

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING AGENDA
October 12, 2020**

Call to Order

Roll Call

Approval of Minutes

- **Commissioners Meeting – September 14, 2020**
- **Commissioners Special Meeting – September 22, 2020**

District Business

- **Approval of Manifests from September 15 to October 12, 2020**
- **Review of District Financial Reports & Water Collection Report**
- **COVID-19 Response Review**
 - **District Personnel**
 - **Board/Committee Meetings**
 - **Playscape, Tennis, and Basketball Courts**

Maintenance Update

- **District Pool Project**

Water Committee Update

Planning Board Update

- **Commissioners Authority on Violations – Mike Bonanno**

Recreation Committee Update

Commissioners Action Items Review

Old Business:

New Business:

Adjournment

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING VIA ZOOM VIDEO CONFERENCING
September 14, 2020
*UNAPPROVED***

Call to Order: Chair Bob Long called the meeting to order at 6:00 pm. He read a statement that the Board was authorized to meet electronically due to the declared state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

Roll Call: Bob Long-alone; Mike Roberts-with Chris Roberts; and Mark Johanson-with Linda Johanson.

Residents in Attendance: David Martella, Mike Bonanno, Robert Roudebush, Dottie Long, Vinny Sorrentino, Polly Bonanno, Randy Berenson, Ken Huard, Ken King, Laraine King, Patricia Brady, Tom Mangels, Lois Keenan, Bill Clark, Dave Long, Denise Holder, Susan Hearn, Don Drew (Water/Maintenance Manager) and Kristi Garofalo (District Administrator) were all present via Zoom.

Approval of Minutes:

- **August 8, 2020:** Mark Johanson moved to approve; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **August 20, 2020 Special Meeting:** Mark Johanson moved to approve; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

District Business:

- **Manifests:** Mike Roberts moved to approve manifests from Aug. 8 to Sept. 14, 2020; and Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Financials and Water Bill Report:** The Commissioners reviewed the financial reports and the water bill collection report showing \$166,314.38 in water payments received since April 1 with 23 online payments made since the service started on June 24. The Commissioners discussed the governor's Emergency Order #58 terminating a previous order which prohibited utility disconnects. The Commissioners agreed that ***Kristi Garofalo will send disconnect notices to two past due accounts.***
- **Employee Benefits – Carryovers & Caps:** Bob Long said he forwarded the latest draft from the District's legal counsel on to the other Commissioners and all agreed they had reviewed it. Mark Johanson moved to accept the latest changes and move forward with the revision to the employee manual; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. ***Bob Long will forward the approved draft to Kristi Garofalo to make the changes to the MLD Employee Manual.***

COVID-19 Update and Evaluation:

- **District Personnel:** The Commissioners agreed to continue the Office closure and the staff's current working arrangements with reconsideration at the next meeting.
- **District Meetings:** The Commissioners discussed the possibility of holding "hybrid" meetings - combining in-person meetings following social distancing guidelines with public access via Zoom or other means. The Commissioners agreed ***Bob Long will contact NHMA for guidance on hybrid meetings.***
- **Tennis Courts, Playground, Basketball Court:** The Commissioners agreed to continue access to these facilities as is currently set up and to reconsider at the next meeting.
- **Summer Program and Parking:** The Commissioners discussed the summer program and agreed the overflow parking solution seemed to work well and will be used next year. The portable toilets will be removed Oct. 1. Bill Clark complimented the beach staff for their fine work during the summer season.

Maintenance/Water Update: Mark Johanson read a report from Don Drew, District Project Manager. Maintenance highlights included: Utility court fence repaired; summer beach items to be removed by the end of the month; tennis courts open until end of month; office building partially painted (contractor to finish); pool renovation almost finished; pool house work started; office chimney needs refaced and built up to code- Commissioners agreed to use brick for refacing project; six tests completed for swimming area water quality-all came back well below action level; outlet barrel repair planned for week of Sept. 14; sliding hill at Lodge scheduled for mowing week of Sept. 14. Water Department highlights included: water usage in normal range at about 30,000 gallons per day; French Pond Road project ongoing, scheduled completion is end of the month; Bear Road water main project is scheduled for Sept. 14; getting quotes for chambers riser repair/replacement; source development project is ongoing; mowing/brush cutting around chambers, dam, and direct line is ongoing.

Water Committee Update: Mark Johanson reported the Committee met recently with Jim Vernon from Nobis Engineering regarding source development and an amendment to the contract for Nobis services. The Commissioners reviewed "Amendment #5" to the Nobis contract for \$1,500 for future consulting fees and site visits. Mark Johanson moved to approve and sign Amendment #5; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. **Bob Long signed Amendment # 5 as Board representative and will send it to Nobis.**

Planning Board Update: Mike Bonanno said the Board has their regular meeting on Sept. 17 and a work session meeting on Sept. 24. Mike Roberts said members of the Board met with a home builder on Aug. 6 and held a meeting on Aug. 20 to consider a permit application.

Recreation Committee Update: Linda Johanson said the Committee agreed to purchase two permanent grills (**Bob Long with work with Don Drew on purchasing and installing those**) and also umbrellas or awnings for the pool area. The Trunk or Treat event will be October 24 from 5:00-6:00 and a representative from Haverhill Police Department will take part. The District Yard Sale is planned for Columbus Day weekend and the Committee is looking to purchase approximately \$750 in MLD logo apparel items and make them available for purchase as Christmas gifts.

Action Items Review:

- **Bob Long:** *contacted legal counsel re: personnel paid leave time (see above); basketball court fence opening resolved; beach parking lot space expansion completed; working on signatures for mowing contract*
- **Mike Roberts:** *possible pool zoning ordinance revision on September Planning Board agenda.*

Old Business: NONE

New Business:

- **Pinkerton Email:** The Commissioners discussed a suggestion to allow the Lodge to be used as a brewery/tourist attraction. The Commissioners agreed possible options should be explored; **Bob Long will contact John Pinkerton for more information on his suggestion.**
- **Inlet Concerns – Susan Hearn:** Susan Hearn stated the sand bar at the inlet has grown every year; Patricia Brady noted the weed growth in the area was a concern as well. After discussion, the Commissioners agreed **Bob Long will visit the Hearn's to get a better idea of the state of the sand bar and Mike Roberts will check out silt build-up solutions with the state.**

Bob Long moved to adjourn; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. The meeting adjourned at 7:37 pm.

Respectfully submitted,
Kristi Garofalo

MOUNTAIN LAKES DISTRICT
COMMISSIONERS SPECIAL MEETING VIA ZOOM VIDEO CONFERENCING
September 22, 2020
UNAPPROVED

Call to Order: Chair Bob Long called the meeting to order at 10:01 am. He read a statement that the Board was authorized to meet electronically due to the declared state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

Roll Call: Bob Long (alone), Mike Roberts (alone), and Mark Johanson (alone).

Public Present: Ken Huard, Laraine King, Bill Clark, Dave Long, Randy Berenson, Dave S., Ana Aguilar and Don Drew (Water/Maintenance Manager).

District Meetings During COVID-19: Bob Long shared an email from Cordell Johnston of the NH Municipal Association in response to questions he sent in about the latest guidelines for meetings during the COVID-19 pandemic. The Commissioners reviewed the NHMA response and noted in-person meetings are allowed with social distancing protocols in place. They agreed that, for the District, meetings would need to be held at the Lodge due to the space needed and they would have a maximum capacity of 37 people (50% of the actual Lodge capacity of 75) for meetings. If more than 37 people were present, the meeting would have to be adjourned and rescheduled according to the NHMA email.

The Commissioners discussed the possibility of "hybrid" meetings – in-person meetings following social distancing guidelines along with Zoom or other remote access available for the public (hybrid meetings were also allowed according to the NHMA email). Bob Long said he checked the Lodge internet connection and band width that morning and felt it may be insufficient to support remote access. He will ask Don Drew to contact Consolidated (the current telephone/internet supplier) to see if the band width can be increased, and also to check to see if Spectrum internet service is available at the Lodge location.

After further discussion, Bob Long made a motion to hold District meetings via the hybrid method starting with the Water Committee meeting on Oct. 1, that all such meetings would be at the Lodge with a maximum capacity of 37, and provided the Lodge internet service could support remote access. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

Bob Long moved to adjourn; Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. The meeting adjourned at 10:21 am.

Respectfully submitted by,
Kristi Garofalo

Mountain Lakes District Fund Report

As of September 30, 2020

BANK ACCOUNTS *

Account Type	Account Name	Rate	Balance **	
Checking	WGSB-Mountain Lakes District - General Op/General Fund	0.10%	\$8,256.76	
Investment Acct	NHPDIP - Mountain Lakes District - Gen Op Fund - 0001	1.89%	\$35,471.46	YTD \$235.42
Checking	WGSB-Mountain Lakes Water Department - Water Fund	0.10%	\$12,012.14	
Investment Acct	NHPDIP - Mountain Lakes District - Water Fund - 0002	1.89%	\$60,834.37	YTD \$217.64
Checking	WGSB-Mountain Lakes Recreation - Rec Revolving Account	0.10%	\$1,609.48	
TOTAL			\$118,184.21	

TRUSTEE ACCOUNTS ***

Account Type	Account Name	Rate	Balance
Capital Reserve Fund	Mountain Lakes Recreational Facilities	2.20%	\$4,732.26
Capital Reserve Fund	Mountain Lakes Facility Maint, Improvement, & Equipment	2.20%	\$17,010.34
Capital Reserve Fund	Mountain Lakes Water Dept. Capital Improvement & Maintenance	2.20%	\$8,824.88
Capital Reserve Fund	Mountain Lakes Water Emergency Fund	2.20%	\$8,673.70
Capital Reserve Fund	Mountain Lakes General Op Legal Expenses	2.20%	\$3,937.80
Capital Reserve Fund	Mountain Lakes Planning Board Legal Expenses	2.20%	\$2,255.88
Capital Reserve Fund	Mountain Lakes Forestry Management Fund	2.20%	\$3,217.60
Capital Reserve Fund	Mountain Lakes Planning Docs Update	2.20%	\$2,038.24
Capital Reserve Fund	Mountain Lakes District Vehicle Purchase, Maint. & Equip	2.20%	\$83.03
Capital Reserve Fund	Mountain Lakes Future Dam Projects	2.20%	\$8,860.67
Capital Reserve Fund	Mountain Lakes Office Software	2.20%	\$6,082.52
Capital Reserve Fund	Mountain Lakes District Infrastructure	2.20%	\$9,987.61
TOTAL			\$75,704.53

NOTE: Rate equals current earnings on accounts - does not include management fees

LIABILITY ACCOUNTS

Account Type	Account Name	Rate	Balance
Loan (WGSB)	2007 Dam Improvement Project (maturity 2026)	3.10%	\$39,941.12
Loan (WGSB)	2005 Water Project (maturity 2025)	3.10%	\$125,000.00
Loan (Passumpsic)	2015 Lower Dam Outlet Project (maturity 2035)	2.79%	\$185,641.52
TOTAL			\$350,582.64

* The District maintains separate cash accounts for the two main funds: General Fund and Water Dept. Fund. Each of those funds also has a corresponding NHPDIP fund.

** Please note these are cash account balances only. For information on the District's fund balances (also known as "fund surplus"), please see the 2018 Financial Statements and Independent Auditor's Report from Vachon Clukay & Co., PC

*** Held by Charter Bank and Trust and administered by the Trustees of the Trust Fund. Commissioners are authorized agents to expend.

Mountain Lakes Water Department

Budgeted Statement of Revenues and Expenditures

For the Months Ending September 30, 2020

	2020 Year to Date	2020 Budget	Balance Remaining	Percent Remaining
Revenues				
2-4003 - WD HOOKUPS	\$ 1,200.00	\$ 1,200.00	0.00	0.00
2-4005 - WD INTEREST REVENUE	4,224.50	750.00	(3,474.50)	(463.27)
2-4019 - WATER REVENUE-DISTRIC	173,746.50	179,400.00	5,653.50	3.15
2-4019B - WATER REVENUE-BATH	10,434.75	11,805.00	1,370.25	11.61
Total Revenues, Gains & Other Support	189,605.75	193,155.00	3,549.25	1.84
Expenditures				
2-5010 - WD DISTRICT ADMIN	11,065.60	15,781.00	4,715.40	29.88
2-5014 - WD PROF SERVICES-CPA	0.00	1.00	1.00	100.00
2-5039 - WD FICA EXPENSE	2,073.77	2,900.00	826.23	28.49
2-5040 - WD LEGAL EXPENSE	19.76	300.00	280.24	93.41
2-5042 - WD AUDIT EXPENSE	2,386.75	3,500.00	1,113.25	31.81
2-5046 - WD LIABILITY INSURANC	1,889.50	1,890.00	0.50	0.03
2-5047 - WD HEALTH INSURANCE	1,155.35	1,825.00	669.65	36.69
2-5048 - TRANSFER OUT-Cap Imp CRF	5,788.00	5,788.00	0.00	0.00
2-5049 - TRANSFER OUT-Wtr Emerg CRF	7,014.00	7,014.00	0.00	0.00
2-5050 - WD OFFICE EXPENSE	1,823.26	1,500.00	(323.26)	(21.55)
2-5051 - WD TELEPHONE	704.54	1,200.00	495.46	41.29
2-5052 - WD ELECTRICITY	8,214.69	12,000.00	3,785.31	31.54
2-5054 - WD FUEL/PROPANE	397.54	1,000.00	602.46	60.25
2-5060 - WD CONSULT/TRAIN	190.00	400.00	210.00	52.50
2-5062 - WD FEES/REGISTRATION	4,232.78	2,800.00	(1,432.78)	(51.17)
2-5064 - WD FACILITY MAINT	6,543.44	7,000.00	456.56	6.52
2-5074 - WD TRUCK EXPENSES	1,243.84	2,000.00	756.16	37.81
2-5078 - WD EQUIP PURCH/MAINT	1,000.00	1,500.00	500.00	33.33
2-5094 - WWL WATER PURCHASES	42,521.50	60,500.00	17,978.50	29.72
2-5096 - WD CONTRACT LABOR	28,934.34	38,500.00	9,565.66	24.85
2-5097 - WD WATER ASSISTANT	0.00	1,000.00	1,000.00	100.00
2-5098 - WD WATER DEPT MANAGER	14,160.11	21,573.00	7,412.89	34.36
2-5099 - WD BATH SERVICE FEE	3,183.00	3,183.00	0.00	0.00
Total Expenditures	144,541.77	193,155.00	48,613.23	25.17
Excess Revenues Over Expenditures	\$ 45,063.98	\$ 193,155.00	148,091.02	76.67

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending September 30, 2020

	2020 Year to Date	2020 Budget	Balance Remaining	Percent Remaining
Revenues				
4002-1 - BUILDING PERMITS	\$ 705.00	500.00	(205.00)	(41.00)
4003-1 - BATH RECREATION FEES	500.00	1,000.00	500.00	50.00
4005-1 - INTEREST REVENUE	258.76	50.00	(208.76)	(417.52)
4006-3 - LODGE RENTAL INCOME	650.00	2,500.00	1,850.00	74.00
4012-2 - BOAT RENTALS REVENUE	0.00	1,000.00	1,000.00	100.00
4015-1 - MISC. REVENUE-GEN OP	25.00	100.00	75.00	75.00
4016-2 - SNACK REVENUE	5.00	2,000.00	1,995.00	99.75
4018-1 - BATH WATER SVC FEES	3,183.00	3,183.00	0.00	0.00
4020-1 - TAXES RECD-HAVERHILL	113,063.50	226,127.00	113,063.50	50.00
Total Revenues, Gains & Other Support	118,390.26	236,460.00	118,069.74	49.93
Expenditures				
5002-1 - COMMISSIONER	4,500.00	9,000.00	4,500.00	50.00
5004-1 - TREASURER	375.00	750.00	375.00	50.00
5006-1 - CLERK	125.00	125.00	0.00	0.00
5008-1 - MODERATOR	125.00	125.00	0.00	0.00
5009-1 - ZONING OFFICER	1,615.00	3,500.00	1,885.00	53.86
5010-1 - DISTRICT ADMIN.	16,598.40	23,845.00	7,246.60	30.39
5012-1 - MAINTENANCE MANAGER	24,240.15	32,591.00	8,350.85	25.62
5013-1 - MAINTENANCE ASSISTANT	1,950.00	3,000.00	1,050.00	35.00
5014-1 - PROF. SERVICES - CPA	0.00	1.00	1.00	100.00
5016-2 - REC. PROGRAM DIRECTOR	4,280.13	5,500.00	1,219.87	22.18
5018-2 - LIFEGUARDS /ATTENDANTS	2,700.00	4,500.00	1,800.00	40.00
5019-2 - SNACK BAR	0.00	1,000.00	1,000.00	100.00
5020-2 - SNACK ATTENDANTS	0.00	4,000.00	4,000.00	100.00
5022-2 - LODGE ATTENDANT	1,107.50	1,100.00	(7.50)	(0.68)
5026-1 - FICA EXPENSE-GEN OP	3,415.78	4,800.00	1,384.22	28.84

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending September 30, 2020

	2020 Year to Date	2020 Budget	Balance Remaining	Percent Remaining
5026-2 - FICA EXPENSE-REC	489.72	1,900.00	1,410.28	74.23
5028-1 - UNEMP INSURANCE	500.00	500.00	0.00	0.00
5030-1 - WORKERS COMP	1,955.69	2,153.00	197.31	9.16
5032-1 - Bank Charges	10.00	0.00	(10.00)	0.00
5035-1 - WGSB DAM LOAN	3,804.25	7,600.00	3,795.75	49.94
5037-1 - WGBS WATER LOAN	29,662.74	29,665.00	2.26	0.01
5038-1 - PASS LOWER DAM LOAN	16,210.04	16,400.00	189.96	1.16
5042-1 - AUDIT EXPENSE	2,386.75	3,500.00	1,113.25	31.81
5043-1 - HEALTH INSURANCE	1,732.98	2,740.00	1,007.02	36.75
5046-1 - LIABILITY INSURANCE	1,889.50	1,890.00	0.50	0.03
5048-1 - OFFICE SOFTWARE	1,389.52	1,500.00	110.48	7.37
5049-1 - OFFICE SUPPLIES	1,744.39	2,500.00	755.61	30.22
5051-1 - PHONE/INTERNET-GEN OP	2,501.63	3,200.00	698.37	21.82
5051-2 - PHONE-REC POOL	0.00	250.00	250.00	100.00
5051-3 - PHONE/INTERNET-LODGE	1,048.08	1,200.00	151.92	12.66
5052-1 - ELECTRICITY-GEN OP	2,730.54	3,900.00	1,169.46	29.99
5052-2 - ELECTRICITY-REC	189.10	1,200.00	1,010.90	84.24
5052-3 - ELECTRICITY-LODGE	680.21	1,200.00	519.79	43.32
5054-1 - FUEL/PROPANE-GEN OP	1,073.32	2,000.00	926.68	46.33
5054-2 - FUEL/PROPANE-REC	0.00	500.00	500.00	100.00
5054-3 - FUEL OIL-LODGE	2,048.56	4,000.00	1,951.44	48.79
5056-1 - PRINTING/AD-GEN OP	636.20	700.00	63.80	9.11
5058-1 - WATER CHARGE-GEN OP	575.00	575.00	0.00	0.00
5058-2 - WATER CHARGE-REC	575.00	575.00	0.00	0.00
5058-3 - WATER CHARGE-LODGE	575.00	575.00	0.00	0.00
5060-1 - CONSULT/TRAINNG-GENOP	315.00	2,350.00	2,035.00	86.60
5060-2 - CONSULT/TRAINING-REC	0.00	750.00	750.00	100.00
5062-1 - FEES/REGISTRRTNS-GENOP	1,458.27	1,800.00	341.73	18.99
5064-1 - FACILITY OPER-GEN OP	3,937.94	7,000.00	3,062.06	43.74

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending September 30, 2020

	2020 Year to Date	2020 Budget	Balance Remaining	Percent Remaining
5064-2 - FACILITY OPER-REC	419.31	2,000.00	1,580.69	79.03
5064-3 - FACILITY OPER-LODGE	1,464.09	1,500.00	35.91	2.39
5065-1 - SNOWPLOW/MOWING-GENOP	1,785.00	3,400.00	1,615.00	47.50
5065-3 - SNOWPLOW/MOWING-LODGE	1,315.00	2,200.00	885.00	40.23
5066-1 - BEAUTIFICATN/WILDLIFE	1,157.95	2,100.00	942.05	44.86
5067-1 - FIREWORKS	2,500.00	2,500.00	0.00	0.00
5068-1 - SPECIAL EVENTS-GENOP	464.48	500.00	35.52	7.10
5068-2 - SPECIAL EVENTS-REC	60.45	1,000.00	939.55	93.96
5072-3 - EQUIP PUR/MAINT-LODGE	0.00	1,600.00	1,600.00	100.00
5074-1 - MILEAGE	570.46	1,200.00	629.54	52.46
5082-2 - BEACH/POOL MAINT.	9,521.81	12,000.00	2,478.19	20.65
5096-1 - PLANNING BOARD	20.75	500.00	479.25	95.85
Total Expenditures	160,430.69	226,460.00	66,029.31	29.16
Excess Revenues Over Expenditures	(\$ 42,040.43)	226,460.00	(184,419.57)	(81.44)

Maintenance and Water Department

10/2020

Maintenance

- Summer beach items removed end of month (some done, more soon)
- Tennis courts will stay open until end of October (weather is still good for now)
- Office building partially painted (contacted a contractor to finish, but not sure of schedule)
- Pool Completed, (will double check in spring with full load of water)
- Pool house. Work has started, more materials on site, contractor should be here week of October 12th.
- New Chimney top at office (Completed) Found damper is not in flue, will price gas insert.
- Outlet barrel repair planned for week of September 14th (Completed, but trash rack needs new anitvortek piece) getting price from EZ Steel
- Sliding hill at lodge scheduled to be mowed the week of September 14th (completed)
- Cleanup of area is ongoing and summer items put away
- Working on Budget items for 2021

Water Dept

- Usage is in normal range around 30,000 gpd and expect it lower in next month or so.
- French Pond Project is all most complete (Main part of project is completed, we will add risers to valves in shoulder once graded)
- Bear Road water main project is scheduled for week of September 14th. (completed)
- Getting quotes on chambers riser repair or replacement if needed.
- Source development is ongoing (getting prices and options for 2021 budget)
- Mowing / brush cutting is ongoing Chambers, dam, direct line.
- Valve box cleaning and valve maintenance (October / November)
- Working on budget items for 2021
- Seasonal shut offs have begun
- Valve box replacement on Bear Road (week of October 12th)
- Curb stop repair on Bear Road

Don Drew

Maintenance / Water Dept.