



TOWN OF SANBORNTON
DRAFT MEETING MINUTES
PLANNING BOARD BUSINESS MEETING

20 August, 2026, 7:00 pm, Old Town Hall
19 Meetinghouse Hill Road, Sanbornton, New Hampshire, 03269

The meeting was called to order by Andrew Sanborn at 7:00 PM.

1. **Members Present:** Chair Andrew Sanborn, Selectman Representative Brandon Deacon, Jody Slack; Alternate present: Stephania Surowiec. Excused Absences: Thomas Lynch, Will Ellis, Lynn Martinez, Patti Bartlett, and Sarah DeSimone. Staff: Stephen Laurin, Planning Board Assistant; Cynthia Capodestria, Planning Board Recording Clerk.
2. **Seating of Alternates for Absent Members:** Andrew Sanborn designated Stephania Surowiec to sit as a voting member.
3. **Approval of Draft Planning Board Minutes from the August 8, 2026 Meeting:** moved by Jody Slack, seconded by Brandon Deacon to approve the minutes of August 8, 2026 as amended. The motion passed 4-0-0.
4. **Old Business**
Master Plan discussion below, in Other Business.
5. **a. Discussion of Torti subdivision compliance status.**

Discussion: The Board reviewed a letter from Northpoint Engineering, and there was much discussion regarding the expectation that the maintenance of the proposed storm water management system utilizing rain gardens would be maintained by individual lot owners into the future.

Andy stated that any agreement by the Road Agent should be presented in writing, rather than noting a verbal conversation. Brandon suggested that the town needs a provision for an easement to enter the property to inspect and maintain the rain gardens if necessary; and to confirm that storm water management systems are working as designed. The Town would be putting a lot of faith in future tenants and the HOA's willingness and ability to maintain the gardens to protect the water quality of the Lake. If the individuals and HOA don't maintain the rain gardens, the Town needs to have a ability and authority to bill the HOA to maintain the storm water management system.

Easement note — the Town should have the same right of easement as the HOA. The town needs protection in the event that the HOA does not maintain, or votes to remove the rain gardens, storm water maintenance.

Other possibilities: review Giguere Auto agreement as it may have similar components; make a provision to have an engineer inspect the system each year.

Bonding note: To protect against the possibility that the project is abandoned prior to completion, the Town should require a bond to protect the area from erosion problems. The bond will need to be adequate to complete the subdivision.

The Planning Board will review the Torti Subdivision documents individually and return with recommendations, questions, and comments based on this discussion and review. This will be taken up at the next meeting 9/3/26.

6. Other Business — Brandon recommended that the Town consider spending remaining Master Plan Committee funds to print out the Master Plan draft for the public meeting. There is approximately \$2800 left in the committee funds, barring any invoices received since it was last reviewed.

Motion: Brandon moved that, barring deadlines for notice, the Board hold a public hearing on 9/3/2026 to hear and discuss the housing chapter of the master plan, seconded by Jody Slack; motion passed, 4-0-0.

Members of the Board will consider providing refreshments for that Hearing.

The Joint Land Use meeting will be on 10/1/26.

Andy presented that the Town is initiating software to track the Town's expenses will be implemented on 9/1/26. Anyone will then be able to follow every capital expense.

It was announced that the Capital Improvement Programs (CIP) committee needs two more members.

7. Planners Update:

Stephen Laurin gave the planners' update regarding future agenda items.

a. Correspondence

b. Future Agenda Items

- Updates to 2016 Sanbornton Master Plan
- Discussion of Driveway Regulations
- Discussion of Impact Fee ordinance (Article 4.W)

Next Planning Board meeting on September 3, 2026 at 7:00PM **to be held at the Library.**

Meeting Adjourned at 8:25PM

Minutes recorded by Cynthia Capodestria