

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING At the District Office and via Zoom
September 16, 2021
*UNAPPROVED***

Call to Order: Chair Mike Bonanno called the meeting to order at 6:30 pm.

Roll Call: Mike Bonanno, Polly Bonanno, Don Dubrule, Debbie Fisk and Mike Roberts were present and Mike Bonanno declared a quorum. Zoning Officer Finnegan was also present.

Public Present: In-person: None. Via Zoom: Bill Clark and Randy Berenson.

Approval of Minutes: August 19, 2021: Don Dubrule noted under “Old Business” the section “Permit Fee Increases” did not record the vote to send the fee schedule to the Commissioners with the Board’s recommendation. It was also noted the “Second Zoning Officer” section was left blank. The Board agreed ***Kristi Garofalo will make the corrections.*** Mike Roberts moved to approve with corrections; Polly Bonanno seconded and motion passed.

Approval of Agenda: Mike Roberts moved to approve; Don Dubrule seconded and motion passed.

Zoning Permit Applications:

- **Byrnes – Shed:** Mike Bonanno asked if all Board members reviewed the application packet and all agreed they had done so. ZO Finnegan shared his recommendation the permit be approved. Mike Bonanno moved to accept the application as complete; Polly Bonanno seconded and the motion passed. Don Dubrule moved to approve the application; Polly Bonanno seconded and the motion passed. Mike Bonanno signed the permit as approved and ***Kristi Garofalo will send the signed permit documents to Haverhill and to the homeowner.***

Review of Zoning Permits Report:

- **Sheehan – House:** ZO Report: Work site active. Continue to monitor.
- **Drew – Shed:** ZO Report: No changes to site. Mike Bonanno said he contacted the applicant to tell him the permit expiration date would not be extended. The Board agreed to remove the permit from the tracking report.
- **Bahl – Deck:** ZO Report: No changes to site. Continue to monitor.
- **Ferwerda – House:** Office Report: Correspondence received from applicant regarding permit extension. ZO Finnegan reported the home is finished but setback measurements for exterior stairs need to be clarified to assure compliance and he is trying to set up an in-person meeting with the homeowner. Continue to monitor.
- **Fisk – Garage:** ZO Report: No changes to site. Office Report: Extension request received 8/23/21. Mike Bonanno moved to extend the permit expiration one year to 9/16/22. Don Dubrule seconded and the motion passed. Continue to monitor.
- **Fallon – 2nd Story Deck:** ZO Report: Homeowner written extension received; requested extension of six months. Mike Bonanno moved to extend the permit expiration six months to 3/1/22. Polly Bonanno seconded and the motion passed. Continue to monitor.
- **Martel – House and Garage:** Mike Bonanno said he contacted Haverhill Road Agent Colton Grant about the second driveway and was told since it is a corner lot a driveway on both Deerfield and Amherst is allowed. ZO Finnegan will complete the Zoning Compliance Checklist to close out the permit. Continue to monitor.
- **Carlson – Shed:** ZO Report: ZCC is complete. The Board agreed to remove from tracking.
- **Williams – House:** Framing of structure begun. Continue to monitor.
- **Heathman – Shed:** ZO Report: ZCC is complete. The Board agreed to remove from tracking.
- **Fredey – House:** ZO Report: Work site active. Continue to monitor.
- **Hearn – Deck Stairs:** ZO Report: ZCC is complete. The Board agreed to remove from tracking.
- **Mantia – House and Garage:** ZO Report: Work site active. Continue to monitor.
- **Davis – House (Hemlock):** ZO Report: Structure nearly enclosed. Continue to monitor.
- **Fernandez/Kane – Stairs:** ZO Report: ZCC is complete. The Board agreed to remove from tracking.
- **Stansfield – Shed:** ***ZO Finnegan to check at the next opportunity.*** Continue to monitor.
- **Mugford – New Home:** ZO Report: Work site active. Continue to monitor.
- **Lawler – New Home:** ZO Report: Dirt work begun on site. Continue to monitor.
- **Mondo – New Home:** ZO Report: Dirt work on site begun. Foundation poured. Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Fire/Lot Clean Up:** ZO Report: No major changes to site. Mike Bonanno said the homeowner has settled with the insurance company and clean up should begin soon. Continue to monitor.
- **Porter – Lakeside Drive – Trailers/Parking:** ZO Report: No answer at door (several attempts). The Board agreed **ZO Finnegan will draft a courtesy letter to homeowner.** Continue to monitor.
- **Kelley – Lakeside Drive – Un-Permitted Building:** ZO Report: No further construction at the property besides completion of detached staircase project. The Board agreed to remove from tracking.
- **Area of 271 Bear Road – Tree Clearing:** OIR received 9/12/21. ZO Report: Equipment appears to be stored at 309 Bear Road. Cutting appears to be on Paulsen Circle, not Bear Road. No timber harvest permit posted. After discussion, the Board agreed **ZO Finnegan and Mike Bonanno will try to contact whoever is cutting down the trees to ask their intent for the lot.** Continue to monitor.

Review of Application Tracking Report:

- **Byrnes – Shed:** Application submitted 8/26/21. ZO Report 09/05/21: Site visit; proposed plan feasible. The Board approved the permit application (see above under “Zoning Permit Applications”).
- **Fredey – New Home:** Application submitted 9/07/21. ZO Report 09/12/21: Site visit; proposed plan feasible. Permit to be placed on agenda for October Board meeting.

New Business: NONE

Old Business:

- **Permit Fee Increases:** Mike Bonanno reported the Commissioners discussed the fee increase recommendations at their Sept. 14 meeting and approved most of the suggested changes to become effective Jan. 1, 2022. The Board agreed the MLD Permit Application form should be updated with the new fee schedule; Don Dubrulle suggested the Board revisit the old Permit Application update project at the same time. The Board **agreed Kristi Garofalo will add the fee schedule to the old Permit Application draft and send it to the Board members for review and discussion at the next meeting.**

Comments of the Public: Randy Berenson said the Town of Haverhill will not have a tax deed sale this year.

Comments of the Zoning Officer: NONE

Comments of the Board: Don Dubrulle shared memories of David Martella who recently passed away, and noted he was a model alternate Board member as he attended almost all meetings to stay up-to-date on Board issues. Mike Bonanno said he contacted Tom Eighmy and he did not want to be re-appointed as an alternate member because of his health. **The Board agreed Kristi Garofalo will put a note in the DMAIL that alternate Board members are needed.** Don Dubrulle asked about getting a municipal law update from District legal counsel; **Mike Roberts said he will contact the District’s legal advisors for one.** Mike Roberts said he spoke to someone possibly interested in the second zoning officer position and invited him to meet the Board, but he did not come to the meeting. The Board agreed **Kristi Garofalo will put the zoning officer opening notice in the DMAIL again.**

Next Regular Meeting Date: Thursday, October 21 at 6:30 pm.

Adjournment: Polly Bonanno moved to adjourn; Don Dubrulle seconded and motion passed. The meeting adjourned at 7:42 pm.

Respectfully submitted by,
Kristi Garofalo