

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING VIA ZOOM VIDEO CONFERENCING
July 16, 2020
*UNAPPROVED***

Chair Mike Bonanno read a statement that the Board was authorized to meet electronically due to the declared state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

Call to Order: Chair Mike Bonanno called the meeting to order at 6:32 pm.

Roll Call: Mike Bonanno (alone), Polly Bonanno (alone), Don Dubrule (alone), John Hakola (with Cheryl Hakola) and alternate member David Martella (alone) were present via Zoom. Zoning Officer "Finn" Finnegan was also present via Zoom and Mike Roberts joined after the meeting started. Mike Bonanno declared a quorum present.

Public Present: Bill Clark, Randy Berenson, Martin Ferwerda, Kelly Ferwerda, and Gaurav Bahl.

Approval of Minutes – June 18, 2020: Don Dubrule moved to approve; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

Approval of Agenda: John Hakola moved to approve the agenda; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

Zoning Permit Applications:

- **Fallon – Deck/Porch:** Mike Roberts said he signed the Notice of Violation and Kristi Garofalo reported it was mailed on 7/13/20. The Board tabled discussion on the application until the next meeting to allow time for a response.
- **Bahl – Deck:** The Board reviewed the application packet. After discussion and input from the homeowners, Don Dubrule moved to accept the application and John Hakola seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed. The Board asked whether stairs were included in the deck plan and Gaurav Bahl said they were. After discussion, John Hakola moved to approve the permit for a deck with stairs; Mike Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed. ***Mike Bonanno will sign the application as approved and Kristi Garofalo will fax a copy to Haverhill.***
- **Ferwerda – Home:** The Board reviewed the application packet, noting the DES permit was not approved yet and the Haverhill driveway permit wasn't physically signed by the road agent due to COVID-19 concerns. Kristi Garofalo said the Office was notified verbally of the road agent's approval. After discussion, Don Dubrule moved to deny acceptance of the application as it was incomplete. John Hakola seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion to deny was passed. Martin and Kelly Ferwerda expressed concerns about waiting longer to start the project and shared their views that the needed approvals would be received soon; then asked if a special meeting could be scheduled. After discussion, Mike Bonanno moved to set the August Planning Board meeting for Thursday, August 6 at 6:30 pm. Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed. ***Kristi Garofalo will contact the Haverhill road agent for his signature on the driveway permit.***

Review of Zoning Permits Report:

- **Heartt - Deck:** ZO Report: Work done on property; pending ZCC. After discussion of the report that the owner changed their mind and doesn't want to remove the existing front porch, the Board asked ***ZO Finnegan to get a written note from the homeowners regarding their intent to keep the front porch for the file records.***
- **Drew – Shed:** ZO Report: No visible progress from road. The Board noted the permit has expired so a new permit would be needed for future work and agreed to take it off the tracking list.
- **Krull – Deck:** ZO Report: No visible progress. The Board noted work was started, but the permit has expired and directed ***Kristi Garofalo to send a letter regarding the need to request a permit extension.***
- **Sheehan – House:** ZO Report: Homeowner provided copy of approved driveway permit. No progress on foundation dirtwork. After discussion, the Board agreed ZO Finnegan, Don Dubrule and John Hakola would meet with the property

owner on site. Don Dubrule moved to extend the existing permit for 60 days, pending the receipt of a detailed plot plan and that no work would be done on the project until it was received and approved. John Hakola seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed. ***Don Dubrule will notify the homeowner at the site visit.***

- **Hakola – Garage:** ZO Report: Pending completion of ZCC. The Board noted the permit will expire soon and ***John Hakola agreed to send a request for permit extension.*** Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: No major changes. Continue to monitor.
- **Sorentino – Cluttered Yard:** ZO Report: No major changes to yard. After discussion of a letter drafted by Mike Bonanno, the Board agreed a letter should come from ZO Finnegan citing Sec. 802.6 and Sec. 307.1B & 1E. ***ZO Finnegan will draft a letter for the Board to review at the June meeting.***
- **Murray – Camper:** ZO Report: Notified of a camping trailer on Hemlock Circle. Trailer has been removed. Some brush and small trees have been cleared. Equipment on site. Office Note: Letter to property owner mailed 7/8/20. After discussion, the Board agreed to take the incident off the report since the camper was removed.
- **Fallon – Driveway (Monadnock):** ZO Report: Notified of a large amount of material moved. Appears excess material from a driveway restoration has been bulldozed in the woods to the left of the property. The Board also discussed whether the property was now a garage instead of a residence and needed a change of use permit. They agreed to continue to monitor.
- **Sjolander – Structure/Lot Clearing:** ZO Report: Notified of potential non-permitted structural change/clearing. Property is cleared. No sign of structural change. Possible shed/tree house located on property. After discussion, the Board agreed to continue to monitor.

New Business: NONE

Old Business:

- **Implementation Needs:**
 - **Private Roads:** Don Dubrule sent pertinent legal opinions and other information on private roads to Board members and is looking for the original plats to inventory “paper roads” versus Town roads. He will continue to research.
 - **Stormwater:** Polly Bonanno previously sent a stormwater related glossary to Board members. After discussion, the Board agreed to remove this item from future agendas.
 - **Swimming Pools:** Topic is tabled until September meeting, but in the meantime the Board directed ***ZO Finnegan to investigate existing pools and talk to the owners about the need for accessory use permits.***
- **Permit Application Form:** After a brief discussion, the Board agreed ***Kristi Garofalo will create a draft of the application form with suggested changes for review at the next meeting.***

Comments of the Public: NONE

Comments of the Zoning Officer: NONE

Comments of the Board: Polly Bonanno asked why meetings needed to be via Zoom if social distancing was observed. Mike Bonanno said he was in favor of in-person meetings due to the need to refer to documents when considering application and reviewing reports. After discussion, Mike Bonanno made a motion to request the District Commissioners allow the Planning Board to meet in-person under social distancing guidelines. Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Abstained; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed. ***Mike Bonanno will put together a written request for the Commissioners’ consideration.***

Next Meeting Dates: Next meeting to be Thursday, August 6, 2020 at 6:30 pm via Zoom.

Adjournment: John Hakola moved to adjourn; Mike Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed. The meeting adjourned at 8:37 pm.

Respectfully submitted,
Kristi Garofalo