

**MOUNTAIN LAKES DISTRICT  
COMMISSIONERS MEETING  
May 8, 2017  
\*UNAPPROVED\***

**Call to Order:** Bob Long called the meeting to order at 6:00 pm

**Roll Call:** Bob Long, Mike Roberts and Laraine King were present.

**Residents in Attendance:** Ken King, Fred Garofalo, Dan Brady, Robert Roudebush, and David Martella.

**Approval of Minutes:**

- **Apr.10, 2017 Meeting:** Laraine King moved to approve; Bob Long seconded and motion passed.

**District Business:**

- **Manifests:** Bob Long moved to approve manifests from April 11 to May 8, 2017; Laraine King seconded and motion passed.
- **Financial Reports:** The commissioners reviewed financial reports for months ending Apr. 30, 2017.
- **Fuel Purchases** – Administrative Assistant Kristi Garofalo and Water/Maintenance Supervisor Don Drew created a chart showing price comparisons between the Cumberland Farms SmartPay program and Jock Oil Gas Club over the last few months. After discussion, the commissioners agreed to move forward with changing over to the Cumberland program as recommended by District Treasurer Dan Brady. **Bob Long will talk to Don Drew to set up the Cumberland account.**
- **Water Bill Report:** The commissioners reviewed a report from Kristi Garofalo showing \$97,720.41 in water payments received since April 1 and outstanding bills at \$88,817.44. The commissioners discussed the recommendation to send disconnect notices to nine customers with balances owing from 2016 plus 2017's charges. Bob Long moved to send the disconnect notices; Laraine King seconded and the motion passed.
- **Financial Policy** – The commissioners reviewed a draft version of District "Financial Policies & Procedures". The document combines policies previously approved individually, updates the credit card policy, and includes a new section on electronic banking per the April commissioners meeting. Laraine King asked that the Credit Card Policy section II, "Authorized Users" be amended to: "... may also be used by the Commissioners, Treasurer, and summer staff with management approval, as needed." The commissioners agreed to the change. Dan Brady asked the commissioners to table acceptance of the policy until the June meeting so he could review it since the Treasurer's duties are mentioned extensively. The commissioners agreed. **Kristi Garofalo will make the amendment and email the new version to all for review.**

**Maintenance/Water Update:** The commissioners reviewed the monthly report from Don Drew. Maintenance highlights included: Snack Bar remodel is ongoing –new drywall and plumbing done, ceiling is being repaired and painting will start soon; the new diving board is in; Lodge basement flooring project started, some exterior Lodge projects are done; lighting project for the pool cabana scheduled for this week; tennis courts are open and pool opening preparation is starting; fire danger signs are out. Water Department highlights included: working on water main replacement projects starting with Bear Road area; homeowner leak on French Pond was repaired in one day; many water services are back on after winter shutoff; in contact with Nobis Engineering re: MTBE remediation and waiting on NHDES approval; Lower Dam scheduled for state inspection this year.

**Water Committee Update:** Ken King reported the Committee is looking at installing ten water meters; five will go in personal homes as a test and the other five in various locations in the water system to assist in leak detection. Bob Long explained that the second five can help to generalize the location of a leak depending on their data which will speed up the detection process.

**Planning Board Update:** Mike Roberts reported Robert Roudebush was elected the new chair for Planning Board at the April meeting. Robert Roudebush reported the Board agreed to send out three Notices of Violation last month; two have seen work done in response, one has not. He reported the Board decided to change their regular meeting date to the third Thursday of each month starting with the May 18 meeting. The Master Plan committee is working on Section 7, Future Land Use recommendations and will meet next in June.

Dan Brady asked if it is time to change the rule about no “for sale” signs in the District. Robert Roudebush said the Master Plan Committee is considering changes to the zoning ordinance and this rule may be one of those changes.

Zoning Officer Search – Robert Roudebush reported he and Bob Long talked to one gentleman who applied for the position and a second person may be interested. **Robert Roudebush will follow up on both possibilities.**

**Forestry Update:** No report – the Committee has not met recently.

**Recreation Update:** Laraine King reported the Snack Bar is being renovated and they plan a cleaning day on May 20 to get things ready for limited opening on Memorial Day weekend and check supplies for Opening Day June 24. New adult lifejackets for boat rentals were purchased and received; MLD logo products (t-shirts, sweatshirts, hats and towels) are on order. Head lifeguard for 2017 is Else Bielarski and Katie Beckley returns as Activity Director.

#### **Action Items Review:**

Bob Long: cost comparison between Cumberland Farms and Jock Oil completed; gave Don Drew info on diving buoys and will follow up; checked with legal counsel for recommendation on status for new zoning officer (employee, not independent contractor); spillway land purchase COMPLETED!; will work with Water Committee on water fees and tariff changes as ongoing project; worked with Don Drew to check with contractor re: material used for lower dam landscaping (it is biodegradable) and to communicate quality expectations to lawn maintenance service.

Laraine King: working with Don Drew on more trash containers and umbrellas; will check at Snack Bar cleanup to see what umbrellas and other equipment are needed; will work with Head Lifeguard to instruct summer staff to log all complaints; chose a color for the Lodge basement floor.

Mike Roberts: working on District Clean Up Day scheduling and getting competitors for the cook-offs; will work with Kristi Garofalo to get sign-up, scheduling, and competition information out in DMAILs.

**Old Business: None**

#### **New Business:**

- **Right to Know:** Bob Long said email questions to commissioners could result in discussions and decisions that do not comply with Right-To-Know laws. The commissioners agreed Laraine King will answer Recreation/Summer Program-related questions, Mike Roberts will take Planning Board-related questions, and Bob Long will take Water Committee-related and miscellaneous questions. Kristi Garofalo will send emails to commissioners notifying them of office responses to sensitive inquiries to keep them aware and up-to-date.
- **Realtor Inquiry:** A local realtor asked if MLD would print mailing labels for water customers if blank labels were provided as done a few years ago. After discussion, commissioners agreed the mailing information is public record and could be provided, but the realtor would need to format and print their own labels. **Kristi Garofalo will provide the digital mailing list file to the realtor.**

Bob Long moved to adjourn; Laraine King seconded. The meeting adjourned at 7:29 pm.

Respectfully submitted,  
Kristi Garofalo