

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS SPECIAL COMMITTEE - ANNUAL MEETING PREPARATION
via Zoom Video Conferencing on January 19, 2021
*UNAPPROVED***

Call to Order: Chair Bob Long called the meeting to order at 6:11pm. He read a statement that the Board was authorized to meet electronically due to the declared state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

Roll Call: Commissioner Bob Long (alone), Commissioner Mike Roberts (alone), Commissioner Mark Johanson (alone), Assistant Moderator Robert Roudebush (alone), Treasurer Laraine King (alone), District Clerk Karen Rajsteter (alone), Moderator Chris Demers (alone), and District Administrator Kristi Garofalo (alone). Don Drew (Water/Maintenance Manager with Shelly Drew) joined later.

Public Present: Ken Huard

2021 Annual Meeting: Bob Long asked if everyone received the information sent out regarding the requirements for holding a virtual annual meeting due to the COVID pandemic and all agreed they received it. Discussion was held on a draft letter to the public explaining the plan for three meetings – Information Meeting on March 18 via Zoom, Annual Meeting on March 20 via Zoom, and Voting Day on March 27 at the Lodge.

The Committee agreed on the following:

- Overall consensus to make the meeting feel as normal as possible with “MLD-Style” input from both registered and non-registered voters.
- **Bob Long to add meeting times and language on how to submit comments to commissioners to the draft letter.**
- Comments via text would not be offered.
- Required mailing to registered voters by March 11; Robert Roudebush and Laraine King offered to help with mailing.
- Use “Chat” feature in Zoom for participants to ask questions or ask permission to speak at Information Meeting and Annual Meeting. Chris Demers to monitor chat and moderate discussion.
- Lodge to be used for walk-thru Voting Day with social distancing and separate entrance and exit. Voting will be open 11:00am to 7:00pm; two supervisors of the checklist will be present throughout on rotation. Reasonable accommodation (i.e., curbside voting) can be made upon request.
- Meeting results to be posted by March 29 – no special results meeting – on website, DMAIL, and office notice.
- **Bob Long to forward questions to legal counsel: Can part-time owners and non-registered voters be included in discussions? What information should be sent out with required mailing to registered voters? Who is required to be present during voting?**
- NHMA training on virtual annual meetings to be held Feb. 6 – Chris Demers, Bob Long, Mike Roberts, Robert Roudebush and Kristi Garofalo will attend. The committee will meet again on Feb. 10 at 6:00pm via Zoom for further preparation and discussion of any procedure issues raised at the NHMA training.

Other Commissioners Business: The Commissioners discussed renewing two contracts with Hood's Plumbing for water-system related services. The Service On-Call contract had no changes except for the dates it was valid. Bob Long moved to renew the Service On-Call contract with Hood's Plumbing starting April 2021 for a term of two years. Mark Johanson seconded. Roll Call Vote: Bob Long-Aye; Mike Roberts-Aye; Mark Johanson-Aye; motion passed.

The Commissioners discussed the second contract noting changes to the dates it was valid and the addition of a Fuel Cost Addendum which shows various levels of compensation for fuel costs based on the State of New Hampshire average. Bob Long moved to renew the On-Call Emergency Services contract with Hood's Plumbing with the Fuel Cost Addendum and starting January 2021 for a term of two years. Mike Roberts seconded. Roll Call Vote: Bob Long-Aye; Mike Roberts-Aye; Mark Johanson-Aye; motion passed.

Adjournment: Bob Long moved to adjourn; Mike Roberts seconded. Roll Call Vote: Bob Long-Aye; Mike Roberts-Aye; Mark Johanson-Aye; motion passed. The meeting adjourned at 7:34 pm.

Respectfully submitted by,
Kristi Garofalo