



TOWN OF SANBORNTON
DRAFT MEETING MINUTES
PLANNING BOARD BUSINESS MEETING
17 September 2026, 7:00 pm at Old Town Hall
19 Meetinghouse Hill Road, Sanbornton, New Hampshire 03269

The meeting was called to order by Andrew Sanborn at 7:03 PM.

1. **Members Present:** Chair Andrew Sanborn, Selectman Representative Brandon Deacon, Thomas Lynch, Jody Slack, Will Ellis; Alternate present: Stephania Surowiec, Sarah DeSimone. Patti Bartlett, and Lynn Martinez. Excused Absences: none. Staff: Stephen Laurin, Planning Board Assistant; Cynthia Capodestria, Planning Board Recording Clerk.
2. **Seating of Alternates for Absent Members:** No alternates were required.
3. **Approval of Draft Planning Board Minutes from the September 3, 2026 Meeting:** moved by Jody Slack, seconded by Will to approve the minutes of September 3, 2026 as corrected. The motion passed 4-0-1 with Thomas Lynch abstaining as he was not in attendance at the meeting.

4. New Business

a. Subdivision Application

Property Owners: Valerie L. Howe Revocable Trust, Valerie Howe, Trustee

Subject Address/Tax Map & Lot: 1226 New Hampton Road/Map 15, Lot 45.

Applicant/Agent: Mario Focareto, P.E., LLS, Daylight Engineering and Surveying

Zoning District(s): General Agricultural.

Description: Minor Subdivision of Lot 45 on Tax Map 15. Existing Lot 45 contains approximately 68.4 acres with 539.04' of frontage on New Hampton Road, which is a Class V Town Road. The proposed new lot contains 12 acres with 221.11' of frontage. (PB2026-03).

Mario Focareto, Daylight Engineering and Surveying: 1226 New Hampton Road, is a single family home with onsite septic and well, the rest of the lot is wooded; the parcel is in the agricultural zone which requires 3 acres, and 220 feet of frontage.

The Board notes that a septic test pit wasn't presented in the application.

Mario Focareto: A test pit was done and a septic design was approved by the State, DES, and Town of Sanbornton.

Brandon Deacon moved and Jody Slack seconded to accept the application. 5-0-0 application accepted.

The proposal is for a 12 acre lot, 56 acres remain in the original lot. A shared driveway will require an easement which burdens the old lot (Valerie Howe's); the driveway is in excellent shape. A waiver was requested for a boundary survey of remaining lot, as the original lot more than meets the requirement for lot size. Surveys of the original lot boundaries were completed previously, by Bailey and Castle respectively; and both surveys were approved by the Board.

As previous surveys of the existing lot had been approved, Andy Sanborn moved, and Jody Slack seconded to waive the original lot survey application requirement. Approved 5-0-0.

Mario Focareto discussed boundary markers in plan. The Granite Bound mark shown on the plan is the only place they believe they can dig and place a 36" stone bound. The property line is the face of a stone wall, and makes it impossible to place a stone boundary marker. Is it acceptable to the board to use a single stone bound and monuments with rebar? Rebar regulations require about 2" drilled hole.

Will Ellis moved and Jody Slack seconded that the proposed monuments are acceptable. Approved 5-0-0. No waiver is required for that convention.

Public Hearing on the proposed Howe subdivision opened at 7:30PM for public comment. As no one wished to be heard, the hearing was closed.

The Board determined that there appears to be no regional impact; Thomas Lynch moved, seconded by Andy Sanborn. Motion passed 5-0-0.

Brandon Deacon moved, and Will Ellis seconded that the Howe subdivision meets the ordinance and subdivision rules; the subdivision application was approved, 5-0-0.

b. Discussion of Fiscal Year '27-'28 Planning Board budget.

Issues for the Board to be aware of: the Town is keeping the manual accounting method for a little while as we transition into the new online budget platform.

Potential line increases: Postage may need to be increased due to USPS rate increase.

Professional Services may need to be increase as the budget was overspent this year. The Board needs \$3000 or so for engineers, and \$2500 for consultants.

The Board will revisit the budget at the next meeting, October 1, when there is additional information. Brandon Deacon recommended that the Board put \$1 in lines that they anticipate may be needed, to facilitate moving money into any lines required.

5. Old Business

Continue discussion of Driveway Regulations and driveway permits application form.

6. Other Business

Andy Sanborn notes that the Board almost always waives the test pit results on applications; he questions whether the Planning Board has to be involved in test pits as they must be approved by the State, and as the Board always waives the requirement. An agenda item to review removing test pits from the application check list will be added in the future.

The next meeting is the Joint Land Use Board meeting. The Board hopes to identify where the ordinances aren't working well with other boards. If you have any thoughts or questions for interface with the Historic, ZBA, Conservation, or any other committee, please email Stephen Laurin.

Motion to send the proposed driveway recommendation to the planning board's attorney for review was moved by Andy Sanborn, seconded by Jody Slack, motion passed 5-0-0.

7. Planners Update

- a.** Correspondence
- b.** Up-coming meetings, conferences, and workshops of interest to Planning Board

8. Future Agenda Items

- Removing the application requirement for a test pit, as the State DES will provide this
- Audience participation is not always allowed or required in a Conceptual Consultation. A Conceptual Consultation is a discussion between the Planning Board and the applicant. The Chairman can allow people speak, but it's not required.
- Updates to 2016 Sanbornton Master Plan
 - Discussion of Impact Fee ordinance (Article 4W)
 - Revise Cell Tower (PWSF) Ordinance regarding Minor Modifications

9. Meeting Adjournment at 8:20PM

Minutes recorded by Cynthia Capodestria