

Sugar Hill Planning Board

March 4, 2026

Members: Secretary Amy Venezia, Patty Robertson, Rusty Talbot (Selectboard Rep), Vice Chairman Steve Monsein, Arthur Chase, Jim Keefe, Chairman Rob Hayward, Margo Connors (Alternate)

Absent: Mike Valentine, Kyle Kinsey

Guests: Allan Clark, Mike Claflin, Philip Beaulieu, Ray Dionne, Gardner Kellogg, Jennifer Childs-Roshak, Harry Robertson, Douglas Glover, Richard Hunt, Claudia Hunt, Timothy Burbank, Rebecca Burbank, Rosalind Page, Clark Hioux

Chairman Rob Hayward called the meeting to order at 5:30PM on Wednesday, March 4, 2026. On a motion made by Steve Monsein, seconded by Arthur Chase the minutes of the February 4, 2026 meeting were approved with the noted change of the date on page 2 from 2024 to 2025 and adding Andy Smith as a guest. **PASSED UNANIMOUSLY**

Split Rock Partners, LLC

Tax Map #226 Lot 16

4 lot Subdivision

Final Hearing

Fire Chief Allan Clark presented a letter to the Board addressing his review of the proposed subdivision. He stated that he reviewed the plans for access and water availability specifically as it pertains to emergency service. He approved the 12-foot-wide driveway designs and discussed options for a water source. He stated that there are 3 options for water availability on site as outlined in his previous letter dated May 18, 2025. He has spoken to the developers and they are going to look into one option which is utilizing the pond at Gibbs Farm. The Chief recommended installing an 8-inch pipe system to access the pond water. The developer has agreed to fund the water system installation. He noted he would need to evaluate the pond for depth and capacity which cannot be done right now so would have to be done in the spring. After the snow melts, he will revisit and evaluate the pond to confirm water depth, capacity and feasibility for use as a fire protection water source. At this time the owners of the property in which the pond sits have not been contacted for permission to grant the Town a permanent easement to dredge the pond, if necessary, install the dry hydrant, maintain the pond and hydrant and to utilize the water for Fire Protection services all for no cost. Chief Clark stated in his letter that this would be the best option for the developer and the Town if it is feasible. Chief Clark will have to determine cost estimate for the 8-inch pipe installation. The fire department would do the installation and the developer would be responsible for reimbursing the town for the costs.

Chairman Hayward read a statement he had received before the meeting from the developers listing what they are agreeing to do if the subdivision is approved:

1. Prior to issuing either driveway permit, the landowner will post a bond or equivalent for the cost of constructing that driveway and drainage infrastructure up to the point where the driveways split, as shown on the engineering plans on file with the Town, Additionally, the landowner will replace the existing 2 culverts along the frontage of Lot 1 on Dyke Road and improve the existing drainage ditch between the 2 culverts.
2. The current owners reaching an agreement with the Town's Fire Chief to provider \$5,000 prior to the mylar going on record, to be used for the construction of a dry hydrant, location and specs to be at the Fire Chief's discretion.
3. No building permit on any of the 4 lots will be provided that exceeds the roof square footage as shown on the engineering plans (2900 sq ft) on file with the town by more than 25%, unless the landowner can provide an updated drainage analysis showing that there will be no increased impact on the off-site drainage.
4. Lot 1 will carry a "no further subdivision" deed restriction.
5. This approval will be recorded and will be referenced on the subdivision mylar.

Prior to the tonight's hearing the board received 7 letters electronically from concerned abutters and neighbors. The board also received a letter from the Conservation Commission that was requested be read aloud at the meeting. Chairman Hayward read the letter to members of the Board, who all had previously received a copy, and to those in attendance, the letter is attached for reference. Continued discussion took place about wetlands on the property and the need for a wetland permit as well as the study conducted only being a 2-year vs a 50-year storm data analysis. Phil Beaulieu from Headwaters Consulting, LLC. was present and reviewed what he presented at the previous month's hearing. Phil explained the complexities of stormwater volume calculations, noting that while town regulations require 50-year stormwater volumes for drainage structure sizing, they do not specify a storm duration requirement. The group considered running additional stormwater volume analyses to address concerns about increased runoff, but Phil noted that the current analysis already exceeds typical requirements. Chairman Hayward stated that he had consulted with the DES about the need for a permit because of alteration of terrain and was informed at this time it is not required because less than 100,000 sq feet is being disturbed with the infrastructure on the plans presented. The plans presented are showing no disturbance to what is identified as wetland areas. An explanation of how wetlands are determined was had explaining that it goes beyond just identifying that the soil is wet. Mike Clafin invited those in attendance to visit the property that AHEAD developed in Bethlehem on Rt 302 as it was similar in terrain to what is being proposed here. It was clarified that any deviance from the plans and any contingencies or easements placed on the subdivision would be require a new application. The landowner(s) also will need to apply for driveway permits and building permits giving the town eyes on the development. It was mentioned that the developer agreed to work with Doug Glover, road agent and Red McCarthy, town engineer to redirect water flow and drainage concerns. This would require the gathering of more accurate measurements after the snow melts to better assess the costs and impacts of drainage changes. The board agreed that several items need to be addressed before making a final decision, including computations for ditch work and apron construction and the hearing would be continued to the April meeting, with the possibility of extending the continuation into May or further. The board was in agreement that the developer will be required to either bond or build the shared driveways. They agreed to look further into the additional 25% increase as outlined in #3 on the developer's letter. Phil Beaulieu, with developers' permission, will revise drainage analysis showing impacts of increasing house size 25% and define approximate cleared area sq footage around each proposed house. Vice Chairman Steve Monsein agreed to draft proposed covenants language for the board to review at the April meeting. Hearing concluded and will continue at the April 1, 2026 meeting.

Old Business/New Business

On a motion made by Steve Monsein, seconded by Jim Keefe Rob Hayward was nominated as Chairman of the Board.
PASSED UNANIMOUSLY

On a motion made by Rob Hayward, seconded by Arthur Chase Steve Monsein was nominated as Vice Chairman.
PASSED UNANIMOUSLY

With no more business, on a motion made by Steve Monsein, seconded by Arthur Chase the meeting was adjourned at 7:48PM.

Submitted by:

Amy Venezia

Secretary to the Planning Board