

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING VIA ZOOM VIDEO CONFERENCING
August 6, 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 6:30 pm.

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

Public Present: Bill Clark, Randy Berenson, Martin Ferwerda and Kelby Ferwerda.

Approval of Minutes – July 16, 2020: Mike Roberts moved to approve; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed.

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

Zoning Permit Applications:

- **Fallon – Deck/Porch:** After discussion, the Board agreed ***ZO Finnegan will contact Mr. Fallon to finalize items needed for the permit.***
- **Ferwerda – Home:** The Board reviewed the application packet, noting the septic approval was received along with the NHDES Shoreland permit, but questioned why the Haverhill driveway permit was not actually signed by the road agent. Kristi Garofalo said the Office was notified verbally of the road agent's approval when it was issued; Kelby Ferwerda said due to COVID-19 concerns it was not signed at the time. Mike Bonanno noted Martin Ferwerda can now make an appointment with the Town to get it signed and Martin Ferwerda said he would commit to not begin construction until the signed driveway permit was received by the office. After discussion, Mike Bonanno moved to accept the application as complete and Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion was passed. The Board discussed other steep slope questions and agreed to designate John Hakola and Don Dubrulle to meet on-site with Martin Ferwerda the following day to go over those concerns and assure the Board's questions were answered. Mike Bonanno moved to conditionally approve the permit application pending the two Board representatives were in agreement the steep slope questions were satisfied. Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion was passed. ***Kristi Garofalo will leave the permit file out for Mike Bonanno to sign if okayed by the two delegates after the site visit.***

Review of Zoning Permits Report:

- **Heartt - Deck:** Office Report: Expiration date updated to 9/20/20. ZO Report: 7/16/20 Board requested written confirmation of scope change. ***ZO Finnegan will get written confirmation.***
- **Drew – Shed:** Office Report: Expiration date updated to 9/20/20. ZO Report: No visible progress from road. Continue to monitor.
- **Krull – Deck:** Office Report: Expiration date updated to 9/20/20; letter regarding the need to request a permit extension drafted but not yet sent. ZO Report: No visible progress. Continue to monitor.
- **Sheehan – House:** Office Report: Expiration date updated to 9/16/20 per Board decision on 7/16/20. ZO Report: Dirt work begun. On-site meeting with Board members Don Dubrulle and John Hakola on 7/18/20. Foundation started to be poured 7/26/20. After discussion about when construction began which is the start date for the permit expiration, Mike Bonanno moved to change the expiration date to July 2021 since construction started in July 2020. Don Dubrulle seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion was passed. ***Kristi Garofalo will make the change for tracking.***
- **Hakola – Garage:** Office Report: Permit extension request received 7/24/20. ZO Report: Pending completion of roof overhang. Mike Bonanno moved to extend the permit expiration to 12/18/20 as the homeowner requested; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – abstained; motion was passed. ***Kristi Garofalo will make the change for tracking.***

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: No major changes. Continue to monitor.
- **Sorentino – Cluttered Yard:** ZO Report: No significant changes to yard. The Board discussed a letter drafted by ZO Finnegan citing Sec. 802.6 and Sec. 307.1B & 1E. Mike Bonanno moved to approve the letter with minor changes, to give the homeowner 30 days to respond and to hold the letter until the Commissioners meet to decide whether future meetings will be via Zoom. John Hakola seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion was passed. **ZO Finnegan will provide letter to the office for mailing after the Aug. 8 Commissioners meeting.**
- **Unknown Owner – Camper on Kearsarge Drive:** ZO Report: Need to double check which lot it might be on – did not see a camper when I did a drive-by. Mike Roberts said it was the lot with the old house foundation. Continue to monitor.
- **Murray – Camper:** ZO Report: Continued clearing efforts. Continue to monitor.
- **Fallon – Driveway (Monadnock):** ZO Report: No additional dirt moved. After discussion, the VBoard agreed ZO Finnegan will try to ask about change of use and Mike Bonanno will talk to the Town regarding their change of use procedure. Continue to monitor.
- **Sjolander – Structure/Lot Clearing:** ZO Report: Continued clearing efforts. No exterior changes. Continue to monitor.
- **Unknown Owner – Camper on Lakeside:** ZO Report: No one appears to be occupying camper. Board members noted the camper is now gone and agreed to remove the incident from the tracking report.
- **Swimming Pools in District:** ZO Report: Personal pool inventory: 1 pool on French Pond Road, 1 Pool on Windsor Lane. After extensive discussion, the Board agreed to continue discussion at their Sept. meeting.

New Business:

- **Next Meeting Date:** The Committee discussed an application submitted in time for the regular August Board meeting on Aug, 20, but too late to meet the requirement for this meeting which was to take its place. After discussion, Mike Bonanno moved to hold a Board meeting on Thursday, Aug. 20 at 6:30 pm for no more than 60 minutes to consider the application. Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion was passed.

Old Business:

- **Implementation Needs:**
 - **Private Roads:** Don Dubrule said he is researching tax maps to identify private roads in the District. Mike Bonanno talked to Stephen Buckley of NHMA and was told people who live on a private road need to sign an agreement to share road care cost.
 - **Swimming Pools:** Topic is tabled until September meeting.
- **Permit Application Form:** Kristi Garofalo shared a draft of the application form with Board suggested changes. After review, the Board suggested the following further changes: change to “zoning officer or designee” in the acknowledgement about entering the applicant’s property; and change the “Required Supporting Documentation Included” section to two different areas, a “Required Supporting Documentation Included” section and a “Recommended Supporting Documentation Included” section. The Board agreed to review the draft further for discussion at the next meeting. **Kristi Garofalo will make the changes already discussed and have a new draft for review at the next meeting.**

Comments of the Public: Randy Berenson suggested the Board look into having funds available to pay legal expenses for enforcing the zoning ordinance. Kristi Garofalo said the District has a capital reserve fund for Planning Board legal expenses with a current balance of approximately \$2,400.

Comments of the Zoning Officer: ZO Finnegan shared an observation that Board meetings seem to run long because of the number of items to be considered and asked if bi-monthly meetings were an option. After discussion, the Board agreed to keep Sept. 17 at 6:30pm as their regular business meeting (permit applications and tracking review only) and set Sept. 24 at 6:30pm as a work session to consider zoning ordinances changes regarding swimming pools and to set other topics for future work sessions. The Board members agreed to bring topic ideas to the Sept. 24 work session.

Comments of the Board: NONE

Next Meeting Dates: Next meeting to be Thursday, August 20, 2020 at 6:30 pm via ... TBD

Adjournment: Polly Bonanno moved to adjourn; John Hakola 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 8:26 pm.

Respectfully submitted,
Kristi Garofalo