

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
October 10, 2016
*UNAPPROVED***

Call to Order: Bob Long called the meeting to order at 6:02 pm

Roll Call: Bob Long, Robert Roudebush and Laraine King were present.

Residents In Attendance: Ken King, David Martella and Dottie Long. Grete D'Hondt joined the meeting at 6:35 pm.

Approval of Minutes:

- **September 12, 2016:** Robert Roudebush moved to approve; Laraine King seconded and motion passed.
- **September 29, 2016:** Robert Roudebush moved to approve; Laraine King seconded and motion passed.

District Business:

- **Manifests:** Robert Roudebush moved to approve manifests from September 13 to October 10; Laraine King seconded and motion passed.
- **Budget Process:** Laraine King asked when the Budget Committee would begin their meetings. Kristi Garofalo, Administrative Assistant, said she was meeting with Committee chair Dan Brady to plan the process and talk about possible meeting dates. Laraine King asked ***Kristi Garofalo to pass along the message to Dan Brady that she preferred either early (9 am) or later (4 pm) meeting times.*** Bob Long said he'd heard Kristi Garofalo created a worksheet for the Budget Committee to describe what kinds of expenses went into each line and asked if the commissioners could have copies as well. ***Kristi Garofalo will email the worksheet to the commissioners.***
- **Financial Reports:** The commissioners reviewed the financials and the District Fund Report. Bob Long said he noticed the Fund Book registers show quarterly maintenance fees for the Capital Reserve Funds run higher than the interest earned so the accounts are essentially losing money. Kristi Garofalo agreed and explained the Trustees of the Trust Fund are custodians of the CRFs and are responsible for where the funds are kept. Bob Long asked if Kristi Garofalo could ask the MLD Trustee about the fees and interest; ***Kristi Garofalo will contact the Trustee for an explanation.*** Robert Roudebush moved to approve the financial reports; Laraine King seconded and the motion passed.
- **Water Bill Report:** The commissioners reviewed a report from Kristi Garofalo showing \$145,257.38 in water payments received since April 1 with outstanding bills at \$43,879.48.

Maintenance/Water Update: The commissioners reviewed the monthly report from Don Drew, Water and Maintenance Supervisor. Maintenance highlights included: working on winterization of equipment and facilities; doing yearly mowing of the sledding hill and other areas; all summer items will be put away this month; new signs with information/District rules are done. Water Department highlights included: still working on leaks and other issues; a large leak (around 30,000 gpd) at Lakeside and Roudebush Loop was repaired; one homeowner had a leak on their service line and repaired it promptly; still looking at an area on Swiftwater Road for another leak, bringing in specialists to help with the search; will be working with Nobis Engineering on MtBE remediation on sites near French Pond Road; will be doing some test drilling on Valley Road soon.

Bob Long asked if the new signs could wait until spring since the main season was over. The commissioners agreed installation could wait; ***Bob Long will contact Don Drew to let him know he can plan for spring installation.***

Water Committee Update: Bob Long said the Swiftwater Circle leak accounts for a loss of about 20,000 gpd and they will be bringing in specialists to help find it. Bob Long asked ***Kristi Garofalo to include in the next DMAIL (District-wide email) a reminder to residents to remove/drain all outdoor hoses and shut outdoor faucets off in the basement for the winter.*** He said the District is working with Nobis Engineering for the MtBE remediation; the state is paying for the process and representatives from Nobis will be at the next Water Committee meeting.

Planning Board Update: Robert Roudebush reported one zoning permit application for a new home on Swiftwater Circle was approved at the Board's meeting. He said work continues on improving communication with the zoning officer and the Board is reviewing the zoning officer job description for possible modifications. He reported the Master Plan meetings are now separate from the Planning meetings and the Master Plan Committee has started work on re-writing portions of the Master Plan.

Forestry Update: Bob Long said the Lot 32 ownership issue with the town of Haverhill has been resolved with the recent sale of the 172 acre lot. A local family group had the highest bid and once the transaction is finalized, they plan to approach the Board regarding the 22 acre portion of the land on which the District feels they have an ownership claim.

Recreation Update: Grete D'Hondt said the Recreation Committee is having a serious problem with the lack of volunteers to help with events. She said one or two people are doing everything, while others have ideas and/or criticism but will not help. She said Committee meetings draw very few people, even at the specially requested Saturday meetings in the summer. She suggested a new policy where an event would be cancelled if five solid volunteers did not sign up to help. **Laraine King and Grete D'Hondt will draft a letter to let residents know about the new policy.**

Action Items Review:

Bob Long: will take over the action item to find out about the status of the Little League Field project; working with Don Drew to investigate a raft/diving board combo for next season; checked with Don Drew regarding expiration dates on District fire extinguishers-less expensive to replace and that process has begun; talked to Don Drew about exterior repairs needed at the Lodge-working on a list to be considered at budget time; checked one way signs going up Killer Hill and determined they do not need replacement; and found out from Don Drew the Upper Lake beach off French Pond Road is checked and mowed bi-weekly.

Laraine King: followed up with Don Drew about building more boat racks-racks are done and in use.

Robert Roudebush: checked with Haverhill Police Department about utilizing off-duty officers for Lodge functions-can sign a service contract for set times at a cost of \$60 per hour.

Old Business:

- **Stock Lower Lake:** Bob Long asked if the other commissioners felt the Lower Lake needed to be re-stocked. They said that since the Lower Dam project, they often stop to ask residents if they're catching fish. The feedback they've received is the fishing is good and the fish seem to have recovered. The commissioners agreed to re-visit the issue in the spring.
- **Remote Meeting Access:** Kristi Garofalo previously reported receiving emails asking for a way to participate in District meetings from remote locations. The commissioners noted meeting minutes are available soon after the meetings and residents can bring issues/agenda items to the Office or to individual commissioners to be placed on the agenda for discussion. They agreed remote access technology was not needed for District meetings. **Kristi Garofalo will put a reminder about contacting the Office to put items on the agenda in future DMAILs.**
- **Connoles/Spillway Land:** Bob Long reported the District attorney has been directed to file with Grafton County a survey plan with an as-built drawing of the dam and spillway. Once done, the attorney will notify the Connoles of the date the District schedules the state-required repair work to be done. Bob Long said the District's legal counsel will handle the situation and communicate with the homeowner from this point forward.

New Business:

- **Lodge Guidelines:** Robert Roudebush previously presented a handout with three suggested changes to the Lodge Guidelines: a) add the consent of two commissioners to fire permits for rental events, b) require liability insurance certificate to be displayed on a centralized posting board c) charge fees for trash left on the premises. He also suggested spot checks during events for compliance with District policies. Bob Long said the record of problems where deposits had to be retained is very low and he didn't feel spot checks were needed. The commissioners discussed having two commissioners sign off on an event fire permit. Bob Long asked for documentation of the requirement for commissioner approval and **Robert Roudebush said he will investigate further and report at the next meeting.** The commissioners agreed to change paragraph J (Alcoholic Beverages) to include: "Such proof of insurance will be displayed clearly on premises for the duration of the rental event. A posting board is provided." They also agreed to change paragraph N (Preparation and Clean-Up) to read as follows: "All clean-up or special preparation shall be the responsibility of Renter. ALL trash must be removed from the premises. Any bagged trash left on the premises to be disposed of by MLD staff will be charged at \$30.00 per bag to be withheld from the Renter's deposit. Under no circumstances will bagged trash be left outside the Lodge or near the MLD dumpster – if found, the charge for these will be \$50.00 each. No trash is to be strewn about the grounds." **Robert Roudebush will talk to Don Drew about installing the posting board and lighting.**

Bob Long moved to adjourn and Robert Roudebush seconded. Meeting was adjourned at 7:30 pm.

Respectfully submitted,
Kristi Garofalo