



# MEETING MINUTES

of the

## APPLICATION REVIEW COMMITTEE

### TOWN OF BELMONT, NH

THURSDAY, MARCH 25, 2021 – 8:00 AM  
HELD REMOTELY THROUGH ZOOM

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Members Present: Jeanne Beaudin (Town Administrator), Alicia Jipson (Assistant Town Administrator), Deb Black (Assistant Fire Chief), Craig Clairmont (Public Works Director), Richard Ball (Land Use Technician), Russell Wheeler (Building Inspector) and Dari Sassan (Town Planner)

Others Present: Richard Page, Brian Shedd, Carl Gehring, Doug Schumacher, David Rauseo, Chip Fredette and Bruce Scamman

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#### **Introductions**

Mr. Sassan opened the meeting at approximately 8:00 AM. He said that as Chairman of the Belmont Application Review Committee, he finds that due to the state of emergency declared by the Governor, this public body is authorized to meet using electronic means. Mr. Sassan said that notice was given to the public of the necessary information for accessing the meeting by either using Zoom, or by telephone, and that if any party experiences any difficulty in accessing the meeting at any point, please call 603-267-8300 extension 125, and the meeting will be recessed until access can be restored for all parties.

Mr. Sassan took a roll call attendance and he thanked everyone for attending. He explained that staff members comprising the Application Review Committee (ARC) are present to assist the applicants in a preliminary discussion regarding their proposals. He said that the discussion is non-binding on the applicants and the Town, and that the ARC has no regulatory authority. Mr. Sassan said the meeting is intended to allow staff to gain a better understanding of the proposal and to provide applicants with early input on their proposal. He said that staff members remain available to continue to provide assistance during the application process and that the meeting is a public meeting, but not a public hearing and staff is not authorized by local or State law to accept public comments as part of this review. Mr. Sassan said that the submission deadline for the April 5, 2021 Planning Board meeting is 4:00 PM April 26, 2021.

Mr. Sassan announced that Case 08-21R – 106 Realty Trust: Review for change in configuration of previously approved self-storage facility. 36 & 26 Laconia Road, Tax Lots 205-050-000-000, 205-051-000 & 205-052-000-000 would not be going forward at this meeting.

#### **Case 05-21R – Richard Page – 210-002-000-000**

Mr. Sassan said that the applicant is proposing the operation of interior hardwood lumber sales and on-site milling services and exterior lumber sawing, recreational vehicle storage and lumber storage at 284 Laconia Road. He said that the lot is in the Commercial District, that it is not in the Aquifer Protection District or the floodplain, and that none of the parcel is within current use. Mr. Sassan said that site plan review is required and that uses would be categorized as retail, light manufacturing and vehicle storage, which he said are all permitted uses in the zone, subject to recategorization upon receipt of further information.

Mr. Page said that he would like to turn the property into a lumber retail outlet in response to a shortage of options available to contractors and homeowners in the area for hardwood lumber. He said that he would

also like to store vehicles to augment to lumber business along with anything else he might be able to do to maximize the property.

Ms. Black, Ms. Jipson, Mr. Clairmont and Ms. Beaudin said that they did not have any questions or concerns. Mr. Wheeler asked about the exterior storage of lumber in regards to whether it would be under any type of shelter. Mr. Page said that most exterior storage of lumber would be short term, but that if he were to keep green lumber outside, he would most likely cover it with a piece of metal.

Mr. Ball said that no exterior changes are proposed and that exterior storage is already allowed. He said that it will be necessary to show where the milling would take place, adding that previous discussions with the applicant indicated that most of the milling would occur indoors.

Mr. Sassan said that a full listing of all submission requirements is set forth in Section 5 of the Site Plan Review regulations, the application instructions and in the correspondent application checklist, all available on the town website. He said that waivers may be requested for submission requirements that do not impact or otherwise pertain to the proposed project. All waiver requests shall be formally submitted using a waiver request form. The Board must vote to grant any requested waivers; thus, it is necessary to provide a reasonable rationale for any items to be omitted. Mr. Sassan restated that the application deadline for next Planning Board meeting is 4 pm, Monday, April 5<sup>th</sup> for the April 26, 2021 meeting.

Mr. Ball advised Mr. Page that he might want to contact the individual who previously produced a plan for the site as a first step in generating a site plan for the current proposal. Mr. Page asked about waivers and Mr. Sassan and Mr. Ball said that some submission requirements, such as stormwater reports or soils mapping information might be appropriate to waive, and that the file from the previous approval at this site will indicate what has been waived for this site in the past.

#### **Case 06-21R – Hubbell Construction and Energy – 245-006-000-000**

Mr. Sassan said that the applicant is proposing the expansion of equipment design and manufacturing business at 19 Field Lane. He said that the lot is in the Industrial District, that it is in the Aquifer Protection District, but not in the floodplain, and that none of the parcel is within current use. Mr. Sassan said that site plan review is required, and that the use would be categorized as manufacturing, subject to recategorization upon receipt of further information.

Mr. Schumacher said that he owns the building and that instead of being called the Hubbell expansion it should probably be referred to as the Schumacher Properties expansion. He said that Schumacher Properties would be paying for the expansion and that Hubbell would be renting. He said that he sold his business to Hubbell a few years ago and they are renting the facilities now and growing the business, adding that Hubbell is a large, \$5 billion a year, publicly traded company. He said that Hubbell wants to set up this location as its enterprise-wide center of excellence for custom automation design and building. Mr. Schumacher said that this represents a real nice opportunity to get a world class company in Belmont. He said that it would create additional white-collar jobs, beyond the 16 current employees, half being engineers and the other half being technicians that do assembly, wiring, programming of custom automation equipment. Mr. Schumacher said that the space is needed to expand the business and provide more capacity.

Ms. Black, Ms. Jipson, Mr. Clairmont, Mr. Wheeler said that they did not have any questions or concerns. Ms. Beaudin said that the property is located within the Economic Revitalization Zone, so it is potentially eligible for tax credits from the state of New Hampshire for such things as the addition of employees. She said that she would be happy to provide further information about the program with contact information for the state-level administrators. Mr. Schumacher asked if the credit would go to the owner of the property or those leasing the property. Ms. Beaudin explained that the benefit comes in the form of a business profits

tax credit, and that although the credit commonly goes to the owner, in this case she would expect it would go to the leaseholder.

Mr. Ball said that an update of the stormwater management plan will be required to show where stormwater is going and to what means are in place for erosion and sediment protection.

Mr. Sassan said that a full listing of all submission requirements is set forth in Section 5 of the Site Plan Review regulations, the application instructions and in the correspondent application checklist, all available on the town website. He said that waivers may be requested for submission requirements that do not impact or otherwise pertain to the proposed project. All waiver requests shall be formally submitted using a waiver request form. The Board must vote to grant any requested waivers; thus, it is necessary to provide a reasonable rationale for any items to be omitted. Mr. Sassan restated that the application deadline for next Planning Board meeting is 4 pm, Monday, April 5<sup>th</sup> for the April 26, 2021 meeting.

Mr. Shedd said that the original approval was granted in 1995 and he asked what would be required in terms of a site plans and other information. Mr. Ball said that it will be necessary to show what the new impervious area will do to overall stormwater management on the site.

Mr. Clairmont said that it will be necessary to address any water needs associated with the new space, including additional sprinklers that may be required. Mr. Shedd said that there is currently a 6-inch main which will satisfy existing and proposed needs. Mr. Clairmont asked about a flow test. Mr. Shedd said that the sprinkler system will be installed in accordance with a n engineered design and that if a flow test is required, one will be conducted.

Mr. Schumacher asked whether it would be acceptable to modify an existing plan which showed a larger proposed addition. Mr. Ball said that the applicant would have to speak with Bedford Design, who originally produced the plan.

Mr. Scamman said that he is the civil engineer for the project and he asked what type of drainage the Town would be comfortable with. He asked if infiltration design would be acceptable as long as calculations are provided. Mr. Ball said that would be acceptable.

Mr. Shedd asked about the required dimensions and number of required spaces. Mr. Sassan said that the site plan review regulations allow for the Board to tailor requirements to each specific proposed use. Mr. Ball said that 9-foot X 18-foot spaces are appropriate. Mr. Sassan suggested that he and the applicant have a discussion regarding parking prior to the site plan review submission so as to come to an agreement on a level of parking that the Board would be likely to accept. Mr. Scamman asked if calculations would only be required for the new impervious area. Mr. Ball clarified that it would also be necessary to demonstrate that the overall site remains capable of handling all drainage.

#### **Case 07-21R – Cellco Partnership d/b/a Verizon Wireless – 205-009-000-000**

Mr. Sassan said that the applicant is proposing the installation of a personal wireless service facility monopole with accessory ground equipment, including a diesel fueled stand-by generator at 73 Bishop Road. He said that the lot is in the RS District, it is not in the Aquifer Protection District, nor is it in the floodplain, and that none of the parcel is within current use. Mr. Sassan said that a variance will be required because cell towers are not permitted in the RS zone, and that site plan review is required.

Mr. Gehring said that he is proposing a 150-foot monopole. He said that it is an unmanned, unoccupied, remotely monitored facility and that no water or sewer is proposed. Mr. Gehring said that existing on-site utilities are sufficient and that no grade changes would be necessary. He said that an access easement will

be secured to preserve access to the 100' X 100' leasehold tract where the tower compound will be placed. Mr. Gehring showed the proposed site plan and identified that the tower is centrally located within the subject parcel, and that the fall zone is situated well within the property boundaries. He explained that a barn which sits partially within the fall zone is used exclusively for storage and that no humans or livestock are located in the barn.

Mr. Gehring said that when he first inspected the site, he observed some wet areas, so he hired a wetlands scientist who has mapped wetlands on the property and confirmed that the project will not impact wetlands. He said that the Zoning Board has been offered the option of a monopole or a "monopine," adding that he does not know whether the Planning Board or the Zoning Board would make the determination of what pole type shall be required. In either case, continued Mr. Gehring, the pole will be a self-supporting structure. He indicated that there are two potential types of foundation and that an analysis of the subsurface makeup would determine which type of foundation will be used.

Mr. Gehring said that the proposed compound measures 50' X 50', but that a 100 x 100' tract is being leased to provide extra space and the potential for other carriers to utilize the pole in the future. Mr. Gehring said that there will be no impact to drainage and that the project will create less disturbance than the construction of a single-family home.

Ms. Black, Ms. Jipson, Mr. Clairmont, Ms. Beaudin and Mr. Ball said that they did not have any questions or concerns. Mr. Wheeler said that plans for both of the two potential foundation types should be included with the building permit application to avoid any delays. He asked if the barn which sits partially within the fall zone contains horses. Mr. Gehring said that it does not. Mr. Wheeler asked if the tower could be moved to keep the structure outside of the fall zone. Mr. Gehring said that it cannot really be moved, but that the towers are designed to collapse on themselves in the event that they fail.

Mr. Sassan said that in addition to the basic submission requirements is set forth at the beginning of Section 5 of the Site Plan Review regulations, Section 5.F goes into additional submission requirements for personal wireless service facilities, to include such things as a required balloon test within a certain number of days following acceptance by the Board of a site plan review application. Mr. Sassan said that the regulations, application instructions and the correspondent application checklist are all available on the town website. He said that waivers may be requested for submission requirements which do not impact or otherwise pertain to the proposed project and that all waiver requests shall be formally submitted using a waiver request form. Mr. Sassan said that the Board must vote to grant any requested waivers; thus, it is necessary to provide a reasonable rationale for any items to be omitted. He restated that the application deadline for next Planning Board meeting is 4 pm, Monday, April 5<sup>th</sup> for the April 26, 2021 meeting.

Mr. Gehring asked if the plans are sufficient for a site plan review submission. Mr. Sassan said that he has been mostly focused on the Zoning Board case, but that he would review the plans again and consider whether any additional information will need to be added for the site plan review submission.

### **Minutes**

MOTION: On a motion by Ms. Beaudin, seconded by Mr. Clairmont, it was voted unanimously to adopt the minutes of February 18, 2021 as written.

### **Other Business**

#### **Merrimack Valley Trail Riders event at Belmont Casino**

Mr. Rauseo said that the Merrimack Valley Trail Riders is an organization of trail riders that has been around since 1972. He said that for about 38 years the organization has conducted an annual charity event to help

out the Cystic Fibrosis Foundation, stating that over the years, they have raised over \$2.5 million dollars for those folks. He said the Cystic Fibrosis Foundation is not holding events this year due to COVID-19, so the Trail Riders decided that they would hold their own, smaller event with on and off-road trail riding occurring on Saturday only. Mr. Rauseo said that the group would ride on town roads, Class 6 roads and some private land. He said that for several years now the Casino property has been part of the ride, but that this year it would serve as the headquarters and starting/ending place.

Mr. Rauseo said that on Saturday, June 12<sup>th</sup> a ride will head out from the Casino property and go into many abutting Towns, following a route that has been utilized and refined over the past 20 years or so. He said that some people will show up on Friday, June 11<sup>th</sup> and camp overnight in tents and RVs. Mr. Rauseo said that there would be a dinner on Saturday night inside the Casino with an anticipated participation of approximately 80 individuals. He said that on Sunday there would be a ride consisting of a loop or two on the Casino property, and that on Sunday night everyone would head home. Mr. Rauseo said that he anticipated the organization will cut off total attendance at 330 riders and 20 guests.

Mr. Fredette reiterated that the Trail Riders organization is organizing the event all by itself this year, as opposed to other years, where the Cystic Fibrosis Foundation has provided assistance with registration and other administrative responsibilities. He also reiterated that although the headquarters is being moved from the Motor Speedway to the Casino, the riding routes will be the same as they have been for many years. Mr. Fredette said that in past years, participation was around 500-600 riders, but that the organization's comfort level this year will require that it be smaller.

Mr. Sassan asked if the event organizers would be providing any meals besides the dinner on Saturday night. Mr. Rauseo and Mr. Fredette said that the Saturday dinner would be the only organized meal and that some attendees might cook out or cook in their RVs and that some would likely visit local stores and restaurants, including the Casino restaurant. Mr. Sassan asked if there would be anyone else organizing group meals, and potentially setting up large grills with associated propane supplies. Mr. Rauseo and Mr. Fredette said it is possible that groups as large as 10-15 people might get together for a cook out but that no large buffet lines, dinners or additional organized meals would occur.

Ms. Jipson, Ms. Beaudin and Mr. Clairmont said that they did not have any questions or concerns. Ms. Black asked about restroom facilities. Mr. Rauseo said that they have estimated a need for 10-12 portable toilets, adding that the organization has an established relationship with a company who provides the toilets. Ms. Black asked if the RVs would utilize their own power sources. Mr. Rauseo said that they would and there would not be any extension cords placed across the property.

Mr. Wheeler reiterated that extension cords should not be used, and he asked whether a police detail would be present. Mr. Fredette said that police details have typically not been required and that during the time the participants are out on the road, they are not treated any differently than any other operator utilizing the roadways. He said that he is the contact person if there are any issues, but that it has been years since he has received any complaints. Mr. Fredette said that 8-10 police departments are typically notified of the event. Mr. Ball said that, as far as the Town knows, there are no private property owners who allow ATVs on their property.

Mr. Sassan advised that it would be beneficial for the organizers to have a conversation with the police department, adding that he knows Chief Lewandoski was looking forward to having a conversation but that he was unfortunately encountered a conflict that made him unable to attend this meeting. Mr. Sassan said that he would provide contact information following the meeting.

## **Adjournment**

The meeting adjourned at approximately 9:10 AM.

Prepared by,

Dari Sassan  
Town Planner