E. Roberts Beach and Recreation area located at 43 Leslie E. Roberts Drive is open to Belmont residents, a residency sticker is required. The Town Beach is staffed daily from 9:00AM to 5:00PM mid June through mid August, and weekends until Labor Day, weather permitting. The bath house is open when the lifeguards are on duty. Dogs are **NOT** permitted at the Town Beach
- Sargent Park facilities located at 26 Sargent Street include a playground, skate and bike park, tennis court, two basketball courts, a roller/street hockey court, and horseshoes. The park is open from 9:00AM to 9:00PM daily; the bath house is open when staff is present
- The Belmont Recreational Alternative Transportation Team (BRATT) is working towards the construction of a multi-use trail as part of a 20-mile trail from Franklin to Meredith
- The Jeff Marden Town Forest off Wildlife Boulevard is available for passive recreation. Map and additional information available at [www.belmontnh.org/docs/townforest.pdf](http://www.belmontnh.org/docs/townforest.pdf)

### Senior Services

- Belmont Senior Center, 14 Mill Street, (603) 267-9867
- ServiceLink Resource Center, 1-866-634-9412, [www.nh.gov/servicelink/](http://www.nh.gov/servicelink/)
- Community Action Program, (603) 225-3295, [www.bm-cap.org/elderly.htm](http://www.bm-cap.org/elderly.htm)
- Community Health & Hospice, Inc., (603) 524-8444, [www.chnh.org/](http://www.chnh.org/)
- The Friends Program, 1-800-536-1193, [www.friendsprogram.org](http://www.friendsprogram.org)

### Town Clerk/Tax Collector

- On-Line Services - Electronic check payments accepted
  - Auto Registration
  - Dog Licenses
  - Property Tax Payments
  - Municipal Water & Sewer Payments
- Tax Bills:
  - First issue tax bills, due July 1<sup>st</sup> are based on one-half of the prior year's tax bill
  - Second issue tax bills, due in December are based on the new tax rate
- The process to register Motor vehicles begins at the Belmont Town Clerk's office – bring expiring registration and NH Driver's license - check out E-REG on the Town's website for on-line renewals
- All dogs must be registered annually no later than April 30<sup>th</sup> – late penalties apply as of June 1<sup>st</sup>
- To obtain a NH Driver's License when moving from out-of-state bring your valid out-of-state license and two forms of local residency evidence (utility bill, cable bill, etc.) to the Town Clerk to obtain a Residency Letter
- Vital Records, Marriage Licenses, Certificate for Marriage, Birth, Divorce and Death
- Obtain absentee ballots for voting

### Trash

- Residential curbside trash pickup is provided by Waste Management Disposal Service. Call the Town Hall with questions or comments (267-8300). Trash should be curbside no later than 7am. Collection is made from one side of the street at a time. Trash pickup scheduled on Christmas Day, New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day and Thanksgiving will be rescheduled
- All multi-residential and non-residential uses must contract separately for on-site trash collection
- Recyclables are accepted at Bestway Disposal, 43 Industrial Drive and two free recycle bins per household are available at the Town Hall
- All non-trash items not eligible for curbside pickup are accepted at Bestway Disposal, 43 Industrial Drive, no resident sticker is required
- Household Hazardous Waste Day will be held on the last Saturday in at the Belmont Fire Station, 14 Gilmanton Road from 8:30am to noon

### Voting

- Residents can register to vote at the Town Clerk's Office
- Voting occurs at the Belmont High School gym

### Website

- New Quick-Link buttons have been added on our home page to access our most frequently used information
- See our Monthly Community Newsletter and Calendar at [www.belmontnh.org/docs/newsletter/Newsletter.pdf](http://www.belmontnh.org/docs/newsletter/Newsletter.pdf)
- Visit our *Learn More/Be Safe* webpage at [www.belmontnh.org/learnhow.asp](http://www.belmontnh.org/learnhow.asp) frequently for new information and to see new public safety notices.
- **Coming Soon:**
  - Webpage to cover all the exciting news on the **Belmont Village Revitalization Project!**
  - Webpage devoted to providing our local **Business Community** with links to many local, regional and state-wide support providers.

### Other

- The Belmont Historical Society, established in 1969, brings together those who have an interest in preserving and recording the history of our area, [www.belmontnh.net/BelmontHistoricalSociety.html](http://www.belmontnh.net/BelmontHistoricalSociety.html)
- Visit the Belmont NH Heritage page at [www.belmontnh.net](http://www.belmontnh.net) for history and genealogy information.
- More area information available at [www.belmontnh.org/about\\_belmont.asp](http://www.belmontnh.org/about_belmont.asp)