

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING VIA ZOOM VIDEO CONFERENCING  
September 17, 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), Mike Roberts (with Chris Roberts), Don Dubrule (with Gail Dubrule), and alternate member David Martella (alone), and Zoning Officer "Finn" Finnegan were present via Zoom. John Hakola was absent and excused; Mike Bonanno designated David Martella as a full voting member for the meeting and declared a quorum present.

**Public Present:** Bill Clark, Debbie Fisk, Laura Gilbertson, Don Drew, Randy Berenson, Allison Nolan, Vinny Sorrentino, Johnna Phelps, Ken Huard, and Sybil Owens.

**Approval of Minutes:**

**Aug. 6, 2020:** Mike Roberts moved to approve; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed.

**Aug. 20, 2020:** Mike Roberts moved to approve; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed.

**Approval of Agenda:** David Martella moved to approve the agenda after changing the order in which applications would be considered, moving the Phelps and Fisk applications to be considered first. Mike Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed.

**Zoning Permit Applications:**

- **Phelps – Shed:** Mike Bonanno moved to rescind the previous application and approval. Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. Mike Bonanno asked the Board members if they reviewed the new application with a change in the shed size and design; all agreed they had reviewed the new application documents. ZO Finnegan noted he recommended approval of the new application. David Martella moved to accept the application as complete; Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. After discussion, Don Dubrule moved to approve the application; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. ***Mike Bonanno will sign the approved permit and Kristi Garofalo will fax it to Haverhill.***
- **Fisk – Garage:** The Board members agreed they had reviewed the application packet. In discussion, they noted the plot plan was missing information and the Construction Questionnaire and Zoning Compliance Checklist were not complete. ZO Finnegan made arrangements with Debbie Fisk to complete the necessary information. Mike Bonanno moved to not accept the application as it was incomplete; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. The Board agreed to re-consider the application at their Sept. 24 meeting. Mike Bonanno moved to consider the Fisk application at the starting time of 6:30pm for no longer than 15 minutes; and start the work session part of the meeting at 6:45pm. David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed.
- **Fallon – Deck/Porch and New Deck:** ZO Finnegan said he met with the homeowner and paperwork was completed. Mike Bonanno moved to accept the application as complete; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. Mike Bonanno moved to approve the application; Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. The Board then considered the new application for the homeowner's new deck and roof addition. Mike Bonanno moved to accept the application as complete; Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. Mike Bonanno moved to approve the application; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. ***Mike Bonanno will sign the approved permits and Kristi Garofalo will fax them to Haverhill.***
- **Sjolander – Addition:** The Board members agreed they had reviewed the application documents. David Martella moved to accept the application as complete; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. Mike Bonanno moved to approve the application; Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. ***Mike Bonanno will sign the approved permit and Kristi Garofalo will fax it to Haverhill.***

**Review of Zoning Permits Report:**

- **Heartt - Deck:** ZO Report: No additional work to property, pending written confirmation of scope change. ***ZO Finnegan will get written confirmation.*** Continue to monitor.

- **Drew – Shed:** ZO Report: Pending site visit with applicant. Don Drew asked for a six-month extension on the permit. Mike Bonanno moved to extend the permit for six months to expire in March 2021; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. Continue to monitor.
- **Krull – Deck:** ZO Report: Work begun on frame of deck. The Board agreed ***Kristi Garofalo will send a courtesy letter to the homeowners regarding the need to request a permit extension.*** Continue to monitor.
- **Sheehan – House:** ZO Report: Foundation work continues. Continue to monitor.
- **Hakola – Garage:** ZO Report: Board approved permit extension to 12/18/2020. Continue to monitor.
- **Bahl – Deck:** ZO Report: Dirtwork preparation begun. Continue to monitor.
- **Ferwerda – House:** ZO Report: Foundation placement reviewed, slight placement discrepancies to paper plan. Sent email to homeowner regarding difference; no response yet. The Board agreed ***ZO Finnegan will contact the homeowner regarding the placement differences.*** Continue to monitor.
- **Phelps – Shed:** ZO Report: Site visit conducted; written statement received that shed will not be used for living quarters. Setback requirements can be met with new shed design. Old application rescinded (see above); new permit (see above) to be added to report. Continue to monitor.

#### Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: No major changes. Mike Bonanno moved to send a Notice of Violation to the homeowner. After discussion, he withdrew his motion and the Board agreed ***ZO Finnegan and Mike Bonanno will meet with the homeowner to discuss what can be done to bring property into compliance.*** Continue to monitor.
- **Sorrentino – Cluttered Yard:** ZO Report: No significant changes to yard. The Board spoke with the homeowner who stated his willingness to comply if given direction. After discussion, the Board agreed ***ZO Finnegan and Mike Bonanno will meet with the homeowner to discuss what can be done to bring property into compliance.*** Continue to monitor.
- **Unknown Owner – Camper on Kearsarge Drive:** ZO Report: Site visit conducted, no one on site. The Board agreed ***ZO Finnegan will attempt to locate and contact lot owner.*** 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 Board agreed to remove this incident from tracking.
- **Sjolander – Addition/Lot Clearing:** ZO Report: Continued clearing efforts. Permit application received and approved (see above). Remove from Incident Tracking and add to Permit Tracking.

#### New Business:

- **Dock on Upper Lake:** ZO Finnegan said he visited the site but did not leave note for homeowner – will continue attempts to contact.
- **Vernon Drive:** The question was raised about unregistered vehicles stored on the property. ***ZO Finnegan will investigate.***
- **Commissioner Authority:** Mike Bonanno asked that the Commissioners' authority to levy fines be placed on their next meeting agenda for discussion. ***Kristi Garofalo will put it on the Commissioners' agenda.***
- **Steep Slope Lots:** Don Dubrule suggested using the soil survey booklet in the application process to determine lots which might fall under the steep slope overlay requirements. The Board agreed ***Don Dubrule will bring the suggestion to be discussed at the October work session.***
- **Zoning Ordinance Awareness:** After discussion, the Board agreed ***Mike Bonanno will talk to the Haverhill Town office regarding informing new owners of the MLD zoning ordinance and Kristi Garofalo will put periodic reminders about the zoning ordinance into the DMAILs.***
- **Meeting Agenda:** The suggestion was made that the Board agenda be made available to the public prior to the meeting. The Board agreed ***Kristi Garofalo will post the Board's agenda prior to the meeting starting with the October 15 meeting.***
- **Amherst Lane Lot:** The Board discussed the report of a shed built on a lot taken over by the Town and agreed no action was needed.

#### Old Business: NONE

**Comments of the Public:** Ken Huard and Sybil Owens stated their interest in getting involved with District business. Mike Bonanno invited them to join the Board as alternate members and both agreed. Mike Bonanno moved to recommend them to the Commissioners to be appointed to the Board as alternate members; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed.

**Comments of the Zoning Officer:** ZO Finnegan asked if the Board would find it helpful to have open permits (those applications which are tabled or otherwise not approved) on a separate tracking sheet to avoid any of them falling through the cracks. The Board agreed a separate report would be helpful and ***ZO Finnegan will create one for future use.***

#### Comments of the Board: NONE

**Next Meeting Dates:** Next meeting Thursday, Sept. 24, 2020 via Zoom, 6:30 pm to consider Fisk application and 6:45 pm work session.

**Adjournment:** Mike Roberts moved to adjourn; Mike Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. The meeting adjourned at 8:44 pm.

Respectfully submitted,  
Kristi Garofalo