

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
NOVEMBER 13, 2012**

Call to Order: Bob Long called the meeting to order at 6pm

Roll Call: Beverly Jacobs, Bob Long, Amy Baker

Residents in Attendance:

Robert Roudebush, Charles Edsen, Edward Westman, Daniel J. Brady, Dottie Long,
Dave Long, Francine Bowman

1. Approve Prior Months Minutes: Bob Long made a motion to approve October 15, 2012 minutes, Dan Brady seconded.

2. Budget Update: Bob introduced Amy Baker to give an update on our financials.

Amy's update included the following:

Bi-weekly budget meetings will start on Nov. 14, 2012.

Amy will be revising budget items to be more user friendly, combining accounts and line items to make them more compact, so you can really see the totals.

Budget committee will work on a draft of revision for approval, and be open to recommendations.

Capital Reserve Trust Funds: In review, capital reserve funds are going to water expenses. We need to establish a trust fund for operations maintenance, for issues such as the spillway, for possible emergencies in the future. We will work on this at the budget meetings.

We will be talking about capital improvement needs for next year, Don Drew is working on a plan to have ready in 2 weeks including lighting at mailboxes and other needed expenses, so we know how much money we will need to have available for improvements.

Water committee continues to work on negotiations Woodsville Water & Light.

New office manager will help control our costs by getting bids on services we receive.

Snack Bar needs to increase prices on goods and/or cut back on employee hours, to have our revenue break even with our expenses. The snack bar is an attraction which we would like to keep, but we need to make adjustments to keep it open and running. Will review at budget meetings.

Amy is trying to establish a YTD on her budget, with a column for "NOTES", which will be used to give details about the line item, or comments to put out for discussion. Dan commented that a "remarks" column is an excellent idea.

Budget Reports will be individual for Lodge, Recreation, District and Water.

Bob Long and the members thanked Amy for her input and professionalism.

3. Administrative Assistant Position Update: Bob and Amy interviewed two individuals today and found one to be strongly qualified with municipal experience in every facet of the job.

Bob, Beverly & Chris agreed to make her an offer for the job. Amy was impressed with her public service experience. Amy will be on call and work with her to learn the accounting software and answer other questions.

Donating Property to MLD:

Resident on Lakeside Drive wants to donate a lot to MLD. Amy will look into the Legal /financial details and advise us on accepting land as a donation.

4. Equipment Purchase Status:

Computer in office: Amy suggests a new computer for the office. Bob made a motion to get a new computer for the office. Dan asked if we have technical support for transferring data etc. Amy said we have a good support system through Peachtree. Dan Brady suggested looking into a group purchasing GSA, or centralized purchasing through the state of NH.

Security Equipment:

Bob Long stated that Ken King has been handling the security equipment details, and since he is not present, Bob will speak with him and get an update from Ken.

5. Planning Board Update: No one from the Planning Board was available to give an update.

6. Recreation Update:

Adult Party at the Lodge will be December 8. 7pm with a Yankee Swap. Recreation meeting is this Saturday 11/17/12.

Town of Haverhill is having a 250th year celebration kick off. Dan Brady suggested one of our commissioners attends to represent MLD. Bob suggested He and Dottie may make plans to attend.

Playground: Bob Long said the Army Core of Engineers has all they need and we are all set to proceed next spring. We will put it in the budget and move forward.

Projector: Bob Long made a motion to approve the purchase of the projector for the recreation department. Beverly seconded.

7. Water Update:

Don's report is handed out. Docks have been taken in from the lakes. Don has done eight seasonal shut offs.

We had two people from the state of NH to help us negotiate with WW&L.

We contacted an entity from North Carolina who will help us to look at our options, including possible funding. We have ongoing encouraging things to move forward with.

Lighting at mailboxes: We will look into putting a fence being the mailboxes as safety prevention for people falling off the uneven ground. Discussion about having sensor lights followed. Eastman Electric gave a quote for running electricity to the mailbox area; a cement pad should be removed for safety as well. It is MLD responsibility to make it a safe area, not the post office.

8. Correspondence from Residents:

Someone on Swiftwater Circle had a chord of wood and a gas grill tank stolen from their property. Please watch your neighbor's houses as a courtesy.

9. Approve Ordering Additional WGSB Credit Card:

Discussion followed that it is *only* a Credit card; was confirmed by Amy Baker, and it is not attached to MLD checking account.

**Respectfully Submitted,
Francine Bowman**