

**MOUNTAIN LAKES DISTRICT  
COMMISSIONERS MEETING  
December 9, 2013  
\*APPROVED\***

**Call to Order:** Chris Demers called the meeting to order at 6:01 pm.

**Roll Call:** Bob Long, Beverly Jacobs, Chris Demers

**Residents in Attendance:** Dan Brady, Patricia Brady, Grete D'Hondt, Robert Roudebush, Dottie Long, Fred Garofalo and Barbara Keating.

**Approval of Minutes from November 12 meeting:** Chris Demers moved to approve the minutes, Bob Long seconded, and motion passed.

**District Business:**

- **Manifests:** Chris Demers moved to approve the manifests for November 12, 2013 to December 9, 2013. Bob Long seconded and motion passed.
- **Financials:** Financial reports for Water Dept. and District accounts for the period ending December 4, 2013 were reviewed with no questions raised.

**Maintenance/Water Update:** Chris Demers read the monthly report from Don Drew, maintenance and water supervisor. Maintenance highlights included: sand and drainage stone have been added to the playground areas; picnic tables will be covered with tarps for storage this week; working on projects for the budget committee; and consulting with Dead River Company regarding efficiency of District heating systems. Patricia Brady asked if an energy audit would be helpful. Dan Brady said Don Drew has some ideas for door and exterior upgrades in connection with the stairlift project, but the building could probably benefit from a checkup. **Bob Long said he would check with Don Drew about scheduling an energy audit.** Water Department highlights included: average water usage is 21,500 gpd; thirteen homes have been shut down for the season; new roof will be installed on the pump house in the next two weeks; water system inventory has been updated with the required lead free parts; a valve on the WW & L service is malfunctioning and will be replaced shortly; and meeting with reps to evaluate dam outlet risers and investigate an option of precast concrete units.

**Planning Board Update:** Chris Demers reported the Board tabled an amended permit application from Mike Williams until project photos and drawings are provided. The Board is also investigating a discrepancy in named vs. numbered sections discovered recently. Zoning officer Stan Borkowski provided the Board with electrical and building code information for swimming pools; Board members are reviewing the information for discussion at the next meeting. The Board requested a letter be sent to the owner of a home on Valley Road re: damaged windows and poor upkeep, and is discussing the definition of "abandoned" in relation to this particular home. **The commissioners asked Kristi Garofalo to check with Don Drew to verify water has been turned off for this property.**

**Forestry Committee Update:** Chris Demers said the next meeting would be Thursday, Dec. 12 at 6:00 pm and asked **Kristi Garofalo to send out an email to committee members.** The purpose of the meeting is to discuss the committee's 2014 budget needs. Dan Brady recommended the group come up with a "not to exceed" figure they feel is adequate. Patricia Brady recently attended a program about the history of changes in the landscape in New Hampshire and said it might be of interest to the Committee. **Patricia Brady will get contact info.**

**Recreation Update:** The new Lodge attendant will probably start at the end of December. The committee is working on Winterfest to be held the first or second weekend of February break. Bev Jacobs spoke to the LGC attorney and was told that as long as the district has insurance on the Lodge and doesn't charge admission, a license isn't needed for movie nights. **Kristi Garofalo will contact the LGC to get the information in writing for our files.**

## Review – Commissioners Action Items List:

- **Chris Demers:**
  - Working on a regular meeting schedule for Forestry Committee
- **Bob Long:**
  - Working with Woodsville Guaranty Savings Bank to set up the Insured Cash Sweep (ICS) program for District funds.
  - Sent letter to Stuart McDanolds re: the community's preference to use funds for the proposed Valley Rd/Gateway Dr. intersection change to make repairs to District roads instead; also asked an independent road expert from Conway to give assessment of District roads to take to Town selectmen if needed.
  - Contacted District attorney Bernie Waugh; Mr. Waugh will be at the Jan.13 commissioners meeting to go over recent legal changes and answer questions.
  - Will ask Bernie Waugh about land donations at the Jan. 13 meeting.
  - District Clerk Karen Rajsteter is swearing in District officers as needed.
  - Will work on cleaning up duplicates and outdated items on the action item list
- **Beverly Jacobs:**
  - Checked with the LGC re: movie licensing requirements as noted above.

## Old Business:

- **Lodge Accessibility/Stairlift Project Update:** Dan Brady presented an information sheet on the proposed stairlift at the Lodge which explained how the committee (Sandra Fournier, Dan Brady and Don Drew) met with local authorities and interviewed a number of vendors. The committee choose the Savannah 420 stairlift from All-Ways Accessible as the one that best meets the District's needs and explained \$7,000 was needed for the stairlift installation (goal date of Feb. 2014) and \$1,700 for restroom, walkway and electrical upgrades (goal date of May 2014). Bob Long noted strict words regarding the use/misuse of the stairlift need to be added to the Lodge guidelines. Patricia Brady asked if potential renters could be asked on the rental application if the stairlift was needed and if not, could it be kept locked. ***Kristi Garofalo will draft changes to the guidelines and application for approval. Chris Demers will contact North Haverhill Fire Chief Don Hammond to get information needed for approval letter; Patricia Brady will prepare the letter for Don Hammond's signature.***

Bob Long made a motion to appropriate \$7,000 out of the Facility Improvement Capital Reserve Fund for the use of installing the stairlift and other needed components to comply with the fire marshall's recommendation. Chris Demers seconded and the vote was unanimous in favor. ***Bob Long will ask Don Drew to begin the process of installation.***

## New Business:

- **DiRienzo Land Swap:** Correspondence was received from attorney Gary Wood requesting the commissioners execute a deed for a land swap arranged in 2008 where deeds have never been exchanged or recorded. Bob Long asked if abutters were notified back in 2008; Chris Demers said they were. Bob Long said he wanted to know everything was done properly before signing off on the deed; Chris Demers said it was approved at the 2008 annual meeting. ***Kristi Garofalo will research office records and the 2008 annual meeting minutes for consideration at the next meeting. Bob Long will call Gary Wood.***
- **Water Bill Enclosures:** Patricia Brady suggested a note or newsletter be enclosed with water bills to let homeowners know about improvements to the Lodge, the new Forestry Committee, etc. ***Kristi Garofalo will investigate creating a newsletter for the April water billing.***

Chris Demers moved to adjourn and Beverly Jacobs seconded. Meeting was adjourned at 7:11 pm.

Respectfully submitted,  
Kristi Garofalo