

TOWN OF NEWPORT, NH
Minutes of the Planning Board Meeting
May 27, 2026 – 6:30 P.M.
Board of Selectmen's Room
15 Sunapee Street
Regular Meeting and Public Hearing

MEMBERS PRESENT: David Burnham, Chairman; Scott Stanton, Keith Sayer, alternate; Rachel Dilger, BOS Representative

MEMBER(S) ABSENT: Ken Merrow, Vice Chairman; Christian McFarland, Thomas Sargent, Jeff North, BOS Representative

VIDEOGRAPHER: NCTV

STAFF PRESENT: Joseph Hoppock, Planning and Zoning Administrator

AGENT/OWNER: Scott Stanton, Case 2026-SDFP-02; William Davis, PE, LEED, AP; Verdantas Engineering, Case 2026-SPFP-02; Bernard Towne, Case 2026-SPFP-02

COMMUNITY PRESENT: none

CALL TO ORDER: Chairman Burnham called the meeting to order at 6:53 p.m. followed by a roll call of sitting members. Members and public then stood for the Pledge of Allegiance.

AGENDA REVIEW: set

MINUTES:

Minutes of April 22, 2026

Mr. Sayer made a motion *to approve the minutes of April 22, 2026 as presented*. It was seconded by Ms. Dilger. There was no discussion. Chairman Burnham called for a vote. *The motion passed 3-0-1 (Mr. Stanton abstained).*

NEW BUSINESS:

Case 2026-SDFP-02: Request of Scott Stanton and Erin Stanton for a Lot Line Adjustment where the Applicants request to annex 0.53 acres from Map 231 Lot 22 to Map 231, Lot 22-2 located at 416 Bradford Road, identified as Map 231-Lot 22 & 22.2 in the Rural (R) District.

Chairman Burnham opened Case 2026-SDFP-02.

When acknowledged, Mr. Stanton addressed the Board and stated he had previously subdivided his property on Bradford Road into three lots. He then did a voluntary merger with himself (combining Lot 22.1 with the original Lot 22). He now proposes to take Lot 22 and add .53 acres to Lot 22.2 (will be 14.48 acres). The lot line adjustment Lot 22.2 will then have 14.48 acres. There will be an increase to the road frontage.

Mr. Hoppock was asked if he had the paperwork for application completeness. He did not. He will for the next Planning Board meeting.

There were no questions or concerns from the Board or public. Ms. Dilger made a motion *to approve Case 2026-SDFP-02 as presented*. It was seconded by Mr. Sayer. *The motion passed 3-0-1 (Stanton abstained).*

The recording secretary asked a procedural question: whether the Board would be signing the paper site plans (one for the applicant, one for the case file). The Mylar would be signed at the next month's meeting and registered with the Sullivan County Registry of Deeds. Chairman Burnham instructed the Board members to sign two paper copies at the meeting (the applicant took one).

Case 2026-SPFP-02: Request of the Roman Catholic Bishop of Manchester for final Site Plan Review for the demolition of the existing parish hall at 40 School Street and the construction of a new parish hall and related site work at 32 Beech Street, more particularly identified at Map 111 Lot 101 and Lot 108, respectively, both within the General Residential (R-2) District.

Chairman Burnham opened Case 2026-SPFP-02.

Mr. Hoppock said he did not have the paperwork for the case (checklist, department reviews). In discussion on the missing paperwork; Chairman Burnham explained the Board did not vote on a case until they had reviewed the paperwork and accepted the applicant's application as complete. Chairman Burnham explained that some towns have two full meetings; one for completeness and the second to hear the case. There was a discussion on the additional paperwork needed. Mr. Hoppock said he would look in his office for it. Chairman Burnham gave scenarios of lack of information. The Board could not accept applications or vote on them.

Chairman Burnham acknowledged Mr. Davis (agent) to present the Case. Using a posted site plan, Mr. Davis reviewed the proposal. Phase One will be the demolition of the current parish hall and construction of the new parish hall. Phase Two is reconstruction of the (Assumption Hall) parking lot.

He explained the phases:

PHASE ONE:

Parish hall:

- ❖ Building entry facing church, second entry on the school side.
- ❖ Parking (staff/visitors) adjacent to the proposed parish hall.
- ❖ Indicated ramps (ADA), elevator inside the building (ADA accessible). A secondary egress on the upper level will go down to a hardpacked walkway.
- ❖ Stated utilities will be off of Beech Street; indicated the proposed location on the site map. Mr. Davis believed the Town preferred the water/sewer connection go directly to the main on Beech Street (the applicant will be modifying that).
- ❖ Electricity and communications will be from existing pole (off of School Street and buried)
- ❖ There will be fire suppression (sprinklers)
- ❖ 1000-gallon Propane tank will serve building.
- ❖ Storm drainage off of building and land (attachment D in packets)
- ❖ Emergency vehicle access will be reviewed by the Police and Fire Departments
- ❖ 35% of land will remain greenspace; current trees will remain
- ❖ A water and wastewater connection permit application is in process (copy of Water and Sewer Department Utilities application included in Board packets)

PHASE TWO:

Proposed parking for the new parish hall crosses over the property line with Richards Elementary School (21 School Street). School and Church have shared the parking lot in a long-standing arrangement.

Reconstruction of the parking lot:

- ❖ New parking spaces added to existing parking lot (14)/ showed schematics
- ❖ No new stormwater features proposed; no additional runoff
- ❖ Reduction of impervious area
- ❖ Change in parking lot elevation
- ❖ Height of new building

Board questions:

1. What is catching the water (from parking lot) coming onto the street? As is now drains on the shoulder. There is no catchment or culvert.
2. They will be reducing the impervious surface; therefore, there will be less water runoff.
3. After the current building (Assumption Hall) is demolished, the applicant will have hardpack? It is proposed to be paved (Phase Two).

4. The existing parking lot on School Street will stay? Correct. In Phase One the parking lot will be as is currently without the building (Assumption Hall) there.
5. Outside lighting? Proposing minimal lighting. Two at each main door and one at the other egress doors. They are building mounted, downcast lighting.
6. Sharp cutoff? Yes.
7. No visible light off property? Correct. There are existing lighting poles mounted along the driveway up to the church which will remain in place. One will be relocated to the (hall) patio.
8. Is the lighting schematic in the Board packets? The fixtures are not in the site plan presented to the Board.
9. When you have the fixtures, send a schematic of them? Yes. Certainly, before getting the building permit.
10. Demolition of the Assumption Hall building: how many additional parking spaces will that create? In Phase Two there will be a total of 14 additional spaces.
11. Looking at the site plan and land between the church and school: is most of the building site currently used as a driveway by the school? Is that land officially owned by the Church? The property line was shown, the driveway was officially Church property.
12. Was there a water elimination plan for the parking lot? No. Mr. Davis explained. Mr. Hoppock was asked if he agreed with the applicant's calculation. (Yes). Mr. Hoppock requested the Board ask about snow removal.

Chairman Burnham opened the hearing to the public. Maura Stetson, 5 Allen Street, asked: She could not see the site plan: will the crypt be removed? Remain? It will be protected; it is outside the construction area.

Chairman Burnham asked for the Board's pleasure.

- Ms. Dilger said she would like to see a formalized agreement between the Church and the school district.
- Chairman Burnham asked if the agent or applicant had looked into an agreement with the school district. He was told they had sent a proposal to the district for their attorney to look over. The Church had been asked for some maps. The Church was waiting for the attorney and school district.

What will be the hours of operation in the new hall? The same as the current hall: after mass, special feast days. The parish office is in the same building. Hours will remain the same.

Ms. Dilger made a motion *to approve Case 2026-SPFP-02 as presented with the following conditions:*

- 1) *The Water/Sewer connections are approved by the Town Water/Sewer Department.*
- 2) *Land and usage agreement signed between the school and Church.*

It was seconded by Mr. Stanton. *The motion passed 4-0-0.*

ADMINISTRATION: none

COMMUNICATIONS:

- The Planning Board was informed that Tim Josephson, UVLSRPC, would be in attendance at the June meeting to discuss the Economic Section of the Draft 2026 Newport Master Plan.

With no more business in the public meeting, Ms. Dilger made a motion *to adjourn at 7:32 pm.* It was seconded by Mr. Stanton. *The motion passed 4-0-0.*

Respectfully submitted,


Maura Stetson, Scribe

Approved: June 24, 2026

The next Planning Board meeting will be on June 24, 2026 at 6:30 pm in the Board of Selectmen's Room.