

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING AGENDA
September 12, 2023**

Meeting Chair: Commissioner Mark Johanson

Call to Order

Roll Call

Approval of Minutes

- **Regular Meeting – August 15, 2023**

District Business

- **Approval of Manifests from August 15 to September 12, 2023**
- **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:

- **Ad Hoc Pool Keycard Committee Report**

New Business:

Adjournment

MOUNTAIN LAKES DISTRICT COMMISSIONERS MEETING
At the District Office with Zoom Access
August 15, 2023
UNAPPROVED

Call to Order: Commissioner Robert Roudebush called the meeting to order at 6:01pm.

Roll Call: Board Members: Bob Long, Mark Johanson and Robert Roudebush present.

- **Public Present In-Person:** Brian Loutrel, Dottie Long, Randy Berenson, Mike Bonanno, Alan Li, Roger Brissette and Lori Brissette
- **Public Present via Zoom:** Ed Rajsteter, Barb & Seth Stanfield, David DiCiccio, Ken Huard, Barbara Keating and Deb Regen.

Approval of Minutes:

- **July 17 Regular Meeting:** Mark Johanson moved to approve; Bob Long seconded. Motion passed.

Rules of Conduct Review: Meeting chair Robert Roudebush reminded all those present of the Meeting Rules of Conduct adopted at a previous meeting.

District Business:

- **Manifests:** Robert Roudebush moved to approve manifests July 18 to August 15, 2023. Mark Johanson seconded and motion passed.
- **Financials & Water Bill Report:** The Commissioners reviewed the monthly financial reports. Randy Berenson questioned the Facility Operations-Lodge line, noting it seemed over budget. Kristi Garofalo explained a Lodge picture window was damaged by the mowers and the mowing contractor paid for its replacement. The expense to purchase and install the new window is included in the line as reported in the financials, but it is offset by the miscellaneous income entry from the contractor's payment. Kristi Garofalo recommended that five delinquent customers on the Water Collection Report receive disconnect notices. After discussion, Robert Roudebush moved to send the five customers disconnect notices. Mark Johanson seconded and the motion passed.

Public Hearing Date to Accept County ARPA Grant Funds: Robert Roudebush said MLD received a grant of \$40,000 from Grafton County's ARPA funds to be used for water line replacement on Bear Road and opened the public hearing for comments on whether to accept the funds. After the commissioners answered a question about how the grant would be used and reported, Robert Roudebush closed the public hearing. Bob Long moved to accept the Grafton County ARPA Fund \$40,000 grant to be used for a water line replacement project on Bear Road. Mark Johanson seconded and the motion passed.

Maintenance Update: Bob Long explained Facility & Water Manager John Mitchell was very busy with FEMA claim work, water issues and other projects and was not able to provide a report. Brian Loutrel asked about grass growing near the Upper Lake beach, noting it was "in the way". **Bob Long and John Mitchell will check it out for future action.** Randy Berenson asked whether the beaches would be tilled again this season. Bob Long said the beaches would not be tilled again since there are only a couple of weeks left in the season.

Water Committee Update: Ed Rajsteter reported the Committee met on August 3 and shared the following water usage numbers for June: the daily high for the month was 41,368 gallons per day; the low was 23,913 gpd and the average daily usage for the month was 32,249 gpd. He also said 73% of the water used came from the infiltration well, the bedrock well provided 9%, and 18% was purchased from Woodsville Water & Light. Ed Rajsteter said the weekly beach E Coli testing has been well within state limits, the VLAP testing was done on August 1 and went well, and a suspicious bloom in the Lower Lake was checked during VLAP testing and found to be non-hazardous and possibly caused by use of fertilizers on nearby lawns. He said the Committee met with the Asset Management Plan consultants on July 25 for a site visit and a project kickoff meeting with the state has been set for Sept. 8. He reported the "Win with Water" Education Day was held Saturday, August 5 with 6-8 people attending.

Planning Board Update: Robert Roudebush reported the Board met on July 20 and discussed the work done by zoning officer Courtney Lantz, noting her enforcement role and the large number of concerns she tracks. He explained the third Notice of Violation step is a “lawyer’s letter” which specifies the violation, details the actions taken to that point and details fines if the violation is not resolved. He noted that in the past a lawyer’s letter has been sufficient to get issues resolved, but legal counsel was recently given the go-ahead to ask for an injunction in one violation case and that was the first time MLD had to take that step.

Recreation Committee Update: Dottie Long reported Evening on the Lake was held with Haverhill Park & Recreation on August 11 and had good weather and a good turnout. The next event is the end-of-season fireworks on Sept. 2 and they will have an Ice Cream Social starting around 7:00PM as people gather for the fireworks. She read a suggestion from Barbara Keating about forming MLD golf teams and possibly having a tournament next year. After discussion, it was agreed that Dottie Long will ask Barbara Keating to head up the golf team project and direct those interested to her. Dottie Long was asked if the Rec Committee needed new members and she replied they were always looking for new members.

Action Items Review: No report available. Mark Johanson reported that right before the meeting a draft lease agreement from Edge Wireless for a tower in MLD was delivered. The Commissioners agreed to review for discussion at the next meeting and in the meantime, ***Kristi Garofalo will send the draft agreement to legal counsel for their review.***

Old Business:

- **Ad Hoc Pool Key Card Committee Report:** Mark Johanson reported on the informational meeting held at the Lodge on July 29 to share the results of the pool use survey and hear public comments on the key card project. He said 18-24 people attended and there was good discussion. He shared the Committee’s recommendations including using Vermont Life Safety to install a key card system and noting MLD needs to update low-voltage wiring, wi-fi and cell coverage, and security cameras around the pool as part of the project. After discussion, it was agreed that ***Mark Johanson will contact VLS for their requirements, then work with John Mitchell to see what is already available. The Committee will be responsible to get quotes for the electrical conduit installation, Spectrum Wi-Fi, and security lighting and cameras to work according to those requirements.*** The Commissioners tabled the issue until the additional info could be reviewed.
- **Office Tech Project:** Brian Loutrel asked about the office tech upgrade project. Bob Long said the equipment is ready to go and part of the Asset Management Plan project so hopefully after the kickoff meeting in September the project will move forward. Brian Loutrel suggested putting the issue on the agenda to be updated monthly. Randy Berenson suggested sharing a project list with the public and Bob Long said the Maintenance Report had that information. Randy Berenson noted those reports were not available two or three times in the last year. After discussion, it was agreed John Mitchell’s recent work load left him no time for the report, but one should be available for the next meeting.

New Business:

- **Non-Public Minutes:** Mike Bonanno asked about the review and release on non-public meeting minutes with a new House Bill recently passed. Bob Long said the new bill is effective 10/3/23 and he is working with legal for clarification and to set up an MLD procedure to review and release.
- **Pool Procedures/Possible Consultant:** Brian Loutrel asked about staff procedure for opening the pool and Bob Long responded that staff members work around the beach until someone arrives at the pool. Brian Loutrel asked about future pool replacement and Bob Long noted a new capital reserve fund was started at the 2023 annual meeting for that purpose. Randy Berenson suggested hiring a pool consultant rather than pool companies to gather information on pool type, location, and the best fit for MLD, in order to help make the decision when the time for replacement comes.

Public Comments: NONE

Board Comments: NONE

Adjournment: Mark Johanson moved to adjourn; Bob Long seconded. Motion passed and the meeting adjourned at 7:15pm. Next meeting: Tuesday, September 12 at 6:00 PM. Mark Johanson will chair the meeting.

Respectfully submitted,
Kristi Garofalo

Mountain Lakes District Fund Report

As of August 31, 2023

BANK ACCOUNTS *			
Account Type	Account Name	Rate	Balance **
Checking	WGSB-Mountain Lakes District - General Op/General Fund	0.10%	\$36,682.03
Investment Acct	NHPDIP - Mountain Lakes District - Gen Op Fund - 0001	5.25%	\$11,215.39
Checking	WGSB-Mountain Lakes Water Department - Water Fund	0.10%	\$56,156.63
Investment Acct	NHPDIP - Mountain Lakes District - Water Fund - 0002	5.25%	\$42,358.78
Checking	WGSB-Mountain Lakes Recreation - Rec Revolving Account	0.10%	\$4,150.20
TOTAL			\$150,563.03

TRUSTEE ACCOUNTS ***			
Account Type	Account Name	Rate	Balance
Capital Reserve Fund	Mountain Lakes Recreational Facilities	2.20%	\$6,362.40
Capital Reserve Fund	Mountain Lakes Facility Maint, Improvement, & Equipment	2.20%	\$30,097.20
Capital Reserve Fund	Mountain Lakes Water Dept. Capital Improvement & Maintenance	2.20%	\$5,833.88
Capital Reserve Fund	Mountain Lakes Water Emergency Fund	2.20%	\$2,065.46
Capital Reserve Fund	Mountain Lakes General Op Legal Expenses	2.20%	\$118.77
Capital Reserve Fund	Mountain Lakes Planning Board Legal Expenses	2.20%	\$2,478.28
Capital Reserve Fund	Mountain Lakes Forestry Management Fund	2.20%	\$1,796.89
Capital Reserve Fund	Mountain Lakes Planning Docs Update	2.20%	\$2,259.93
Capital Reserve Fund	Mountain Lakes District Vehicle Purchase, Maint. & Equip	2.20%	\$83.96
Capital Reserve Fund	Mountain Lakes Future Dam Projects	2.20%	\$22,092.64
Capital Reserve Fund	Mountain Lakes Office Software	2.20%	\$2,564.89
Capital Reserve Fund	Mountain Lakes District Infrastructure	2.20%	\$31,567.23
Capital Reserve Fund	Mountain Lakes Unfunded Payroll Obligations	2.20%	\$1,940.11
TOTAL			\$109,261.64

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%	\$24,995.37
Loan (WGSB)	2005 Water Project (maturity 2025)	3.10%	\$50,000.00
Loan (Passumpsic)	2015 Lower Dam Outlet Project (maturity 2035)	2.79%	\$154,347.52
TOTAL			\$229,342.89

* 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, please see the 2022 Financial Statements and Independent Auditor's Report from Vachon Clukay & Co., PC

*** Held by Bar Harbor Wealth Management and administered by the Trustees of the Trust Fund. Commissioners are authorized agents to

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending August 31, 2023

	2023 Year to Date	2023 Budget	Balance Remaining	Percent Remaining
Revenues				
4002-1 - ZONING PERMITS	\$ 2,770.00	2,000.00	(770.00)	(38.50)
4003-1 - BATH RECREATION FEES	1,000.00	1,000.00	0.00	0.00
4005-1 - INTEREST REVENUE	594.71	200.00	(394.71)	(197.36)
4006-3 - LODGE RENTAL INCOME	3,375.00	2,500.00	(875.00)	(35.00)
4012-2 - BOAT RENTALS REVENUE	949.00	1,000.00	51.00	5.10
4015-1 - MISC. REVENUE-GEN OP	21,264.18	100.00	(21,164.18)	(21,164.18)
4016-2 - SNACK REVENUE	2,440.48	2,000.00	(440.48)	(22.02)
4018-1 - BATH WATER SVC FEES	0.00	2,979.00	2,979.00	100.00
4020-1 - TAXES RECD-HAVERHILL	138,123.00	333,704.00	195,581.00	58.61
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Total Revenues, Gains & Other Support	170,516.37	345,483.00	174,966.63	50.64
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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	2,132.75	5,000.00	2,867.25	57.35
5010-1 - DISTRICT ADMIN	20,509.20	31,070.00	10,560.80	33.99
5012-1 - MAINTENANCE MANAGER	25,050.14	40,100.00	15,049.86	37.53
5013-1 - MAINTENANCE ASSISTANT	1,697.25	3,000.00	1,302.75	43.43
5014-1 - PROF. SERVICES - CPA	0.00	1.00	1.00	100.00
5015-1 - TECH SUPPORT SERVICES	1,709.50	2,750.00	1,040.50	37.84
5016-2 - REC. PROGRAM DIRECTOR	3,650.75	5,500.00	1,849.25	33.62
5018-2 - LIFEGUARDS	7,586.88	13,500.00	5,913.12	43.80
5019-2 - SNACK BAR INVENTORY	1,362.45	1,600.00	237.55	14.85
5020-2 - SNACK ATTENDANTS	4,788.04	5,000.00	211.96	4.24

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending August 31, 2023

	2023 Year to Date	2023 Budget	Balance Remaining	Percent Remaining
5022-2 - LODGE ATTENDANT	945.00	1,200.00	255.00	21.25
5026-1 - FICA EXPENSE-GEN OP	3,726.88	6,100.00	2,373.12	38.90
5026-2 - FICA EXPENSE-REC	1,095.93	2,000.00	904.07	45.20
5028-1 - UNEMP INSURANCE	431.52	500.00	68.48	13.70
5030-1 - WORKERS COMP	1,992.23	2,131.00	138.77	6.51
5035-1 - WGSB DAM LOAN	3,511.42	7,200.00	3,688.58	51.23
5037-1 - WGBS WATER LOAN	27,325.00	27,325.00	0.00	0.00
5038-1 - PASS LOWER DAM LOAN	16,210.04	16,300.00	89.96	0.55
5042-1 - AUDIT EXPENSE	3,091.94	4,225.00	1,133.06	26.82
5043-1 - HEALTH INSURANCE	4,279.68	7,100.00	2,820.32	39.72
5044-1 - NH RETIREMENT	3,534.24	5,700.00	2,165.76	38.00
5046-1 - LIABILITY INSURANCE	2,530.50	2,531.00	0.50	0.02
5048-1 - OFFICE SOFTWARE	1,644.06	2,000.00	355.94	17.80
5049-1 - OFFICE SUPPLIES	917.92	2,500.00	1,582.08	63.28
5051-1 - PHONE/INTERNET-GEN OP	2,676.62	3,200.00	523.38	16.36
5051-2 - PHONE-REC POOL	302.82	250.00	(52.82)	(21.13)
5051-3 - PHONE/INTERNET-LODGE	880.41	1,500.00	619.59	41.31
5052-1 - ELECTRICITY-GEN OP	2,698.46	4,000.00	1,301.54	32.54
5052-2 - ELECTRICITY-REC	518.69	1,200.00	681.31	56.78
5052-3 - ELECTRICITY-LODGE	698.23	1,200.00	501.77	41.81
5054-1 - FUEL/PROPANE-GEN OP	2,196.76	2,700.00	503.24	18.64
5054-2 - FUEL/PROPANE-REC	1,118.12	300.00	(818.12)	(272.71)
5054-3 - FUEL OIL-LODGE	4,493.45	6,000.00	1,506.55	25.11
5056-1 - PRINTING/AD-GEN OP	1,537.68	700.00	(837.68)	(119.67)
5058-1 - WATER CHARGE-GEN OP	700.00	700.00	0.00	0.00
5058-2 - WATER CHARGE-REC	700.00	700.00	0.00	0.00
5058-3 - WATER CHARGE-LODGE	700.00	700.00	0.00	0.00
5060-1 - CONSULT/TRAINNG-GENOP	1,369.42	2,500.00	1,130.58	45.22
5060-2 - CONSULT/TRAINING-REC	0.00	750.00	750.00	100.00

Mountain Lakes District General Operations Fund

Budgeted Statement of Revenues and Expenditures

For the Months Ending August 31, 2023

	2023 Year to Date	2023 Budget	Balance Remaining	Percent Remaining
5062-1 - FEES/REGISTRNS-GENOP	694.90	3,300.00	2,605.10	78.94
5064-1 - FACILITY OPER-GEN OP	34,507.02	12,000.00	(22,507.02)	(187.56)
5064-2 - FACILITY OPER-REC	3,924.40	3,500.00	(424.40)	(12.13)
5064-3 - FACILITY OPER-LODGE	5,684.90	4,000.00	(1,684.90)	(42.12)
5065-1 - SNOWPLOW/MOWING-GENOP	1,490.00	3,400.00	1,910.00	56.18
5065-3 - SNOWPLOW/MOWING-LODGE	840.00	2,200.00	1,360.00	61.82
5066-1 - BEAUTIFICATN/WILDLIFE	571.67	2,100.00	1,528.33	72.78
5067-1 - FIREWORKS	3,000.00	3,500.00	500.00	14.29
5068-1 - SPECIAL EVENTS-GENOP	595.69	700.00	104.31	14.90
5068-2 - SPECIAL EVENTS-REC	538.58	1,200.00	661.42	55.12
5072-3 - EQUIP PUR/MAINT-LODGE	863.96	1,600.00	736.04	46.00
5074-1 - MILEAGE	717.03	1,200.00	482.97	40.25
5082-2 - BEACH/POOL MAINT.	8,180.98	12,000.00	3,819.02	31.83
5096-1 - PLANNING BOARD	679.55	800.00	120.45	15.06
Total Expenditures	227,727.66	282,233.00	54,505.34	19.31
Excess Revenues Over Expenditures	(\$ 57,211.29)	282,233.00	(225,021.71)	(79.73)

Mountain Lakes Water Department

Budgeted Statement of Revenues and Expenditures

For the Months Ending August 31, 2023

	2023 Year to Date	2023 Budget	Balance Remaining	Percent Remaining
Revenues				
2-4003 - WD HOOKUPS	\$ 3,000.00	\$ 1,500.00	(1,500.00)	(100.00)
2-4005 - WD INTEREST REVENUE	1,446.05	750.00	(696.05)	(92.81)
2-4015 - WD Misc. Income	40,000.00	0.00	(40,000.00)	0.00
2-4019 - WATER REVENUE-DISTRIC	221,361.20	228,200.00	6,838.80	3.00
2-4019B - WATER REVENUE-BATH	10,471.07	13,856.00	3,384.93	24.43
Total Revenues, Gains & Other Support	276,278.32	244,306.00	(31,972.32)	(13.09)
Expenditures				
2-5010 - WD ADMIN ASSISTANT	13,672.80	20,713.00	7,040.20	33.99
2-5014 - WD PROF SERVICES-CPA	0.00	1.00	1.00	100.00
2-5015 - WD TECH SUPPORT SVCS	1,709.50	2,750.00	1,040.50	37.84
2-5038 - WD NH RETIREMENT	2,410.83	3,757.00	1,346.17	35.83
2-5039 - WD FICA EXPENSE	2,540.49	4,000.00	1,459.51	36.49
2-5040 - WD LEGAL EXPENSE	0.00	300.00	300.00	100.00
2-5042 - WD AUDIT EXPENSE	3,091.94	4,225.00	1,133.06	26.82
2-5046 - WD LIABILITY INSURANC	2,530.50	2,531.00	0.50	0.02
2-5047 - WD HEALTH INSURANCE	2,919.80	4,700.00	1,780.20	37.88
2-5048 - TRANFER OUT-Cap Imp CRF	4,750.00	4,750.00	0.00	0.00
2-5049 - TRANSFER OUT-Wtr Emerg CRF	12,000.00	12,000.00	0.00	0.00
2-5050 - WD OFFICE EXPENSE	3,547.30	2,200.00	(1,347.30)	(61.24)
2-5051 - WD TELEPHONE	809.66	2,200.00	1,390.34	63.20
2-5052 - WD ELECTRICITY	6,296.98	15,000.00	8,703.02	58.02
2-5054 - WD FUEL/PROPANE	548.12	1,300.00	751.88	57.84
2-5060 - WD CONSULT/TRAIN	593.67	600.00	6.33	1.06
2-5062 - WD FEES/REGISTRATION	1,155.00	6,000.00	4,845.00	80.75
2-5064 - WD FACILITY MAINT	11,569.49	12,000.00	430.51	3.59
2-5074 - WD TRUCK EXPENSES	2,509.59	3,500.00	990.41	28.30
2-5078 - WD EQUIP PURCH/MAINT	1,455.16	1,500.00	44.84	2.99
2-5094 - WWL WATER PURCHASES	26,749.06	65,000.00	38,250.94	58.85
2-5096 - WD CONTRACT LABOR	33,904.94	42,500.00	8,595.06	20.22
2-5097 - WD WATER ASSISTANT	0.00	3,000.00	3,000.00	100.00
2-5098 - WD WATER DEPT MANAGER	20,020.09	26,800.00	6,779.91	25.30
2-5099 - WD BATH SERVICE FEE	0.00	2,979.00	2,979.00	100.00
Total Expenditures	154,784.92	244,306.00	89,521.08	36.64