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**TOWN OF ALTON
PLANNING BOARD
PUBLIC HEARING MEETING
Tuesday, February 17, 2026, at 6:00 PM
Alton Town Hall**

7 **CALL TO ORDER**

8 Chair O’Neil called the meeting to order at 6:00 PM.

10 **ROLL CALL OF BOARD MEMBERS**

11 William (Bill) O’Neil (Chair)
12 Douglas Brown
13 Mark Manning
14 Roger Sample
15 Thomas Diveny, Clerk
16 Nicholas Buonopane, III, Selectmen’s Rep.
17 Fab Cusson

19 **OTHERS PRESENT**

20 Robin McClain
21 Ryan Heath
22 Paul Zuzgo
23 Andrea Murray
24 Michael Schrider
25 Diane Schrider
26 Shawn Dunphy

28 **APPOINTMENT OF ALTERNATES**

29 (None present)

31 **APPROVAL OF AGENDA**

32 Chair O’Neil asked if there were any changes to the agenda. There were none stated.

34 **Mr. Buonopane MOTIONED to APPROVE the Tuesday, February 17, 2026 Planning
35 Board Agenda. Mr. Brown SECONDS. Chair O’Neil asked the Board for a vote. Board
36 voted UNANIMOUSLY.**

38 1.

Case#P26-04 Prospect Mountain Survey, Paul Zuzgo & Josh Tibeault, Agent for Thomas E. Fry 1992 Trust, Thomas Fry Trustee	Map 21 Lot 38 47 Stagecoach Road	Minor Subdivision Rural Zone (RU)
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39 Proposal: To subdivide the parent lot of 2.04 AC into two (2) lots of record with the parent lot
40 being 1 AC, proposed lot being 1.04 AC.

41

42 **Mr. Manning MOTIONS to APPROVE Case #P26-04 as COMPLETE. Mr. Buonopane**
43 **SECONDS. Chair O’Neil asks for Board to vote. UNANIMOUS.**
44

45 Chair O’Neil invited Mr. Zuzgo to speak on the waivers. Mr. Zuzgo stated the whole lot is 206
46 AC but that majority of that is the Knights Pond Conservation area. He stated he went through
47 the Zoning Board and got permission to do everything wrong. He stated it is supposed to be 2
48 AC and this lot is just over an acre. He stated the reason is when the applicant’s parents put the
49 property into conservation they put the whole lot in except for two areas. He stated there are two
50 acres around the house and 15 acres along Rines Road for future development. He stated that
51 since it has been in conservation two acres were taken off of the 15 acres. He stated that the
52 applicant’s parents have passed and the applicant does not want the house. He stated the
53 applicant wants to sell the house. He stated there is a barn on the 2 AC that the applicant wants
54 to keep because it stores the equipment for maintaining all the trails and access to the easement.
55 He stated that they went to ZBA and got a variance for minimum lot size, minimum road
56 frontage. He stated he went to Fish and Game and explained they wanted to sell the house but
57 could not because of the barn. He explained they wanted to rearrange the easement. He stated
58 they would keep however many acres because they would give more of the 15-acre piece. He
59 stated it would have taken an act of God to do that. He stated that is why they went to ZBA and
60 got all of the variances in order to make it lot smaller. He explained they meet State subdivision
61 approval. He stated he was before the Planning Board to get subdivision approval for this lot.
62

63 Mr. Sample asked if it was difficult to get the approval from the Zoning Board. Mr. Zuzgo
64 stated it was not. Mr. Sample asked if there would be any issues for any future applicants. Mr.
65 Zuzgo stated that this was a unique situation because of the conservation easement. He stated if
66 someone had 206 acres and wanted to get a variance for a 1 AC lot, they would never do that.
67 Mr. Zuzgo explained that because that easement cannot be rearranged they were forced to
68 subdivide that 2 AC piece and keep the barn on the big piece.
69

70 Mr. Brown asked if the State approval was done. Mr. Zuzgo said they still needed to apply for
71 that. He stated that he does not apply for State approval until he sees the Planning Board
72 because if something gets changed then he would have to go back to the State and amend it.
73

74 Chair O’Neil stated that the waivers should be approved before they get too deep into the case.
75

76 **Mr. Buonopane MOTIONED to APPROVE the waivers as listed. Mr. Brown SECONDS.**
77 **Chair O’Neil asked the Board for a vote. Board voted UNANIMOUSLY.**
78

79 Chair O’Neil stated that the summation of this is that the request will not diminish the value of
80 surrounding properties. He stated that seemed to be on all of the Board actions. Mr. Zuzgo
81 stated that a good number of the applicant’s abutters came in in favor of this during ZBA.
82

83 Chair O’Neil mentioned that the Assessor’s Office would like lot numbers. Mr. Zuzgo explained
84 the Site Map. Mr. Sample asked if the ZBA said anything about whether a house could be built
85 where the barn is. Mr. Zuzgo stated they did not. Mr. Brown asked if it was a developable
86 property. Mr. Zuzgo affirmed that it is. Mr. Brown asked if that matter came up with ZBA. Mr.

87 Zuzgo didn't think so. He stated that where the barn is there is 189 AC. He stated it is a
88 buildable lot. He stated a house could be built there, and a septic could be put in. Mr. Sample
89 asked if the 2 AC lot goes away. Mr. Zuzgo stated it does not. He explained that the 2 AC was
90 not in the conservation. He stated it is not boundary lines, but an easement. He stated that lines
91 were drawn around the house. Mr. Sample asked if it was the house or the barn. Mr. Zuzgo
92 stated it was the house and the barn, 2 AC, originally. He stated when the lines were drawn one
93 line was closer to the garage. He stated that when they did the setbacks it fell into the setbacks.
94 He stated the easement lines cannot be moved. He stated that what is left of the 2 AC not in the
95 easement by the house and the 13 AC on Rines Road will not be in the easement. He stated that
96 if someone wants to build a house by that barn, they will say how much land do you have.

97

98 Mr. Manning asked if Mr. Zuzgo could restate the explanation he gave prior about the separation
99 of the two lots. Mr. Zuzgo explained that the 2 AC are on the house, not in the easement. He
100 explained that there's the house and the barn. He explained that the applicant wants to keep the
101 barn and sell the house. He does not want to live in the house and does not want to be a landlord.
102 Mr. Manning stated that the applicant wants to keep the lot with the barn. Mr. Zuzgo stated that
103 the applicant wanted to keep the area where the barn is so he can keep his equipment in there to
104 maintain the trails and the access to the easement which is in his deed that he has to do. Mr.
105 Manning stated that the applicant wants to split it, keep one lot and sell the other. Mr. Zuzgo
106 stated he wants to sell the house. Mr. Sample asked for clarification if where the applicant's
107 parents were was a 2 AC lot. Mr. Zuzgo stated it was on 206 AC. Mr. Sample asked if all the
108 lines on the Site Map were new. He stated where the barn is it says 1 AC. Mr. Zuzgo agreed.
109 He explained that it was 1 AC that is not in the easement. He explained that the house will
110 become its own lot of 1.04 AC. Mr. Sample stated that the line was put in to make the house
111 separate from the lot. Mr. Zuzgo agreed, from the 206 AC.

112

113 Chair O'Neil asked if something on the Site Map was included in the 206 AC. Mr. Zuzgo
114 explained that it all was included in the 206 AC. He explained that the 2 AC was not in the
115 easement. Chair O'Neil stated that when all is said and done this will be on its own. Mr. Zuzgo
116 agreed. Chair O'Neil stated that where the barn is would be part of the 206 AC. Mr. Zuzgo
117 stated that was correct. Mr. Sample stated that there was never a 2 AC lot. Mr. Zuzgo agreed.
118 He stated there was never a 2 AC lot, it was just 2 AC that were not in the easement. He stated it
119 was all 206 AC. He stated there were 2 AC that were not in the easement. He stated there were
120 15 AC that were not in the easement. He stated that now by doing this he is taking off one lot of
121 1.04 AC off of the 206 AC. Mr. Manning stated that the 2 AC and the 13 AC were not in the
122 conservation easement. Mr. Zuzgo agreed. He stated they were never separate lots. He stated
123 he is taking a 2 AC part that was not in the easement and cutting one lot off of it and leaving
124 whatever else out of the easement.

125

126 Mr. Buonopane asked if by doing this whether it would be allowable for a house to be put on at
127 some future time. Mr. Brown asked what the definition of a lot was. He stated if he was hearing
128 correctly the part where the barn is, which is plus or minus an acre, does it go back to the lot 38
129 as part of the 206 AC. Mr. Zuzgo stated it is still part of it. He stated it is not a separate lot. He
130 stated that area, that 1 AC is not in the easement. He stated that you could build there because its
131 198 AC. Mr. Buonopane stated that he is only allowed to build on that 1 AC part. Mr. Zuzgo

132 agreed with the exception of considering the 13 AC on Rind Road he also could build on. Mr.
 133 Buonpane clarified that he was referring to this small section. Mr. Zuzgo agreed. Mr. Buonpane
 134 stated he could put a house on this. He asked if he would be allowed legally to sell that
 135 separately. Mr. Zuzgo stated it would not be possible. He stated the whole 206 AC would have
 136 to be sold. He stated if he wanted to go to that 13 AC he could divide that up into 2 AC lots
 137 now.

138
 139 Chair O’Neil stated it would have been easier if he made it 2 AC and then would not have had to
 140 do any of this. Mr. Zuzgo agreed and explained that is what he had tried to do. He stated that
 141 Fish & Game said they would not alter that easement whatsoever. Mr. Sample stated that the
 142 easement was drawn up. Mr. Zuzgo agreed. Mr. Sample stated there were lines for the easement
 143 but not separate lots. Mr. Brown stated that there was no lot to be created with Robb Jutton
 144 (Town Assessor). Chair O’Neil stated the new one for the 1 AC. Mr. Zuzgo agreed and stated
 145 they would need a tax map and lot number for that. Chair O’Neil stated it was clear to the Board
 146 that Mr. Zuzgo could not have chosen any other way to draw this up.

147
 148 Chair O’Neil asked if the Board had any more questions. Mr. Manning stated he had a question
 149 regarding if the barn was sold, and it carries the easement, is there a rule regarding back taxes.
 150 Mr. Zuzgo stated they were not taking anything out of current use. He stated it is already out of
 151 current use. He stated no current use penalties need to be paid.

152
 153 Chair O’Neil opened to public input. No public input. Chair O’Neil closed public input. He
 154 asked if the Board had any further questions.

155
 156 **Mr. Sample MOTIONED for Case #P25-04. Mr. Buonopane SECONDS. Chair O’ Neil**
 157 **asked the Board for a vote. Board voted UNANIMOUSLY.**

158
 159 2.

Case#P26-05 Varney Engineering, Thomas Varney, PE, Agent for Thane LLC, Owner	Map 11 Lot 28-13 Swan Lake Trail	Minor Site Plan Residential Rural Zone (RR)
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160 Proposal: To allow a contractor yard for landscaping business, including parking and use of
 161 existing building.

162 *CONTINUED UNTIL 3/17/2026*

163
 164 Design Review

Case #P26-06 Apex Land Solutions, Ryan Heath, Agent for Sand Street Investments, LLC, Owner	Map 49 Lots 4, 5 &5-1 426 Rand Hill Road	Major Site Plan Design Review Rural Zone (RU)
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165 Proposal: To allow construction of an HVAC business and a truck repair garage, with individual
 166 well, septic, parking and utilizing a shared driveway.

167
 168 Mr. Buonpane recused himself from this case.

169 Mr. Heath represented as Agent for Apex Land Solutions, LLC. He stated they were proposing a

170 major Site Plan for Design Review. He stated the owner of record is Sand Street Investments,
171 who also signed off for Mr. Heath to be Agent on behalf of this project.

172

173 He stated two commercial businesses are proposed each on their own lot of record. He stated
174 this lot was previous subdivided lot. He stated Lot 10 and 10-1 on Map 9. He stated they are
175 proposing an HVAC business to be housed in a 50 x 70 ft conventionally-framed garage with a
176 bathroom, attic storage and office space. He stated there would be a private septic and well to
177 support the business along with a large parking area, to be used for employees, company trucks
178 and few customers that may visit the site. He stated the business mainly conducts business
179 offsite, but an occasional customer may stop in to schedule or pay an invoice. He stated on Map
180 9, Lot 10-1, they are proposing an auto and truck repair garage to be housed in a 60 x 80 ft
181 conventionally-framed garage with bathrooms, attic storage and office space. He stated there
182 would also be an additional private septic and well on its own lot, to support this business, along
183 with its own separate parking area to be used for employees, company vehicles and customers.
184 He stated the business mainly services customer vehicles onsite, inside the garage area, and
185 stores vehicles in the parking lot awaiting repair or pick up.

186

187 Mr. Heath stated that this project is off of Route 11 just outside of the traffic circle on the right-
188 hand side. He stated that the two lots have been marketed for sale for an excess of 10 years. He
189 stated he teamed up with Sand Street investments, who is the owner of record, to put this project
190 together to offer small businesses a place to own their own commercial frontage. He stated both
191 of these businesses in question, one is Langs HVAC, the other one is Wayne's Transmission, are
192 two regularly operated community businesses in town that are successful. He stated both of
193 them are in a position where they do not own their own space and they are being forced out of it
194 by sale of the property. He stated that given the circumstances, they had reached out to Apex
195 Land Solutions to try to find a solution to stay within town and service the community on a
196 continued basis.

197

198 He stated that these two lots provided that opportunity. He stated they will be serviced by a
199 shared driveway that will run right down the property line. He stated it will be included in deed
200 language upon transfer of the properties as a shared driveway servicing both businesses.
201 He stated the State DOT application was submitted and mostly complete. He stated that as this
202 property is in close proximity to the Merrymeeting Marsh it does require a Shoreline Permit. He
203 stated that Stony Ridge Environmental did the wetland and highwater mark for this property and
204 that is indicated on the plans. He stated they needed to wait until they had a firm storm water
205 management plan and engineering in place with the Town before we submit to Shoreline for the
206 official application or we will have to amend. He stated DOT has everything that they need. He
207 stated they are happy with the traffic count based on the proposals brought forth on the online
208 application. He stated the surveyors went out and staked the centerline of the proposed driveway
209 location and DOT is satisfied with all of that information. He stated the last thing they are
210 waiting for is they need to have a Shoreline Permit number. He stated once Shoreline is
211 approved obviously any approvals coming from the Planning Board at a later date on this site
212 plan would be conditioned upon that.

213

214 He stated on Lot 10, the total disturbance area is 33,900 sq ft. He stated on a 1.9 AC lot it comes

215 out to 40% disturbance on the entire lot. He stated the rest would remain undisturbed and natural
216 vegetation. He stated on Lot 10-1, the total disturbance is 32,200 sq ft. He stated on 3.7 AC lot
217 it is only 20% of the lot that will be disturbed. He stated the remaining 80% will remain natural.
218

219 He stated calculations with regard to wastewater disposal, the septic systems, given the nature of
220 these businesses they are considered under the DES regulations as unspecified office space. He
221 stated the calculation that DES uses for gallons-per-day is 5 gallons-per-day, per 100 sq ft. He
222 stated that based off of a 3500 sq ft building on Lot 10, the gallons-per-day translates to only 175
223 gallons-per-day. He stated that is well under the amount for a two-bedroom single family home,
224 which is at 300 gallons-per-day. He stated that given the minimum flow design for DES is 300
225 gallons-per-day, they are both being rated at 300 gallons-per-day because that is the minimum,
226 but the actual usage again, for Lot 10-1 on a 4800 sq ft building it translates only to 240 gallons-
227 per-day, well under a two bedroom, single family gallons-per-day rating. He stated there would
228 nobody living there and it is not a business like a restaurant where you have guests that would
229 typically be using restrooms and dishwashing facilities.
230

231 Chair O’Neil asked which property Wayne’s would be going in, 10 or 10-1. Mr. Heath stated 10-
232 1. He stated that 10-1 is the bigger building, 60 x 80. He stated Lang’s is on 10 which is the
233 smaller lot, 1.9 AC. He stated that one has the covered parking too, a sallyport in addition.

234 Chair O’Neil asked how many vehicles the HVAC company had. Mr. Heath stated they have
235 eight company vehicles. He stated between the eight company vehicles and his employees –
236 Chair O’Neil asked if they would be dispatched out of there. Mr. Heath stated it would mainly
237 be a dispatch hub. He stated it is rare that they actually have customers come to their location.
238 The main function of the site is to house work vehicles, equipment and supplies.
239

240 Mr. Brown asked if Mr. Heath was aware of the comments from Conservation Commission and
241 their concern about the wastewater handling. Mr. Heath stated he was aware of it and that is why
242 he got the calculations together for the wastewater to show it is well under any single-family
243 residence gallons-per-day rating. Mr. Sample stated that more so than the wastewater was the
244 engineer’s report. He stated that none of it was adequate with them.
245

246 Mr. Heath stated that the engineer’s report, they later found out his first few comments with
247 regards to storm events, the storm water report was missing some pages. He stated that the total
248 report has been given again for review and whatever additional comments there may be. Mr.
249 Sample stated there were a lot of different things because it relates to the aquifer. Mr. Heath
250 stated that in review of the comments that came in from KV Partners it wasn’t anything that they
251 couldn’t easily comply with. He stated they wanted information on the curbing for any surface
252 water runoff so that it does not run back off the slope and is directed to the catch basin. He
253 stated they wanted some notes on culvert pipe size. He stated they did not find a note to specify
254 whether it was a 15” or 18” culvert pipe coming out of the catch basin. He stated another one
255 related to a couple of areas where a slope couldn’t be created because of wetlands and they didn’t
256 want to impact them. He stated that there is a retaining wall. He stated they will need to put
257 notes in there regarding a precast block retaining wall. He stated that they seemed to be okay in
258 his notes with regard to the precast block retaining wall as long as the manufacturer engineering
259 reports for the construction of that precast block wall.

260

261 Mr. Sample stated one of the questions was about how much fill was going in. He stated he saw
262 one of the Conservation Commissions' concern was fill going out. Mr. Heath stated that there is
263 fill coming in. He stated his understanding is that Conservation wanted to make sure that we
264 were not disposing invasive vegetation, that we were not hauling fill off the site to some other
265 location. He stated that their intention is not to do that. He stated, however, that the design of
266 this infrastructure and parking is elevated. He stated they will have to take the organics, but they
267 will use the organics to box in around it and help with the sloping. He stated the inside fill will
268 be put in with lifts and some sort of sandfill or bankrun until they get to a gravel base. Mr.
269 Sample asked if that meant the organics aren't leaving. Mr. Heath stated they would not be
270 leaving, with the exception of stumps that they may haul out. Mr. Sample stated that that would
271 be something that would need to be watched carefully because organics could be hauled away
272 with the stumps. He stated he understood what was meant by invasives because he has invasive.
273

274 Mr. Brown asked for a summary on whether Sand Street Investments to own these parcels and
275 lease them back. Mr. Heath stated that Sand Street Development has held these properties for a
276 while and they were not able to market them effectively because of the amount of permitting
277 required. He stated they require almost half of the required permits between State and Local. He
278 stated the arrangement that they have with them is they are holding ownership of the properties
279 and upon successful completion of all of the permitting, Apex will acquire the land and do the
280 construction and the project management, but the end result is going to be, Lang's HVAC is
281 going to own 10 with the building outright, not renting. Mr. Brown asked if it would be a
282 subsequent sale once the construction is completed. Mr. Heath agreed and stated it is almost like
283 a build-to-suit project.

284

285 Mr. Sample asked for clarification on the Site Map. Mr. Heath stated the dormers will face Route
286 11. He stated the doors will face the inside of the parking lot. Mr. Sample asked how the cars
287 get in the building. Mr. Manning asked how far up from the rotary this would be. Mr. Heath
288 stated that it is the next two properties after the guardrail on the right-hand side. He stated there
289 is a 4-ft Dow Realty sign that has been up for close to 10 years on the hill. He stated right now
290 there's stakes in the ground with some orange flagging. He stated that right in front of that sign
291 and the center stake that's closest to the road is the center line of the proposed shared driveway
292 going in. Mr. Manning asked if the two commercial office buildings that were approved a while
293 back are still planned, when you come off the rotary. Mr. Heath stated maybe he was thinking of
294 the Special Exceptions to approve these businesses.

295

296 Mr. Sample asked if the dormers were facing the road. Mr. Heath stated they were. Mr. Sample
297 stated that the design was pretty ugly. Mr. Heath explained that if they had done it another way
298 there would be a giant rectangle. He stated that this way it breaks up the roof line a little. Mr.
299 Sample asked if it was certain that Mr. Lang had only eight vehicles. Mr. Heath stated that is the
300 number he was given.

301

302 Chair O'Neil stated that there would likely be a little more traffic where Wayne's is more than
303 the HVAC, probably just in the morning when they're dispatching people out or at the end of the
304 day. He asked if Wayne's would be the same as it is now, in and out all day long. Mr. Heath

305 agreed. He stated it would be heavier in the morning when people are dropping off their cars
306 before work and picking them up afterward. He stated there would be some residual traffic in
307 and out during the day for quick inspections or making appointments and paying bills.

308

309 Chair O’Neil asked if they would be storing any vehicles there that he knew of. Mr. Heath stated
310 that what they do right now vehicles that are there for a longer period of time are dictated by the
311 amount of repair they are doing. He stated if they’re doing a motor or transmission the vehicle
312 will sit more. He stated that if you look at the design for Wayne’s there’s actually a clean room
313 that is designed as a separate 25 ft bay that goes the entire width of the garage and that is
314 specifically for big repairs. He stated that the intent is the only thing that should be out there is
315 going to be customer vehicles drop-off and pick-up and some employee parking.

316

317 Mr. Sample asked about tires and brake drums. Mr. Heath stated they would need to contain
318 their tires for pick-up either in storage inside the building or some type of steel container. He
319 stated most likely it would be a metal dumpster for metal salvage outside the building. He stated
320 this is also designed with an entire second story for parts storage other items.

321

322 Mr. Brown asked if there was a traffic study done for the property. Mr. Heath stated DOT did not
323 require it. He stated DOT asked for a traffic summary. He stated he was required to put together
324 a summary on the types of businesses and then they used data traffic count. He stated that was
325 an option upon their review as to whether they required it or not but Division III engineer felt
326 they were satisfied with the low number and that a full traffic study was not necessary.

327

328 Mr. Brown asked if there were any floor drains in the slabs. Mr. Heath said no. Mr. Sample
329 stated he would just have to rely on the engineering part of this with regard to any oil spillage, or
330 anything that could happen over the aquifer. He stated that he assumed engineering takes care of
331 this. He stated the aquifer has to be protected. Mr. Heath agreed. He stated that is why there are
332 no floor drains or buried holding tanks because it is too much of a risk for them to overflow. He
333 stated that there was an unusual situation where the floor drain tank overflowed outside of a
334 highway this year because of rainwater and a faulty alarm. He stated putting things in the ground
335 is frowned upon these days because it’s better if it stays on top of a thick surface slab. He stated
336 it would be contained within the facility and there would not be anything that would be draining
337 out anywhere else. He stated the situation they are dealt with right now, there’s a lot of outside
338 work which is highly unusual for a garage and not ideal. He stated the idea behind an 80 ft
339 building is that all work is going to be done inside. He stated everything would be brought in,
340 there would be four or five lifts, plus the clean room for motor repair and everything is raised up
341 and the slab is lower. He stated that looking at the cross-section for the frost walls, the frost
342 walls will come up about 12-14 inches above the slab. He stated there would be a sealed
343 concrete floor all the way around. He stated it was similar to an attached garage and they require
344 the 4-inch gas drop, this will be almost 12-14 inches. Mr. Sample commented that that would be
345 with the exception of where the doors are. Mr. Heath agreed that there are cut-outs for the doors.
346 Mr. Sample commented that the pitch of the floor really doesn’t matter because it is pitched to go
347 out the door. Mr. Heath stated that there should not be any spills that would run that quickly.
348 Mr. Sample stated that he would assume that KV Partners looks into that and determines that is
349 acceptable. He stated that the Board are not engineers but we know that needs to be done. He

350 stated that he hoped that when the report came back there would be something to provide
351 assurance that it would be acceptable. Mr. Heath stated that is the intent. He stated in that
352 situation if something were to escape and go into the storm water system, the way it is designed
353 right now is, there are sumps inside the catch basins. He stated that any kind of silt and
354 contaminated soils or heavies are going to fall into the sump and then the water rises up and goes
355 into the infiltration system inside the grid. Mr. Sample stated that water comes up, the oil is on
356 top and goes down the pipe.

357

358 Mr. Zuzgo stated the oil stays in the catch basin. Mr. Sample stated that if the water level comes
359 up that doesn't happen. Mr. Zuzgo stated that is why there is a weir in front of the outlet. He
360 stated when the water comes up, you have a dam inside the catch basin, so the water comes up
361 on this side is going to be cleaner than the water up here so the oil never goes outside of that
362 catch basin. He stated that is why they have a weir in there. Mr. Brown stated that is why they
363 need the engineers to sign off.

364

365 Mr. Sample stated that if you have this much water in the catch basin and it rains and the water
366 goes up. He stated the first thing to go up is the oil. He asked what prevents the oil from going
367 on this side of the weir. Mr. Zuzgo stated because the weir goes to the top of the catch basin. He
368 stated it comes down to just below the outlet. He explained that if you have a three-foot sump,
369 the catch basin is here and here is the bottom, the outlet is usually three feet above that. He
370 stated that in front of that pipe it goes out to where your weir is and the water comes up, the oil
371 stays in here, the cleaner water comes up under the weir and out the outlet. He stated that the
372 water that is going out is minimized with the weir. Mr. Sample stated he didn't understand why
373 the oil is staying on one side. Mr. Zuzgo explained that there is only a small amount of oil that
374 goes inside that weir. Mr. Sample stated that the oil is still going up; it's just reduced. Mr. Zuzgo
375 stated it still comes up and out, but the weir prevents the majority. Mr. Sample stated in other
376 words it doesn't eliminate it, it reduces it.

377

378 Mr. Heath stated a detail sheet with a patent system from ADS that they are utilizing and
379 implementing. He stated obviously how this patented system is applied is what KV Partners will
380 certify and give the okay. Mr. Brown asked if there were any thoughts on timing. Mr. Heath
381 stated they had hoped to break ground in the Spring. He stated that this is their final Site Plan
382 review. He stated if they can get everything back and satisfied with KV Partners, based on
383 comments and feedback, he hoped they would be in front of this Board again next month for a
384 final and then 30-60 days for Shoreline. He stated that would put them through mud season and
385 their hope is to break ground as soon as the weather is cooperative and mud season is over.

386

387 Chair O'Neil asked if the parking area will be paved. Mr. Heath stated the entrance in is going to
388 be paved. He stated he was trying to find out whether or not they want the entire parking area
389 paved or if they wanted it compacted and graveled. He stated that would be up to the engineers.
390 He stated there were two schools of thought. He stated one was obviously all of that asphalt has
391 more impervious service. He stated the gravel, they need to make sure that it doesn't affect the
392 storm water system because surface water travels differently on gravel than it would on asphalt.
393 Mr. Sample stated that oil could go into the soil instead of into the storm drain where the weir
394 reduces it. Mr. Heath stated he would leave that to the experts to sign off on. Mr. Sample stated

395 it should not be left to just the experts it should be left to the Board as well. He stated he would
396 think they would rather it be paved rather than having cars in disrepair out there leaking into the
397 gravel.

398
399 Chair O'Neil asked if they would have landscaping. Mr. Heath stated they were not putting
400 artificial landscaping in. He stated everything is going to be undisturbed outside of the slope.
401 He stated they are leaving all of that area that is undisturbed will remain natural. He stated most
402 of the areas that are undisturbed are closer to the 50 ft no-disturbance area. Chair O'Neil stated
403 he is not very familiar with the area and asked how far back it goes. Mr. Heath explained there
404 are about 150 ft between the river. Chair O'Neil stated he was thinking about screening or
405 anything if it is needed. Mr. Heath stated there is a lot of screening all the way around,
406 especially on the big lot 80% of the lot is all toward the right side towards Rochester, all
407 completely untouched. He stated the two buildings are together and then the left-hand side there
408 is a cross drain coming across Route 11 on the left-hand side. He stated there's vegetation within
409 that wetland. He stated none of that would be touched. He stated there was natural buffer and
410 screening on all sides.

411
412 Mr. Sample asked if there was any landscape plan for the project. Mr. Heath stated there was
413 not. Mr. Sample believed a landscape plan is required. Mr. Heath stated that from what he read
414 looked at, undisturbed and greenspace counts according to the rules and regulations. Chair
415 O'Neil stated that the Board asks for screening from the road, from neighbors.

416
417 Mr. Brown stated the other thing would be lighting. Chair O'Neil stated there's parking lot
418 landscaping, site landscaping, that the Board asks. Mr. Sample stated that usually there is some
419 parking lot landscaping to make it somewhat attractive. Mr. Manning stated it is all behind the
420 building isn't it. Mr. Brown stated it is not. He stated it is to the side. Mr. Heath said it is to the
421 side and behind but also there is a 50 ft right of way buffer to Route 11 that is treed. Mr. Brown
422 stated it would stay treed. Mr. Heath stated DOT would not allow those to be cut. He stated the
423 property line is where the old railroad bed is there is a 150 ft swath across Route 11. He stated
424 there's almost 100 ft that goes back before the front boundary line of the property.

425
426 Mr. Brown asked how far back the face of the building will be from Route 11. Mr. Heath stated
427 probably about 175 ft. Mr. Sample commented that there appeared to be a lot of parking spaces.
428 Mr. Heath stated 14 and 9. Mr. Sample stated 15 on one.

429
430 Mr. Heath stated there is an area that shows snow removal. He stated it was the proposed
431 drainage plan from changing seasons. He stated there are areas for proposed snow storage. He
432 stated the other difference with some of this landscape in the parking areas, between the
433 chambered septic systems. He stated they designed this to be compact, less disturbance into the
434 aquifer. He stated that they have an infiltration system for storm water and a chambered septic
435 system. He stated they are all self-contained within the parking lot. He stated the issue is you
436 can't really plant anything in the parking lot. He stated a lot of times when you see the plantings
437 they are rain gardens. He stated it is a separate type of drainage feature. He stated that in this
438 design they're using an infiltration system. He stated on the sides of the buildings is where the
439 chambers are going to go for the chambered septic systems. Mr. Brown asked if this was all part

440 of the ADS system. Mr. Heath agreed. He added the infiltration system and the grid, and the
441 catch basins are all part of the ADS and the chamber is part of a chambered septic system design.

442

443 Mr. Sample asked if the septic systems met the well setbacks. Mr. Heath stated they did. Mr.
444 Sample stated that it looked like the wells in the front of both buildings. Mr. Heath stated they
445 kept everything up front. Mr. Sample stated the septic systems are in the back. Mr. Heath stated
446 the septic systems are on the gable end of the right-hand side. He stated on one you've got the
447 smaller parking area, one is 9 spaces and the other is 5 spaces. He stated the infiltration is
448 straight in the back. Mr. Manning asked how far the closest point of the building is to the
449 aquifer. Mr. Heath stated the overlay is the whole aquifer. Mr. Manning stated over it. Mr.
450 Heath stated if you're talking about the dotted hash line if you look at any one of the plans, that's
451 the 50 ft no-disturbance Shoreline protection line. Mr. Manning stated that is the back of the two
452 lots. Mr. Heath agreed. He stated that's in excess of 175 ft. He stated when you're talking about
453 the building. He stated that the parking lot extends back out, but almost 200 ft to the building.
454 Mr. Manning stated Mr. Heath was stating there's 175 ft from the front of the lot to Route 11.
455 Mr. Heath stated, yes roughly about 175 ft. He stated if you look at the existing conditions, he
456 believes it's about a 100 ft swath. Mr. Zuzgo stated that from the pavement to the right of way is
457 about 100 ft. Mr. Heath stated there's 100 ft to the front and then you've got a setback in the
458 front. He stated probably 140 ft, because the well in the front.

459

460 Mr. Cusson? stated he was curious on the right of way, the 10 ft traffic right of way, is that
461 proposed or is that something that is existing with the land. Mr. Zuzgo stated it was an old farm
462 road. He stated it was a way for them to get to the water for their cows. Mr. Heath stated it was
463 on lot 10-1 originally but it hasn't been used in his generation. Mr. Zuzgo stated 100 years. Mr.
464 Heath stated it is fully overgrown so they proposed to improve it because they've moved that
465 right-of-way to the common shared drive so you could walk all the way down the drive to get to
466 the water if somebody wanted to. He stated that they did have to provide that open to the public.
467 He stated nobody would ever use it right now because they can't really walk through there.

468

469 Mr. Cusson asked if there would be a parking spot for anyone who wanted to use it or would they
470 be on Route 11. Mr. Heath stated they would probably be on Route 11 off the right-of-way. Mr.
471 Heath stated there will not be any parking to get down in there. He stated it is possible they
472 could talk to the business owner if it was somebody they knew. He stated that back banking, the
473 slope will prevent anybody from actually driving back. He stated the path was intended to be a
474 footpath only. He stated it wasn't wide enough.

475

476 Mr. Sample stated the retaining wall would cancel that anyway. Mr. Heath stated the back part is
477 a slope, not a retaining wall. He stated there's only two retaining walls and they're on the
478 corners. Mr. Heath stated the lines are grading, it is a three to one slope, you can walk down it.
479 He stated the solid black lines on the corner, the thick ones, that's the only area where there's a
480 retaining wall. Mr. Brown asked if there were any discussions with the State on permits. Mr.
481 Heath stated that they have everything they need for the driveway permit. He stated he has had
482 two conversations with George Gubitose and District III. The only thing they're waiting on is
483 their checklist requires because it's a Shoreline property, they need a Shoreline permit number
484 before they're issue the final drive. He stated that they're already made all of the hurdles that are

485 required as far as traffic count, as far as engineering, the design. He stated they took DOT's
486 design standards as far as the construction was concerned for the drive. He stated as far as
487 Shoreline they don't have the official application in yet, until stormwater is hammered out but
488 Stoney Ridge Environmental did all of the flagging, wetlands, poorly drained soils, very poorly
489 drained and the high-water mark. He stated all of that has been located and documented. He
490 stated as soon as this plan is done, they will combine the two together and submit the application.

491

492 Mr. Sample stated the buildings are 100 ft back from the road. He asked if the trees remain in
493 front, if they are visible as you are driving down Route 11. Mr. Heath stated you will probably
494 see through the trees to some degree, but there will be a healthy vegetative background, because
495 the State is not going to allow clearing there. He stated there will be a swath where the shared
496 driveway comes in and flares right down the middle. He stated there will be buildings on each
497 side. He stated there's still probably 50-60 ft that the State hasn't cut back between that and the
498 property line. He stated that sometimes the State will put cattle fencing up to keep deer back, so
499 150 ft in there's a cattle fence that runs down in there. He stated you have to walk into the
500 woods to get there. He stated that their property doesn't start until after that fence. He stated the
501 intent is not to even ask DOT to cut anything in there. He stated he didn't believe they would
502 allow them to cut anything other than what is required for the right-of-way. He stated that his
503 conversations with both of the business owners is they have no interest in being on display either.

504

505 Mr. Brown asked about signage and whether there was anything on that State property at all. Mr.
506 Heath said nothing right now. He stated he did not believe either business was too concerned.
507 He stated they have both been in business for a while, so they have quite a bit of clientele built
508 up. He stated that advertising would probably not be huge. He stated that he suspected once the
509 site is up and built there would be a separate sign request maybe from the Town. He stated
510 nothing has been hammered out as far as where it would go or whether it's something through
511 the State or something closer on the site which would be a Town permit.

512

513 Chair O'Neil asked if the hours of operation would be 7-5. Mr. Heath stated the HVAC business
514 would probably start getting in around 6:30 am, Monday through Friday and service calls. He
515 stated there will likely be times for the HVAC where they will do no-heat calls, because they're
516 on call for stuff like that. He stated that would be few and far between. He stated that is not
517 regular operating business hours. He stated a lot of them are taking the trucks home. He stated
518 he did not believe they were returning to base right now. He stated they are operating off of
519 Dudley Rd. He believes employees that are on call for that are usually taking their trucks home.
520 Chair O'Neil stated they would be coming in just to get supplies.

521

522 Chair O'Neil asked if there were any other questions from the Board. There were none.

523

524 Chair O'Neil opens to public. Chair O'Neil closes public input.

525

526 **OTHER BUSINESS**

527 **1. Old Business:** Town Engineer contracts for KV Partners, LLC and Tighe & Bond,
528 Board to review.

529 Chair O’Neil asked if everyone got the memo from the Planning Department requesting that they
530 extend the current contracts Tight & Bond and KV Partners for one year and review again in
531 2027 due to the fact that the Planning Department is in a transition period in between planners.
532 He stated it was recommended that their contracts get extended for one year and review again in
533 2027. He asked if anyone had any comments or questions. Mr. Cusson stated he spoke with the
534 Town Administrator and he explained in order for an RFP to go out, and get responses it will be a
535 minimum of 6 months. He stated it is highly recommended to go with the one-year extension
536 while they’re working on the RFPs.

537

538 **Mr. Buonopane MOTIONS to EXTEND the contracts with Tighe & Bond and KV**
539 **Partners through 2027. Mr. Sample SECONDS. Chair O’Neil asks for Board to vote.**
540 **UNANIMOUS.**

541

542 Mr. Manning asked if the rates had changed. Mr. Buonopane stated he did not believe the rates
543 had changed. Mr. Brown suggested it be stipulated it be at current rates. Mr. Buonopane offered
544 to amend the motion.

545

546 **Mr. Buonopane AMENDS his MOTION to be at current rates.**

547

548 Mr. Manning stated it says the rates can be increased based on their salary review. Mr. Brown
549 stated they would stipulate that they wouldn’t increase because we’re extending this without an
550 RFP. Chair O’Neil stated they had an amended motion and seconded. He asked if there was any
551 further discussion.

552

553 **Chair O’Neil asks for Board to vote. UNANIMOUS.**

554

555 **2. New Business:**

556 **a. Approval of Minutes:** Planning Board meeting minutes for Tuesday, January
557 20, 2026.

558

559 Chair O’Neil stated he had one correction that his last name is one “l” not two. Mr. Brown made
560 a suggestion regarding the “blonde woman and Gary” get their names properly for the record on
561 that. Mr. Sample stated it is Scott Werner not Warner.

562

563 **Mr. Buonopane MOTIONS to APPROVE Planning Board minutes for Tuesday, January**
564 **20, 2026 as amended. Mr. Brown SECONDS. Chair O’Neil asks for Board to vote.**
565 **UNANIMOUS.**

566

567 **b. Request for an extension of approval dated April 15, 2025 from John Cronin**
568 **Esq. for The Residences at Sugar Hill Subdivision, re: Case # P25-01, Final**
569 **Major Subdivision.**

570

571 Mr. Dunphy stated he is an associate at John Cronin’s law firm, Cronin, Bisson & Zalinsky. He
572 stated he was present in behalf of the Lakes Hospitality Group who is the Applicant at the time
573 and waiting for the approval. He stated the Board likely knew this case has been very litigious.

574 He stated recently the Superior Court found in favor of the Town’s approvals. He stated they’ve
575 been working with the client to get the condition precedents all completed. He stated there are a
576 few that have been completed including a lot of the DES approvals. He stated they are there
577 tonight because this case is still continuing. He stated there’s a motion for reconsideration
578 pending by the abutter. He stated that they are looking to extend out the deadlines by another
579 year if possible, just to make sure they’re covered if the case continues in the courts.

580

581 Mr. Sample asked if April 15th was that the date that they would extend it from. Mr. Dunphy
582 stated that was correct. He stated the subdivision regulations stated they have to make this
583 request 30 days prior to the date.

584

585 **Mr. Buonopane MOTIONS to GRANT the request for an extension on Case #P25-01 from**
586 **April 15th, 2025 to April 15, 2027. Mr. Brown SECONDS. Chair O’Neil asks for Board to**
587 **vote. UNANIMOUS.**

588

589

c. Discussion of the resignation of Planning Board member.

590

591 Chair O’Neil stated that there is a letter of resignation from Christine O’Brien as Planning Board
592 member. He read the letter aloud. The letter stated:

593

594 “Dear Town Administrator and/or Acting Town Planner, please accept this email as a formal
595 notice of my resignation from the Planning Board, effective immediately. After careful
596 consideration over the past few months, I have concluded that continuing to participate no longer
597 aligns with my personal values, namely, integrity. I believe strongly in transparent, fair and
598 respectful governance. At this time, I cannot, in good conscience, continue my involvement. I
599 was also just informed of the firing of Town Planner, Jessie MacArthur. Jessie was exceptional
600 at her job and a tremendous asset to the Town of Alton. I strongly disagree with both the
601 decision itself and the manner in which it was handled. This action further reinforces my
602 decision to step away. I am grateful for the opportunity to have served the Town and its
603 residents, and I sincerely wish Alton the best moving forward. Respectfully, Christine O’Brien”

604

605 Chair O’Neil asked if there were any comments or discussion from the Board. There were no
606 comments.

607

608 **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

609

610 **PUBLIC INPUT ON NON-CASE SPECIFIC PLANNING ISSUE**

611

612 Andrea Murray stated she came to meeting to ask the Board what they do. Chair O’Neil stated
613 they take cases from the Planning Department. He stated everything is public, everything is out
614 in the open and transparent. He stated they go through and make sure that the rules and
615 regulations of the Town are followed. He stated they work with the applicants to help them do
616 what they want to do as far as their property. Ms. Murray asked if they work with or in
617 conjunction with the Zoning Board or does it go to the Zoning Board first and then the Planning
618 Board. Chair O’Neill stated it goes to Zoning first. Mr. Sample stated if it needs an appeal. He

619 stated not everything has to go to the Zoning Board. Chair O’Neil stated if you are within your
620 zoning you don’t have to go to the Zoning Board. He stated if you need a variance or something
621 like that then you do.

622

623 Ms. Murray asked if that is where people get the idea it is their property and they can do what
624 they want. Mr. Sample said no. Ms. Murray asked how someone would know if they need to go
625 to the Zoning Board or get a variance. Mr. Sample stated they go see ??? and state this is what I
626 would like to do. He stated that is when they find out they need to go to the Zoning Board, or the
627 Planning Board. He stated that maybe they can just do what they want. Chair O’Neil stated that
628 everything is on the website. He explained when people come in looking to get a permit for a
629 project they are told if there are any other things they may need to do first. He stated you start in
630 the Town Hall and that’s where you find out. He stated the Board is not in the business of telling
631 people they can’t do what they want. He explained that there are regulations to protect
632 everybody in the Town and the Board is there to make sure they’re followed. He stated it is the
633 same with the Planners and the Code Officers and everybody. He stated they open meetings up
634 to public for comments or questions to keep people informed. He stated he understood what she
635 was saying about people saying they can do what they want with their own property. He
636 explained that it is their job to make sure what they want to do is safe. Ms. Murray stated she
637 knew people couldn’t do whatever they wanted. Chair O’Neil stated that the Town is always
638 looking for Alternates, so if she was interested in learning more about it. Mr. Manning stated
639 that she brought up an interesting point. He stated when he thought back to his Zoning Board
640 days, they used to start the meetings by reading a statement that explained what the Zoning
641 Board did. He suggested maybe the Planning Board should do the same. Ms. Murray stated that
642 the redesign of the website is not user friendly. Mr. Sample stated his agreement that the website
643 is not user friendly. Ms. Murray explained she had difficulty finding the agenda for the night’s
644 meeting.

645

646 Chair O’Neil asked if anyone else from public would like to speak. Chair O’Neil closed public
647 input.

648

649 **ADJOURNMENT**

650 Planning Board Chair, Bill O’Neil

651

652 **Mr. Brown MOVED to ADJOURN the meeting. Mr. Buonopane SECONDS.**
653 **Chair O’Neil asked the board for a vote. Board voted UNANIMOUSLY.**

654

655 The meeting was adjourned at 7:30 PM.

656 Respectfully Submitted,

657 Sandra Monaco, Recording Secretary