

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING**

October 15, 2013

APPROVED with correction below

Call to Order: Chris Demers called the meeting to order at 6:04 pm.

Roll Call: Bob Long, Beverly Jacobs, Chris Demers

Residents in Attendance: David Martella, Robert Roudebush, Joe McQueeney, Barbara Keating, Jessica Brusseau, Travis Hanson, Jessica Hanson and Dottie Long.

Approval of Minutes from September 9 meeting: Chris Demers moved to approve the minutes, Bob Long seconded and motion passed.

District Business:

- **Manifests:** Chris Demers moved to approve the District and Water Department manifests from September 10, 2013 to October 14, 2013. Bob Long seconded and motion passed.
- **Financials:** Financial reports for Water Dept. and District accounts for the period ending October 15, 2013 were reviewed and approved.
- **Water Bill Collection:** Kristi Garofalo, administrative assistant, reported more than \$34,000 is owed in water bills, \$15,000 of which is owed by customers on the payment plan or who have made payment arrangements. The rest is owed by fifteen customers. Kristi Garofalo gave the commissioners a list of properties recommended for service shutoff and/or property liens for non-payment. Chris Demers made a motion to proceed with shutoffs for the names on the list, Bob Long seconded and motion passed. Chris Demers also moved to file property liens as noted on the list, Bob Long seconded and motion passed.
- **Recommendations from Amy Baker, district accountant:**
 - **Water Allocations:** Amy Baker recommended that some costs, including some of Kristi Garofalo's and Amy Baker's hours, be allocated to Water Department for the 2014 budget since District pays for several items that should be paid or at least shared by the Water Department.
 - **Investment Policy:** Amy Baker recommended Mountain Lakes adopt a written investment policy. *Amy Baker has a template and will go over it with Kristi Garofalo in preparation for the next commissioner's meeting.*
 - **Asset Capitalization Threshold:** Amy Baker recommended raising the threshold of items to be depreciated from the current \$500 to \$2000. Bob Long moved in favor of the change, Chris Demers seconded and motion passed.
 - **Tax Rate and Revised Estimated Revenues:** Amy Baker recommended keeping the District's fund balance at \$75,000 or higher for emergencies (current fund balance is \$106,000). Bob Long noted the District has used \$25,000 per year to supplement the tax rate in the past. Amy Baker said if the District does that for another couple of years, there won't be enough fund balance left. Amy Baker said the District's revenue need for this year was estimated at \$247,173, but is actually going to be \$239,267.00 due to a good budget. She said this lowers the District's tax rate to 5.1 (it was 5.6 last year) so she doesn't recommend using any fund balance this year. Bob Long made a motion to allow Amy Baker to report the District's revised estimated tax revenues as \$239,267.00 to the state. Chris Demers seconded, motion was approved.

Maintenance/ Water Update: Chris Demers read highlights of the monthly report from Don Drew, Maintenance/Water Supervisor: summer equipment (docks, buoys, tennis and volleyball nets, etc.) will be down by end of the month; information is being gathered regarding Lodge accessibility via chairlift, elevator or ramps

and will have a complete report for November commissioners meeting; the sledding hill will be mowed this week and a Keurig coffee/hot chocolate maker will be purchased for the Lodge in preparation for the winter season. Barbara Keating asked if the new picnic tables will be taken indoors or at least covered for the winter. **Bob Long will check with Don Drew to see what can be done to protect the tables over the winter.**

Water Dept. highlights: Water usage was up over Columbus Day weekend to the mid 30's and is back down to normal 22,000 gpd; new service connection was done to a home on Swiftwater Circle; work has started on improvements to the pump house; and the Water Committee should have information to report on the Source Improvement/Development and the Spillway Project by the end of November.

Water Committee Update: Bob Long stated the Water Committee is waiting on a report from engineering firm Dubois & King on the cost of sourcing our own water. The committee will compare those numbers with numbers from Woodsville Water and Light for water costs for next twenty years and should have information for discussion by the next commissioners meeting.

Planning Board Update: Chris Demers reported Don Dubrulle is the new Planning Board chairman. Chris Demers also made a motion to officially appoint David Martella as an alternative member of the Planning Board, Bob Long seconded and motion was approved. Bob Long noted new members of the Planning Board need to be sworn in and **Chris Demers said he would research who can administer the oaths of office.**

Regarding swimming pools in the District, Chris Demers said the Board's first concern was whether setbacks are met, second was the cost to the water system of filling pools. David Martella said the emptying of pools and their chemicals also needs to be addressed. **Chris Demers will contact DES regarding requirements and/or recommended guidelines for the proper disposal of swimming pool water and will present the information to Planning Board for possible changes to zoning ordinance. Bob Long will take the swimming pool issue to the Water Committee for discussion of possible extra charges for homes with pools.**

Forestry Committee Update: Chris Demers reported the next Forestry meeting will be Wednesday, October 23, at 6:00 pm with Jesse Mohr, the forestry representative from Oliverian School.

Recreation Update: Beverly Jacobs said Oktoberfest was another successful event. The next Recreation event will be Winterfest in January. **CORRECTION AS NOTED AT THE COMMISSIONERS MEETING ON NOVEMBER 12, 2013: The Winterfest will be held in February.**

Review – Commissioners Action Items List:

- **Bob Long:**
 - Still working with Woodsville Guaranty Savings Bank on the Insured Cash Sweep program for times when Mountain Lakes' deposit accounts exceed the \$250,000 limit for federal insurance.

New Business:

- **Fire Training/Demo at the Lodge:** Joe McQueeney asked if North Haverhill Fire Department could use the Lodge on Monday, Oct. 21 at 7:00 pm for training. He noted residents are welcome to attend; the NHFD will hold a Q&A session and the new fire engine will be on display. Kristi Garofalo said the Recreation Committee had a meeting scheduled at the Lodge that night. Chris Demers made a motion to allow use of the Lodge for NHFD training if Recreation Committee was okay with changing their meeting location. Bob Long seconded and motion was approved. **Kristi Garofalo will check with the Recreation Committee regarding changing their meeting location and then let Joe McQueeney know.**

Chris Demers made a motion to adjourn and Bob Long seconded. Meeting was adjourned at 7:11 pm.

Respectfully submitted,

Kristi Garofalo