

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
January 5, 2017
*UNAPPROVED***

Call to Order: Chairman Don Dubrule called the meeting to order at 6:00 pm.

Roll Call: Don Dubrule, Mike Bonanno, Robert Roudebush and Mark Johanson were present.

Approval of Minutes

- **December 7, 2016:** Robert Roudebush moved to approve, Mike Bonanno seconded and the motion passed.

Approval of Agenda: Robert Roudebush moved to approve the agenda; Mike Bonanno seconded and the motion passed.

Zoning Officer Health Report: Robert Roudebush reported the office received an email from Zoning Officer Stan Borkowski with the news that he has been seriously ill for the last month and his medical treatment will continue until at least February. Robert Roudebush said he responded to the email on behalf of the Board with good wishes and instructions not to worry about District responsibilities, and encouraged him to focus on getting well. Robert Roudebush said he will stay in touch with Stan Borkowski. Mike Bonanno suggested giving Stan Borkowski extra time for recovery; Don Dubrule suggested reviewing the issue next month. Mike Bonanno moved to go month-to-month as health reports are received; Mark Johanson seconded and the motion passed. Robert Roudebush said he and Kristi Garofalo can work together to issue any Notice of Violation needed in the meantime. Kristi Garofalo said Maintenance/Water Supervisor Don Drew wanted her to pass along his willingness to help out (taking measurements, observing projects, working with Board members, etc.) as needed. The Board agreed to work together on any issues that may come up in the ZO's absence.

Zoning Permit Applications: NONE

Review of Zoning Permits Report: NOTE: No tracking report was received this month due to ZO's ill health

- **Long – New Home** – No ZO report.
- **Krull – Addition** – No ZO report. The letter to the homeowners notifying them of the need to apply for a permit extension was mailed 12/15/16. No response to date. The Board agreed to revisit the extension issue in February.
- **Roberts – Addition** – No ZO report.
- **Tow/Micicche – Deck** – No ZO report. The letter to the homeowners notifying them of the need to apply for a permit extension was mailed 12/15/16. No response to date. ***Don Dubrule said he will check into reports that the house is on the market.*** The Board agreed to revisit the extension issue in February.
- **Hetheron – New Home** – No ZO report. Board members reported the house construction seems to be moving along very well and looks good.

Review of Incident Reports: NOTE: No tracking report was received this month due to ZO's ill health

- **Ciotti – Swiftwater Circle – Property in Disrepair:** No ZO report. Mike Bonanno was not able to talk to health officer Steve Robbins to see if the property qualifies as a health hazard.
- **Edwards – Valley Road – Unregistered Vehicle:** No ZO report. Robert Roudebush said he contacted Bernie Waugh (the District's legal counsel) to get clarification of the steps to obtain a court order for the vehicle's removal. He was told it would take 1 to 2 years to get legal authority to remove the vehicle and the court order would require an expert opinion (hydrogeologist) to prove the vehicle's fluids were damaging the groundwater or causing other environmental damage. Robert Roudebush noted the effort would also require at least two "lawyer letters" at a cost of roughly \$180 each; he said his opinion it probably wasn't worth the Board's effort. After discussion, the Board agreed to remove the incident from the tracking report.
- **Weeks – Pawtuckaway Drive – Yard Debris:** No ZO report. Several Board members agreed they have regularly driven by the property to monitor it and agreed the property condition has not deteriorated. The Board will continue to

monitor the property for another 60 days; if the property does not deteriorate, they agreed to drop the property from the report.

- **Sorrentino – Windsor Lane – Livestock:** No ZO report. All Board members agreed to continue to monitor the property for the presence of livestock (chickens).
- **Davis – White Mountain Drive – Unregistered Car:** Robert Roudebush reported he contacted property owner Stan Davis by email and phone call regarding the vehicle, and was told “they would take care of it”. Robert Roudebush said that on his last trip past the house, nothing has changed with the vehicle. The Board agreed that a Notice of Violation should be issued. ***Robert Roudebush and Kristi Garofalo will create a Notice of Violation and deliver it to the property owner.***

Old Business:

- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**
- **Zoning Officer Job Description:** The Board discussed Robert Roudebush’s draft of an updated zoning officer job description and agreed to the following changes:
 - The heading above Section A should read: “Essentials Duties and Responsibilities”. The sentence underneath should be eliminated entirely.
 - In the last bullet point of Section B: change “within three to five business days” to “in five business days”.
 - In the paragraph titled “Work Environment/Physical Hazards”, eliminate the words “and/or confined spaces”
 - In the paragraph titled “Travel”, add “those” so the phrase reads “... also expected to attend Commissioner’s meetings and *those* of the Zoning Board (when so requested).”
 - On the Zoning Permit Application Preparation guidelines sheet: 1) in the first paragraph, eliminate the second “in” on the next to last line; 2) on the third item, change the line to read, “... by authorized duly state licensed surveyor *with proof of current accreditation ...*”; 3) add language regarding the need for a NH DES Wetlands Permit for docks.
 - On the contract draft: 1) The Board agreed an annual performance review would be done by the commissioners with Planning Board member input and agreed language should be added to the contract to reflect that decision. Kristi Garofalo reminded members the District’s insurance carrier has attorneys on staff to review legal contracts for members at no cost and there may be other changes they would suggest.
 - The Board agreed ***Robert Roudebush and Kristi Garofalo will make the above changes and prepare a new draft for consideration at the next meeting.***

New Business: NONE

Comments of the Public: NONE

Comments of Planning Board Members: Mike Bonanno said he read the minutes of the commissioner’s meeting and was concerned about their decision to allow tree cutting on the lots along Killer Hill. He said he didn’t think the commissioners had the authority to okay the cutting project; he felt the decision should have gone to the Planning Board and the lot owner should have been required to present a logging plan to the Board. Robert Roudebush noted the contractor attended a previous meeting to find out what was allowed and was told at that time a permit application was not necessary. Robert Roudebush also clarified the lot in question was not one of the property owner’s lots, but one the District owned; and the commissioners could give permission to cut on District land. He also noted the property owner was offering to “clean up” the lot at no cost to the District and had done a fine job on the adjacent lots he owned. After a lengthy discussion, the Board agreed to take no action on the issue.

Mike Bonanno moved to adjourn; Don Dubrule seconded. The meeting adjourned at 7:22 pm.

The next Planning Board meeting will be Thursday, February 9 at 6:00 pm.

Respectfully submitted,
Kristi Garofalo