

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
November 12, 2018
*UNAPPROVED***

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

Roll Call: Commissioners Bob Long and Mike Roberts were present; Mary Houde was absent and excused.

Residents in Attendance: Dan Brady, Robert Roudebush, Patricia Brady, Laraine King, Ken King, Fred Garofalo, and Dottie Long.

Bob Long led the group in the Pledge of Allegiance in honor of Veteran's Day.

Approval of Minutes:

- **October 8, 2018:** Mike Roberts moved to approve the minutes; Bob Long seconded and motion passed.

District Business:

- **Manifests:** Mike Roberts moved to approve manifests from Oct. 9 to Nov. 12, 2018. Bob Long seconded, motion passed.
- **Financial Reports:** The Commissioners reviewed financial reports for the months ending October 30, 2018. Laraine King questioned why line 5064-3 (Facility Op-Lodge) was over budget; ***Kristi Garofalo will check with Don Drew to see if some expenses should have been put into a different line.***
- **Water Bill Report:** The Commissioners reviewed Administrative Assistant Kristi Garofalo's report showing \$167,002.57 in water payments received since April 1 and outstanding bills at \$41,595.96.
- **Lodge Fire Permits:** The commissioners previously agreed Lodge renters would be allowed to have bonfires with a valid fire permit. Chief Phil Blanchard of the North Haverhill Fire Department told Kristi Garofalo Lodge tenants need to show a permission letter from the commissioners to receive a fire permit, and that a form letter would suffice. The commissioners signed the permission letter and ***Kristi Garofalo will make copies for Lodge tenants to use.*** Discussion was held about outdoor water access at the Lodge for fire safety; ***Bob Long will talk to Don Drew about water availability and options.***
- **Treasurer Delegation:** Kristi Garofalo explained she talked with District Treasurer Dan Brady about formal delegation of some treasurer duties to the Administrative Assistant. They are already being done by the Administrative Assistant but delegating the duties by a formal letter kept on record would be helpful both for District auditors and for insurance/bonding purposes. The Commissioners had no objection and Dan Brady signed the letter.

Maintenance/Water Update: The Commissioners reviewed the monthly report from Don Drew, District Project Manager. Maintenance highlights included: recreation items are stored; the pool is winterized; Killer Hill will be closed this week; orange delineators have been put out along the causeway; lake levels have improved and are very close to normal; ordering items for winter/spring projects including decking for pool cabana, ceiling tile and grid for Lodge hallway and bathrooms; new latches on tennis courts installed; working on quotes for various projects for the Budget Committee to review, including rehab and fence repair for multi-use court, tennis court touch up, new picnic tables and pool heating (possibly solar). Water

Department highlights included: water system is around 20,000 gpd; received new meters and readers for SCADA; working on valve maintenance and repair; met with D & K Engineering and NH Dam Safety to discuss Lower Emergency Spillway options-the state will be getting back to us with options; we are scheduled for a complete Upper Dam inspection in 2019.

Water Committee Update: Bob Long and Ken King reported the RFP for a water emergency repair contractor received five requests for proposal packets and two contractors attended the informational meeting. They expect four of the five contractors to submit a proposal; deadline is Nov. 15 and proposals will be opened on Nov. 19.

Planning Board Update: Robert Roudebush reported the public hearing for the proposed zoning ordinance revisions had good resident turn out which led to good discussion and valuable input. The next Board meeting in Nov. 15 and a second public hearing on the zoning ordinance changes is planned for Dec. 20. The current draft of the proposed zoning ordinance has been sent to District counsel for legal review and the final version will be voted on at the annual meeting.

Forestry Update: NONE

Recreation Update: NONE

Monteau Rope Tow Committee: Bob Long reported he spoke to Francine Bowman who said the Committee has taken no further action.

Action Items Review:

Bob Long: Completed: change of tennis court locks/latches. In process: working with Don Drew on maintenance items – pool heater and new poly cabana deck, and Lodge maintenance items.

Mike Roberts: In process: contacted Finn Finnegan re: Scout troop interest in District projects-will follow up

Mary Houde: In process: Review Community Info Guide and Welcome Letter for inconsistencies and make changes for the next meeting.

Old Business:

- **Welcome Letter:** Tabled until Mary Houde is present.
- **2019 Annual Meeting Date:** Bob Long said Haverhill has set their town meeting for March 16 and the school board is looking to hold their meeting the same day. The commissioners agreed the second Saturday in March (March 9) would be the District annual meeting in 2019.

New Business:

- **District Legal Counsel Merger:** Bob Long reported the District's law firm, Gardner, Fulton & Waugh, has merged with Drummond Woodsum, a law firm which specializes in municipalities and has offices in NH and Maine. He said the merger will not cause changes for the District – our rates will be the same and we'll continue to work with attorney Christine Fillmore.
- Bob Long moved to adjourn; Mike Roberts seconded. The meeting adjourned at 6:39 pm.

Respectfully submitted,
Kristi Garofalo