

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING VIA ZOOM VIDEO CONFERENCING
Saturday, July 11, 2020
*UNAPPROVED***

Call to Order: Chair Bob Long called the meeting to order at 9:39 am. 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: Bob Long; Mike Roberts-present with Chris Roberts; and Mark Johanson-present.

Residents in Attendance: Randy Berenson, Brian Loutrel, Fred Garofalo, Mary Houde, Bill Clark, Tom Mangels, Ramona Nee, Mike Bonanno, and Kristi Garofalo (District Administrator) were all present via Zoom.

Approval of Minutes:

- **Jun. 8, 2020:** Mark Johanson moved to approve the minutes; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Jun. 17, 2020 Special Meeting:** Mark Johanson moved to approve the minutes; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

District Business:

- **Manifests:** Mark Johanson moved to approve manifests from June 9 to July 11, 2020; and Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Financials and Water Bill Report:** The Commissioners reviewed the financial reports and the water invoice report showing \$152,541.19 in water payments received since April 1 with 50 accounts on the installment payment plan.
- **Employee Benefits – Carryovers & Caps:** Bob Long said he received information from the District's legal counsel; the commissioners agreed to set a date in the coming weeks for a special meeting to review the information.
- **Credit/Debit Card Acceptance:** Kristi Garofalo reported the service went live at the end of June and is now up and running well with daily email reports to the Office, and seven water customers have already used it to pay their bills.

COVID-19 Update and Evaluation:

- **District Personnel:** Bob Long shared a proposal to pay a \$1.50 per hour COVID-19 bonus to the summer employees, noting that if they each work an average of 30 hours per week, the overall budget impact would be about \$1,350. After discussion, Bob Long made a motion to approve the proposal and Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. The Commissioners also agreed to continue the Office closure and the staff's current working arrangements with reconsideration at the August 8 meeting unless new information is received beforehand.
- **Commissioner, Board and Committee Meetings:** The Commissioners agreed to continue using Zoom for District meetings with reconsideration at the August 8 meeting unless new guidelines or other information is received beforehand.
- **Tennis Courts, Playground, Basketball Court:** Mark Johanson reported tennis court users seemed okay with the key access and social distancing guidelines in place. After discussion and input from the public, Bob Long moved the following: to keep the playscape closed; to keep the tennis courts as they are currently run; and to have the summer staff open and close the basketball court during their hours of 11:00am to 5:00pm (weather permitting) and further that the basketball court gate be left open during those hours and that hand sanitizer be provided at the gate. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Other Summer Concerns:** After discussion and input from the public, the Commissioners agreed that **Bob Long will work with Don Drew on the following: possible location change for the portable toilets; possible move of the picnic tables to provide more beach space for social distancing; and to check the grills and firepits regularly for trash.** After discussion, the Commissioners agreed to continue the "carry-in, carry-out" policy with no trash cans at the beaches.

Maintenance/Water Update: Mark Johanson read a report from Don Drew, District Project Manager. Maintenance highlights included: Tennis courts are being used within social distancing guidelines; the rafts, docks, picnic tables and play structure will not be used this season; first E Coli water samples came back well below any actionable level; working on Lodge and pool

house repairs and projects; working with local gardener on landscape projects and maintenance. Water highlights included: water usage is a bit high, but a lot of homes are being rented and used; continuing source development efforts and meeting with a drilling contractor; getting ready for pavement work on French Pond Road by locating and checking valves and vaults that will be affected by the project; planning Bear Road project for week of July 27; and meeting with multiple contractors to get prices and info on repairing the concrete riser at the chambers.

Planning Board Update: Mike Bonanno said they didn't have reports from Zoning Officer "Finn" Finnegan because he had been ill, but ZO Finnegan is back now. He said they recently okayed one Notice of Violation to be sent out and they are currently working on Private road and stormwater regulations and discussing a possible amendment to the zoning ordinance regarding personal swimming pools. The next meeting will be on July 16 and will be held via Zoom.

Recreation Update: Bob Long said the Committee met via Zoom on July 10. The Committee cancelled the Pig Roast and Live Music event on September 5. They also noted several instances of dogs loose on the beach and after discussion, the Commissioners directed **Kristi Garofalo to put the Haverhill dog catcher information in the DMAIL for residents use if they see problems.** The question was raised about opening the Office restrooms in addition to the portable toilets. After discussion, Mark Johanson moved to open the restrooms and have them cleaned twice daily by the summer staff. Mike Roberts seconded. Roll Call Vote: Bob Long – Nay; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. After further discussion of the requirements for opening the restrooms, Mark Johanson withdrew his original motion and made a new motion to open the restrooms and have them cleaned twice daily by summer staff pending clarification of the District's responsibility and the re-opening requirements to provide restroom access. Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

Action Items Review:

- **Bob Long:** *contacted legal counsel re: personnel paid leave time and will set a special meeting/work session for Commissioners to discuss; drafted a District closure decisions letter for DMAIL; contacted road agent Colton Grant re: Lakeside Drive maintenance and work has been done; working with homeowners on Kinsman re: tree cutting agreement; drafted a bonus schedule for summer employees; working with Don Drew on mowing bid contract and signatures.*
- **Mike Roberts:** *Planning Board will start work in September on a possible zoning ordinance revision on pool regulation.*

Old Business: NONE

New Business:

- **Black Box:** Bill Clark said a black box located outside the Office building was used for rodent control. **Bob Long will talk to Don Drew about removing it.**
- **Lodge Rentals:** The Commissioners discussed the state re-opening guidelines which requires social distancing and limits the Lodge capacity to 50% of normal capacity – 37 people – at this time. They agreed to continue renting the Lodge to the public under those conditions.
- **Haverhill Use of Lodge:** Bob Long said the Haverhill select board recently used the Lodge for their board meeting and might want to use it again for future meetings. After discussion, Bob Long moved to allow Haverhill select board to use the Lodge if Town employees cleaned it afterwards. Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Bicycle Riders:** Mary Houde expressed concern about bike riders in the beach parking lot and on the causeway, noting there was potential for serious accidents. **Bob Long will alert the beach attendants to watch for such situations.**
- **Water Projects During Voluntary Conservation:** Kristi Garofalo shared an inquiry from a resident who wanted to power wash his home for a re-staining project but wasn't sure if it was allowed under the voluntary water conservation. After discussion, the Commissioners agreed that District water conservation requests are currently voluntary, that they cannot tell residents they can't use water for projects at this time, but they can encourage them to postpone projects if at all possible until the near-drought status changes.

Mark Johanson moved to adjourn; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. The meeting adjourned at 11:57 am.

Respectfully submitted,
Kristi Garofalo