

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
January 13, 2014
*APPROVED***

Call to Order: Chris Demers called the meeting to order at 5:33 pm.

Roll Call: Bob Long, Beverly Jacobs, Chris Demers

Residents in Attendance: Laraine King, Ken King, Cindy Williams, Wesley Williams, Jessica Brusseau, Dan Brady, Patricia Brady, Peter Olander, Grete D'Hondt, Philip Mirchin, Barbara Warren, Roger Warren, Don Dubrule, Fred Garofalo, Travis Hanson and Jessica Hanson.

Approval of Minutes from December 9 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 December 9, 2013 to January 6, 2014. Bob Long seconded and motion passed.

- **Office Telephone/Internet Bundle:** The commissioners discussed quotes from Charter and Fairpoint; bundling all services with Charter would be \$203 per month, with Fairpoint \$243 per month. Chris Demers made a motion to go with Charter, Bob Long seconded and motion passed.

- **2014 Proposed Budget Presentation:**
 - **Lodge Budget:** Amy Baker said there were no major changes to this budget; the proposed 2014 budget is \$10,325 and last year's was \$10,300.
 - **Recreation Budget:** Amy Baker noted the revenue line was lower due to fewer items being sold at the Snack Bar next year; and Lifeguard and Snack Bar Help lines will be combined.
 - **General Operations Budget:** Amy Baker said the Administrative Assistant line increased and the Professional Fees-CPA line decreased since Kristi Garofalo will take on more financial tasks. A Planning Board-Admin line was also set up to fund Kristi Garofalo's Planning Board hours. The Health Insurance line was set at \$6,000 for employee insurance and the Facility Operations line was increased to cover unforeseen expenses.
 - **Water Department Budget:** Amy Baker noted Facility Maintenance and Fees/Registrations lines were slightly reduced so the 2014 budget is about \$3,000 lower than last year. Bob Long stated the District water fee will remain at \$475 for next year.
 - **Warrant Articles:** Amy Baker said the Budget Committee recommended warrant articles for Sports Court Improvement; and to create Capital Reserve Funds for a Forestry Management Program and for Legal Expenses for District and Planning Board. Another proposed warrant article will transfer \$15,000 to the District Maintenance Capital Reserve fund to replace funds used for the Lodge stairlift and also to be used for moisture remediation in the District office basement. Dan Brady recommended asking an engineering firm for their opinion on relocating the District Office to a drier location. Bob Long said he would work with Don Drew to get more information.

Special Speaker: Bernie Waugh, District attorney, gave a presentation on recent municipal law changes and took questions. Bob Long asked how the Recreation Committee revolving fund should be used; Bernie Waugh said the custody of the funds should be held by the treasurer and expenditures approved by the Rec.

Committee, but suggested research to find out how the fund was set up. Bob Long also asked about the District's practice of offering scholarships; Bernie Waugh said he saw no problem with that practice.

Maintenance/Water Update: Chris Demers read the monthly report from Don Drew, maintenance and water supervisor. On the Lodge accessibility project: the stair lift was installed, the egress window is ordered, the panic bar is ready for installation, and electrical work will be done next week. Other maintenance highlights include: picnic tables are covered for winter, heating system upgrade information was received from Dead River and a company has been contacted for an energy audit, the ice rink and sled hill are not useable due to weather but the movie projector and ping pong table are set up at the Lodge. Water Department highlights include: water usage is up a little, an air release valve on Hill Top was repaired, eighteen homes have been shut down for the season, a new roof was installed at the pump house, and the new actuator valve will be installed next week. The Water Committee did not meet in January 2014, but should have a firm recommendation on the dam outlet project next month.

Planning Board Update: Chris Demers reported Planning Board did not hold their January meeting; no new permit applications at this time.

Forestry Committee Update: Chris Demers reported the committee met last month and agreed to request \$5,000 to \$6,000 to develop a management plan.

Recreation Update: Beverly Jacobs reported Recreation is setting up meetings with Haverhill to plan Winter Fest. Beverly Jacobs is also working on a teen Movie Night in February.

Action Items Review:

- Dan Brady noted Patricia Brady did not have to prepare a letter for the stairlift egress/safety approval; Joe McQueeney assisted in gathering the needed paperwork and approvals.
- **Chris Demers:**
 - Working on a regular meeting schedule for Forestry Committee.
 - Working on determining what procedures we have used in the past to transfer land.
 - Contacting DES re: requirements/guidelines for disposal of swimming pool water.
- **Bob Long:**
 - Working with Don Drew on scheduling an energy audit.
 - Contacted Gary Wood regarding DiRienzo land swap; waiting on information from town of Haverhill on the process followed back in 2008.
 - Reviewed status of action items assigned to Kristi Garofalo: movie licensing info was received, Lodge application and guidelines were updated, and newsletter idea was investigated and found they cannot be included in water bills.

New Business:

- **Clough Contract:** Bob Long talked with Harold Clough, Water Department consultant, about increasing his monthly fee due to required insurance costs. Bob Long said Harold Clough is invaluable during water problems and in covering for Don Drew, and recommended increasing his monthly fee by \$20 to \$295 for the remainder of the contract. Chris Demers moved to approve the change to Harold Clough's contract, Beverly Jacobs seconded, and motion passed unanimously.

Chris Demers moved to adjourn and Bob Long seconded. Meeting was adjourned at 7:44 pm.

Respectfully submitted,
Kristi Garofalo