

Sugar Hill Planning Board

May 6, 2026

Members: Secretary Amy Venezia, Patty Robertson, Arthur Chase, Chairman Rob Hayward, Kyle Kinsey (alternate), Margo Connors, Vice Chairman Steve Monsein

Absent: Rusty Talbot (Selectboard Rep), Mike Valentine

Guests: Rose Ellms, Chris Ellms, Larry Sawyer, Leah Micalizzi, Daniel Mackin, James Hunt, Mike Clafin, Russ Gaitskill, Mary Porter, Evan Carmean, Beth Horan, Rosalind Page, Allan Clark, Anne Foss, Lynne Warren, Mike Warren, Claudia Hunt, Richard Hunt, Tim Burbank, Harry Robertson, Rebecca Burbank, Andy Smith, Gardner Kellogg, Phillip Beaulieu

Chairman Rob Hayward called the meeting to order at 5:30PM on Wednesday, May 6, 2026. On a motion made by, Arthur Chase seconded by Patty Robertson the minutes of the April 1, 2026 meeting were approved. **PASSED UNANIMOUSLY.** Chairman Hayward mentioned that Jim Keefe, a long-time member of the Planning and Zoning Boards passed away recently. Margo noted that we really will miss Jim Keefe and we should do something to honor his service to the Town.

Chairman Hayward noted that Margo Connors would now become a full member of the Board to fill the vacancy. There is an open seat for an alternate member currently.

Chris Ellms swore Steve Monsein in as a full board member for a 3 year term.

Elizabeth (Lynne) & Michael Warren

Conceptual Hearing

Subdivision – 2 lots

Tax Map# 216 Lot # 1

Lynne Warren and Gardner Kellogg, surveyor presented plans to the Board for a 2-lot subdivision on Tap May 216.1 located on Center District Road with a current total acreage of 93 acres. One parcel would be 65+ acres and the other one 28.12 acres. It was mentioned that the lots are bordered by the town forest land. There is a third lot that is shown on the plans for 22.36 that is land locked and currently in conservation with the town and has a ROW for access through it. There are currently no plans to merge lots after subdivision. Lynne presented a letter from the Society of Protection of NH Forests as this property is in protection with them. According to the easement each lot is allowed 1 house and cannot be further subdivided.

Fire Chief Allan Clark stated he had reviewed the proposal and has no concerns. Lynne noted she had spoken to Road Agent Doug Glover and he had no concerns with the shared driveway location.

There was a short discussion about the proposal with noted statements that the Conservation Commission had previously looked at obtaining this property because of its location to the Town Forest but would need to fundraise and discussion had lapsed at this time. Chairman Hayward noted that if the land was subdivided and later was obtained by the Conservation Commission there could be a lot line adjustment.

Chairman Hayward opened it up to the public for questions and review of the plans. Chirs Ellms reviewed the plans with Gardner Kellogg.

Lynne noted that she would be submitting her application next week and would like to proceed with a final hearing in June. It was noted that the ROW should be added to the map. Lynne will contact the Society for the Protection of NH Forests and show them the final proposed plan for a non-tentative approval from them.

Split Rock Partners, LLC

Tax Map #226 Lot 16

4 lot Subdivision

Final Hearing Continuation

Chief Clark addressed the Board and public in attendance with an update for this subdivision. He has done some further investigation on the potential for a dry hydrant on Hadley Road and upon this initial investigation he has determined that it would be adequate. He still does not know the depth of the pond and this would need to be determined as well as any dredging that might be needed. Another option would be Toad Hill Road Pond or there is a pond on private land that exists and might be a possibility if the owner was in agreement. At this time the owners of the pond on Hadley Road had not been approached. Due to the distance from the proposed subdivision and Toad Hill Road Pond, the preference would be Hadley Road. Split Rock noted that they are ready to write a check for \$5,000 to the Town for installation of the dry hydrant and feel that this is sufficient even if it costs more than this estimate. They feel if the total cost was more than \$5,000, it should be the responsibility of the town as it will benefit the town. They would not expect any money returned if the cost was less than \$5,000.

Chairman Hayward stated that another letter asking for clarification to the last letter by Dr. McCarthy was received via email today. He noted he was not going to read the letter aloud as he had previously done that in April but would address what was identified in the letters as outstanding questions.

1. Concerning the pond on Hadley Road this was addressed by Chief Clark (see above)
2. Wetland analysis presented and roof sq footage impacting the septic system— Based upon the proposed plans there is no infringement on the wetlands that were identified. Should there be any infringement on any wetlands during development this would involve receiving the proper approval from DES. The septic system and roof sq footage was discussed. Roofs are considered a permeable surface and there should be no drainage out of a properly operating septic system. Alteration of terrain has to exceed 50,000 sq feet per lot and is not looked at as a whole where each lot has its own exemption. This is a state requirement and we have to follow what the State law says. Discussion about limiting the roof sq footage to no more than 20% as shown on the engineering plan unless the landowner can provide an updated drainage analysis showing that there will be no increased impact on the off-site drainage.
3. Asked about the developer's intention regarding installation of roads and drainage per the submitted plan. – The developers will not be installing the roads. Construction will require a bond which is held and released by the Selectmen. Because there is no way to estimate the cost of constructing the driveways the bond amount cannot be set but could be contingent that a bond be placed before construction begins. The Selectboard determines how much the bond is and are in charge of the bond. The planning board only controls that a bond will be required as a contingency of a plan approval but is then managed by the Selectboard. Bonds are usually for 2 years and not released until the work is completed and permits are signed off on. Andy Smith stated it does not make sense to build anything at this time as things could change depending on the wants of the future landowner, i.e. they decide not build on the land for a number of years.

Chairman Hayward stated that the board is approaching the end of the 65-day period in which a decision about the subdivision needed to be made. He stated that if the board did not vote to approve/disapprove the plan tonight it would go before the Selectboard for approval or denial. He went on to state that he feels there is no reason that this subdivision would not be approved as they were meeting all requirements of the subdivision regulations. Patty expressed concerns about not looking at the plan in its entirety and thinks the board is a long way off from being able to make any decision about this subdivision at this time. Steve agreed and presented a draft of an extension

that he proposed for Split Rock to continue. Margo stated that the board had not discussed Steve's proposed covenants that he passed out for the March hearing.

Andy Smith addressed the board and informed them that they have entered into a contract with ACT (Ammonoosuc Conservation Trust). The contract has contingencies, which include raising the funds needed for the purchase, having an appraisal done on the land, and have a contaminant study completed and will run through July 8, 2026. At this time, it is the wishes of Split Rock to continue with this subdivision application. Rosalind Page, Executive Director of ACT spoke to these contingencies and stated she was hopeful and 95% confident that they would meet the contingencies in time.

Mr. Smith stated that they have heard the concerns from the town and had delivered most of the information and feels that they have met all the requirements of the town. Steve asked what the proposed closing would be if the transaction went through with ACT. Mr. Smith stated that it would be by July 31, 2026. Split Rock presented the following revised contingencies of approval:

1. Prior to issuing a 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 with specs and oversight provided by the Town's engineer and Road Agent.
2. The current owners will donate to the Town \$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 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

Discussion about the new state requirement regarding ADUs. The board would feel more comfortable if the total roof structure could not exceed the agreed upon percentage. A brief review of Steve's proposed covenants was discussed. Steve suggested postponing the board action on this proposal until the August meeting because of the possibility of a transaction happening with ACT making this subdivision mute and to give the board more time to continue discussion and review.

James Hunt addressed the board and noted that if the subdivision meets the requirements of the current subdivision regulations the board is responsible to follow the law. He stated that this subdivision is well designed and good for town development in his opinion. Chairman Hayward stated that there is nothing on this piece of property that will prohibit it unless they refuse to do something.

Steve Monsein made a motion to the board to ask the applicant for an extension, seconded by Patty Robertson.

Chairman Hayward asked Phillip Beaulieu to speak to the stormwater analysis. He explained the difference between flow analysis and volume analysis. The town regulations require a drainage analysis for a pre vs post analysis for a 10-year storm and they provided data for a 50-year storm. The volume analysis does not specify so they go to DES and follow those requirements and a which is a 1-year analysis and they provided a 2-year analysis. He stated they have provided above what the regulations for both the town and state require.

It was noted that there was still an open motion on the floor. Chairman Hayward stated he would like to take it 30 days at a time and schedule a work meeting in May. Amy will look at her schedule and send out possible dates to the board for a meeting date. Once a decision on a date is made it will be posted on the town website and on the bulletin board at the town building. Mr. Smith signed a form stating:

I, Andy Smith, the duly authorized officer of Split Rock Partners, LLC (Applicant) hereby agree that final action by the Planning Board of Sugar Hill, NH on the Applicant's 4 lot subdivision plan involving 44 acres on Dyke Road, Sugar Hill, NH may be extended to the Board's meeting on first Wednesday in June 2026.

Chairman Hayward opened the meeting up to the audience.

Andy Smith requested that the public comment be closed at future meetings as there has been ample time for the public to weigh in on this. The board agreed that they could not do that.

Tim Burbank asked for additional clarification on the drainage report. Answered what was previously explained.

Daniel Mackin asked about a view easement which is on his land. It was noted that this was not something that the planning board handled and would need to be between him and the landowners.

Claudia Hunt stated that drainage and its effects on her property were still a concern. It was noted that Doug and Red would be going out to look at this further. This had been delayed due to an unforeseen circumstance but should happen before the next meeting.

Evan Carmean noted that he had read the engineering report but stated that less than a page addressed the drainage. He asked if George Howard would put his signature on this page. Phil stated he had a copy of that and thought it had been submitted but he would email it to Amy to have on file. Chris Ellms asked if the wetlands were picked up on the survey. Phil stated that they were and there are 3 intermittent channels shown on the map.

With no more discussion, the hearing was continued until June 3, 2026.

Old Business/New Business

With no more business, on a motion made by Margo Connors, seconded by Steve Monsein the meeting was adjourned at 7:47PM.

Submitted by:

Amy Venezia

Secretary to the Planning Board

