

MOUNTAIN LAKES DISTRICT EMERGENCY  
COMMISSIONERS MEETING  
October 15, 2012

*Call to Order:* Christopher Demers called the meeting to order at 6:00 pm

*Roll Call:* Beverly Jacobs, Christopher Demers, and Bob Long.

*Residents in Attendance:*

Ken King, Daniel J. Brady Jr., David R. Martella, Tony Salvucci, Robert Roudebush , Darlene Simbolli, Karen Rajesteter, and Francine Bowman

**1. Review of the Administrative Assistant Position Job Description:**

Discussion included adding “any other duties as they are assigned” under the *general* section of the job description. Position is set up for 12 hours per week with additional hours to attend meetings. If need be, we will adjust and revisit the hours required for the position. Bob stated the position will overlap with Amy Baker, CPA which will be beneficial. Administrator will report directly to one commissioner, and indirectly to the other District Commissioners. The combined revenue for both positions, Administrative Assistant and Accountant will be less than previous cost.

Chris Demers made a motion to approve the job description including one addition. Bob Long seconded the motion. The motion was approved by all commissioners.

**2. Lower Spillway Project:**

Review proposal from Horne Excavating, to remove trees, grade and seed the spillway at the far end of the lower lake. This will satisfy a deficiency we currently have with the state of NH Dam Safety Bureau. The spillway was not in the budget for this year. Payment will be drawn from the overall budget.

Chris Demers made a motion to approve the Spillway Project. Bob Long seconded the motion. The motion was approved by all commissioners.

Chris Demers made a motion to adjourn the meeting. Bob Long seconded the motion. The meeting adjourned at 6:25 pm.

Respectfully Submitted,  
Francine Bowman