

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
June 15, 2017  
\*UNAPPROVED\***

**Call to Order:** Chairman Robert Roudebush called the meeting to order at 6:04 pm.

**Roll Call:** Robert Roudebush, Mark Johanson, Don Dubrule, Mike Roberts and alternate members Tom Eighmy and David Martella were present along with Zoning Officer Michael “Finn” Finnegan.

**Introduction of Zoning Officer:** Robert Roudebush introduced Michael Finnegan as the newly hired zoning officer and explained his on-the-job training has already begun with orientation and driving tours of the District. Michael Finnegan said he served in the Marine Corps and has a background in facilities and compliance. The Board welcomed him and shared their personal reasons for serving on the Board. The Board then discussed equipment and tools Michael Finnegan would need to perform his new duties. ***Don Dubrule will check with Tara Bamford of North Country Council to see if she can help obtain a full District map. Kristi Garofalo will send a list of Board members’ phone numbers and email addresses to all when the meeting minutes are emailed.***

**Approval of Minutes**

- **May 18, 2017:** Mike Roberts moved to approve, Mark Johanson seconded and the motion passed.

**Approval of Agenda:** Mike Roberts said an item titled “Next Meeting Time and Day” should be added to all future agendas before the “Adjournment” item. Robert Roudebush added an item for Tom Eighmy’s lake report under New Business. Don Dubrule moved to approve the agenda with the changes; Mike Roberts seconded and the motion passed.

**Zoning Officer Job Description:** The Board reviewed the latest draft of the job description which included changing the position from an independent contractor to a part-time employee. Don Dubrule moved to approve the job description; Mike Roberts seconded and the motion passed.

**Zoning Permit Applications: NONE**

**Review of Zoning Permits Report: NOTE: No tracking report was received this month**

- **Long – New Home** – No change.
- **Krull – Addition** – No change.
- **Roberts – Addition** – Mike Roberts reported work continues on the project.
- **Tow/Micicche – Deck** – No change. A second courtesy letter was sent to the homeowner on 5/31/17 regarding the need to apply for an extension and complete the finish work on the deck. No response has been received to date. The Board agreed ***Michael Finnegan will visit the property.***
- **Hetherton – New Home** – ZBA will meet 6/22/17 to consider the homeowner’s request for variance.

The Board held a discussion about their current method of serving Notice of Violations (NOVs). Right now, they are mailed to the property owner plus a copy is hand-delivered and posted on the property. Robert Roudebush said he spoke to the NHMA about going on to someone’s property to serve NOVs. He was told there is a general understanding that anyone can knock on a door; the person answering the door then has a choice of allowing them to stay or asking them to leave. If asked to leave, the visitor should comply immediately. If a property is posted “No Trespassing”, then visitors should not enter the property at all. After

further discussion, the Board agreed to continue to send NOVs by mail and by hand delivery following the directives given in the NHMA opinion.

**Review of Incident Reports: NOTE: No tracking report was received this month**

- **Weeks – Pawtuckaway Drive – Shed Finish:** No change. The Board agreed to monitor the property for completion of finish work.
- **Sorrentino – Windsor Lane – Livestock:** Robert Roudebush and Mike Roberts put together a packet of OIRs, correspondence, and other documentation regarding the livestock issue at this property and asked the District's legal counsel to send a Second Notice or "Lawyer's letter" to the homeowner. After review of the documentation, the attorney felt the case required further current evidence if they were to take the matter to court. Robert Roudebush reported a rumor the property owner may have gotten rid of the chickens; Mark Johanson lives nearby and said he has not seen any evidence of chickens in the area. After discussion, the Board agreed to monitor the situation for a couple of months.

**Old Business:**

- **OIR Rec'd March 21, 2017 – Livestock Report** – see above.

**New Business:**

- **Lake Report** – Tom Eighmy talked about the importance of keeping the Lakes clean and gave copies of the 2016 VLAP results to commissioner Mike Roberts and zoning officer Michael Finnegan. He said the annual lake sampling is done the first few days after the Fourth of July as that is MLD's busiest weekend of the year. This year's date is set for Thursday, July 6 at 10:00 am and someone is needed to assist the intern from NHDES with the sampling for about three hours on the Lakes. Members of the Board will check their schedules to see if they can help out with the sampling.

**Comments of the Public: NONE**

**Comments of Planning Board Members:**

- Robert Roudebush reported Tara Bamford of North Country Council will present the final draft of the MLD Master Plan at the Master Plan Committee meeting on Tuesday, June 27 at 6:00 pm at the District Office.

**Next Meeting Date and Time:** The next Planning Board meeting will be Thursday, July 20 at 6:00 pm.

**Adjournment:** Mike Roberts moved to adjourn; Don Dubrule seconded. The meeting adjourned at 7:25 pm.

Respectfully submitted,  
Kristi Garofalo