

**TOWN OF SUNAPEE  
PLANNING BOARD MINUTES  
FEBRUARY 8, 2024, 7:00 p.m.  
TOWN MEETING ROOM, 23 EDMONT ROAD**

**Members present in the meeting room:** Peter White, Joe Butler, Jeff Claus, Randy Clark, Greg Swick, Ann Bordeianu, Suzanne Gottling

**Also present in the meeting room:** Michael Marquise, Town Planner; Allyson Traeger, Land Use and Assessing Coordinator

**CALL TO ORDER / ROLL CALL**

Chair White called the meeting to order and conducted a roll call at 7:03 p.m. He appointed Ms. Bordeianu as a voting member.

**NEW CASES**

Chair White recused himself from this discussion.

**Case #SPR 23-09, Parcel ID 0138-0037-0000**, on behalf of Dennis & Lynne Wiggins, 15 Stagecoach Lane, a Residential District, and American Tower Corporation, Agent, current site plan approved for existing tower located at referenced property. American Tower Corporation is seeking to install an 80-kw generator to serve the needs of current and future tenants at the tower location.

**DECISION:** The installation of the generator was approved.

**DISCUSSION:**

Mr. Butler read the case into the record. Mr. Marquise said this is an amendment and that the application is complete for review.

**Mr. Claus made a motion, seconded by Mr. Swick, that the application is complete. A vote was taken, all were in favor. The motion carried unanimously.**

Eric Campbell, representing American Tower Corporation, appeared before the Board to propose placing a multi-tenant standby generator inside an existing compound. He noted the generator and diesel tank will sit on a concrete pad. The tank will be monitored by a network operations center to warn of any fuel anomalies. The generator will run approximately 30 minutes/week in accordance with the Town noise ordinance. The site will be serviced routinely. The generator will be installed in the spring.

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Mr. Swick asked if the top of the tower had been camouflaged, as was previously requested. Mr. Campbell said he was not involved in that process. Mr. Claus suggested setting this as a condition of approval on this project.

Mr. Butler asked for public input.

**Terry White (sp)**, abutter, confirmed there is a crane on-site, but the tower has not been camouflaged. Mr. Campbell said if there is a crane present, the installation is probably not complete.

**Mr. Clark made a motion, seconded by Mr. Claus, to approve Parcel ID 0138-0037-0000, to install a 80-kw generator at 15 Stagecoach Lane, prior to the issuance of the certificate of zoning compliance that the prior condition of camouflaging the tower be met. A vote was taken, all were in favor. The motion carried unanimously.**

Chair White returned to the discussion.

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**Case #SPR 24-02, Parcel ID 0232-0023-0000**, on behalf of Jared and Laura Raymond, 60 Route 103, a Mixed-Use District, and Jim Bruss, Agent, to use the current residential building as offices and erect a shop building onsite for storage of project-related materials.

Ms. Traeger explained the applicant was ill and could not present this application this evening. The case was moved to March 14, 2024.

### CONSULTATION

**Parcel ID 0130-0034-0000**, on behalf of Sunapee Middle High School, 10 North Road, a Residential District, for a new biomass boiler to be installed at the Sunapee Middle High School.

Chair White noted this is a discussion. There will be no vote or implied approval or denial.

Mike Davey of Energy Efficient Investments and Brian Lane-Karnas of DeWolfe Engineering Associates appeared before the Board. The school has two 55-60 year-old oil-fired boilers that are installed in the basement of the school, and an oil tank buried on the property. This project will be presented to the voters in March 2024. The new boiler would be powered by wood chips with a propane backup and installed in an outbuilding. It will provide heat and hot water to the school. The existing piping will not be changed. Propane tanks will be buried near the boiler.

Mr. Lane-Karnas said this will be similar to the system recently installed at the elementary school and offered to arrange a tour for any interested Board members. The Board asked about delivery of wood chips and Mr. Davey said that is an arrangement made between the School District and the supplier.

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Chair White asked about the presence of wetlands. Mr. Lane-Karnas pointed out the jurisdictional wetlands previously delineated in 2013 and noted wetland delineation would be part of the final design of the project. Per the 2013 delineation, the structure is 25 feet away from the wetlands. He noted the existing building and parking area are within the 50-foot water body setback. He clarified they are replacing the existing structure, which is grandfathered. They discussed locating the silo and pad over the existing parking spaces, which would normally need to comply with the setback regulations. Mr. Lane-Karnas said they plan to remain within the original footprint.

Mr. Marquise explained that according to Town counsel and RSA 674.52, schools are exempt from municipal zoning oversight. A public hearing can be held, but the Board's comments are non-binding.

Mr. Davey said the project should be completed by late October. He noted there were supply chain issues related to the silo in the past; however, they are utilizing a new vendor.

They said the loss of two to three parking spaces is not a concern, as soil and bark mulch materials are currently being stockpiled on these spaces. The Board recommended installing bollards to protect the building. The wood-chip ash will be emptied regularly and can be used as fertilizer. Any lighting would be downcast. Mr. Davey said the cost of heating with this system runs under \$100,000, which is a savings from the current system. The useful life of the boiler is estimated at 30 years.

Chair White asked for public comment.

**Doug**, an abutter, voiced his concern about an existing culvert that is designed for a 50-year storm. He asked if the structure will be located out of the 100-year flood plain. Mr. Lane-Karnas said it is just out of the flood plain. Mr. Davey explained boilers can continue to operate when flooded but if the electronic components are affected, the boiler will stop. Doug asked if the boiler will meet clean air standards. He asked what will happen to the oil tank and was told it will be removed, and the area backfilled and paved over.

Chair White asked Mr. Marquise about next steps and he explained the process.

### **OTHER BUSINESS**

#### **Review of Farmers Market Site Plan, Burkehaven Hill Road, Town of Sunapee, Ben Mere Park**

Kelly Webb, chair of the Sunapee Farmers Market Committee, and Steve Bourque, Sunapee Recreation Coordinator, appeared before the Board. Chair White noted they appeared before the Board last year for a change of venue. They were asked to return to the Board after a year for a follow-up report.

Ms. Webb said she believes the new site is an improvement. Mr. Marquise voiced concern regarding a fence that was supposed to be installed along the roadway. Mr. Bourque has put in a work order for a seasonal fence that will be more effective than the temporary one utilized last

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year. They have discussed adding signage to direct traffic flow and parking. They discussed vendors parking on the lawn along the one-way road to unload and the problems associated with this. They also discussed providing cut-throughs along the gravel lot and installing a fence around the park.

Ms. Webb said they try to avoid creating direct competition with local businesses. She noted vendor applications are now available on the website.

Mr. Marquise said the hours of operation will remain the same moving forward. He asked about entertainment and Ms. Webb said musicians have utilized the bandstand, and they plan to do so again this year. She said they would like to have a pop-up harvest market on Columbus Day weekend, which they will discuss with the Board.

The Board agreed this topic does not need to be revisited next year.

### Review of Dewey Field Advertisement Sign Request, Parcel ID: 0123-0021-0000, 706 Route 11, Town of Sunapee

Steve Bourque appeared before the Board to discuss leasing **advertising signs** to generate revenue and reduce the cost of sports to the participants, which are fee based. He noted baseball is one of the most expensive sports offered. He would like to display advertising signs around the arc of the outfield fence. He noted almost half the local towns charge \$150 to participate in baseball and he is not willing to charge that much. They have been offering advertising on T-shirts, and would like to offer one- and two-year sign leases to businesses. The signs would primarily be visible from the bleachers. There will be no political signs. The Town would pay for producing and maintaining the signs, to ensure continuity in the product.

Ms. Traeger noted a policy will be written and presented to the Select Board for approval, which will provide an opportunity for public comment.

Mr. Bourque said a local business wants to purchase a 4-foot by 12-foot **electronic digital scoreboard** that could be controlled via cell phone. It would be used for soccer and baseball. The sign and wiring would be donated by J&S Auto and Lake Sunapee Electric. As the cost would exceed \$5,000, it would require a public hearing to accept the donation.

The Board discussed the need for a site plan review. Mr. Marquise noted there will be a CZC for the sign. They discussed the visibility of the sign. It would be located behind third base.

Chair White asked for public input.

A resident asked about the availability of parking. Mr. Bourque explained the current parking situation.

The Board agreed they would like to conduct a site plan review and Mr. Bourque agreed.

## **MISCELLANEOUS**

### **Recreation Survey**

Ms. Traeger reported the Recreation Department conducted a survey through the University of New Hampshire to collect information on recreation in the Town. There will be a community forum at the Middle High School on February 20, 2024, at 6:00 p.m., hosted by Matt Frye of UNH, to review the survey results as well as discuss issues that could be projected into the Master Plan.

### **Board Policies and Procedures/Site Plan Review and Subdivision Regulations Review**

Ms. Traeger noted the Board policies and procedures and site plan review and subdivision regulations need to be reviewed. Mr. Marquise has been reviewing the site plan review regulations and has made some amendments, which she shared with the Board members. Chair White noted these can be changed in the context of a public meeting. Ms. Traeger also noted changes in the fee structure.

### **Meeting Minutes**

Ms. Traeger shared examples of recent and past meeting minutes with the members to illustrate the different formats. The Board expressed satisfaction with the new format.

### **Master Plan**

Mr. Marquise reported his goal is to have the Master Plan completed by the end of the year.

## **BOARD MEMBERSHIP**

Chair White noted the next meeting will be held after elections, so the makeup of the Board will be different. He thanked Mr. Claus for his work on the Board and said it has been a pleasure working with him. Chair White said Mr. Claus brings valuable and valid information to the meetings and he will be missed.

Ms. Bordeianu is on the ballot for the one-year term.

Mr. Clark agreed to continue to serve on the Board and Chair White thanked him for this.

Chair White noted Mr. Osborne did not meet the deadline, so will not be on the ballot. He noted the need for alternates.

Chair White reported David Andrews will be running for the Zoning Board and the Planning Board.

Chair White noted that new members will need to be sworn in to be able to vote. Mr. Marquise said he believes there is a grace period; Ms. Traeger will find this out.

## **MINUTES**

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**Mr. Clark made a motion, seconded by Ms. Gottling, to accept the minutes for August 10, 2023. A vote was taken, all were in favor. Motion carried unanimously.**

**UPCOMING MEETINGS**

The next meetings will be held on March 14 and 21, 2024.

**ADJOURNMENT**

**Mr. Swick made a motion, seconded by Mr. Butler, to adjourn. The motion carried unanimously.**

Meeting adjourned at 9:26 p.m.

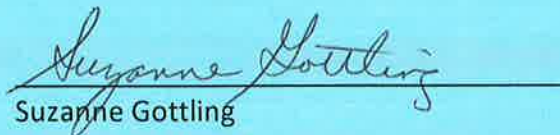
Respectfully submitted,

Beth Hanggeli  
Recording Secretary

**Planning Board**



Peter White, Chairman



Suzanne Gottling

Gregory Swick



Randy Clark

Joe Butler

Jeff Claus

Ann Bordeianu