

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING AGENDA
November 15, 2021**

Call to Order

Roll Call

Approval of Minutes

- **Commissioners Meeting – Oct. 13, 2021**
- **Commissioners Special Meeting – Oct. 27, 2021**

District Business

- **Approval of Manifests from October 14 to November 15, 2021**
- **Review of District Financial Reports & Water Collection Report**

Maintenance Update

Water Committee Update

Planning Board Update

Recreation Committee Update

Commissioners Action Items Review

Old Business:

New Business:

Adjournment

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
At the District Office with Zoom Access October 13, 2021
*UNAPPROVED***

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

Roll Call:

Board Members: Commissioners Bob Long, Mike Roberts and Mark Johanson

Public Present In-Person: Ken King, Laraine King, Robert Roudebush, Brian Loutrel, Mike Bonanno, Polly Bonanno, Dottie Long; Linda Johanson joined after the meeting started.

Public Present via Zoom: Linda Johanson, Mary Houde, and Chris Cox.

Approval of Minutes:

- **Sept. 14 Meeting:** Mike Roberts moved to approve; Mark Johanson seconded and motion passed.
- **Sept. 22 Special Meeting:** Mark Johanson moved to approve; Mike Roberts seconded and motion passed.

District Business:

- **Manifests:** Mike Roberts moved to approve manifests from Sept. 15 to Oct. 14, 2021. Mark Johanson seconded and motion passed.
- **Financials and Water Bill Report:** The Commissioners reviewed the financial reports and the water bill collection report showing \$191,696.40 in water payments received since April 1, 2021.
- **Safety Zone Signs:** Bob Long made a motion to remove "Safety Zone" signs that were recently put up in the District, noting the decision to post them was done outside of normal procedure. Mark Johanson seconded and the motion passed. The Commissioners noted the intent of the signs was not to change the law or create new ones; rather they were intended to let people know that, according to RSA 644:13, there were areas in the District where firearms should not be discharged. Concerns were shared about gunfire noise and a couple of near misses in populated areas. Bob Long suggested contacting NH Fish & Game to get their recommendation on the best way to handle the issue. After discussion, it was agreed ***Mark Johanson will contact NH Fish & Game for their input.***

Maintenance and Water Committee Update: Mark Johanson said most of the recent Water Committee meeting was devoted to discussion of finding a replacement for Water/Maintenance Project Manager Don Drew. Mark Johanson said the Committee agreed to pull back on planned projects until a replacement is hired. They also reviewed the job listing provided by Bob Long and agreed no changes were needed; and several Committee members volunteered to be on a search committee if one is formed. Water usage was reported to be between 22,00 to 25,000 gallons per day, with higher usage over the holiday weekend.

Planning Board Update: Mike Bonanno said the building boom is continuing and the Board will consider permits for one new home and one addition at their next meeting. He asked if there was an update on when the January house fire homeowners would start clean-up of their lot. Bob Long noted he spoke to the homeowner recently and was told cleanup will start soon. Bob Long said he talked to the surveyor concerned with a Lakeside lot boundary issue and was told the boundary pin is where it should be now. The Commissioners discussed the limited responses to the second zoning officer opening; Mike Roberts recommended running the ad again and all agreed. Bob Long said he did some research after speaking to a homeowner concerned about a new beaver dam and found a beaver dam does not affect the water flow volume and actually helps filter the water before it reaches the Lakes. An unsightly recently cleared lot on

Valley Road was brought up and Mike Bonanno noted the zoning ordinance prohibits changing the characteristics of the land. **Bob Long will look into the issue and the District's options.**

Recreation Committee Update: Linda Johanson said the Committee sponsored the District Yard Sale, Adult Social and Pancake Breakfast over Columbus Day weekend and all three were successful. She said receipts for expenses will be turned in to the Office by the end of the week and the Committee is working on 2022 budget requests. The Tailgate Trick or Treat will be on Oct. 23 and the Committee is sponsoring a tree-lighting ceremony on Dec. 4 at 7:00pm which is a new event. Their next meeting is Nov. 17 at 4:00 pm.

Action Items Review:

*Bob Long: finding a Lodge Attendant for winter is in process; he contacted Haverhill about the new permit procedure and that is in process; contacted the January fire homeowners and was told clean-up should start soon. **After discussion, it was agreed Bob Long will look for a cleaning person for the Lodge who could also handle trash disposal.***

Mark Johanson: working on bug remediation research for District beaches.

Old Business: NONE

New Business:

- **Search Committee:** Bob Long shared a draft of a job listing for the Facilities Maintenance Manager/Water Operator position and no changes were noted. **Bob Long will post the opening on Indeed.com and ZipRecruiter; Kristi Garofalo will post it on the NHMA website and NH JobWorks.** After discussion, the Commissioners agreed to wait for responses to the listings before placing newspaper ads. **Kristi Garofalo will update the Commissioners regarding the listing responses and further action will be decided at that point.** The Commissioners also discussed the need for a search committee to fill the position and decided a committee was not needed at this time.
- **Correspondence – Woodsville Water & Light:** The Commissioners reviewed a letter from WW&L notifying the District of a rate increase. Starting Jan.1, 2022, the base charge will increase from \$1,925 to \$1,950 and the per 1,000 gallon rate will increase from \$7.71 to \$7.96, which is a 3.25% increase.
- **Other:** Brian Loutrel asked if Killer Hill was open. After discussion, it was agreed **Bob Long will contact Road Agent Colton Grant to see if road is ready for two-way travel and Kristi Garofalo will put a note in the DMAIL next week if it is open.** Brian Loutrel asked if ATV travel on District roads was done for the year; the Commissioners said the select board's vote ended the trial period on Oct. 1 and the select board will review the past season to make decisions about the future. Brian Loutrel noted the ad hoc tech committee previously discussed the need for IT tech support services. He asked if the Commissioners wanted to pursue the subject and what services might be needed. After discussion, it was agreed **Brian Loutrel and Kristi Garofalo will meet to determine needed services and gather proposals from possible vendors.** A suggestion was made to put a note in the DMAIL with state hunting regulation info and reminding residents of the need for caution during hunting season. After discussion, it was agreed **Bob Long will put together information for Kristi Garofalo to include in the next DMAIL.**

Bob Long moved to adjourn; Mark Johanson seconded and motion passed. The meeting adjourned at 7:22pm.

Respectfully submitted,
Kristi Garofalo

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS SPECIAL MEETING
At the District Office and via Zoom
October 27, 2021
*UNAPPROVED***

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

Roll Call:

Board Members: Commissioners Bob Long and Mark Johanson were present in-person; Commissioner Mike Roberts was present via Zoom.

Public Present In-Person: None

Public Present via Zoom: None

Cleaning Services:

The Commissioners reviewed and discussed two written proposals for cleaning the office building weekly and the Lodge on a regular basis and after each rental. After discussion, Bob Long made motion to hire Deb's Cleaning Service of Benton at \$30 per hour and subject to receipt of proof of insurance. Mark Johanson seconded. Roll Call Vote: Bob Long-Aye, Mike Roberts-Aye, Mark Johanson-Aye; motion passed.

Non-Public Session:

Bob Long moved to enter non-public session under RSA 91:A:3, II (b); Mark Johanson seconded. Roll Call Vote: Bob Long-Aye, Mike Roberts-Aye, Mark Johanson-Aye; motion passed and the Commissioners entered non-public session at 6:16pm.

Public session reconvened at 6:39pm. Bob Long moved to seal the minutes of the non-public session; Mark Johanson seconded. Roll Call Vote: Bob Long-Aye, Mike Roberts-Aye, Mark Johanson-Aye; motion passed.

Adjournment:

Bob Long moved to adjourn; Mark Johanson seconded and motion passed. The meeting adjourned at 6:40pm.

Respectfully submitted by,
Kristi Garofalo

Mountain Lakes District Fund Report

As of October 31, 2021

BANK ACCOUNTS *			
Account Type	Account Name	Rate	Balance **
Checking	WGSB-Mountain Lakes District - General Op/General Fund	0.10%	\$27,051.26
Investment Acct	NHPDIP - Mountain Lakes District - Gen Op Fund - 0001	0.20%	\$10,476.72
Checking	WGSB-Mountain Lakes Water Department - Water Fund	0.10%	\$18,754.35
Investment Acct	NHPDIP - Mountain Lakes District - Water Fund - 0002	0.20%	\$10,840.88
Checking	WGSB-Mountain Lakes Recreation - Rec Revolving Account	0.10%	\$2,586.85
TOTAL			\$69,710.06

TRUSTEE ACCOUNTS ***			
Account Type	Account Name	Rate	Balance
Capital Reserve Fund	Mountain Lakes Recreational Facilities	2.20%	\$1,348.59
Capital Reserve Fund	Mountain Lakes Facility Maint, Improvement, & Equipment	2.20%	\$3,383.41
Capital Reserve Fund	Mountain Lakes Water Dept. Capital Improvement & Maintenance	2.20%	\$4,591.87
Capital Reserve Fund	Mountain Lakes Water Emergency Fund	2.20%	\$107.07
Capital Reserve Fund	Mountain Lakes General Op Legal Expenses	2.20%	\$3,623.98
Capital Reserve Fund	Mountain Lakes Planning Board Legal Expenses	2.20%	\$2,921.83
Capital Reserve Fund	Mountain Lakes Forestry Management Fund	2.20%	\$3,214.09
Capital Reserve Fund	Mountain Lakes Planning Docs Update	2.20%	\$2,434.76
Capital Reserve Fund	Mountain Lakes District Vehicle Purchase, Maint. & Equip	2.20%	\$82.87
Capital Reserve Fund	Mountain Lakes Future Dam Projects	2.20%	\$18,832.54
Capital Reserve Fund	Mountain Lakes Office Software	2.20%	\$1,900.94
Capital Reserve Fund	Mountain Lakes District Infrastructure	2.20%	\$8,607.72
Capital Reserve Fund	Mountain Lakes Unfunded Payroll Obligations	2.20%	\$998.76
TOTAL			\$52,048.43

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%	\$34,370.37
Loan (WGSB)	2005 Water Project (maturity 2025)	3.10%	\$100,000.00
Loan (Passumpsic)	2015 Lower Dam Outlet Project (maturity 2035)	2.79%	\$171,397.79
TOTAL			\$305,768.16

* 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 2019 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, 2021

	2021 Year to Date	2021 Budget	Balance Remaining	Percent Remaining
Revenues				
4002-1 - BUILDING PERMITS	\$ 2,685.00	500.00	(2,185.00)	(437.00)
4003-1 - BATH RECREATION FEES	1,500.00	1,000.00	(500.00)	(50.00)
4005-1 - INTEREST REVENUE	42.58	100.00	57.42	57.42
4006-3 - LODGE RENTAL INCOME	1,600.00	2,500.00	900.00	36.00
4012-2 - BOAT RENTALS REVENUE	620.00	1,000.00	380.00	38.00
4015-1 - MISC. REVENUE-GEN OP	141.55	100.00	(41.55)	(41.55)
4016-2 - SNACK REVENUE	2,130.28	2,000.00	(130.28)	(6.51)
4018-1 - BATH WATER SVC FEES	3,159.00	3,159.00	0.00	0.00
4020-1 - TAXES RECD-HAVERHILL	113,156.00	236,218.00	123,062.00	52.10
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues, Gains & Other Support	125,034.41	246,577.00	121,542.59	49.29
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	2,759.75	3,500.00	740.25	21.15
5010-1 - DISTRICT ADMIN	19,549.23	25,034.00	5,484.77	21.91
5012-1 - MAINTENANCE MANAGER	39,998.47	40,265.00	266.53	0.66
5013-1 - MAINTENANCE ASSISTANT	2,361.50	2,400.00	38.50	1.60
5014-1 - PROF. SERVICES - CPA	0.00	1.00	1.00	100.00
5016-2 - REC. PROGRAM DIRECTOR	4,065.15	5,500.00	1,434.85	26.09
5018-2 - LIFEGUARDS	7,584.00	8,500.00	916.00	10.78
5019-2 - SNACK BAR	1,048.05	1,000.00	(48.05)	(4.81)
5020-2 - SNACK ATTENDANTS	5,103.00	4,000.00	(1,103.00)	(27.58)
5022-2 - LODGE ATTENDANT	0.00	1,200.00	1,200.00	100.00

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending October 31, 2021

	2021 Year to Date	2021 Budget	Balance Remaining	Percent Remaining
5026-1 - FICA EXPENSE-GEN OP	5,031.10	4,900.00	(131.10)	(2.68)
5026-2 - FICA EXPENSE-REC	1,076.95	1,900.00	823.05	43.32
5028-1 - UNEMP INSURANCE	500.00	500.00	0.00	0.00
5030-1 - WORKERS COMP	1,754.58	1,755.00	0.42	0.02
5035-1 - WGSB DAM LOAN	3,704.59	7,400.00	3,695.41	49.94
5037-1 - WGBS WATER LOAN	28,875.00	29,000.00	125.00	0.43
5038-1 - PASS LOWER DAM LOAN	16,210.04	16,400.00	189.96	1.16
5042-1 - AUDIT EXPENSE	3,495.90	3,500.00	4.10	0.12
5043-1 - HEALTH INSURANCE	2,345.36	3,120.00	774.64	24.83
5046-1 - LIABILITY INSURANCE	1,594.85	2,052.00	457.15	22.28
5048-1 - OFFICE SOFTWARE	1,495.17	1,500.00	4.83	0.32
5049-1 - OFFICE SUPPLIES	1,575.12	2,000.00	424.88	21.24
5051-1 - PHONE/INTERNET-GEN OP	2,855.61	3,200.00	344.39	10.76
5051-2 - PHONE-REC POOL	162.48	250.00	87.52	35.01
5051-3 - PHONE/INTERNET-LODGE	1,242.08	1,500.00	257.92	17.19
5052-1 - ELECTRICITY-GEN OP	3,383.78	3,900.00	516.22	13.24
5052-2 - ELECTRICITY-REC	1,021.54	1,200.00	178.46	14.87
5052-3 - ELECTRICITY-LODGE	679.55	1,200.00	520.45	43.37
5054-1 - FUEL/PROPANE-GEN OP	1,554.08	2,000.00	445.92	22.30
5054-2 - FUEL/PROPANE-REC	452.44	500.00	47.56	9.51
5054-3 - FUEL OIL-LODGE	2,245.47	4,000.00	1,754.53	43.86
5056-1 - PRINTING/AD-GEN OP	810.95	700.00	(110.95)	(15.85)
5058-1 - WATER CHARGE-GEN OP	600.00	600.00	0.00	0.00
5058-2 - WATER CHARGE-REC	600.00	600.00	0.00	0.00
5058-3 - WATER CHARGE-LODGE	600.00	600.00	0.00	0.00
5060-1 - CONSULT/TRAINNG-GENOP	345.00	350.00	5.00	1.43
5060-2 - CONSULT/TRAINING-REC	0.00	750.00	750.00	100.00
5062-1 - FEES/REGISTRRTNS-GENOP	2,254.00	3,300.00	1,046.00	31.70
5064-1 - FACILITY OPER-GEN OP	7,442.92	7,000.00	(442.92)	(6.33)

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending October 31, 2021

	2021 Year to Date	2021 Budget	Balance Remaining	Percent Remaining
5064-2 - FACILITY OPER-REC	1,563.04	2,000.00	436.96	21.85
5064-3 - FACILITY OPER-LODGE	1,107.98	1,500.00	392.02	26.13
5065-1 - SNOWPLOW/MOWING-GENOP	2,815.00	3,400.00	585.00	17.21
5065-3 - SNOWPLOW/MOWING-LODGE	1,895.00	2,200.00	305.00	13.86
5066-1 - BEAUTIFICATN/WILDLIFE	168.00	2,100.00	1,932.00	92.00
5067-1 - FIREWORKS	3,000.00	3,000.00	0.00	0.00
5068-1 - SPECIAL EVENTS-GENOP	970.16	500.00	(470.16)	(94.03)
5068-2 - SPECIAL EVENTS-REC	435.90	1,000.00	564.10	56.41
5072-3 - EQUIP PUR/MAINT-LODGE	497.14	1,600.00	1,102.86	68.93
5074-1 - MILEAGE	387.09	1,200.00	812.91	67.74
5082-2 - BEACH/POOL MAINT.	3,500.70	3,000.00	(500.70)	(16.69)
5096-1 - PLANNING BOARD	567.61	500.00	(67.61)	(13.52)
Total Expenditures	200,847.83	229,077.00	28,229.17	12.32
Excess Revenues Over Expenditures	(\$ 75,813.42)	229,077.00	(153,263.58)	(66.90)

Mountain Lakes Water Department

Budgeted Statement of Revenues and Expenditures

For the Months Ending October 31, 2021

	2021 Year to Date	2021 Budget	Balance Remaining	Percent Remaining
Revenues				
2-4003 - WD HOOKUPS	\$ 9,600.00	\$ 1,200.00	(8,400.00)	(700.00)
2-4005 - WD INTEREST REVENUE	30.02	750.00	719.98	96.00
2-4019 - WATER REVENUE-DISTRIC	187,392.95	189,000.00	1,607.05	0.85
2-4019B - WATER REVENUE-BATH	11,408.79	12,165.00	756.21	6.22
Total Revenues, Gains & Other Support	208,431.76	203,115.00	(5,316.76)	(2.62)
Expenditures				
2-5010 - WD DISTRICT ADMIN	13,032.82	16,689.00	3,656.18	21.91
2-5014 - WD PROF SERVICES-CPA	0.00	1.00	1.00	100.00
2-5032 - BANK CHARGE	10.00	0.00	(10.00)	0.00
2-5039 - WD FICA EXPENSE	3,122.47	3,000.00	(122.47)	(4.08)
2-5040 - WD LEGAL EXPENSE	89.74	300.00	210.26	70.09
2-5042 - WD AUDIT EXPENSE	3,495.90	3,500.00	4.10	0.12
2-5046 - WD LIABILITY INSURANC	1,594.84	2,052.00	457.16	22.28
2-5047 - WD HEALTH INSURANCE	1,563.59	2,080.00	516.41	24.83
2-5048 - TRANSFER OUT-Cap Imp	4,457.00	4,457.00	0.00	0.00
2-5049 - TRANSFER OUT-WtrEmerg	9,000.00	9,000.00	0.00	0.00
2-5050 - WD OFFICE EXPENSE	1,540.60	1,500.00	(40.60)	(2.71)
2-5051 - WD TELEPHONE	819.99	1,200.00	380.01	31.67
2-5052 - WD ELECTRICITY	9,965.03	12,000.00	2,034.97	16.96
2-5054 - WD FUEL/PROPANE	594.97	1,000.00	405.03	40.50
2-5060 - WD CONSULT/TRAIN	192.40	400.00	207.60	51.90
2-5062 - WD FEES/REGISTRATION	5,024.00	6,000.00	976.00	16.27
2-5064 - WD FACILITY MAINT	7,962.39	7,000.00	(962.39)	(13.75)
2-5074 - WD TRUCK EXPENSES	897.84	2,000.00	1,102.16	55.11
2-5078 - WD EQUIP PURCH/MAINT	855.00	1,500.00	645.00	43.00
2-5094 - WWL WATER PURCHASES	35,146.90	61,000.00	25,853.10	42.38
2-5096 - WD CONTRACT LABOR	32,981.16	38,500.00	5,518.84	14.33
2-5097 - WD WATER ASSISTANT	0.00	0.00	0.00	0.00
2-5098 - WD WATER DEPT MANAGER	26,665.63	26,777.00	111.37	0.42
2-5099 - WD BATH SERVICE FEE	3,159.00	3,159.00	0.00	0.00
Total Expenditures	162,171.27	203,115.00	40,943.73	20.16
Excess Revenues Over Expenditures	\$ 46,260.49	\$ 203,115.00	(249,375.49)	(122.78)