

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
December 4, 2014
*APPROVED***

Call to Order: Chairman Don Dubrulle called the meeting to order at 5:35 pm.

Roll Call: Don Dubrulle, Chris Demers (ex-officio), Dan Brady and Jessica Brusseau were present. Robert Roudebush, Brian Knapp and Bob Long were present as guests. Tom Eighmy was excused.

Zoning Permit Application:

Knapp – Dartmouth Road - Shed: The purchase of the adjoining lot is complete and the Haverhill Planning Board approved the merger of the two lots on Dec. 2. The Board discussed the permit documentation and asked for a dimensioned plot plan showing the setbacks of the shed in question as it relates to the new larger lot. Don Dubrulle made a motion to approve the permit once the following conditions are met: 1) the dimensioned plot plan is received 2) the permit fee of \$20 is paid and 3) zoning officer Stan Borkowski signs off on the permit. Chris Demers seconded and the motion was approved.

Davis – Straford Drive – Shed: Kristi Garofalo reported the homeowner is questioning the need for photos and dimensioned plot plan as requested by the Board since the zoning officer has inspected the property. The Board discussed that the items are needed for file documentation and agreed that they had no interest in waiving the requirements. *Kristi Garofalo will notify the homeowner of the Board's decision.*

Board Composition:

Bob Long reported he was recently made aware that two commissioners cannot serve on the same board according to state statute. Jessica Brusseau said she always abstained from voting when Chris Demers voted and Bob Long said the past minutes were checked and Jessica Brusseau's presence did not affect past votes since the Board had a quorum without counting her presence. After discussion, it was decided *Kristi Garofalo would go to the NHMA for clarification and specific RSAs involved in the issue.* Jessica Brusseau stated she would like to continue attending Board meetings as an observer and moved from the table to the audience portion of the room.

Approval of Minutes: Chris Demers moved to approve the minutes, Dan Brady seconded. Motion passed.

Review of Zoning Permits Report:

- **Sjolander:** Working on completion of the exterior according to the zoning officer report.
- **Jackson:** Working on the completion of the exterior according to the zoning officer report.
- **Flaherty:** Deck has been completed and inspected according to the zoning officer report. The Board agreed to remove this permit from the tracking list.

Review of Incident Reports:

- **White Mountain Ext. – Killer Hill – Horne/Farr:** Waiting on good snow cover to burn the slash pile.

- **Lakeside Drive –Prater (formerly Molnar):** The Board agreed to keep this incident on the list for continued monitoring.
- **Swiftwater Circle – Ciotti:** Kristi Garofalo reported the home was damaged in a recent windstorm and another certified letter with photos has been sent to the homeowner. No response has been received yet.

Dan Brady left the meeting due to another obligation and there was no quorum for the remainder of the meeting. The following items were discussed, but no decisions made.

Old Business:

- **Zoning/Mapping Standardization:** Don Dubrule reported that the Board needs to go through the town of Haverhill to get a new map from Cartographics. *Don Dubrule said he will talk to the town to get permission and will work with Kristi Garofalo to get a sample of what the Board needs. Chris Demers said he will talk to George Morris at the registry of deeds regarding whether the map or other documentation should be recorded.* Discussion was held about how to notify property owners that the MontView section is now considered as a numbered section (Section 5) for zoning requirements. *Kristi Garofalo will put together a mailing to homeowners in the area concerned, include it in the Board's minutes, and notify lot owners when they inquire about permits. Tabled*
- **Swimming pools:** Don Dubrule presented a draft of swimming pool regulations for the District. *He will send it out by email for review and comments from the Board. Tabled*
- **Maintenance/Rebuild Requirements – Accessory Definition:** Don Dubrule referenced Section 308 of the zoning ordinance and suggested the Board should come up with a list of official accessory structures with size definitions. *Kristi Garofalo will put the discussion on the agenda for next month's meeting.*

Chris Demers made a motion to adjourn and Don Dubrule seconded. The meeting adjourned at 6:45 pm

Note: The next Planning Board Meeting is scheduled for Thursday, January 8 at 5:30 pm.

Respectfully Submitted,
Kristi Garofalo