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**TOWN OF ALTON
ZONING BOARD OF ADJUSTMENT
PUBLIC HEARING MEETING
Thursday, April 2, 2026, at 6:00 PM
Alton Town Hall**

MEMBERS PRESENT

Tom Lee, (Acting) Chair
Paul LaRochelle, Member & Selectman's Representative
Tim Morgan
Joe Mankus, Member
Paul Monzione (Alternate)

OTHERS PRESENT

Robin McClain
Matheus Freitas
Shaun Carr

CALL TO ORDER

Chair Lee called the meeting to order at 6:00 P.M.

APPOINTMENT OF ALTERNATES

MOTION: To APPOINT Paul Monzione as Alternate. Motion by Mr. LaRochelle. Mr. Morgan SECONDS. Motion passed unanimously.

STATEMENT OF THE APPEAL PROCESS

The purpose of this hearing is to allow anyone concerned with an Appeal to the Zoning Board of Adjustment to present evidence for or against the Appeal. This evidence may be in the form of an opinion rather than an established fact; however, it should support the grounds that the Board must consider when making a determination. The purpose of the hearing is not to gauge the sentiment of the public or to hear personal reasons why individuals are for or against an appeal, but all facts and opinions based on reasonable assumptions will be considered. In the case of an appeal for a Variance, the Board must determine facts bearing upon the five criteria as set forth in the State's Statutes. For a Special Exception, the Board must ascertain whether each of the standards set forth in the Zoning Ordinance have been or will be met.

APPROVAL OF AGENDA

Ms. McClain stated that she had one change to the agenda, under "New Business". She stated she would be distributing the New Hampshire Planning and Land Use Regulation books for the Board.

1 **MOTION: To APPROVE the Thursday, April 2, 2026 meeting as amended. Motion by Mr.**
2 **LaRochelle. Mr. Morgan SECONDS. Motion passed unanimously.**

3
4 **CONTINUED APPLICATION**

Case #Z26-08 Shawn Hillsgrove, Agent, 47 Loom Cove, LLC Owner,	Map 50 Lot 36 47 Loom Cove	Variance and Equitable Waiver Lakeshore Residential Zone (LR)
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5 *To be continued on May 7, 2026*

6
7 **1. NEW APPLICATIONS**

Case #Z26-09 Spotless Construction, Mathias Freitas, Agent for Todd and Hilary Schneider, Owners	Map 34 Lot 33-20 1 Manchester Ave	Special Exception Rural Residential Zone (RR)
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8 **A Special Exception** is requested from **Article 300, Section 320.D.3** of the Zoning Ordinance
9 for the expansion of a non-conforming unit by replacement and expansion of the porch and deck.

10 **MOTION: To APPROVE the application for Case #Z26-08 as COMPLETE. Motion by Mr.**
11 **Morgan. Mr. Mankus SECONDS. Board votes unanimously.**

12
13 Mateos Freitas, presented his case. He explained to the Board that there's an existing structure
14 and with an old deck that they would like to remove and put a new one on that would extend by
15 3 ft.

16
17 Chair Lee interrupts Mr. Freitas to acknowledge Mr. Monziona's arrival. He stated that he would
18 pause the case for a moment to appoint Mr. Monziona as an alternate.

19
20 Chair Lee recapped what Mr. Freitas had stated previously. He stated that the building is non-
21 conforming and Mr. Freitas is seeking a Special Exception.

22
23 Mr. Morgan stated that on the existing Site Plan there are stairs on the side of the building. He
24 stated that he did not see any stairs on the proposed Site Plan. He asked if the stairs are being
25 removed.

26
27 Mr. Freitas explained that there's access inside the house. He stated he was unsure if the pictures
28 he provided had been given to the Board. He stated that the pictures show a door on the back of
29 the house that will access the deck. He stated that will be the only access to the deck.

30
31 Chair Lee commented that Mr. Freitas' plans had good detail, which the Board appreciated. He
32 stated he saw the proposed Site Plan and the existing Site Plan. He asked Mr. Freitas if any
33 changes would be made to the back deck. Mr. Freitas stated the other side deck would not be
34 touched. Chair Lee stated that he saw on the right side the back deck would be adjusted as Mr.
35 Freitas had already explained and the whole front deck will be expanded. Mr. Freitas stated that
36 it depended on the perspective of Chair Lee as to what would be called front or back. Chair Lee

1 clarified that he meant on Manchester Ave. Mr. Freitas stated he would double-check on his plan
2 and follow along. He agreed with Chair Lee's perspective, that the back deck would stay as-is.
3 Chair Lee asked how wide it was in the back deck area between house #1 and house #3. Mr.
4 Freitas stated it is about 4 ft. Chair Lee asked if it would maintain 4 ft. Mr. Freitas stated it
5 would maintain 4 ft. Chair Lee asked if Mr. Freitas would be making it shorter. He stated it was
6 12 ft and the proposed plan is to make it 16 ft. Mr. Freitas agreed. He stated it would be 16 ft
7 because it's going to go 3 ft out with the new deck.
8

9 Mr. LaRochelle had trouble following the explanation. He described the plan as he understood
10 it, which was an existing deck with stairs, 17 ft across the front of the building. He stated there's
11 a porch on the side that is 4 ft x 12 ft. He stated that it showed 16 ft. He asked if Mr. Freitas
12 meant that the 4 ft would be maintained and nothing would be taken off of the width. Mr. Freitas
13 stated that that area on the side is going to maintain the 4 ft. Mr. LaRochelle understood. He
14 asked if Mr. Freitas would be reducing the front porch from 17 ft to 15 ft. He stated that there
15 would still be 4 ft on the side of the building, close to Mr. Freitas' neighbor. Mr. Freitas stated it
16 would stay the same. Mr. LaRochelle stated that Mr. Freitas would be taking 2 ft from the other
17 end, on the front of the building, where the stairs were. Mr. Freitas agreed. Mr. LaRochelle
18 stated that it didn't look that way on the new Site Plan. He stated it looked like it was only 2 or 3
19 ft wide. Mr. Freitas agreed. He stated that he could see the difference and understood what Mr.
20 LaRochelle was talking about.
21

22 Mr. LaRochelle stated that the idea was not to get it a foot further from the other building. He
23 stated that they are maintaining the same distance. He stated he was unclear about the stairway.
24 Mr. Freitas stated there won't be a stairway at all. Mr. LaRochelle stated that Mr. Freitas would
25 be eliminating the stairs. Mr. Freitas agreed. He stated it would follow the same level as the
26 house. He asked if the Board had the pictures he submitted. Chair Lee and Mr. LaRochelle
27 stated they did. Mr. Freitas stated there's a door on the side of the house where the door accesses
28 the deck. He stated that there would be no stairs to gain access. Mr. LaRochelle asked if he was
29 referring to the door that could be seen in the picture, that is in the lower left-hand corner of the
30 foundation. Mr. Freitas explained that he was referring to the upper door. Mr. LaRochelle
31 understood that Mr. Freitas was describing something on the side. He originally was looking at
32 another door on the front. He asked if Mr. Freitas would only be accessing from the door on the
33 side of the building onto the deck. Mr. Freitas said yes. He stated it is the same level as the
34 other side of the house so it can also be accessed from the outside. Mr. LaRochelle stated he
35 understood. He said it didn't appear that way on the new drawing.
36

37 Chair Lee asked if they were looking at the old drawing as to what exists there across the front
38 there is 17 ft x 3 ft wide that goes the whole span. Mr. Freitas agreed. Chair Lee stated that it is
39 51 sq ft. He said if they go down the side, they have 12 ft, but 3 ft will be taken off, so there's 9
40 ft x 4 ft, 36 sq ft. He stated that the old deck that they're looking at is a total of 87 sq ft. He
41 stated in the new proposal the deck will go from 17 ft to 15 ft long, but it is also going to be on
42 the side 4 ft x 12 ft, and that total as it looks at present would be 130 sq ft. He stated the old plan
43 is 87 sq ft. He stated the new plan is 130 sq ft which is just under 50% increase in sq footage.
44 Mr. Freitas asked for a moment to double check. He stated that the new one would be 130 sq ft.
45

1 Mr. LaRochelle and Mr. Monzione discuss the Site Plan. Mr. Freitas apologized about the Site
2 Plan. Chair Lee confirmed that the plan is to go from 87 sq ft to 130 sq ft. He stated that is a
3 49% increase in square footage.
4

5 Mr. Monzione asked how the new porch going to be accessed. Mr. Freitas explained that one
6 side of the house is a higher level and the side on the front is a lower level. He stated there
7 would be access from the higher level as well. Mr. Monzione stated that Mr. Freitas said it could
8 only be accessed from inside the house, but that he said it could also be accessed from the
9 ground. Mr. Freitas stated it could be accessed from the ground. Mr. Monzione stated that
10 there's a step up to get onto it. Mr. Freitas explained that it is level with the other side of the
11 house. Mr. LaRochelle stated that the grade goes up. Mr. Monzione asked how high of a step up
12 that would be from the ground to get onto the deck. Mr. Freitas stated he would look it up, but
13 he didn't believe it was a step. He stated it was flat. Mr. Monzione asked if he meant that it was
14 level with the ground. Mr. Freitas agreed. He demonstrated using the pictures. He stated there's
15 also a door. He said it can be accessed from the outside and the inside. Mr. Mankus (inaudible).
16

17 Chair Lee asked Mr. Freitas if the plan depicts accurately that he is adding 2 ft to the deck, going
18 from being 8 ft away from Manchester Ave to being 6 ft away from Manchester Ave, just to
19 confirm. Mr. Freitas agrees. He stated that he was unsure if the Board was familiar with the
20 place, which is a camp meeting. He stated that the street has very little traffic. Mr. Mankus
21 stated he knew where it was. He stated that the first time he accessed the place, the GPS took
22 him in a different direction. He thinks the street is blocked to cars, but he is not sure. He thinks
23 it is just people walking to the lake on that street. Chair Lee stated that it is a very unique piece
24 of property. Mr. Freitas mentioned that on the other side is Winni Ave and that is where the GPS
25 took him.
26

27 Mr. Monzione mentioned that the application is being brought under Section 320.D.3 and then E
28 says: "it does not involve an expansion of an existing building of more than 10% of the gross
29 floor area of the existing building at the time the use became non-conforming." He said he
30 understood the phrasing to mean whatever was in existence at the time zoning came into effect,
31 rendering that building non-conforming is the starting point of whatever the gross floor area of
32 the building. He went on to say the expansion of a non-conforming building must comply with
33 the regular criteria for Special Exception and in addition to those regular criteria has to comply
34 with these additional criteria under D, and it says: "does not involve expansion of an existing
35 building of more than 10% of the gross floor area of the existing building." He stated the Mr.
36 Freitas had done an analysis of roughly 49% increase but that was just for the deck. Chair Lee
37 agreed.
38

39 Mr. Monzione stated that what the Board needs to know is what was the gross square footage of
40 the entire building at the time it became non-conforming, including the deck. He stated then
41 does the 49% increase of the deck constitutes more than 10% increase of the total square footage
42 of the entire structure at the time it became non-conforming. Mr. Monzione asked who wrote the
43 regulation. He stated it was supposed to become easier and better to be understood. He stated it
44 is hard to understand. He said he could be wrong and asked to be corrected if he was. He stated
45 the Board needed to know the square footage. Chair Lee said the total dimension of the old

1 property was 578 square feet with the old deck on it. Mr. Monziona asked if that was the house
2 and the deck combined. Chair Lee stated it was and that it was 578 square feet. Mr. Mankus
3 asked if it was the square footage, not just the living area. Mr. Monziona stated he understood it
4 to mean the whole property. Mr. Mankus (inaudible). Mr. Monziona stated that 10% of the
5 whole property would be 57 square feet addition. He said that all Mr. Freitas is putting on is 3
6 feet more for 15 feet. He said that is an additional 45 square feet. Chair Lee stated it was 187
7 and he is going to 130, so it's a total of 43. Mr. Monziona stated it is 43 additional square feet.
8 He said 10% of the whole thing would give him up to 57. He stated Mr. Freitas is well within
9 the 10%. He stated he just wanted to make sure to do it correctly.

10
11 Chair Lee stated that he mentioned the road because they have had several applicants from this
12 same development and a few times the town has had to go out and visit because the roadways are
13 so tight. He said the Department heads had an opportunity to review this and there were no
14 concerns from the Fire Department. He said that is the biggest hurdle because they need to have
15 access to it for obvious reasons in case there's an emergency. He stated there was one question
16 from a Department Head, Courtney Mitchell, from the Water Department. She just wants to
17 make sure you're not going over any existing water lines. Mr. Freitas stated that he was going to
18 have dig safe scanning over there to make sure nothing is underneath, and they would be careful
19 digging it.

20
21 Chair Lee stated it would be worthy of a condition. Mr. LaRochelle stated it would be just to
22 make sure there are no water pipes in the area where they will be digging. Chair Lee said
23 especially when it has been brought up by the Water Department. Mr. Mankus asked if he knew
24 where the waterline came in. Mr. Freitas stated that he said it is on the side of the house. He
25 stated he would check the pictures because he believed he had a picture of it. Mr. LaRochelle
26 stated that it depended on whether it came down Manchester Ave or one of the other roads. Mr.
27 Freitas said that it is the side where the back deck is on the left-hand side. Mr. LaRochelle asked
28 if that is where it enters into the house. Mr. Freitas stated that is where it enters into the house.
29 Mr. Mankus stated that the water main probably runs up into the middle of the other properties,
30 and not even off the road.

31
32 Mr. Freitas demonstrated on the Site Map where the work would be done and where the water
33 line was. Mr. Monziona asked if what will be built will be used as a deck. Mr. Freitas stated yes.
34 He stated that they have a small roof that will be removed. The intention is to make it flat. Mr.
35 Monziona asked if any of it would be used for living space. Mr. Freitas stated that it would not.
36 Mr. Monziona asked if there would be any substantial change in the use of it. Mr. Freitas stated
37 no, it would be a deck only. He stated that the owner would like to possibly store things
38 underneath.

39
40 Chair Lee asked if the Board had any other questions. There were none. He asked if Mr. Freitas
41 had anything else to add. He did not. Chair Lee opened the hearing to public input for anyone in
42 favor of the proposal.

43
44 Shaun Carr, Rand Hill Rd. He stated he has done carpentry all of his life. He stated when you
45 open an old house, he recommended having a building inspector look at it, because with a

1 building that old there could be structural issues related to flashing or rot. He stated all of the
2 homes in the area are old. He stated he would like for a building inspector to make a
3 recommendation of what is needed structurally.
4

5 Mr. Freitas said that sounded good. He stated that this is a normal procedure that is done. He
6 thanked Mr. Carr for commenting.
7

8 Chair Lee stated if there was no further public comment in favor, was there anyone in opposition
9 to the Special Exception. There was none. Chair Lee closed to hearing to public input. He
10 stated that if the Board had no further questions they could begin working the worksheet.
11

12 Mr. Monziona stated that this is the Christian Conference Center and every building in there is
13 non-conforming. He stated that that is the reason for the Special Exception.
14

15 Chair Lee began working the worksheet.
16

17 *The Board must find that all the following conditions are met in order to grant the Special*
18 *Exception:*
19

20 Chair Lee stated that a plat/plan **has** been submitted in accordance with the appropriate criteria in
21 the Zoning Ordinance, Article 500, Section 520.B. The Board agreed.
22

23 Mr. LaRochelle stated the specific site **is** an appropriate location for the use. He stated that this is
24 in the Christian Conference Center where there are many cottages that are similar to this one. He
25 stated that upgrading on these properties needs to be done. He stated that this proposal makes it
26 a better structure on the outside than what it had. He stated it is an appropriate location for the
27 use. Mr. Morgan agreed. Mr. Monziona agreed and stated that the use is not changing. Mr.
28 Mankus stated he agreed. Chair Lee agreed.
29

30 Mr. Morgan stated that actual evidence **is not** found that the property values in the district will be
31 reduced due to incompatible land uses. The Board has already pointed out the use of the land is
32 not changing and what is being done is compatible with the surrounding areas and there's no
33 reason to imagine the property values would be affected. Mr. Monziona agreed and stated that
34 this is an improvement to the property. He stated that there is no evidence that by improving it, it
35 will reduce any property values and the use is not incompatible. Mr. Mankus agreed. Chair Lee
36 agreed. Mr. LaRochelle agreed for the same reasons.
37

38 Mr. Monziona stated there **is no** valid objection from abutters based on demonstrable fact. He
39 stated there was no objection from abutters or any other objections. He saw no evidence in the
40 record that would cause anyone to object. The Board agreed.
41

42 Mr. Mankus stated there **is no** undue nuisance or serious hazard to pedestrian or vehicular traffic,
43 including the location and design of access-ways and off-street parking. He stated that there will
44 be no substantial change to the footprint therefore no undue nuisance. Chair Lee stated he
45 agreed and didn't see any undue nuisance or serious hazard to any pedestrian or vehicular traffic.

1 Mr. LaRochelle stated he agreed for the same reason. Mr. Morgan agreed. Mr. Monziona agreed
2 that there was nothing about this change that would impact the vehicle or pedestrian traffic.

3
4 Mr. Lee stated adequate and appropriate facilities and utilities **will** be provided to ensure the
5 proper operation of the proposed use of the structure. He stated there is no change in regard to
6 facilities and/or utilities. He stated it was a pretty straightforward expansion of an existing deck
7 being replaced with a newer deck. He stated it felt adequate and appropriate facilities would be
8 provided to ensure the proper operation. Mr. LaRochelle agreed for the same reasons that there
9 are adequate facilities and utilities. Mr. Morgan agreed. Mr. Monziona agreed. Mr. Mankus
10 agreed.

11
12 Mr. LaRochelle stated there **is** adequate area for safe and sanitary sewage disposal and water
13 supply. He stated the water supply and the sewage are not being changed in any way, not being
14 touched, therefore, it is adequate. The Board agreed.

15
16 Mr. Morgan stated the proposed use or structure **is** consistent with the spirit of this ordinance and
17 the intent of the Master Plan. He stated the structure is not changing. It is just an expansion of
18 the deck area and that is certainly consistent with the intent of the Master Plan. Mr. Monziona
19 stated he would agree and would add that this is an improvement to the property to enhance the
20 property and its safety and function which he believed is encouraged and consistent with the
21 Master Plan. Mr. Mankus stated he agreed with emphasis on making it a safer structure. Chair
22 Lee agreed. Mr. LaRochelle agreed for the same reasons.

23
24 Chair Lee stated for the record that Mr. Freitas passed all eight criteria for the Special Exception.

25
26 **MOTION: To APPROVE application #Z26-09, Special Exception from Article 300, Section**
27 **320.D.3. Motion by Mr. Morgan. Mr. Mankus SECONDS. Board votes unanimously.**

- 28
29 **1. Previous Business:** None
30 **2. New Business:** Discussion of Fee Adjustments.

31
32 Chair Lee stated costs have gone up and for any standard application they get an arrears because
33 they don't cover the cost. He stated for that reason discussion is needed for changes to be made.
34 Mr. LaRochelle stated that it made sense. He stated that the Noticing Fee would go from \$6 to
35 \$10. He stated it is a \$4 increase, but it is understandable. He stated that \$2 for a Notice of
36 Decision per applicant. He stated that Newspaper Notice is going to \$90. He stated all of the
37 changes were understandable. It gets costly.

38
39 Ms. McClain stated that the Postal Service is increasing their fees until 2027 due to fuel costs
40 increasing. Mr. LaRochelle asked if she knew when the last increase was. Ms. McClain stated it
41 has been a while. She stated it was holding at \$6.04 for sending an abutters notice since the fall.
42 She hoped that by increasing to \$10 it would provide a good buffer for any future increases. She
43 was unsure how soon she would have to come back to request another increase.

1 Chair Lee stated he was unsure if this needed a motion. Ms. McClain stated that she believed the
2 Board discusses it and she needs to post and put it to public hearing for a fee change for next
3 month. Mr. LaRochelle stated that it made sense. Chair Lee asked the Board if there were any
4 questions or concerns. Mr. Monzione stated that it would go as an agenda item for the next ZBA
5 meeting and at that next ZBA meeting the Board would be able to open it up to public input. He
6 stated the Board would then vote on whether these changes should be implemented. Ms.
7 McClain agreed. She stated if the gentlemen agreed with the increases that she came up then this
8 draft will go. She was unsure if a motion was needed.
9

10 **MOTION: To ACCEPT the proposed changes to the fee schedule such that would be put on**
11 **the agenda for the next ZBA meeting, at which time the Board will consider it along with**
12 **public input and make a vote on whether to adopt it. Motion by Mr. Monzione. Mr.**
13 **Morgan SECONDS. Board votes unanimously.**
14

15 Chair Lee asks if Ms. McClain had anything else to add. Ms. McClain stated that the other thing
16 she added to the agenda is that she wanted to distribute the New Hampshire Planning and Land
17 Use Regulation books for the Board. She did not believe the Board had copies of these in the
18 past. She stated that she was able to get them at an affordable rate so they were purchased for the
19 members of the Zoning Board as well as the Planning Board.
20

21 **3. Approval of Minutes:**
22

23 The Board members did not have a complete transcript of the Minutes for March 5, 2026. They
24 stated they had from pages 8-28. Ms. McClain stated she would be willing to go make copies for
25 each Board member of the missing pages.
26

27 Chair Lee stated the Board could move forward with the election of offices. He addressed Mr.
28 Monzione and told him that before he arrived the Board was discussing whether the Board
29 should wait for Frank Rich to be present or as Mr. Morgan had suggested just vote Frank Rich as
30 the Chair of the ZBA again because he's not present. Mr. Monzione stated he thought it would
31 be good to wait. Mr. LaRochelle agreed. He stated that the Selectman have postponed until the
32 next meeting.
33

34 **MOTION: To POSTPONE the election of offices until the next meeting due to the Chair's**
35 **absence. Motion by Mr. Monzione. Mr. LaRochelle SECONDS. The Board votes**
36 **unanimously.**
37

38 Chair Lee stated that committee assignments have to be done every year. He stated that the ZAC
39 committee looks like it is down two members and the Master Plan implementation committee
40 needs a member. Mr. LaRochelle stated that since he is a selectman and was a Master Plan
41 Implementation Committee member, but he is not doing that this year. He stated he felt that Jack
42 Sleeper would take his Selectman position on that. He stated that that slot would be filled. Mr.
43 LaRochelle will not be takin it. Chair Lee asked if Mr. LaRochelle felt the slot was filled. Mr.
44 Larochelle stated the slot is filled as far as he was concerned. He stated that someone else on the
45 ZBA Board should be on it. He stated that there should not be two selectman on that. Chair Lee

1 understood. Mr. LaRochelle stated he was excusing himself from that. Chair Lee asked if there
2 were any volunteers for the ZAC Committee or the Master Plan Implementation Committee. He
3 asked if Mr. Mankus had been on either of those committees in the past. Mr. Monzione asked if
4 there were new members on the committees now. He stated he was on ZAC and Implementation
5 Committee this year, but it ended. Mr. LaRochelle stated that it ended and is now starting again
6 and that is why he switched with Mr. Jack Sleeper. He stated Mr. Sleeper was interested in
7 learning about the Master Plan. Mr. LaRochelle offered his seat on the implementation
8 committee to him. Mr. Mankus stated he was on the ZAC committee last year, and asked if he
9 had to re-volunteer. Chair Lee asked if Mr. Monzione was going to stay on or was he unsure.
10 Mr. Monzione stated he would do the ZAC Committee if he was needed on ZAC. He asked how
11 many from the ZBA sat on the ZAC Committee. Chair Lee stated two. He stated Paul Monzione
12 and Joe Mankus on the ZAC Committee. He believed Mr. Rich would be interested in the
13 Implementation Committee opportunity but would let him speak for himself. It is possible that
14 the seats might be filled with Jack Sleeper on the Committee. Mr. LaRochelle stated he believed
15 there were seven members on there. He stated they usually wanted somebody from Zoning. He
16 stated somebody should still fill that position because he was filling for both Zoning and
17 Selectman. Chair Lee stated that it looked like they would still have that Committee position
18 empty for the Zoning Board Member. He felt Mr. Rich would be eager to do it. Mr. LaRochelle
19 agreed.

20
21 Chair Lee stated that they had the eight pages that were missing from the March minutes. He
22 took a minute to review them. Mr. LaRochelle stated that after reviewing it he thought
23 everything looked pretty good. He stated on page 28 he made a motion to adjourn, and it said
24 that he seconded. Chair Lee stated he believed everyone seconded that motion. He asked if Mr.
25 Monzione or Mr. Mankus remembered seconding. Mr. Monzione stated that he probably
26 seconded it because he likes to be the guy who makes the motions. He stated he would take
27 responsibility for it. Chair Lee stated that that could be changed.

28
29 **MOTION: To APPROVE the Minutes for March 5th, 2026 for Alton Zoning Board with the**
30 **amendment. Motion by Mr. LaRochelle. Mr. Mankus SECONDS. Board votes**
31 **unanimously.**

32
33 Mr. LaRochelle stated that Correspondence was skipped over. He wanted to mention the Town
34 of Alton Zoning Board of Adjustment applications and fee schedule that was gone over earlier.
35 He said they used to have them in their packets so when they looked at a packet for
36 completeness, they knew that the fees were paid. He stated that they have not had those lately.
37 He stated either they can ask if all of the fees have been paid and go by that during each meeting
38 when the Board goes over their packets and ask the question if all the fees have been paid or do
39 we want Ms. McClain to put it back in our packets so they can see for themselves everything that
40 has been paid. He stated that whichever way was fine with him.

41
42 Mr. Monzione asked if it was okay if the office could put that together. Ms. McClain stated it
43 was fine. She stated the staff had discussed how to help consolidate a little, but she had no
44 problem putting it back in. She stated they are generally included. She stated the first 13 pages
45 of the application is also included which is the explanation. She stated she goes through and

1 takes things apart and slimming it down so it's just the application. She stated she can leave it all
2 in going forward. Mr. LaRochelle stated he didn't want them to make a mistake, go through the
3 packet, deem it complete, and then find that the fees weren't paid. Ms. McClain understood. Mr.
4 Monziona stated this would make it so they don't have to ask, and no one has to remember
5 whether it got paid, it will be included, proof of payment.

6
7 Chair Lee stated that Mr. Rich has brought it up a few separate times about fees. He stated that
8 sometimes a double fee was added and not a fee, so it is a value add. He appreciated Ms.
9 McClain's explanation. Mr. LaRochelle stated he hoped it wouldn't be too difficult.

10

11 **MOTION: Mr. Monziona MOTIONS for adjournment. Mr. Morgan SECONDS. Board**
12 **votes unanimously.**

13

14 *ADJOURNMENT*

15 Chairman Tom Lee

16

17 Respectfully Submitted,

18

19 Sandra Monaco, Recording Secretary