

**Minutes of Lost Lake Sewer Committee**  
**September 3, 2009**

Present: Carol Quinn, Angela Garger, Tom Doyle and Tom Orcutt,

**Old Business**

1. Review and approve August 20 meeting minutes.
2. The kickoff meeting for town officials is scheduled for September 4 at 10:00 am.
3. It was determined that we would be too late to send out anything in the October mailing for Groton Electric Bills.
4. The property tax mailing will not reach the correct people for the income survey so we will not be sending out anything in that mailing.

**New Business**

1. A date and time should be set for an information meeting for lake area residents about the income survey. Target date?
2. The mailing list for the income survey must be confirmed quickly.
3. Town meeting is October 19. We would like to have information and handouts available for the meeting.
  - a. Copies of the letter and survey available
  - b. Bob R. to provide maps
4. We would like to have a draft of the preliminary informational letter about the income survey by our next meeting, (September 17).
  - a. A final copy should be done by October 1 to mail out and use for other purpose such as the GLA email list, newspaper, and posting on the LLSC website
  - b. It is a priority to get this letter mailed out in September
  - c. It would be helpful to have a sample letter from RCAP. Maybe Bob R. can obtain this for us.
5. There was a discussion about how we know who has and who has not responded to the first mailing of the income survey.
  - a. A second mailing would be sent out to those who did not respond
    - i. Would RCAP give us a list of people who we need to send the second mailing to?
6. Tom O prepared a draft of the income survey. Some edits will need to be made.
7. We discussed whether Bob or Rosemary should attend our next meeting.
  - a. The committee feels that one of them should attend all of our meetings. Tom O. and Carol said they would discuss this with Bob R. at the kickoff meeting on 9/4.
8. It was discussed whether there was any time critical information needed from an engineering standpoint. We will need to discuss this with Bob R.
9. It was also discussed whether there were any time sensitive grant applications that needed to be completed. Maybe Bob R. or Rosemary could assist us with this.

10. RCAP's response times are slow and we will need to rely on them with the income survey. We will discuss this further with Bob and Rosemary to see if they might have any suggestions.

**Action Items**

1. Tom D. will send a copy of the town meeting presentation to the Webmaster to post on the Lost Lake Sewer Committee website.
2. Community outreach about the project. On going
  - a. LLSC website
  - b. Newspaper Advertisements
  - c. Cable TV
3. Angela will contact the Groton Lakes Association about whether we could distribute information about the income survey at their booth at Grotonfest. Angela will also find out if we can have information about the income survey sent out to those on their email list. Angela will also find out if we can get a link from the GLA website to the LLSC website.
4. Angela will present information about the income survey at the October GLA meeting
5. Tom D. will find out when the next Mountain Lakes Club meeting is being held. We may want to get a place on their agenda to present information about the income survey. Tom will also find out if we can have information about the income survey sent out to those on their email list.
6. Tom D. will send Tom O. the information from the assessor's office. They will meet to review the map of lake residents.
7. Carol will work with Rosemary to customize an informational letter about the income survey.
8. A sticker or stamp needs to be created for the envelopes for our income survey mailings.

Adjourn: 8:35pm

Committee Member Signatures:

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