

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING AGENDA
November 9, 2020**

Call to Order

Roll Call

Approval of Minutes

- **Commissioners Meeting – October 12, 2020**

District Business

- **Approval of Manifests from October 13 to November 9, 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

Water Committee Update

- **Water Department Budgets – 2010 to 2020**

Planning Board Update

- **Board Member Residency**
- **Fine Authority**

Recreation Committee Update

Commissioners Action Items Review

Old Business:

- **Lodge Possibilities – Update on Pinkerton Suggestion**

New Business:

Adjournment

MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING at the Lodge and via Zoom Video Conferencing
October 12, 2020
UNAPPROVED

Call to Order: Chair Bob Long called the meeting to order at 6:02 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 (at the Lodge with public); Mike Roberts (alone); and Mark Johanson (with Linda Johanson).

Public Present at the Lodge: Robert Roudebush, Ken King, and Brian Loutrel

Public Present on Zoom: David Martella, Laraine King, Dave Gilbertson, Laura Gilbertson, Randy Berenson, Mike Bonanno, Patricia Brady, Dottie Long, and Kristi Garofalo (District Administrator) were all present via Zoom.

Approval of Minutes:

- **Sept. 14, 2020 AND Sept. 22, 2020:** Mark Johanson moved to approve both sets of minutes; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

District Business:

- **Manifests:** Mark Johanson moved to approve manifests from Sept. 15 to Oct. 12, 2020; and Mike Roberts 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 \$174,008.46 in water payments received since April 1 with 35 online payments made since the service started on June 24.

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 acoustics and tech issues encountered when holding "hybrid" meetings (combining in-person, social distanced meetings with public access via Zoom) at the Lodge. The Commissioners agreed to return to Zoom-only meetings due to the difficulties. Mike Bonanno asked if Planning Board could be an exception; after discussion of the NHMA guidance received, the Commissioners agreed Mike Bonanno would ask the Board if they would be comfortable with and/or prefer in-person-only (no Zoom) meetings with social distancing at the Lodge. The Commissioners then confirmed that all meetings other than Planning Board would be Zoom-only with reconsideration at their next meeting.
- **Tennis Courts, Playground, Basketball Court:** The Commissioners agreed to continue access to these facilities as is currently, with the exception that the basketball court will not be locked up at night. They will review and reconsider at the next meeting.

Maintenance/Water Update: Mark Johanson read a report from Don Drew, District Project Manager. Maintenance highlights included: summer beach items will be removed by the end of the month; tennis courts open until end of Oct.; office building partially painted (contractor to finish); pool renovation completed; pool house work started, contractor to come week of Oct. 12; office chimney completed, pricing gas insert; outlet barrel repair completed, but trash rack needs new anti-vortex piece, getting quotes; Lodge sliding hill mowing complete; working on budget items for 2021. Water Department highlights included: water usage in normal range around 30,000 gallons per day; French Pond Road project almost complete, Haverhill doing final details; Bear Road water main project completed; getting quotes for chambers riser repair/replacement; source development project is ongoing, getting prices and options for 2021 budget; mowing/brush cutting is ongoing; seasonal shutoffs have begun; valve box replacement and curb stop repair on Bear Road to be done week of Oct. 12.

Water Committee Update: Patricia Brady reported the Committee is looking at budget numbers for next year. She noted the recent Bear Road project replaced 300 feet of water main and within that length were 6 or 7 previous repairs so it was definitely a needed project. Randy Berenson noted the Committee's recent report of funds spent on locating an additional water source (\$45,000 since 2014) and Mark Johanson shared the total paid to Woodsville Water & Light since 2010 was about a half million dollars. Randy Berenson asked for the total Water Department budgets over the last 10 years; ***Kristi Garofalo will research and provide those numbers.***

Planning Board Update: Mike Bonanno said there was a lot of building going on – 2 houses plus several other projects. He also said the Board recommended Sybil Owens and Ken Huard be appointed as alternate members of the Board. The Commissioners discussed the need to verify residency and agreed ***Bob Long will get information from the state on recommended ways to verify residency.*** Mike Bonanno also brought up zoning ordinance enforcement and said the Commissioners had authority to levy fines. After discussion, the Commissioners agreed ***Bob Long will research fine authority and Mike Roberts will provide him with the MLD zoning ordinance language regarding fines.*** Mike Roberts reported he and Mike Bonanno met with Planning Consultant Tara Bamford on Oct. 7 to open discussion with her about a proposed zoning ordinance amendment for swimming pools. The Board's next meeting is Oct. 15 and Tara will join for part of that meeting.

Recreation Committee Update: Linda Johanson said Ana Aguilar and Karen Cox have joined the Committee; ***Kristi Garofalo will add their names to the Committee roster.*** Linda Johanson said the Committee agreed to purchase two permanent grills – one for the beach and one for the pool area – but original quotes were too high so Barbara Keating will research prices further. The Trunk-or-Treat event will be October 24 from 5:00-6:00; they have COVID guidelines in place with six confirmed “touchless” treat stations and Officer Mitchell from HPD will also be there. Mike Bonanno suggested collecting participant contact info to help with contact tracing if needed; Linda Johanson will look for a way to do that. Dottie Long said she placed an order for MLD sweatshirts, long sleeve shirts, caps, and beach towels. ***Kristi Garofalo will put a note in the DMAIL when the items are available for purchase as Christmas gifts.*** Concerns about trash on the Lower Beach were brought up; ***Bob Long will work with Don Drew to take care of the issue.***

Action Items Review:

- **Bob Long:** *can't increase Lodge band width at this time-Consolidated can't do it and Spectrum doesn't go to the Lodge; approved paid leave policy changes made to employee manual; contacted NHMA for hybrid meeting guidance; signed Nobis Engineering agreement Amendment #5; working with Don Drew on the permanent grills for Rec; visited the Hearn property to investigate inlet concerns.*
- **Mike Roberts:** *checked with NHDES on inlet concerns and was told dredging wouldn't be approved, will continue to research; possible pool zoning ordinance amendment is in process.*

Old Business:

Pinkerton Email: Bob Long said he plans to meet with John Pinkerton to get more information about the suggestion to use the Lodge as a brewery/tourist attraction. The other Commissioners indicated their willingness to hear more and to call a special meeting if needed.

New Business: NONE

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 7:20 pm.

Respectfully submitted,
Kristi Garofalo

Mountain Lakes District Fund Report

As of October 31, 2020

BANK ACCOUNTS *

Account Type	Account Name	Rate	Balance **	
Checking	WGSB-Mountain Lakes District - General Op/General Fund	0.10%	\$20,513.42	
Investment Acct	NHPDIP - Mountain Lakes District - Gen Op Fund - 0001	1.89%	\$10,472.32	YTD \$236.28
Checking	WGSB-Mountain Lakes Water Department - Water Fund	0.10%	\$4,455.68	
Investment Acct	NHPDIP - Mountain Lakes District - Water Fund - 0002	1.89%	\$60,837.39	YTD \$220.66
Checking	WGSB-Mountain Lakes Recreation - Rec Revolving Account	0.10%	\$948.52	
			TOTAL	\$97,227.33

TRUSTEE ACCOUNTS ***

Account Type	Account Name	Rate	Balance	
Capital Reserve Fund	Mountain Lakes Recreational Facilities	2.20%	\$4,732.33	
Capital Reserve Fund	Mountain Lakes Facility Maint, Improvement, & Equipment	2.20%	\$14,310.58	
Capital Reserve Fund	Mountain Lakes Water Dept. Capital Improvement & Maintenance	2.20%	\$3,875.01	
Capital Reserve Fund	Mountain Lakes Water Emergency Fund	2.20%	\$8,673.82	
Capital Reserve Fund	Mountain Lakes General Op Legal Expenses	2.20%	\$3,362.22	
Capital Reserve Fund	Mountain Lakes Planning Board Legal Expenses	2.20%	\$2,255.91	
Capital Reserve Fund	Mountain Lakes Forestry Management Fund	2.20%	\$3,217.65	
Capital Reserve Fund	Mountain Lakes Planning Docs Update	2.20%	\$2,038.27	
Capital Reserve Fund	Mountain Lakes District Vehicle Purchase, Maint. & Equip	2.20%	\$83.03	
Capital Reserve Fund	Mountain Lakes Future Dam Projects	2.20%	\$8,860.80	
Capital Reserve Fund	Mountain Lakes Office Software	2.20%	\$6,082.62	
Capital Reserve Fund	Mountain Lakes District Infrastructure	2.20%	\$987.61	
			TOTAL	\$58,479.85

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 District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending October 31, 2020

	2020 Year to Date	2020 Budget	Balance Remaining	Percent Remaining
Revenues				
4002-1 - BUILDING PERMITS	\$ 805.00	500.00	(305.00)	(61.00)
4003-1 - BATH RECREATION FEES	500.00	1,000.00	500.00	50.00
4005-1 - INTEREST REVENUE	261.13	50.00	(211.13)	(422.26)
4006-3 - LODGE RENTAL INCOME	850.00	2,500.00	1,650.00	66.00
4012-2 - BOAT RENTALS REVENUE	0.00	1,000.00	1,000.00	100.00
4015-1 - MISC. REVENUE-GEN OP	60.00	100.00	40.00	40.00
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	118,727.63	236,460.00	117,732.37	49.79
Expenditures				
5002-1 - COMMISSIONER	6,750.00	9,000.00	2,250.00	25.00
5004-1 - TREASURER	562.50	750.00	187.50	25.00
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	1,748.00	3,500.00	1,752.00	50.06
5010-1 - DISTRICT ADMIN.	18,345.60	23,845.00	5,499.40	23.06
5012-1 - MAINTENANCE MANAGER	26,596.54	32,591.00	5,994.46	18.39
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	3,756.27	4,800.00	1,043.73	21.74

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending October 31, 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	1,943.54	2,740.00	796.46	29.07
5046-1 - LIABILITY INSURANCE	1,889.50	1,890.00	0.50	0.03
5048-1 - OFFICE SOFTWARE	1,467.11	1,500.00	32.89	2.19
5049-1 - OFFICE SUPPLIES	1,756.89	2,500.00	743.11	29.72
5051-1 - PHONE/INTERNET-GEN OP	2,783.35	3,200.00	416.65	13.02
5051-2 - PHONE-REC POOL	0.00	250.00	250.00	100.00
5051-3 - PHONE/INTERNET-LODGE	1,166.04	1,200.00	33.96	2.83
5052-1 - ELECTRICITY-GEN OP	3,058.32	3,900.00	841.68	21.58
5052-2 - ELECTRICITY-REC	210.55	1,200.00	989.45	82.45
5052-3 - ELECTRICITY-LODGE	748.64	1,200.00	451.36	37.61
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/REGISTRTRNS-GENOP	1,458.27	1,800.00	341.73	18.99
5064-1 - FACILITY OPER-GEN OP	3,943.92	7,000.00	3,056.08	43.66

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending October 31, 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	1,490.56	1,500.00	9.44	0.63
5065-1 - SNOWPLOW/MOWING-GENOP	2,775.00	3,400.00	625.00	18.38
5065-3 - SNOWPLOW/MOWING-LODGE	2,215.00	2,200.00	(15.00)	(0.68)
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	585.99	1,200.00	614.01	51.17
5082-2 - BEACH/POOL MAINT.	9,711.25	12,000.00	2,288.75	19.07
5096-1 - PLANNING BOARD	20.75	500.00	479.25	95.85
Total Expenditures	170,690.68	226,460.00	55,769.32	24.63
Excess Revenues Over Expenditures	<u>(\$ 51,963.05)</u>	226,460.00	(174,496.95)	(77.05)

Mountain Lakes Water Department

Budgeted Statement of Revenues and Expenditures

For the Months Ending October 31, 2020

	2020 Year to Date	2020 Budget	Balance Remaining	Percent Remaining
Revenues				
2-4003 - WD HOOKUPS	\$ 2,400.00	\$ 1,200.00	(1,200.00)	(100.00)
2-4005 - WD INTEREST REVENUE	4,228.42	750.00	(3,478.42)	(463.79)
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	190,809.67	193,155.00	2,345.33	1.21
Expenditures				
2-5010 - WD DISTRICT ADMIN	12,230.40	15,781.00	3,550.60	22.50
2-5014 - WD PROF SERVICES-CPA	0.00	1.00	1.00	100.00
2-5039 - WD FICA EXPENSE	2,293.51	2,900.00	606.49	20.91
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	1,295.73	1,825.00	529.27	29.00
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	1,891.66	1,500.00	(391.66)	(26.11)
2-5051 - WD TELEPHONE	784.28	1,200.00	415.72	34.64
2-5052 - WD ELECTRICITY	9,122.85	12,000.00	2,877.15	23.98
2-5054 - WD FUEL/PROPANE	666.69	1,000.00	333.31	33.33
2-5060 - WD CONSULT/TRAIN	190.00	400.00	210.00	52.50
2-5062 - WD FEES/REGISTRATION	5,542.78	2,800.00	(2,742.78)	(97.96)
2-5064 - WD FACILITY MAINT	7,508.00	7,000.00	(508.00)	(7.26)
2-5074 - WD TRUCK EXPENSES	1,352.00	2,000.00	648.00	32.40
2-5078 - WD EQUIP PURCH/MAINT	1,000.00	1,500.00	500.00	33.33
2-5094 - WWL WATER PURCHASES	49,003.50	60,500.00	11,496.50	19.00
2-5096 - WD CONTRACT LABOR	33,867.34	38,500.00	4,632.66	12.03
2-5097 - WD WATER ASSISTANT	0.00	1,000.00	1,000.00	100.00
2-5098 - WD WATER DEPT MANAGER	15,731.04	21,573.00	5,841.96	27.08
2-5099 - WD BATH SERVICE FEE	3,183.00	3,183.00	0.00	0.00
Total Expenditures	162,760.79	193,155.00	30,394.21	15.74
Excess Revenues Over Expenditures	\$ 28,048.88	\$ 193,155.00	165,106.12	85.48