

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING May 9, 2016
*UNAPPROVED***

Call to Order: Bob Long called the meeting to order at 5:04 pm.

Roll Call: Bob Long, Robert Roudebush and Laraine King

In Attendance: Ken King, David Martella, Dottie Long, Alan Ruppert and Dan Brady.

Special Guest: Rick Alpers, Member Services Consultant from Primex (NH Public Risk Management Exchange)

The District's current carrier for property and liability insurance will discontinue coverage at the end of June. Primex covers the District for Worker's Comp and Unemployment insurance and came in as the lowest quote for property and liability coverage. The commissioners voted at the last meeting to accept Primex's proposal for property/liability. Rick Alpers attended this meeting to share information and answer questions about the new program.

Rick Alpers said Primex provides several tools to aid the District in risk management including training opportunities and site inspections as well as an in-house consultant for human resources questions and in-house counsel available to review all contracts, all services available at no charge to the District. In discussion of Primex's liability coverage for special events and Lodge rentals, Rick Alpers explained the District's current coverage and Primex's new policy did not cover liability for alcohol related damages or injuries, and provided limited liability in the case of rentals, but TULIP (Tenant Users Liability Insurance Policy) is available as short-term liability coverage for special events and facility rentals that would cover both. TULIP can be obtained from the Primex website and the cost for coverage could be paid by the person renting the Lodge or by the District in the case of District-sponsored events. Rick Alpers estimated the cost for a 1-day binder at \$75 for an event without alcohol and \$150 for an event where alcohol was present with variations in cost according to the number of people and length and type of event. Further discussion brought up the point that allowing alcohol consumption on the beach could lead to serious liability for the District as well.

The commissioners asked ***Kristi Garofalo to put discussion about a District alcohol policy on the agenda for the next meeting.*** The commissioners also discussed getting a TULIP binder for any sponsored MLD event and Laraine King asked ***Kristi Garofalo to get a TULIP binder for the Memorial Day Pot Luck dinner and add "No alcohol allowed on beach" to the rules on this year's parking passes. Kristi Garofalo will also get quotes for future events and investigate whether the District can get blanket TULIP coverage for a year at a time.***

The commissioners reviewed the Primex proposal and agreement. Bob Long moved to make the following resolution:

"RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of membership. The coverage provided by Primex³ in any year of membership shall be as then set forth in the Coverage Documents of Primex³."

Laraine King seconded the motion and it passed unanimously.

Employee Bonuses: Bob Long said in the past year the District staff handled a lot of tough issues and at the January budget hearing it was agreed to pay employee bonuses - \$1,000 for Don Drew, Water and Maintenance Supervisor, and \$500 for Kristi Garofalo, Administrative Assistant. Those bonuses are being paid with the current set of District checks.

Lodge Flooring: Don Drew and Robert Roudebush worked with Alan Ruppert on wood flooring options for the Lodge. Alan Ruppert brought samples to the meeting and explained differences between wood types and finishes. Bob Long said he was in favor of the Bellawood flooring with the 100-year warranty and asked about underlayment. Alan Ruppert said his quote did not include underlayment as Don Drew wasn't sure it was needed. He also noted his labor quote didn't include removal of the old floor or the dance floor area as that will be done in-house by Don Drew and his summer assistant. His quote did include installing matching flooring in the O'Brien room and would take about five days for the installation. ***Bob Long will talk to Don Drew regarding his concerns about underlayment and Alan Ruppert will provide the office with an updated quote and material samples.***

Approval of Minutes:

- **Apr. 11, 2016 Meeting:** Robert Roudebush moved to approve; Laraine King seconded and motion passed.

District Business:

- **Manifests:** Bob Long moved to approve manifests from Apr. 12 to May 9; Laraine King seconded and motion passed.
- **Financial Reports:** The commissioners reviewed the financials and the District Fund Report.
- **Water Bill Report:** The commissioners reviewed a report from Kristi Garofalo, Administrative Assistant, showing \$99,485.87 in water payments received since Apr. 1 with outstanding bills over \$86,349.64. Bob Long moved to serve disconnect notices on accounts highlighted on the report. Robert Roudebush seconded and the motion passed.
- **Auditors:** Kristi Garofalo said representatives from Vachon & Clukay will be here May 25 and 26 for the District's annual audit if anyone wanted to meet them. Bob Long asked ***Kristi Garofalo to send out a reminder to the commissioners as the audit dates get closer.***

Maintenance/Water Update: The commissioners reviewed the monthly report from Don Drew, Water and Maintenance Supervisor. Maintenance highlights included: adding new fine beach sand; cleaning up shoreline and beach; snack bar "spruce up" project is going well; the Lodge now has ADA toilets, other Lodge restroom work included relocation of the modine heaters and general plumbing upgrades. Water Department highlights included: water usage is still high and leak detection is ongoing; turning on several services for the summer season; NH DES Dam Safety has approved filling the lake to full capacity; monitoring continues on the dam, slopes, outlet barrel and general performance of the dam.

Water Committee Update: Bob Long reported they are setting up another round of testing with Granite State Rural Water to help pinpoint the ongoing leak. In the sale of the spillway property, Bob Long said information has been sent to the state and they're waiting on the response to move forward.

Planning Board Update: Robert Roudebush said the Planning Board is working to re-establish direct communication with Zoning Officer Stan Borkowski who will be attending the next Board meeting. He reported the Board decided to contact legal counsel with questions about assessing fines and fees for legal services. He also sent documents to the District's attorney for a legal opinion in two cases. **Robert Roudebush said he will check with the attorney regarding who can authorize cease and desist orders. He will also check with Board chair Don Dubrule and Tara Bamford of the North Country Council about the Master Plan survey status.**

Forestry Update: Bob Long reported the Forestry Committee didn't meet last month and the Haverhill selectboard is working on the lot ownership issue on the 22 acre parcel, but they have many issues on their plate right now.

Recreation Update: Laraine King reported she hired two snack bar attendants and continues to interview for all positions. The next Rec Committee meeting is the second Saturday in June, but no time has been set. **Laraine King will get dates and times for summer meetings to Kristi Garofalo.** Laraine King is also looking for input about having a float in the July 4th parade again. She noted the renovation work continues on the Snack Bar and the Memorial Day Pot Luck will be May 28. The commissioners reviewed the drafts of the revised parking passes; all agreed with adding "No alcohol on beach" to the passes. After discussion of ways to continue to clean up the shoreline, **Bob Long said he would talk to Don Drew about asking divers from local emergency services teams if they would be willing to help.**

Action Items Review:

Laraine King: rules have been included on the revised parking passes; she is reviewing the Lodge Rental Guidelines to have a draft of revised guidelines available at June meeting and plans to discuss them at the July meeting.

Robert Roudebush: got additional quotes for pest control, Teminix is slightly lower and he recommends going with them – commissioners agreed **Robert Roudebush would ask Don Drew to schedule treatments.** Also got additional quotes for Lodge restroom renovations; went with lowest bidder and the work is done.

Bob Long: talked to Don Drew about the maintenance shed near the Lodge; building is down, the area has been cleaned up and re-seeded.

Old Business: NONE

New Business:

- **Lake Clean Up:** Robert Roudebush reported two residents have asked for help in cleaning up their shorelines and he has been to visit both. One does not have a beach and has a minimal amount of natural material floating along the shoreline. **Robert Roudebush said he would talk to this owner.** The second property does have a beach with a few driftwood pieces as a result of the dam outlet project. **Bob Long said he will get with Don Drew about assisting the homeowner with clean up.**
- **Road Litter:** A resident inquired about posting "No Littering" signs and levying fines. Robert Roudebush checked with the Haverhill town office to find the town does not have a litter ordinance; they recommended consulting legal counsel about posting signs and enforcement. Robert Roudebush noted Grafton County clean up detail has already been out along French Pond Road and they only come once a year; he encouraged everyone to pick up trash when they see it.

Non-Public Session:

- Bob Long moved to go to a non-public session and Robert Roudebush seconded. The roll call vote was unanimous in favor and the Board went into non-public session at 7:20 pm.
- Bob Long moved to leave non-public session and return to public session; Robert Roudebush seconded. The roll call vote was unanimous in favor of and the Board returned to public session at 7:40 pm.
- Bob Long moved to seal the minutes of the non-public session; Robert Roudebush seconded and the roll call vote was unanimous in favor. The minutes were sealed.

Bob Long moved to adjourn and Laraine King seconded. Meeting was adjourned at 7:41 pm.

Respectfully submitted,
Kristi Garofalo