

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
September 10, 2012**

Call to Order: Christopher Demers called the meeting to order at 6:05 pm

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

Residents in Attendance: Laraine King, Ken King, Patricia Brady, Daniel J. Brady Jr., Mike Bonanno, Heather Long, David Long, Dottie Long, Grete D'Hondt, Bill Clark, Charlotte Clark, Barbara Keating, Don Keating, and Francine Bowman.

Minutes of the Previous Meeting:

Budgeted Statement of Revenues and Expenditures for the month ending August 31, 2012

The following line items were mentioned to be incorrect or questionable.

5043-1 Health Insurance Lorraine asked if it is incorrect. Chris Demers said we will go back and look, but it did increase. Bob Long said the CPA will check into it.

5064-2 Facility Oper-Rec Chris looked at vouchers and agreed it must be a mistake. (\$417.48) Bob said it may be changed or moved and will be fixed for next month's meeting. Accountant will go over and help correct. It was asked to please highlight for her to fix.

5068-2 Special Event-Rec It was noted by Grete and Bev that some receipts have not been submitted or processed. Also no Luau expenses have been accounted for. Fee for the Still Kickin Band (\$400.) has completely wrong account number.

5072-2 Equip. Purchase-Rec

5096-1 Planning Board (\$100.) Mike Bonanno had concerns that the customer should be charged, and this is the responsibility of the commissioners to inform the person who is asking for the variance for the fee. Commissioners said we will not go back and charge past customers for the fees.

CR-Recreational Facilities (\$1000.) Lorraine King questioned what exactly is this? If it is a credit, it is in the wrong place. Lorraine said if it is for the dry hydrant, can we have the accountant note where the money went with an asterisk. Chris said we will find out and correct.

5013-1 Maintenance Assistant Bob noted that Don Drew's assistant needs to have wages split and paid from another line item, such as mowing budget for Steve Robbins. Bob and Chris agreed to go over it and correct.

5018-2 Lifeguards Lorraine was concerned that it is over budget and there are still 2 pay periods to record.

>Ken King said \$300. was spent over 3 months ago and still not showing under Security Equipment.

>Patricia Brady suggested asking accountant to add in a field for explanations for under and over runs.

Chris Demers made a motion to approve the August minutes (8/11/12) with corrections, Bob Long seconded the motion.

1. District

A. District Report:

Summer season coming to an end. Pool will be open on weekends 9/15, and 9/22. Not cleaning or adding chemicals during the week.

Dry hydrant is done and tested by HFD, Donny Hammond. Waiting for a written report from them. Joe Mcqueene was instrumental as contact person for Mt. Lakes. Ski slope is 80% mowed; new locks are on two main Lodge doors, not the front glass door. Parts are on order for bathroom door latches in bathrooms at lodge.

B. Financials: Reviewed.

Bill Clark asked what the policy on mileage is. Chris Demers replied it would be for travel only if necessary, but no one uses it. It was asked if commissioners put in for mileage, Beverly replied not in a few years.

C. Vouchers: Christopher Demers made a motion to approve the vouchers for the month of July. Bob Long seconded the motion.

D. Action Item List: Bob Long discussed and noted which items were complete, and which were still in the process of being done. Incomplete items will be updated and added to the next action list.

E. Pest Control: Beverly Jacobs met with Terminex who quoted \$800. for the lodge and \$400. for the office. Lorraine asked if we are looking into cluster flies and carpenter ants as well as rodents. Barbara Keating recommended JP Pest control. Beverly will call them and get more quotes.

F. Home Owners requests: Request was made that agendas are distributed before meetings to give people time to read and prepare for discussion. Chris Demers agreed it is a great idea. *Lodge problems*, it was decided that when there is a disturbance, the police should be called. Follow up should be to call the district office.

Commissioner's meetings on Saturdays: Bob long works on Saturdays. Every Saturday **would** not work for Chris Demers. May do this occasionally during the summer. Bob Long stated that Mountain Lakes is a town office that operates on weekdays except for July and August.

Water Committee Update

A. Water Usage: To be listed in next month's notes

Artesian Well
Gravel Well
WW &L
July 2012 Total

Bob Long said that at the last water committee meeting it was decided to draw up a list of action items outlining which Commissioner was responsible as well as the status of the action item.

Copies of the list were handed out at 9/10/12 meeting.

Bill Clark noted that Bob Long is overloaded on the action item list, and that the responsibilities should be more spread between commissioners.

B. Water Report:

- a. We had some issues with pumps and electric system at the pump house. For a few days, we ran the system on manual and checked the levels daily until it was resolved. Everything seems to be back to normal, and usage is down around 24,000 gallons per day. We will meet with PSNH to go over our electric system coming into the building, we hope to upgrade to a standard 3 phase power.
- b. **Dry Hydrants:** By mail boxes, hydrant is finished. Lodge hydrant is pending. Far end at lower lake hydrant is pending.
- c. **WW&L:** The status of the request for a new contract with Woodsville Water & Light is still in the works for better rates. Ed Rajsteter has set up some meetings with the state to negotiate rates.
- d. **Reminder:** Mountain Lakes Water Department offers free seasonal water shut offs at the curb- stop. Call the office to schedule this service.

Planning Board Update:

- a. One application for a screened porch is in, and had been approved.

Zoning Board of Adjustment

Bob Long made a motion to appoint Peter Olander to the ZBA. Chris Demers seconded. Mike Bonanno will step down; members may only be on one board. Karen will make recommendation for new members.

Zoning Officer Report: No change.

Recreation Report:

a. Beverly reports that the summer program has had a great summer with a lot of attendance and good comments. At the ice cream social, over 100 ice cream sundaes were served. Successful concert at the lodge, road race, pot lucks, as well as the luau and campfires every other Friday were well attended. Lots of activities on the beach for everyone this summer. Currently working on plans for Octoberfest, a Halloween party,

a holiday and New Year's Eve party.

b. Heather reports that the Recreation Committee will resume its alternating schedule of weekday and weekend meetings to accommodate the schedules of part time and full time residents. Meeting dates will be sent out through the district email.

Lodge and the fire pit:

>Discussion about problems at the lodge, when there is a disturbance, it was decided that the police should be called. When rules of lodge are broken, the renter should not get their security deposit back. They will not be able to rent the lodge again.

> Discussion was had about where fire permits should be obtained, for the purpose of having a fire at the lodge. Bob Long will get the physical address for the lodge and fire permits will be obtained from the town's fire department.

Fire Pit: Bob is looking into getting a ring.

Summer Program:

Summer program ran successfully. Beach goers were happy to see new activities and a familiar staff. Francine will research boat washing and correct signage to set up cleaning of boats to help protect our lakes before next summer season.

Charlotte Clark was concerned that the parking passes should be checked more thoroughly. Francine stated that passes were checked by the head lifeguard, but not as often as they could have. There never seemed to be an issue of overcrowded parking or people he/we did not recognize as local residents and relatives. Francine agreed to be more thorough about checking passes next season.

Playground and Permit Update:

No discussions.

Fireworks:

Francine Bowman facilitated the event, with the help of Don Drew in planning, and it went off beautifully with no problems at all. Guests were cooperative and everyone seemed to have a great evening. Police and Fire departments were notified before the event.

Background Checks:

Bob Long explained that under the age of 18, we cannot do background checks. Over the age of 18, we will make it part of their job application. Background checks have not been done in the past. We will develop a process prior to next year's summer program.

Other Business:

>In response to Mike Bonanno's concern regarding RSA 91-A-1 and 2-A (when we have 3 Commissioners but only 2 Commissioners are having a discussion, 2 Commissioners are considered a quorum): Bob Long read article 91-A: 2. A discussion followed in which Mike Bonanno and

Bob Long each had a different interpretation of the meaning of the RSA.

District Staffing Committee Report: Upon resignation of the District Administrator, a committee was formed on August 12, 2012 to establish the needs of the district regarding the office staff position(s). Patricia Brady gave a detailed summary of the report that was done by the committee. The committee consisted of the following members; Randy Barenson, Patricia Brady (chair), Barbara Keating, Laraine King, Edward Rajsteter, Robert Roudebush.

Bob Long discussed spoke about Amy Baker who is the accountant currently doing some temporary accounting for the district. She has good experience and was an auditor for 6 years. Amy is very detailed, and had a great reference from Robert Roudebush as well as Rick Ladd. At \$38, per hour she should be needed 8-10 hours per week for now. Patricia Brady stated that once she is here, she can scope out a realm of work needed. Patricia also said the Office Administrator should be familiar with standardized forms such as committees, excel, Peachtree, procedures, etc. Chris, Beverly and Dan Brady will meet with Amy Baker to evaluate her capabilities to determine if she is a good fit.

Bob Long expressed his thanks to the MLD Office Staff Requirements Committee for their efficient work in gathering information and compiling a report for the extremely important matter of hiring an Office Manager. Many thanks for your hard work!

>A notice regarding **trash drop off locations** was created and posted as well as sent out through the district email

>Propane at the pool is empty, and it was decided to fill it up at this time.

>Discussion about the pool open for the next 2 weekends, skimmer will be left out so volunteers can skim the leaves while there.

>In the water report, Don Drew thanked everyone for their prayers, cards and gifts for his family following the loss of his father Frank last month.

Bob Long made a motion to adjourn the meeting. Christopher Demers seconded the motion. The motion passed unanimously. The meeting adjourned at 8:40 P. M.

Respectfully Submitted,

Francine Bowman