

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING AGENDA
January 10, 2022**

Call to Order

Roll Call

Approval of Minutes

- **Commissioners Meeting – December 14, 2021**

District Business

- **Approval of Manifests from December 15, 2021 to January 10, 2022**
- **Review of District Financial Reports & Water Collection Report**
- **2022 Commissioner Meeting Schedule**
- **Staff Search Update**
- **Asset Management Project**
- **2022 Budget Presentation**

Maintenance Update

Water Committee Update

Planning Board Update

Recreation Committee Update

Commissioners Action Items Review

Old Business:

New Business:

- **Proposed Cell Tower**
- **RSA 91-A:3 Amendment re: Non-Public Meetings**
- **Person of the Year 2022**

Adjournment

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
At the District Office with Zoom Access
December 14, 2021
*UNAPPROVED***

Call to Order: Chair Bob Long called the meeting to order at 6:01 pm.

Roll Call:

Board Members: Bob Long, Mike Roberts and Mark Johanson

Public Present In-Person: Linda Johanson, Dottie Long and Fred Garofalo

Public Present via Zoom: Laraine King

Bob Long led those assembled in a moment of silence for Wayne Fortier who recently passed away.

Approval of Minutes:

- **Nov. 15 Meeting:** Mike Roberts moved to approve; Mark Johanson seconded and motion passed.

District Business:

- **Manifests:** Mark Johanson moved to approve manifests from Nov. 16 to Dec. 14, 2021. Mike Roberts seconded and motion passed.
- **Financials and Water Bill Report:** The Commissioners reviewed the financial reports and the water bill collection report showing \$197,586.52 in water payments received since April 1, 2021. Laraine King asked why line 2-5064 WD Facility Maintenance is running over budget. Kristi Garofalo responded that the high number of new home water hook-ups led to increased parts purchases. The Commissioners discussed increasing the water hook-up fee to \$1,500 and will consider an article in the 2022 warrant to make that change to the water tariff. The Commissioners also discussed cash flow concerns since tax bills and MLD's payment from the Town may be delayed. ***Kristi Garofalo will monitor the situation closely and inform the Commissioners if a tax anticipation note might be needed.***

Maintenance Update: Bob Long reported the search to fill the facilities and water manager position is ongoing and they are waiting on further responses to ads recently placed. He also said a contract will be signed by Jan. 1 with a cleaning service for the Lodge and Office; in the meantime, one of the summer employees is cleaning after rentals. Bob Long said the causeway slope project (adding rip-rap to the slopes to protect against erosion) is planned for 2022 and Jim Weber from the NH Dam Bureau has approved the plan and drawing. The cost for the project will be about \$10,000 and will come from the Future Dam Project Capital Reserve Fund. Kristi Garofalo asked if the Lodge would be open over Christmas vacation; the Commissioners agreed that due to the lack of snow, the Lodge would not be open over vacation and the ice rink would probably not be set up this winter.

Water Committee Update: Mark Johanson said the Committee planned to meet with Nobis Engineering regarding next steps in the water sourcing project and has pushed that meeting into 2022. He said budget requests are for level funding and all water projects are on hold until a new facilities and water manager is hired. Bob Long said there are ongoing discrepancies between usage data shown by facility meters and the SCADA system that need to be investigated and resolved. He wants to bring the meter and SCADA representatives together to solve the issue and estimates the cost for that project to be about \$7,500. The

Commissioners agreed **Bob Long will take the project to the Budget Committee and Water Committee for their recommendations.**

Planning Board Update: Mike Roberts said the Board met Nov. 18 and approved another new home permit. The next meeting is Dec. 16 and there are no permit applications on the agenda.

Recreation Committee Update: Linda Johanson said the Committee will meet next on Jan. 12 at 4:00 pm (no meeting December). Dottie Long reported the tree-lighting ceremony on Dec. 4 was well-attended and people enjoyed the refreshments, songs and tree lighting on the Office porch. She said she is working on the last MLD logo clothing order for 2021 and hopes to have the items shipped this week. Linda Johanson said the Committee is looking for new members and **Kristi Garofalo said she will do a “volunteer call” in the DMAIL after the first of the year.**

Action Items Review:

Bob Long: wrote letter to homeowners giving 30 days to finish fire cleanup and sent to legal counsel for review; Valley Road lot cleanup in process; vendor agreement signed for tech services; contacted Haverhill Road agent to confirm Killer Hill is open to two-way traffic; job opening posted on online sites; cleaning service found and will start Jan. 1; contacting Town about removing sings in process; search for Lodge Attendant in process.

Mark Johanson: notice put in DMAIL to contact NH Fish & Game if residents have concerns about illegal hunting; continuing research on products and application methods for bug remediation for District beaches with input from NH DES.

Old Business: NONE

New Business:

- **District Boundaries:** Haverhill selectman Fred Garofalo said the selectboard recently discussed boundary questions that might have affected all of the Town’s districts. He said the selectboard held a special meeting on the issue, reviewed the opinion of legal counsel, and voted to take no future action on Town/district boundary issues.
- **Asset Management Plan:** Bob Long said NH DES had a lot of useful information on how to put together an asset management plan (AMP) for the Water Department and noted the Jan. 7, 2022 deadline to apply for the AMP grant. After discussion, the Commissioners agreed MLD should prepare in 2022 to apply for an AMP grant in January 2023.
- **Job Ads:** After discussion, the Commissioners agreed **Kristi Garofalo will schedule the facility and water manager ads to run again in two issues each of the four newspapers starting after Christmas. Kristi Garofalo will also renew the ads on NHMA and NH Job Works, investigate whether Vermont has similar job boards, and place ads on those boards if available.**

Bob Long moved to adjourn; Mark Johanson seconded. Motion passed and the meeting adjourned at 6:56pm.

Respectfully submitted,
Kristi Garofalo

2022 BOARD MEETING SCHEDULE

HAVERHILL BOARD MEETING DATES	MLD COMMISSIONER MEETING DATES	CONFLICT?	ALTERNATE MLD DATE
January 3 Jan. 18 (Tues.) January 31	JANUARY 10	NO	N/A
February 14 February 28	FEBRUARY 14 Note: also MLD 2022 Budget Hearing	YES	TUESDAY, FEB. 15
March 14 March 28	MARCH 14	YES	TUESDAY, MAR. 15
April 11 April 25	APRIL 11	YES	TUESDAY, APR. 12
May 9 May 23	MAY 9	YES	TUESDAY, MAY 10
June 6 June 20	JUNE 13	NO	N/A
July 5 (Tues.) July 18	JULY 11 (Not Sat. Mtg)	NO	N/A
August 1 August 15 August 29	AUGUST 8 (Not Sat. Mtg)	NO	N/A
September 12 September 26	SEPTEMBER 12	YES	TUESDAY, SEPT. 13
Oct. 11 (Tues.) October 24	OCTOBER 10	NO BUT Oct. 10 is holiday	WED., OCT. 12
November 7 November 21	NOVEMBER 14	NO	N/A
December 5 December 19	DECEMBER 12	NO	N/A



Kristi Garofalo <mldadmin@mountainlakesnh.com>

New 91-A requirement as of 1/1/22

1 message

C. Christine Fillmore <CFillmore@dwmlaw.com>

Mon, Jan 3, 2022 at 9:52 AM

To: "Bob Long (boblong56@gmail.com) (boblong56@gmail.com)" <boblong56@gmail.com>, Kristi Garofalo <MLDAdmin@mountainlakesnh.com>

Good morning and Happy New Year!

One of the bills that passed the last legislative session (HB 108) included an amendment to RSA 91-A:3, III requiring all public bodies to create and maintain a list of all nonpublic sessions for which the minutes were fully or partially sealed. The list is to be made available "as soon as practicable" for public disclosure, including the name of the public body, date and time of nonpublic session, specific reason under RSA 91-A:3, II for that nonpublic session, date of vote to seal minutes, and date of subsequent vote to unseal minutes (if any).

I suggest a table or excel spreadsheet template is created with these headings and given to each municipal board/commission/committee to have on hand and fill-in as needed.

Happy to answer any questions.

Here is the new language in RSA 91-A:3, III:

For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the date of any subsequent decision, if any, to make the minutes or decisions available for public disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.

Regards,

Christine

C. Christine Fillmore