

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
October 9, 2014  
\*UNAPPROVED\***

**Call to Order:** Chairman Don Dubrule called the meeting to order at 5:33 pm.

**Roll Call:** Don Dubrule, Chris Demers (ex-officio), Jessica Brusseau, Dan Brady, Laura Sjolander and David Martella were present. Tom Eighmy was excused. Robert Roudebush and Brian Knapp were present as guests.

Dan Brady made a motion to amend the agenda to first hear input from Brian Knapp regarding his zoning permit application for a shed he recently built. Jessica Brusseau seconded and motion passed. Brian Knapp said he understood his permit application wasn't approved by the zoning officer because it is partially located on the adjoining lot. He is currently in the process of buying the lot and gave the Board a copy of the purchase agreement. The Board discussed the need for merging the lots to comply with setback requirements and for getting a permit after the merger is complete. Brian Knapp agreed.

Chris Demers made a motion that the Board take no action at this time provided the following conditions are met: within the next 90 days, the purchase of the adjoining lot is completed, the lots are merged, and the permit application is approved by the zoning officer for the Board's review. Dan Brady seconded and the motion passed.

**Approval of Minutes:** Dan Brady made a motion to approve the minutes, Jessica Brusseau seconded. Motion passed.

**Review of Zoning Permits Report:**

- **Sjolander:** Addition is partially enclosed according to the zoning officer report.
- **Robinson:** Garage is enclosed according to the zoning officer report.
- **Jackson:** Foundation is in and has been checked by the zoning officer.
- **Bessette:** Permit was just issued last month; no construction started.

**Review of Incident Reports:**

- **White Mountain Ext. – Killer Hill – Horne/Farr:** Bob Long reported last month he spoke to the owner and they will take care of the slash pile this fall.
- **Valley Road – Cristello:** Home has been sold; new owners are working to clean up yard and repair home exterior. The Board agreed to remove this incident from the list
- **Lakeside Drive – Molnar:** Kristi Garofalo reported the home is sold and will be closing soon. The Board agreed to keep this incident on the list for monitoring under the new owners.
- **Swiftwater Circle – Ciotti:** Kristi Garofalo reported a certified letter was sent Sept. 29 and a return receipt was received. Dan Brady will attempt to call the homeowner for more information about the owner's intent for the property.
- **White Mountain Drive – Flaherty:** Kristi Garofalo reported a letter was mailed to the homeowners on Sept. 20. They contacted the zoning officer with apologies and have since completed the zoning application which will be on the Board's agenda next month if approved by the zoning officer.
- **Dartmouth Road – Knapp:** No action taken as noted above.

- **Stratford Drive – Davis:** Kristi Garofalo reported a letter was mailed to the homeowners on Sept. 30. They have contacted the office to say they will begin process for permit.
- **Stratford & Lakeside – Contractor Sign:** Sign removed and stored at office for contractor pick up.

#### Old Business:

- **Zoning/Mapping Standardization:** Don Dubrule reported he asked Glenn English about an official town map and was told there wasn't one. Glenn English had no concerns about changing the section name, but Jo Lacaillade was concerned the change would affect tax records. Don Dubrule suggested purchasing a map from Cartographics with new info for District use. *He will get a cost from Cartographics and report back. He will also check with the Registry of Deeds to find a historical trail of maps/plans used to create the current one.* Chris Demers suggested Lynn Wheeler might be helpful in that search. *Chris Demers will contact her to ask for assistance.* **Tabled**
- **Swimming pools:** The Board began to work through placement guidelines for swimming pools, but then decided a subcommittee should work on a swimming pool policy due to the volume of information involved. *Don Dubrule and Laura Sjolander will draft a policy and bring it to the Board by the December meeting.* **Tabled**
- **Maintenance/Rebuild Requirements:** **Tabled**
- **Frequently Asked Questions:** The Board discussed the latest version of the FAQs. Changes proposed included changing the order of some of the questions and adding a question about lakefront properties. Jessica Brusseau made a motion to approve and implement the FAQs with the discussed changes, Chris Demers seconded and motion passed.
- **Killer Hill – Driveway:** Laura Sjolander asked for an update on the issue. Chris Demers said the commissioners are working on it and the town is doing research into the history of Mountain Lakes road maintenance. Don Dubrule reported the property owner said he plans to build next year so there is time to resolve the issue. **Tabled**

#### New Business:

- **Building Process Flowchart:** The commissioners asked the Board to update and reinstate the Building Process Flowchart as they felt it was helpful to property owners. Kristi Garofalo presented a draft version of the flowchart. After discussion, the Board agreed two versions of the flowchart were needed; one for new construction and one for alteration to existing structures. They also asked that a version date be added and other changes made. *Kristi Garofalo will make the discussed changes.* Jessica Brusseau made a motion to designate Don Dubrule to review the revised flowcharts and if he approves, they would be okay to implement. Chris Demers seconded and motion passed.
- **Budget:** The District accountant asked for the Board's recommendations for the 2015 budget and Kristi Garofalo passed around a worksheet for the Board to discuss. The Board agreed to recommend the following requests:
  - **4002-1 – Building Permits (Revenue):** line to be increased to \$420 to \$450
  - **5095-1 – Planning Board Administration:** line to be increased to \$1500
  - **5096-4 – Planning Board:** line to remain at the current level of \$350
  - **Planning Board Legal Expenses Capital Reserve:** \$1000 to be deposited

Don Dubrule made a motion to adjourn and Chris Demers seconded. The meeting adjourned at 7:54 pm

Note: The next Planning Board Meeting is scheduled for Thursday, November 6 at 5:30 pm.

Respectfully Submitted,  
Kristi Garofalo