

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

Call to Order

Roll Call

Approval of Minutes

- **Commissioners Meeting – April 12, 2022**

District Business

- **Approval of Manifests from April 13 to May 10, 2022**
- **Review of District Financial Reports & Water Collection Report**
- **Board/Committee Appointments – Tom Mangels, Budget Committee**

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
APRIL 12, 2022
UNAPPROVED

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

Roll Call:

- **Board Members:** Bob Long, Mike Roberts and Mark Johanson present.
- **Public Present In-Person:** John Acker, Robert Roudebush, Linda Johanson, Laraine King, Ken King, Mike Bonanno, Brian Loutrel and Courtney Lantz
- **Public Present via Zoom:** Patricia Brady, Polly Bonanno and Dottie Long

Approval of Minutes:

- **Mar. 15 Regular Meeting:** Mark Johanson moved to approve; Mike Roberts seconded and motion passed.
- **Mar. 26 Annual Meeting:** Mike Roberts moved to approve; Mark Johanson seconded and motion passed.

District Business:

- **Manifests:** Mark Johanson moved to approve manifests from Mar. 16 to Apr. 12, 2022. Mike Roberts seconded and motion passed.
- **Financials & Water Bill Report:** The Commissioners reviewed the financial reports and the water bill collection report showing \$4,250 in water payments received since April 1, 2022. Kristi Garofalo gave updated figures verbally, noting 75 accounts paid since April 1, 2022, with total receipts to date of \$42,840.00.
- **Board Elections & Ex-Officio Roles:** Mark Johanson moved to name Bob Long as Board chair. Mike Roberts seconded and motion passed. After discussion, the Commissioners agreed to keep their current ex-officio assignments: Bob Long-Rec Committee; Mike Roberts-Planning Board and Safety Committee; and Mark Johanson-Water Committee.
- **Board & Committee Appointments:** The Commissioners discussed applications received at the annual meeting from those who wish to serve on District Boards and Committees. Patricia Brady said she will contact Tom Eighthmy about his application to serve on the Water Committee and make a recommendation afterwards. Mike Bonanno said he met with Courtney Lantz and John Acker and recommended them for appointment as full members of the Planning Board. He also recommended Polly Bonanno and Mike Bukowski for appointment as alternate members of the Board. After Discussion, Mike Roberts moved to appoint Courtney Lantz and John Acker as full members of the Planning Board and Polly Bonanno and Mike Bukowski as alternate members of the Planning Board for terms of three years each. Mark Johanson seconded and the motion passed. Kristi Garofalo asked about appointing John Mitchell to the Water Committee. After discussion, the Commissioners put John Mitchell's appointment on hold since he is not a resident of MLD. ***Bob Long will investigate whether John Mitchell can be appointed to the Committee.***

Maintenance Update: Bob Long shared projects Facility & Water Manager John Mitchell is currently working on: wired Lodge for Zoom access for the Annual Meeting, resolved hot water issue at the Lodge, installed AED signage, labeled switches at the Lodge, installed better lighting at pump house, working with local vendor on treatments and state permits for beach bug control, arranged for beach tilling before Opening Day and at least one other time during the summer, working with E-Z Steel to create parts to secure water chamber doors, working with Scott Clang of Granite State Rural Water to identify and maintain water line on Swiftwater Circle, working on French Pond Road pipe hit by plow truck, cleaning store rooms at the Lodge to move water repair parts inventory there, working with SCADA programmer to clear up daily water report issues, made water system maps and will color code for pipe size, valve locations, etc., federal permit for geese depredation approved and supplies ordered to discourage nesting, working on tennis court maintenance and keys, and researching swing set stabilizers to convert the residential set at the Lodge to commercial for District use.

Bob Long said John Mitchell suggested building a landscaped box at the Lodge sign on French Pond Road to level the sign; the Commissioners okayed the project. Bob Long shared District IT contractor Profile Technologies' quote for the office network improvement project and the Commissioners okayed the project. Bob Long shared quotes John Mitchell received

for gas fireplace and propane tank installation at the Lodge; the Commissioners agreed to hold the project for the 2023 budget. Patricia Brady asked if work will be done on the Lodge stairs; **Bob Long and John Mitchell will look at them to see what can be done.**

Water Committee Update: Mark Johanson reported Jim Vernon of Nobis Engineering suggested a site visit of a state-owned site on Route 112 to see if it could be a possible water source. The Commissioners noted several concerns about the site and agreed more discussion was needed before having Jim Vernon move forward on a site visit. Mark Johanson said the Water Committee is working with the Rec Committee to hold an educational open house activity for fall and he and Kristi Garofalo will take part in virtual workshops on water project funding this week. He said he learned about a possible source of funding for the causeway/Upper Lake Dam repair project and gave information to **Bob Long to contact Deborah Loiselle of the Watershed Management Bureau of NH DES for more information.**

Planning Board Update: Mike Bonanno said he will hold orientation for the two new Board members and the Board will consider three applications at their April 21 meeting. The Commissioners discussed the deadline approaching for cleanup of the lot where the Foldeak home burned in January 2021 and agreed that if the deadline is not met, legal counsel would be directed to send a lawyer's letter daily fines would start.

Recreation Committee Update: Linda Johanson reported the Committee is looking to have new canoe/kayak racks built on the beach and charge rent for residents to store boats there. The Committee will meet April 20 (date change from April 13) and their next event is the Road Clean Up on April 30 from 9:00-10:00AM. They will have a Fun Run/Walk with Haverhill Parks & Rec in May. They plan to purchase two picnic tables for the smaller beaches and a fire pit for residents to reserve for beach use. 2022 Opening Day will be June 18 and they will have free hot dogs and a DJ to celebrate.

Action Items Review:

Mark Johanson: contacted Vertex Towers, they need possible tower locations to review, **Mark Johanson will give them Monteau, the chambers area and possibly one other location to research;** gave research on beach-friendly bug control methods to John Mitchell; they are working with vendor on viable methods.

Bob Long: Hot water issue at Lodge resolved; quotes for Lodge fireplace done; working on resolving SCADA discrepancies, owner of Valley Road parcel will build or sell this spring; tax sale sign project in process.

Old Business: NONE

New Business:

- **ATVs on MLD Roads:** It was noted ATVs have been on MLD roads, but they are not allowed until May 1. Residents were advised to notify Haverhill Police Department if out-of-season riders are seen.
- **MLD Road Conditions:** Bob Long said the Town is doing their best but this year's mud season is unprecedented. After discussion, it was agreed Bob Long will contact Road Agent Colton Grant to see when work can be done on MLD roads.
- **Lake Usage Request – Grafton County Nursing Home:** The Commissioners reviewed a request to bring 4-6 people to the beach most likely 2 or 3 times in the season. They approved similar requests in past years and all went well. The Commissioners agreed to the request and **Kristi Garofalo will contact Grafton County Nursing Home with the approval.**

Bob Long moved to enter non-public session under RSA 91-A:3,II(c); Mark Johanson seconded. Motion passed and the Commissioners entered non-public session at 7:45pm. Mike Roberts moved to leave non-public session. Mark Johanson seconded; motion passed and public session reconvened at 8:15pm. Mark Johanson moved to seal the minutes of the non-public session; Mike Roberts seconded and the motion passed.

Mike Roberts moved to adjourn the meeting; Mark Johanson seconded. Motion passed and meeting adjourned at 8:16pm.

Respectfully submitted,
Kristi Garofalo

Mountain Lakes District Fund Report

As of April 30, 2022

BANK ACCOUNTS *			
Account Type	Account Name	Rate	Balance **
Checking	WGSB-Mountain Lakes District - General Op/General Fund	0.10%	\$20,137.19
Investment Acct	NHPDIP - Mountain Lakes District - Gen Op Fund - 0001	0.02%	\$477.14
Checking	WGSB-Mountain Lakes Water Department - Water Fund	0.10%	\$53,413.33
Investment Acct	NHPDIP - Mountain Lakes District - Water Fund - 0002	0.02%	\$841.45
Checking	WGSB-Mountain Lakes Recreation - Rec Revolving Account	0.10%	\$2,143.34
TOTAL			\$77,012.45

TRUSTEE ACCOUNTS ***			
Account Type	Account Name	Rate	Balance
Capital Reserve Fund	Mountain Lakes Recreational Facilities	2.20%	\$1,342.42
Capital Reserve Fund	Mountain Lakes Facility Maint, Improvement, & Equipment	2.20%	\$9,382.56
Capital Reserve Fund	Mountain Lakes Water Dept. Capital Improvement & Maintenance	2.20%	\$11,691.87
Capital Reserve Fund	Mountain Lakes Water Emergency Fund	2.20%	\$6,128.36
Capital Reserve Fund	Mountain Lakes General Op Legal Expenses	2.20%	\$3,370.27
Capital Reserve Fund	Mountain Lakes Planning Board Legal Expenses	2.20%	\$3,388.19
Capital Reserve Fund	Mountain Lakes Forestry Management Fund	2.20%	\$3,211.83
Capital Reserve Fund	Mountain Lakes Planning Docs Update	2.20%	\$2,933.07
Capital Reserve Fund	Mountain Lakes District Vehicle Purchase, Maint. & Equip	2.20%	\$82.73
Capital Reserve Fund	Mountain Lakes Future Dam Projects	2.20%	\$28,821.19
Capital Reserve Fund	Mountain Lakes Office Software	2.20%	\$6,896.95
Capital Reserve Fund	Mountain Lakes District Infrastructure	2.20%	\$13,080.08
Capital Reserve Fund	Mountain Lakes Unfunded Payroll Obligations	2.20%	\$4,514.04
TOTAL			\$94,843.56

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%	\$31,245.37
Loan (WGSB)	2005 Water Project (maturity 2025)	3.10%	\$100,000.00
Loan (Passumpsic)	2015 Lower Dam Outlet Project (maturity 2035)	2.79%	\$166,007.64
TOTAL			\$297,253.01

* 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 2020 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 April 30, 2022

	2022 Year to Date	2022 Budget	Balance Remaining	Percent Remaining
Revenues				
4002-1 - BUILDING PERMITS	\$ 985.00	800.00	(185.00)	(23.13)
4003-1 - BATH RECREATION FEES	0.00	1,000.00	1,000.00	100.00
4005-1 - INTEREST REVENUE	15.69	100.00	84.31	84.31
4006-3 - LODGE RENTAL INCOME	2,550.00	2,500.00	(50.00)	(2.00)
4012-2 - BOAT RENTALS REVENUE	0.00	1,000.00	1,000.00	100.00
4015-1 - MISC. REVENUE-GEN OP	63.96	100.00	36.04	36.04
4016-2 - SNACK REVENUE	0.00	2,000.00	2,000.00	100.00
4018-1 - BATH WATER SVC FEES	0.00	2,960.00	2,960.00	100.00
4020-1 - TAXES RECD-HAVERHILL	0.00	275,969.00	275,969.00	100.00
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Total Revenues, Gains & Other Support	3,614.65	286,429.00	282,814.35	98.74
Expenditures				
5002-1 - COMMISSIONER	2,250.00	9,000.00	6,750.00	75.00
5004-1 - TREASURER	187.50	750.00	562.50	75.00
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	973.75	5,000.00	4,026.25	80.53
5010-1 - DISTRICT ADMIN	8,230.18	26,884.00	18,653.82	69.39
5012-1 - FACILITY MANAGER	6,201.20	32,665.00	26,463.80	81.02
5013-1 - MAINTENANCE ASSISTANT	0.00	3,000.00	3,000.00	100.00
5014-1 - PROF. SERVICES - CPA	0.00	1.00	1.00	100.00
5015-1 - TECH SUPPORT SERVICES	1,139.50	2,250.00	1,110.50	49.36
5016-2 - REC. PROGRAM DIRECTOR	0.00	5,500.00	5,500.00	100.00
5018-2 - LIFEGUARDS	0.00	13,500.00	13,500.00	100.00
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	892.50	1,200.00	307.50	25.63

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending April 30, 2022

	2022 Year to Date	2022 Budget	Balance Remaining	Percent Remaining
5026-1 - FICA EXPENSE-GEN OP	1,137.16	4,400.00	3,262.84	74.16
5026-2 - FICA EXPENSE-REC	68.29	1,900.00	1,831.71	96.41
5028-1 - UNEMP INSURANCE	465.60	500.00	34.40	6.88
5030-1 - WORKERS COMP	1,458.83	2,153.00	694.17	32.24
5035-1 - WGSB DAM LOAN	0.00	7,200.00	7,200.00	100.00
5037-1 - WGBS WATER LOAN	0.00	28,100.00	28,100.00	100.00
5038-1 - PASS LOWER DAM LOAN	8,105.02	16,300.00	8,194.98	50.28
5042-1 - AUDIT EXPENSE	0.00	3,625.00	3,625.00	100.00
5043-1 - HEALTH INSURANCE	1,843.17	9,000.00	7,156.83	79.52
5044-1 - NH RETIREMENT	630.17	4,600.00	3,969.83	86.30
5046-1 - LIABILITY INSURANCE	0.00	2,301.00	2,301.00	100.00
5048-1 - OFFICE SOFTWARE	1,200.15	1,500.00	299.85	19.99
5049-1 - OFFICE SUPPLIES	427.30	2,000.00	1,572.70	78.64
5051-1 - PHONE/INTERNET-GEN OP	1,139.53	3,200.00	2,060.47	64.39
5051-2 - PHONE-REC POOL	0.00	250.00	250.00	100.00
5051-3 - PHONE/INTERNET-LODGE	485.60	1,500.00	1,014.40	67.63
5052-1 - ELECTRICITY-GEN OP	1,300.57	3,900.00	2,599.43	66.65
5052-2 - ELECTRICITY-REC	82.71	1,200.00	1,117.29	93.11
5052-3 - ELECTRICITY-LODGE	331.56	1,200.00	868.44	72.37
5054-1 - FUEL/PROPANE-GEN OP	1,117.32	2,400.00	1,282.68	53.45
5054-2 - FUEL/PROPANE-REC	0.00	600.00	600.00	100.00
5054-3 - FUEL OIL-LODGE	3,712.48	4,200.00	487.52	11.61
5056-1 - PRINTING/AD-GEN OP	967.50	700.00	(267.50)	(38.21)
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	892.17	2,350.00	1,457.83	62.04
5060-2 - CONSULT/TRAINING-REC	0.00	750.00	750.00	100.00
5062-1 - FEES/REGISTRRTNS-GENOP	665.00	3,300.00	2,635.00	79.85

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending April 30, 2022

	2022 Year to Date	2022 Budget	Balance Remaining	Percent Remaining
5064-1 - FACILITY OPER-GEN OP	4,781.92	8,600.00	3,818.08	44.40
5064-2 - FACILITY OPER-REC	423.98	2,000.00	1,576.02	78.80
5064-3 - FACILITY OPER-LODGE	2,361.85	3,100.00	738.15	23.81
5065-1 - SNOWPLOW/MOWING-GENOP	1,607.50	3,400.00	1,792.50	52.72
5065-3 - SNOWPLOW/MOWING-LODGE	880.00	2,200.00	1,320.00	60.00
5066-1 - BEAUTIFICATN/WILDLIFE	0.00	2,100.00	2,100.00	100.00
5067-1 - FIREWORKS	0.00	3,000.00	3,000.00	100.00
5068-1 - SPECIAL EVENTS-GENOP	296.72	500.00	203.28	40.66
5068-2 - SPECIAL EVENTS-REC	131.19	1,000.00	868.81	86.88
5072-3 - EQUIP PUR/MAINT-LODGE	415.00	1,600.00	1,185.00	74.06
5074-1 - MILEAGE	58.11	1,200.00	1,141.89	95.16
5082-2 - BEACH/POOL MAINT.	0.00	3,000.00	3,000.00	100.00
5096-1 - PLANNING BOARD	0.00	800.00	800.00	100.00
Total Expenditures	58,911.03	248,429.00	189,517.97	76.29
Excess Revenues Over Expenditures	(\$ 55,296.38)	248,429.00	(193,132.62)	(77.74)

Mountain Lakes Water Department

Budgeted Statement of Revenues and Expenditures

For the Months Ending April 30, 2022

	2022 Year to Date	2022 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	9.87	750.00	740.13	98.68
2-4019 - WATER REVENUE-DISTRIC	180,402.94	193,200.00	12,797.06	6.62
2-4019B - WATER REVENUE-BATH	9,641.30	12,560.00	2,918.70	23.24
Total Revenues, Gains & Other Support	191,254.11	207,710.00	16,455.89	7.92
Expenditures				
2-5010 - WD ADMIN ASSISTANT	5,486.79	17,923.00	12,436.21	69.39
2-5014 - WD PROF SERVICES-CPA	0.00	1.00	1.00	100.00
2-5015 - WD TECH SUPPORT SVCS	1,139.50	2,250.00	1,110.50	49.36
2-5032 - WD BANK CHARGE	10.00	0.00	(10.00)	0.00
2-5038 - WD NH RETIREMENT	0.00	3,050.00	3,050.00	100.00
2-5039 - WD FICA EXPENSE	759.94	2,700.00	1,940.06	71.85
2-5040 - WD LEGAL EXPENSE	50.32	300.00	249.68	83.23
2-5042 - WD AUDIT EXPENSE	0.00	3,625.00	3,625.00	100.00
2-5046 - WD LIABILITY INSURANC	0.00	2,301.00	2,301.00	100.00
2-5047 - WD HEALTH INSURANCE	1,228.80	6,000.00	4,771.20	79.52
2-5049 - TRANSFER OUT-WtrEmerg	6,023.00	6,023.00	0.00	0.00
2-5050 - WD OFFICE EXPENSE	1,423.99	2,000.00	576.01	28.80
2-5051 - WD TELEPHONE	395.21	1,200.00	804.79	67.07
2-5052 - WD ELECTRICITY	3,856.48	12,000.00	8,143.52	67.86
2-5054 - WD FUEL/PROPANE	473.99	1,200.00	726.01	60.50
2-5060 - WD CONSULT/TRAIN	0.00	400.00	400.00	100.00
2-5062 - WD FEES/REGISTRATION	2,155.50	6,000.00	3,844.50	64.08
2-5064 - WD FACILITY MAINT	3,698.29	8,000.00	4,301.71	53.77
2-5074 - WD TRUCK EXPENSES	1,262.74	2,000.00	737.26	36.86
2-5078 - WD EQUIP PURCH/MAINT	0.00	1,500.00	1,500.00	100.00
2-5094 - WWL WATER PURCHASES	19,357.40	65,000.00	45,642.60	70.22
2-5096 - WD CONTRACT LABOR	15,500.50	38,500.00	22,999.50	59.74
2-5097 - WD WATER ASSISTANT	0.00	1,000.00	1,000.00	100.00
2-5098 - WD WATER DEPT MANAGER	4,500.80	21,777.00	17,276.20	79.33
2-5099 - WD BATH SERVICE FEE	0.00	2,960.00	2,960.00	100.00
Total Expenditures	67,323.25	207,710.00	140,386.75	67.59
Excess Revenues Over Expenditures	\$ 123,930.86	\$ 207,710.00	(331,640.86)	(159.67)

MOUNTAIN LAKES COMMISSIONERS ACTION ITEM LIST

Last updated: 5/6/2022

Date	ASSIGNED	ACTION ITEM	STATUS	Target Date
04/12/22	Bob	Look into whether John Mitchell can be appointed to the Water Committee as a non resident but working for the district.	In Process	05/10/22
04/12/22	Bob	Stairs at Lodge-talk with John Mitchell about replacing the stairs as they are uneven.	In Process	05/10/22
04/12/22	Bob	Contact Deborah Loiselle of the Watershed Management Bureau to see if there is any available funding for the causway project	In Process	05/10/22
04/12/22	Mark	Contacted Vertex Towers, to provide potential tower locations for a cell tower. (Chambers area and Monteau area)	In Process	05/10/22
03/15/22	Bob	Check on hot water at the lodge and make required repairs	Complete	03/16/22
03/15/22	Bob	Obtain quotes for fireplace at the lodge	In Process	03/25/22
01/10/22	Mark	Contact Vertex representative regarding local cell tower installations.	In Process	02/15/22
02/15/22		No action items		
12/14/21	Bob	Work on resolving pumphouse meter and SCADA discrepancies. Share cost requested of \$7,500 with Budget & Water Committees	In Process	01/10/22
10/13/21	Bob	Look into the issue and the District's options for the Valley Road parcel that was cleared	In Process	11/15/21
03/08/21	Bob	Contact the Town about the requirement to remove signs.	In Process	04/11/21
09/14/21	Bob	Look for a Lodge attendant.	Complete	12/01/22
11/15/21	Bob	Draft a second letter to the homeowners and send it to legal counsel for review.	Complete	12/14/21
09/14/21	Mark	Research effects of using bug spray on the beach	In Process	10/13/21
		Completed Items:		
10/13/21	Bob	Work with Brian Loutrel and Kristi Garofalo to determine needed services and gather proposals from possible vendors.	Complete	11/15/21
10/13/21	Bob	Contact Road Agent Colton Grant to see if road is ready for two-way travel	Complete	11/15/21
10/13/21	Bob	Post the opening on Indeed.com and ZipRecruiter; Kristi Garofalo will post it on the NHMA website and NH	Complete	11/15/21
10/13/21	Bob	Look for a cleaning person for the Lodge and district office-Should have signed contract to begin January 1, 2022	Complete	11/15/21
10/13/21	Mark	Mark Johanson will contact NH Fish & Game for their input regarding illegal hunting within the district	Complete	11/15/21
09/14/21	Bob	Contact the Town regarding the delay in receiving their permits to use in the MLD permit process	Complete	10/06/21
09/14/21	Bob	Follow-up on the letter sent to the family whose home burned in January to see what is planned for the lot cleanup.	Complete	09/21/21
09/22/21	Bob	Develop a draft ad for Water/Maintenance position replacement and share with other Commissioners for their review	Complete	
08/14/21		No Action Items		
07/12/21	Bob	Work with Don on new signage for the basket ball court. Change close time to 9:00 pm and "Police Take Notice"	Complete	08/14/21
07/12/21	Bob	Talk with Don regarding third speed bump in the middle of the causeway and to extend current bumps the entire width of the causeway	Complete	08/01/21
07/12/21	Bob	Contact Brigitte Codling and let her know we reviewed and agreed with the plans for White Mountain Road	Complete	07/13/21
07/12/21	Bob	Check out small beach on White Mountain Road. Talk with Don regarding removing the firepit.	Complete	08/14/21
04/12/21	Bob	Talk to Don Drew about creating more room to store boats	In Process	05/11/21