

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
February 20, 2014
*UNAPPROVED***

Call to Order: Dan Brady called the meeting to order at 5:35 pm.

Roll Call: Dan Brady, (acting chair), Chris Demers (ex-officio), Tom Eighmy and Jessica Brusseau

Approval of Minutes from December 5, 2013: Chris Demers made a motion to approve the minutes, Jessica Brusseau seconded. Motion passed.

Zoning Permit Applications:

- **Williams permit amendment:** The Board reviewed photos of the garage addition project submitted by Mike Williams. After a brief discussion, Jessica Brusseau made a motion to accept the photos as documentation for the amended permit and to allow the work to proceed. Chris Demers seconded and motion passed.
- **Lettieri permit extension:** The Board reviewed a letter from builder Bruce Elliott written in January, and a memo from Kristi Garofalo regarding a phone conversation with Bruce Elliott on Feb. 19. In both communications, Bruce Elliott explained he had suffered personal illness and a death in the family in the last few months and he requested a zoning permit extension to March 31 for the Lettieri project. After a brief discussion, Jessica Brusseau moved to extend the permit requested by Bruce Elliott for the Lettieri property on Swiftwater circle until March 31, 2014. Chris Demers seconded and the motion passed.

Review of Zoning Permits Report:

- **Williams – Wildcat Drive – garage addition:** The report from zoning officer Stan Borkowski noted the status of the project was unchanged from his previous report. After brief discussion and review of minutes from January 2013 showing a time extension had been granted for the project, the Board agreed the Zoning Permit tracking chart should be changed to show 7/1/2014 as the expiration date for the permit and directed *Kristi Garofalo to make the change.*
- **Lettieri – Swiftwater Circle – new home:** The February report from Stan Borowski showed the exterior of the project is now 90% complete. The Board agreed the Zoning Permit tracking chart should be changed to show 4/1/2014 as the expiration date for the permit due to the permit extension passed earlier in the meeting and asked *Kristi Garofalo to make the change.*
- **Forge – Deerfield Drive – new home:** The Board briefly discussed the February report on the project which noted the foundation has been poured and setbacks were checked; the Board decided no action was needed on their part at this time.

Jessica Bruseau made a motion to accept the zoning permits report; Chris Demers seconded and motion passed.

Review of Incident Reports: At the December Planning Board meeting, the Board questioned Stan Borkowski's report on the roof work being done on the Eathorne home on French Pond Road. In an email dated 12/10/13, Stan Borkowski responded to the Board: "Regarding the house on French Pond Road, there is no violation. As I stated, the roof extension was put over an existing deck but does not violate the existing footprint." The Board appreciated Stan Borkowski's response and agreed to consider the incident resolved.

Old Business:

- **Swimming pools:** The Board agreed swimming pools are permitted as an accessory use, but chemical and sediment runoff are still a concern. After discussion, Chris Demers made a motion that installation of pools in the District requires a permit and the approval will be contingent on size, siting, runoff and construction characteristics; and is subject to detailed review by the Planning Board. Tom Eighmy seconded and motion passed.
- **Named vs. Numbered Sections:** Dan Brady suggested further research into the named vs. numbered sections of the District and offered to visit Cartographic Associates in Littleton with Don Dubrulle to investigate earlier maps and source documents of the area. The Board agreed to create a list of questions to be investigated and asked *Kristi Garofalo to place the issue on the agenda for their next meeting.*
- **Cristello letter – Valley Road:** Kristi Garofalo gave the Board a draft letter to the owner of the property. The Board asked that the letter be changed to give the owner 60 days (not 30) to contact the District Office regarding plans for clean-up of the property and approved the letter with that change. *The Board asked Kristi Garofalo to send one copy of the letter by regular mail and one copy via certified mail; and agreed Dan Brady will attempt to contact the owner by phone after the letters were sent. The Board also asked Kristi Garofalo to send a second set of letters marked "copy" (one by regular mail, one by certified mail) 30 days after the first set if no response is received by that date.*

New Business: Tom Eighmy recommended setting a regular meeting date and time for the Forestry committee. He also stated work should start soon on an updated master plan for the District and that Forestry should be included. After discussion, the Board agreed to suggest that Forestry committee meet the same evening as Planning Board, but starting at a later hour. *Tom Eighmy will contact Dave Long, Forestry committee chair, with the suggestion.*

Jessica Bruseau made a motion to adjourn the meeting and Dan Brady seconded. The meeting adjourned at 6:40 pm

Note: The next Planning Board Meeting is scheduled for Thursday, March 13 at 5:30 pm.

Respectfully Submitted,
Kristi Garofalo