

# MOUNTAIN LAKES DISTRICT COMMISSIONERS MEETING

At the District Office with Zoom Access

April 11, 2023

**\*UNAPPROVED\***

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

## Roll Call:

- **Board Members:** Bob Long, Mark Johanson and Robert Roudebush present
- **Public Present In-Person:** Vyla Rollins, Ed Hillyer, Vinnie Sorrentino, Courtney Lantz, Ed Rajsteter, Dottie Long and Fred Garofalo
- **Public Present via Zoom:** Randy Berenson, Barbara Stansfield, Seth Stansfield and Ken Huard.

**Board Elections and Ex-Officio Assignments:** The Board welcomed newly-elected commissioner Robert Roudebush. He nominated Bob Long as chair of the Board, Mark Johanson seconded, and the vote was unanimous in favor of electing Bob Long as Board chair. The Commissioners discussed ex-officio assignments, agreeing Bob Long and Mark Johanson will continue as Rec Committee ex-officio and Water Committee ex-officio respectively, and Robert Roudebush will serve as ex-officio for the Planning Board. Mark Johanson said he will serve as ex-officio for the Joint Loss Management Committee if one is needed.

## Approval of Minutes:

- **Mar. 10 Public Hearing, Mar. 10 Special Meeting, Mar. 14 Special Meeting, Mar. 14 Regular Meeting and Mar. 25 Annual Meeting** each set of minutes was approved as follows: Mark Johanson moved to approve; Bob Long seconded and motion passed.
- **Apr. 3 Public Hearing:** Robert Roudebush moved to approve the minutes; Mark Johanson seconded and motion passed.

## District Business:

- **Manifests:** Mark Johanson moved to approve manifests Mar. 15 to Apr. 11, 2023. Robert Roudebush seconded; motion passed.
- **Financials & Water Bill Report:** The Commissioners reviewed the water bill collection report showing \$5,559.99 in water payments received since April 1, 2023, and reviewed monthly financial reports.
- **Welcome Brochure Update:** Kristi Garofalo previously asked the Commissioners for changes or additions before she places a new Welcome Brochure order. The Commissioners directed the following updates be made: change "lifeguards" to "attendants" under Summer Program, add a note about the Labor Day weekend MLD fireworks show under Fireworks, and update number of homes and full-time/part-time percentages under District Numbers. ***Kristi Garofalo will make changes and place the brochure order.***
- **Annual Review of Financial Policies & Procedures:** At the last meeting, Kristi Garofalo asked the Commissioners to review the MLD Financial Policies & Procedures for needed changes or additions. The Commissioners agreed they all reviewed the document and had no changes or additions to suggest. ***Kristi Garofalo will update the document to show the 2023 review.***
- **AD Hoc Emergency & Communications Procedures Committee:** The Commissioners previously voted to create a committee to establish MLD communication methods for future emergencies. The Commissioners agreed if emergency communication with residents was needed, notices would be posted at the mailbox cluster and on the District Office windows. They discussed having notices preprinted and ready for an emergency and ***Mark Johanson will contact John Mitchell and the Woodsville Post Office about communication methods and putting notices in mailboxes.***

**Maintenance Update:** Bob Long shared updates from Facility & Water Manager John Mitchell on the following projects:

- **Asset Management:** The NH DES grant award is awaiting approval by the NH Governor and Executive Council.
- **Painting Office and Pool House:** Contractor Valley View was chosen to paint the pool and office buildings this spring.
- **Spectrum Upgrade at Pump House:** Waiting on a construction date from Spectrum.
- **Lodge Swing Set:** Working with Rick Alpers from Primex on potential grant funding for playground construction.
- **Cable Upgrade at Office:** Need four work days for pre-wiring, then Profile Technologies will complete the changeover.
- **Line Locates:** Will meet with Don Drew to review system and answer specific valve, blowoffs and line location questions.
- **Ice Rink:** Looking at possible design and/or location changes for the rink.
- **Lodge Deck Project:** Paige Excavating will remove old deck and Bob Long is looking to put a volunteer work group together to build the new deck since no quotes have been received for the project.
- **Storm Damage:** MLD received insurance payments for storm damage claims; ***Bob Long said he will set up a work session for staff and commissioners to plan the repair/replacement projects.*** He said MLD has an estimate of \$17,600 for the December 2022 storm damage to MLD roads and properties not covered by insurance and MLD is waiting on FEMA to file a claim with them.
- **Energy Audits:** Working on energy audits for Lodge and Office; company gives discount to do both buildings at once (\$600 for both instead of \$500 each) and they are experienced in getting grant funding for needed repairs and upgrades. After discussion, Bob Long moved to approve John Mitchell moving forward with the energy audits; Robert Roudebush seconded and the motion passed.

**Water Committee Update:** Ed Rajsteter reported the Committee is down to three members. He said they are looking for more members and noted part-time residents can be on the Committee. Fred Garofalo said he would like to be on the Committee; **Kristi Garofalo will send him a volunteer application.** Ed Rajsteter reported average water usage for the last two months ran about 20,000 gallons per day and said the Committee is looking to put in a meter to monitor water going from the pump house to the chambers to make sure all water pumped is reaching the chambers and not leaking somewhere. The NH DES grant needs approval by the governor and executive council; once received, the project can start. Ed Rajsteter said he contacted the area executive council representative, Cinde Warmington, to tell her MLD is in line for grant approval.

**Planning Board Update:** Robert Roudebush noted the Board has no chair or vice chair and a new one will have to be chosen at the next meeting. Zoning Officer Courtney Lantz said a resident has shown interest in becoming a member and the Board will have two permits to consider at the meeting. Bob Long spoke about a setback controversy between a recently-built home on Lakeside Drive and its neighbor. He said the issue has been going on for two years and suggested the commissioners send a letter to the homeowners. After discussion, it was agreed **Bob Long will draft a letter and send it to the other commissioners for review.** The Commissioners read Don Dubrule's resignation letter; Bob Long thanked Don Dubrule for his time and research efforts and said he will be missed on the Board. Mark Johanson moved to accept the resignation; Robert Roudebush seconded Bob Long's comments and the motion, and the motion passed.

**Recreation Committee Update:** Dottie Long reported the Committee had no activities in March and Apr. 22 is Trash Cleanup Day and blue trash bags are available at the office. She said the Committee changed the start time to 9:00AM rather 10:00AM so people could help out at the Railroad Park Clean-up and Celebration event the same day. **Kristi Garofalo will put a note about the time change in the DMAIL.** Dottie Long said the Fishing Derby will be May 20 and the next Committee meeting will be Apr. 12. After discussion, it was agreed **Kristi Garofalo will set up newspaper ads for Pool Attendants and Lifeguards for the summer** as enough Snack Bar applications have already been received to staff the needed Snack Attendant positions.

#### **Action Items Review:**

Bob Long: Complete – created MLD email addresses for the Commissioners to use for MLD business. In process – researched Starlink and found commercial rates of \$250/mo. per location and startup equipment fees of \$2500 per location, probably won't pursue at that cost; met with Eversource re: new Lodge connection and working on adding Spectrum to the new poles; estimated \$850 to send pool survey to property owners, **Mark Johanson will get more mailing details from post office;** working with Town regarding cars parked on roads during snowstorms and to get ATV rules in distribution format.

Mark Johanson: In process – Met with cellular service installer Wireless Edge and toured three possible sites in MLD, Wireless Edge will submit a proposal for tower installation to be done at no cost to MLD and earning monthly revenue for MLD.

#### **Old Business: NONE**

#### **New Business:**

- **NHMA Records:** NHMA sent MLD notice that consultation records prior to 2015 will be destroyed unless MLD requests them. After a brief discussion, the Commissioners agreed the records weren't needed so no request for the records will be made.
- **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. Bob Long made a motion to allow the nursing home to use the facilities as requested; Robert Roudebush seconded and the motion passed. **Kristi Garofalo will contact Grafton County Nursing Home with the approval.**
- **Chair Duties Rotation:** Bob Long suggested chairperson meeting duties be shared/rotated among all three Commissioners and all agreed; it was decided that Robert Roudebush will serve as chair for the May meeting.
- **WGSB Account Signer Changes:** The Commissioners discussed changes to be made to MLD's checking accounts. Bob Long made a motion to remove Laraine King and Robert Roudebush as signers and name new Treasurer Eric Cassidy and Assistant Treasurer Darlene Simboli as the new authorized signers. Robert Roudebush seconded and the motion passed.
- **Parking Passes:** Vinnie Sorrentino suggested different passes be used this year, with full-time residents possibly having windshield stickers, and suggesting a fee for visitors to get passes for facility use. After discussion, it was agreed to use the current system for the 2023 due to time constraints, and to look into alternative programs for passes and facility access for 2024.

**Adjournment:** Mark Johanson moved to adjourn; Robert Roudebush seconded and motion passed. Meeting adjourned at 7:52pm.

Respectfully submitted,  
Kristi Garofalo