



PLANNING BOARD TOWN OF BELMONT, NH

Monday, August 23, 2021
Belmont Mill, Tioga Room
Belmont, New Hampshire

Present: Chairman Peter Harris; Vice Chair Ward Peterson; Members Michael LeClair, Gary Grant, Richard Pickwick, Kevin Sturgeon and Jon Pike, Ex-Officio.
Staff: Candace Daigle, Rick Ball and Colleen Akerman.
Absent: Alternate Members Dennis Grimes and Rick Segalini, Jr.

The Chairman opened the meeting at 6:00 pm and welcomed those in attendance. He thanked the previous Town Planner, Candace Daigle, for coming on board as interim planner to keep things up and running while the search goes on to fill the position.

1. Plan Submission Meeting and Public Hearing – Pike Industries, Inc.: Five-year compliance hearing for Earth Excavation permit conditions. Property is located at 246 Depot Street, Tax Lot 236-011-000-000 in the “I” Zone. PB # 1421P.

K. Sturgeon recused himself as an abutter.

The Chairman opened the public hearing.

Mr. Richard Fraser was present for this application.

Mr. Fraser explained there has not been a lot of change since they were before the Board 5 years ago. There is a stockpile at the north end of the lot, and excavation in the northeast corner, along the east edges. Best Management Practices are followed and there is not a lot of change. Last year 3,600 cubic yards were excavated from the site.

K. Sturgeon asked about the 2016 approval conditions which state backhauling and storage is not permitted. Why is it not permitted here when it is permitted in other pits? C. Daigle answered that all of the applications came through at different times, but Pike indicated they would not be doing any backhauling on this site; and because the Board had concerns with other sites, Pike accepted it as a condition. J. Pike asked for clarification on the aggregate stockpile, and if that is backhauling. C. Daigle stated it is considered part of normal operations for that purpose, but if Pike would like to backhaul, they can request it and work it into the conditions. Mr. Fraser commented that it has not caused any problems and there is no need for Pike to accept backhauled materials.

The Chairman stated there were no waiver requests.

MOTION: W. Peterson moved that the application be accepted as complete for the purposes of proceeding with consideration and making an informed decision. However, additional

information shall be requested as necessary and must be submitted in a timely manner to complete review and act on the application. The Board shall act on this proposal by 10/27/21 subject to extension or waiver.

The motion was seconded by R. Pickwick and carried. (6-0)

The Chairman stated the following definition will be used to determine if the applications before the Board tonight have a regional impact. He explained that in order to provide timely notice, provide opportunities for input and consider the interests of other municipalities, the Board shall act to determine if the development has a potential regional impact as defined by RSA 36:55. Impacts may include, but are not limited to: relative size or number of dwelling units as compared with existing stock; proximity to the borders of a neighboring community; transportation networks; anticipated emissions such as light, noise, smoke, odors, or particles; proximity to aquifers or surface waters which transcend municipal boundaries; shared facilities such as schools and solid waste disposal facilities.

MOTION: J. Pike moved that the proposal does not have a potential regional impact.

The motion was seconded by W. Peterson and carried. (6-0)

The Chairman asked if anyone in the audience had any questions or comments. There being none, he closed the public hearing.

The Chairman noted the merits of the application: Staff is not aware of any additional information needed, and believes the site to be in conformance with the original approval. Impacts of the operation are as represented by the operator at the last review. Staff believes security is sufficient.

The Chairman thanked the applicant for being upfront and forward and providing everything the Town needed.

Board's Action – Pike Industries, Inc.:

MOTION: J. Pike moved that the application be found substantially in compliance with the following items:

1. Conformance with the prior conditions of approval.
2. Operational impacts of the project conform to the description and commitment offered during the prior review process.
3. Required security remain in place.

And that the application be granted Final, conditional approval as it appears to meet all of the technical requirements of the Ordinances and Regulations of the Town of Belmont with the following conditions:

4. All existing conditions remain in effect. No amendment was made by this action.
5. Application for the next compliance review hearing shall be submitted to the Board no later than September 1, 2026.

The motion was seconded by G. Grant and carried. (6-0)

K. Sturgeon rejoined the Board.

2. Plan Submission Meeting and Public Hearing – Raed Hertel Family Trust: Request for subdivision approval to subdivide one lot into seven. Property is located on Jamestown Road, Tax Lot 118-016-000-000 in the “RS” Zone. PB # 1221P.

The Chairman stated a letter was sent to the applicant requesting additional envelopes and fees, however the applicant did not respond and abutters were not re-noticed.

The Chairman read from the Staff Report:

“Although the Board tabled the public hearing to time certain, the record is clear that the Board required first class notice be sent prior to the next public hearing. This was not done.

The applicant has not complied with the requirement to attend the July meeting and has not complied with a letter requiring notice of the August meeting. Staff recommends the application be denied without prejudice to allow the process to be commenced with full noticing and to forgive new application fees (with the exception of the noticing fee) as long as the application is submitted no later than November 1, 2021. All fees would be due if submit subsequent to that date.”

The Chairman asked if the applicant was present this evening. C. Daigle stated Mr. Hertel called to say he has been out of state and did not get the letter from the Land Use Office. He asked if his surveyor was also notified, but he was not. She apologized to him for that. C. Daigle said that Mr. Hertel can speak with the Land Use Office tomorrow about getting everything that is needed. She withdrew her suggestion that the application be denied without prejudice and recommended the Board do what they feel is correct.

J. Pike said that his understanding is that there are questions about the abutter noticing. If the Board requires a new application, what happened prior would be negated and the process starts over. This would give clear notice to abutters. Issues with the site, driveways and sewer were also mentioned. This is not going to be a clear-cut application.

MOTION: W. Peterson moved to deny without prejudice, the application of Jeff Hertel to subdivide one lot into seven on Jamestown Road, Tax Lot 118-016-000-000, as the applicant and/or his representative failed to appear as required at the July public hearing and failed to send notice to abutters of the August meeting as required by the Board. Application fees are waived; however noticing and recording fees are not.

The motion was seconded by J. Pike and carried. (7-0)

3. Plan Submission Meeting and Public Hearing – Richard Page: Request for site plan approval for exterior boat, RV and vehicle storage. Continued use of the contractor’s yard. Exterior portable sawmill and exterior lumber milling. Property is located at 284 Laconia Road, Tax Lot 210-002-000-000 in the “C” Zone. PB # 1521P.

The Chairman read the status of the application and the details of the request from the Staff Report: This is a new application, which was originally withdrawn from the 04/28/2021 Site Plan action on the Retail Lumberyard with indoor milling. This request is for Boat Storage Exterior (requires ZBA Special Exception), Warehousing/self-storage Exterior (RV & Vehicles), and continuation of the Contractor’s

Yard, related and unrelated to the on-site lumberyard. Staff recommends this proposal qualifies as a “minor project” under Site Plan Review Section 5.G.

J. Pike asked about the joint driveway and two businesses using one driveway. C. Daigle clarified that each business has one permitted driveway. J. Pike said he would recommend a gate at the shared driveway. W. Peterson asked if the state required one access point for each. J. Pike said access was granted after the second building was constructed. There is a second driveway off of that and another entry in behind there.

MOTION: W. Peterson moved to grant the following waiver request:

- a. Building Plans (Section 5.D.2) because the request is exterior only.
- b. Street & Driveway Profiles & Plan (Section 5.D.8) because the established parking areas and accessways will not change.

The motion was seconded by R. Pickwick and carried. (7-0)

C. Daigle reported Staff does not support waivers c & d because Staff believes the applicant has essentially submitted plans showing fire lanes and landscaping, and can get more information if it is needed. It is unnecessary to grant the waivers.

MOTION: J. Pike moved to deny the following waiver requests:

- c. Utilities & Fire Protection Plan (Site Plan Review Section 5.D.6) because the layout showing a fire lane is sufficient to support application completeness.
- d. Landscape Plan (Site Plan Review Section 5.D.9) because the layout showing some screening is sufficient to support application completeness.

The motion was seconded by K. Sturgeon and carried. (6-1) G. Grant opposed.

C. Daigle recommended that waivers e through h are unnecessary as this project qualifies as a “minor project” under the Site Plan standards.

MOTION: W. Peterson moved that the application be accepted as complete for the purposes of proceeding with consideration and making an informed decision. However, additional information shall be requested as necessary and must be submitted in a timely manner to complete review and act on the application. The Board shall act on this proposal by 10/27/21 subject to extension or waiver.

The motion was seconded by R. Pickwick and carried. (7-0)

MOTION: P. Harris moved that the proposal does not have a potential regional impact as described above.

The motion was seconded by J. Pike and carried. (7-0)

The Chairman noted the merits of the application from the Staff Report. There were no comments or responses from most departments but the police department said they have questions about security and how the applicant plans to provide “safe storage”.

The Chairman opened the public hearing.

Mr. Richard Page was present for this application.

C. Daigle explained that she spoke with the Fire Department and conditions 15a through 15c come from the Fire Department.

C. Daigle reviewed the Staff Comments/Questions below with the applicant at the Board’s request.

Mr. Page said he plans to mow the two areas to the right that are overgrown. He met with the landscaper today. C. Daigle said the concern was only if the area was to be regraded.

C. Daigle asked if there will be a gate to the lower area driveway like the upper area. Mr. Page said he will do what the Town wants. J. Pike commented there is not a problem from the front yard, but from the back yard. It is out of sight and below grade. If there is a gate at the front, police and fire can’t just drive in. Mr. Page said he would prefer no gate to allow easy police and fire access.

C. Daigle said there is a gate shown at the upper driveway. Mr. Page can maintain permission for it if it is needed. Mr. Page said he wants it to look nice and professional and he wants people to feel secure. J. Pike cautioned Mr. Page to be concerned if there is nice stuff stored there because you can’t see down the banking. If the area is lit up, it will help people to steal things.

Mr. Page confirmed the hours of operation will be 7am to 7pm, Monday through Saturday, and that spill kits will be located at the edge of the building. He researched them and wants to be sure that mats and everything are stored right there at the edge of the building.

Mr. Page will provide an additional parking/fire lane layout for the lower area for the Fire Department to approve.

C. Daigle asked about screening because the method should be agreed to by the Board. That is something the Board should add when they get to that part of the motion. The screening is to help break up the look of odd-shaped vehicles because they can look unkempt. It is not the intention to completely screen it from the street, and it is not required for all lots. J. Pike remarked Mr. Page should consider fencing, but he won’t tell him to do it, or an alarm system. Mr. Page said he wants the area to look nice and not see odd-shaped vehicles from 106. He wants the lumber business to feel like a lumber business and not vehicle storage. He wants people to feel they are storing things in a nice place. The Board discussed this site is below the grade of Laconia Road and areas 2-4 are shielded by the upper plateau.

C. Daigle read all Staff Report items 7 through 14 under the Staff Comments list. She noted the septic is for 2 employees only. That is what the owner at the time installed. It is not a town regulation. A Special Exception is needed for the boat storage. The driveway application submitted in March did not provide for rental spaces so an updated permit is required.

C. Daigle apologized to the Board for the additional confirmation questions due to the timing of

applications and Staff Reports. The conditions are not directed at Mr. Page, only to the property. Normally these items would have been addressed during the application process.

The Chairman asked if anyone in the audience had any questions or comments. There being none, he closed the public hearing.

Board's Action – Richard Page:

MOTION: M. LeClair moved that the application be granted Final, conditional approval as it appears to meet all of the technical requirements of the Ordinances and Regulations of the Town of Belmont with the following conditions:

Conditions (precedent) to be complied with or secured (as appropriate) prior to plan being signed and decision recorded. No site improvements or approved uses shall commence and no building permit shall be issued until plan is signed and decision recorded.

1. This action is based on a plan or plan set received 8/2/2021.
2. Submit final plans (6 paper). Submit one copy for approval prior to submitting all required copies. Remove all notes that are not applicable. Add all conditions subsequent. Add all required items such as gates, screening, fire lanes, hours of operation, etc.
3. Payment of decision recording fee (\$20.60); check made payable to Belknap County Registry of Deeds.
4. Submit copy of NH DOT updated driveway permit including public storage.
5. Applicant shall sign and follow Town's Inspection Schedule.
6. Conditions precedent shall be completed no later than 8/23/22. Active and Substantial development of the approved improvements shall occur no later than 8/23/23 and improvements shall be substantially completed by 8/23/26.
7. Compliance hearing shall be held by Board as necessary.

APPLICANT SHALL TAKE SPECIAL NOTICE: NO USE/WORK MAY COMMENCE UNTIL ALL PRE-CONDITIONS ABOVE HAVE BEEN SATISFIED. CONTACT THE LAND USE OFFICE WITH ANY QUESTIONS. COMMENCING WORK OR USE PRIOR TO TOWN AUTHORIZATION SUBJECTS THIS APPROVAL TO REVOCATION, AND OTHER ENFORCEMENT ACTION AND DAILY FINES.

Construction conditions to be complied with once plan has been signed and decision recorded.

8. Construction shall be monitored and certified by a consultant appointed by the Board at the applicant's expense if any.
9. Obtain successful milestone observations from Land Use Staff as listed on Land Use Inspection form **and** additionally and separately all required inspections by the Fire Department.
10. Evidence of other agency conditions achieved.
11. Any areas to be disturbed will be clearly ID'd on the plan.

General conditions to be complied with subsequent to plan being signed and decision recorded:

12. Approved uses include: Exterior warehousing - Vehicles and Boats (boat use requires a Special Exception from the Zoning Board). Contractor's yard related and unrelated to on-

- site lumberyard use. Exterior light manufacturing (use of portable sawmill and milling machine) related only to on-site lumberyard use.
13. Certificate of occupancy required for building (Fire Department and Building Official).
 14. Certificate of use required for exterior uses (Land Use Staff).
 15. All proposed gates will be shown on the final plans and keys made available per the Fire Department directions.
 16. Dumpster sized appropriately to contain all refuse, placed on an impervious surface, screened all sides. Lids kept closed at all times except during active use to minimize loss of refuse. Gates kept closed at all times except during pickup. The business owner is responsible to make weekly checks of area under and adjacent to the dumpster for any signs of leakage and to take immediate steps to capture any released substances.
 17. No exterior storage of regulated materials. Best management practices to be employed for the storage, use and disposal of regulated materials.
 18. Business owner responsible for weekly checks of property under/around all vehicles and boats to check for leaks or discharges.
 19. Approved spill kits to be available on site at all times it is open to customers.
 20. Hours of operation are 7am-7pm Monday-Saturday.
 21. For the purpose of septic loading, occupancy of the site is limited to two.
 22. Gates, current keys, screening and fire-lanes to be maintained.
 23. Sales are limited to lumberyard related. No vehicle or other types of sales.
 24. Boat storage requires:
 - a. fuel tanks to be 95% full or empty.
 - b. batteries to be disconnected.
 - c. no on-board alcohol stoves allowed
 25. No junk/salvage allowed. All vehicles and boats to remain fully operational for their purpose.
 26. No on-site vehicle/boat repairs.
 27. No on-site material processing with the exception of the lumberyard related activities.
 28. The property owner shall be responsible to inspect, maintain and make immediate repairs to stormwater management features to assure they function in the manner intended and protect water quality.
 29. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
 30. Landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.
 31. All exterior lighting shall be downcast and shielded from abutters and traffic.
 32. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
 33. No changes shall be made to the approved plans unless application is made in writing to the Town.
 34. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
 35. Approval is subject to expiration, revocation and changes in the Ordinances. This conditional approval shall expire on 8/23/22 unless all conditions are met or an extension is applied for and granted in accordance with the Regulations. Notice to the applicant and/or a public hearing are not required for the Board to determine that a conditional approval has expired. Reapplication in the case of an expired conditional approval requires a new application meeting all applicable Regulations.

36. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
37. Operational conditions of the Town and other agencies shall be met.

The motion was seconded by K. Sturgeon and carried. (7-0)

J. Pike left the meeting at 6:48pm.

4. Plan Submission Meeting and Public Hearing – Schumacher Properties, LLC: Request for site plan approval to construct a 80' x 72' building expansion for light manufacturing. Property is located at 19 Field Lane, Tax Lot 245-006-000-000 in the "I" Zone. PB #1621P.

C. Daigle explained the applicant has revised colored plans for the Board, showing items from the Staff Report.

The Chairman read the lot history from the Staff Report and noted there was one waiver request.

MOTION: W. Peterson moved to grant the following waiver request:

- a. Landscaping Plan (9.G) because the site is stable. The original site plan showed a possible building on this footprint. The current vegetation matches abutting industrial sites. A stormwater management report was submitted to assure continued successful stormwater management.

The motion was seconded by K. Sturgeon and carried. (6-0)

MOTION: K. Sturgeon moved that the application be accepted as complete for the purposes of proceeding with consideration and making an informed decision. However, additional information shall be requested as necessary and must be submitted in a timely manner to complete review and act on the application. The Board shall act on this proposal by 10/27/21 subject to extension or waiver.

The motion was seconded by G. Grant and carried. (6-0)

MOTION: P. Harris moved that the proposal does not have a potential regional impact as described above.

The motion was seconded by W. Peterson and carried. (6-0)

The Chairman noted the merits of the application from the Staff Report. Staff is waiting to hear from the Fire Department about Fire/Life Safety requirements. He also read the Staff Report Discussion Items.

The Chairman opened the public hearing.

Mr. Bruce Scamman of Emanuel Engineering was present for this application. He said he has been working with Brian Shedd from Construx Inc. on this project.

Mr. Scamman explained the location is on the cul-de-sac after the Post Office, and showed an aerial image of what is existing there today. There is a sidewalk to the front door and previously approved solar panels. They want to put on an addition and extend the parking lot and add loading docks. The existing conditions plan he displayed shows the existing building, pavement and solar panels. The proposed plan shows a 72' addition off the back end where there is currently lawn. A two-step flat roof is proposed which enter the existing drainage that exits into the development catch basin already. The new plans have a different roofline because the flat roof can't have an adjacent roof that is too high or there will be snow issues. There is a transition bay proposed 2' higher than the existing building. There is an infiltration basin in the back of the building. There will be a drive-in door and a man door for the addition.

J. Pike returned to the meeting at 6:58 pm.

Mr. Scamman said new drainage calculations were submitted with a maintenance plan. There will be dumpsters near the existing retaining wall. He said he would rather answer questions the Board has than present a lot of information.

M. LeClair asked what kind of manufacturing is done there. There was discussion that prototypes are designed and created for machinery parts. C. Daigle maintained this is an onsite existing company looking to expand and stay here. The work is primarily prototypes and not large manufacturing quantities.

The Chairman asked if anyone in the audience had any questions or comments. There being none, he closed the public hearing.

Board's Action – Schumacher Properties, LLC:

MOTION: R. Pickwick moved that the application be granted Final, conditional approval as it appears to meet all of the technical requirements of the Ordinances and Regulations of the Town of Belmont with the following conditions:

Conditions (precedent) to be complied with prior to plan being signed and decision recorded. No site improvements or approved uses shall commence and no building permit shall be issued until plan is signed and decision recorded.

1. This action is based on a plan or plan set dated 7/28/2021.
2. Submit final plans (6 full-sized paper, 1 reduced). Submit one copy for approval prior to submitting all required copies. Add/identify/include note on plan:
 - a. Signature block
 - b. Note dumpster on impervious surface, screened all sides.
 - c. ID handicapped access to sidewalk.
3. Payment of decision recording fee, \$24.60, made payable to Belknap County Registry of Deeds.
4. Applicant shall sign and follow Town's Inspection Schedule.
5. Conditions precedent shall be completed no later than 8/23/22. Active and Substantial development of the approved improvements shall occur no later than 8/23/23 and improvements shall be substantially completed by 8/23/26.
6. Compliance hearing shall be held by Board as necessary.

APPLICANT SHALL TAKE SPECIAL NOTICE: NO USE/WORK MAY COMMENCE UNTIL ALL PRE-CONDITIONS ABOVE HAVE BEEN SATISFIED. CONTACT THE LAND

USE OFFICE WITH ANY QUESTIONS. COMMENCING WORK OR USE PRIOR TO TOWN AUTHORIZATION SUBJECTS THIS APPROVAL TO REVOCATION, AND OTHER ENFORCEMENT ACTION AND DAILY FINES.

Construction conditions to be complied with once plan has been signed and decision recorded:

7. Submission of building plans, approved by Building Inspector & Fire Department prior to plan signing. Shall comply with all applicable Codes and Regulations including but not limited to land use, traffic, building, fire, health, and life safety.
8. Owner shall provide contractor(s) with a copy of the Town's Inspection Schedule prior to work commencing.
9. Obtain successful milestone observations from Land Use Staff as listed on Land Use Inspection form **and** additionally and separately all required inspections by the Building Official, Fire and Public Works Departments.
10. Occupancy/use of improvements requires submission of 2 paper original record (as-built) site plans including structures, utilities, roads, drainage and other site improvements. Plans shall be reproducible in black/white.

General conditions to be complied with subsequent to plan being signed and decision recorded:

11. Approved uses include: Light Manufacturing.
12. Dumpster sized appropriately to contain all refuse. Lids kept closed at all times except during active use to minimize loss of refuse. Gates kept closed at all times except during pickup. The dumpster serves a manufacturing use and is located on the aquifer. Owner is responsible to make weekly checks of area under and adjacent to the dumpster for any signs of leakage and to take immediate steps to capture any released substances.
13. All disturbance of the site to conform to Best Management Practices for the eradication and disposal of invasive vegetative species. Monitor disturbed areas for a minimum of 2 years after project completion for reoccurrence of growth.
14. Comply with all applicable Aquifer Management Best Management Practices and successful annual aquifer inspections required.
15. The property owner shall be responsible to inspect, maintain and make immediate repairs to stormwater management features to assure they function in the manner intended and protect water quality.
16. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
17. Landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.
18. All exterior lighting shall be downcast and shielded from abutters and traffic.
19. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
20. No changes shall be made to the approved plans unless application is made in writing to the Town.
21. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
22. Approval is subject to expiration, revocation and changes in the Ordinances. This conditional approval shall expire on 8/23/22 unless all conditions are met or an extension is applied for and granted in accordance with the Regulations. Notice to the applicant

and/or a public hearing are not required for the Board to determine that a conditional approval has expired. Reapplication in the case of an expired conditional approval requires a new application meeting all applicable Regulations.

23. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.

The motion was seconded by G. Grant and carried. (7-0)

OTHER BUSINESS:

Approval of Minutes 07/26/2021:

MOTION: R. Pickwick moved to approve the minutes of July 26, 2021 as written.

The motion was seconded by P. Harris and carried. (5-0-2) J. Pike and M. LeClair abstained.

Ratify Interim Planner Contract:

MOTION: W. Peterson moved to ratify the Interim Planner Contract.

The motion was seconded by P. Harris and carried. (7-0)

930 Laconia Road – Map/Lot 122-057-000-000:

J. Pike asked R. Ball if he has heard from Mr. Brouillard. R. Ball said yes, he has the new plans. Mr. Jon Rokeh is working to answer some questions for him. J. Pike stated they need to take care of the parking lot. C. Daigle commented that the discussion at the last meeting was effective.

STAFF REPORT:

Town Planner Applications:

C. Daigle reported that some applications have been submitted for the job posting and Municipal Resources Inc. (MRI) has done preliminary phone interviews and made notes to go with them. They are very used to the hiring process and there is some good groundwork to look at. The Board needs to determine how to move forward and if the Chair and Vice Chair will weed out the applications and bring the best candidates before the Board. This the most efficient method, but the Board needs to make a decision.

J. Pike suggested the position should no longer be a contract position. He also requested that Town Administrator Jeanne Beaudin be involved in the hiring process. He asked about the job review process and how that is handled, and asked if C. Daigle could be put in an advisory position once hiring is complete.

C. Daigle asked the Board what they want. Do they want a Planner who will work exclusively on the CIP (Capital Improvement Plan) and the Master Plan, or do they want someone to also do the detail work that needs to be done every day? Is the priority community planning or supporting Boards, customers and applicants?

P. Harris commented that the Board has been very reliant on the other departments in our Town. But other departments are not responding. There is not the level of participation at the ARC that there should be. Staff noted if questions are asked of department heads, there is good conversation; but if Staff doesn't ask, there are often no concerns until someone is ready to build.

J. Pike recommended C. Daigle and J. Beaudin review the job applications. The Board is looking for someone who manages the situation. W. Peterson said the Board needs a person who will do detail work. R. Pickwick said a planner with forethought of what is coming down the road is needed, but that person has to be a good blend.

M. LeClair asked what does the Planning Department recommend. R. Ball said we need someone who handles the details.

C. Daigle emphasized the importance of R. Ball's position and his engineering and surveying background. He does the site inspections, and the more difficult plan review for drainage and runoff. The Board should look at things like some of R. Ball's skills in a new person. Perhaps utilize the administrative assistant for more of the administration to take away some of the detail duties from the Town Planner allowing more time for traditional planning functions. Think about mixing and matching if you can. The Board should hire for the highest and best needs and if they get a good administrative person, they can be mentored into what the Board likes and how they like to keep their records. It is easier to train up than to work down.

There was more discussion about how to proceed. W. Peterson reminded everyone that applicant information is confidential and cannot be shared. K. Sturgeon asked if the Chairman and Vice Chair can narrow it down to two applicants and then share with the rest of the Board.

It was the consensus of the Board that the Chairman and Vice Chair, along with C. Daigle and J. Beaudin, discuss the applications. M. LeClair commented he thinks the Board needs to act faster than they think.

Outdoor Seating:

C. Daigle reported that per the Board, outdoor seating was originally supposed to end July 7th, but the Board gave them until August 7th. C. Daigle asked if they need to cease outdoor seating and come back for a full Site Plan, or will the Board let things run until later this fall and have them come back before the spring. It was the consensus of the Board to allow outdoor seating until November 1st. At that time, all tents and seating must be removed. The Board also determined that the TAP needs to close off the frontage with something other than pallets, such as jersey barriers.

Budget:

\$465 will go to MRI for advertising and the Board will pay the first \$2,000 of their finder's fee. The budget is short on postage and advertising. There have been lots of applicants and abutters, however salary is being saved helping the bottom line.

CIP:

C. Daigle acknowledged she won't be able to work on the CIP in addition to the work that needs to be done. J. Beaudin gets the numbers but Land Use has put it together in the past. J. Pike asked if C. Daigle could assist in a review of the new Town Planner. She said it can be discussed once someone is hired if they still need it. She can help someone learn the unique characteristics of the job here in Belmont if necessary.

Zoom:

It was the consensus of the Board to continue in-person meetings at this time, with no Zoom option.

105 Hurricane Road – Map/Lot 223-054-000-000:

C. Daigle met with Mr. Gary Cartier and his son to review the ordinances and terminologies, and the Town's philosophy on frontage. She explained the closing dates and different options available to him. He knows whichever option he chooses will be an uphill battle, as it is a hard argument to waive the standards or have the ZBA approve a second home on a lot. There was discussion about how to change these restrictions by making changes to the ordinance.

C. Daigle suggested the Board look at detached Accessory Dwelling Units (ADUs). Look at the land and what is best for the community. Allowing them to be detached could provide an important avenue for workforce housing and may take pressure off the Town for doing something more extreme.

Mallards Landing Association – Map/Lot 110-002-000-000:

C. Daigle provided the new association president with the history, regulations and information on why people can't live full-time on the other side of the tracks. The density there far exceeds what is allowed in the zone, and they previously agreed to be grandfathered for specific uses/lots. The Land Use files contain all of the information. A copy will be provided to the president.

Land Use Office Update:

C. Daigle is in her third week of work as the interim Town Planner; keeping up with current applications and work, and working on a backlog of items. Outstanding items have been organized, denials have been sent out, and everything that isn't filed is in alphabetical order. There were 13 Notices of Decision to be sent to the Belknap County Registry of Deeds and there are at least 11 more. She is working through the files and following up on inquiries. C. Daigle noted Rick, Elaine and Colleen have kept the office functioning. Elaine is working with a new Building Official and Code Enforcement Officer and has truly kept the Land Use Office afloat. R. Ball has also been fielding inquiries and is working through things to close open projects. He is back working on ConvenientMD. R. Ball said he has been watching the slope and it lost more material with the heavier rains. He has talked to the engineer and they will be meeting on site. They are going to keep working on it until it is fixed.

Other:**48 Dearborn Street – Map/Lot 123-028-000-000:**

K. Sturgeon reported that "mother nature" has been revegetating the site and there have been no big issues.

Adjournment:

MOTION: M. LeClair moved to adjourn at 8:18pm.

The motion was seconded by J. Pike and carried. (7-0)

Respectfully submitted:

Colleen Akerman
Building & Land Use Clerk