

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING
At the Lodge with Zoom Video Conferencing Access June 14, 2021
*UNAPPROVED***

Call to Order: Chair Bob Long called the meeting to order at 6:09 pm.

Roll Call: Commissioners Bob Long, Mike Roberts, and Mark Johanson present.

Public Present: David Martella, Fred Garofalo, Mike Bonanno, Laraine King, Ken King, Linda Johanson, Ken Huard and District Administrator Kristi Garofalo were present at the Lodge; Dottie Long, Polly Bonanno, Mary Houde, Barbara Stansfield, Seth Stansfield, Dave Gilbertson, Laura Gilbertson and District Water/Maintenance Manager Don Drew were present via Zoom.

Approval of Minutes:

- **May 11 Meeting:** Mark Johanson moved to approve; Mike Roberts seconded and motion passed.
- **May 24 Special Meeting:** Mark Johanson moved to approve; Mike Roberts seconded and motion passed.

District Business:

- **Manifests:** Mark Johanson moved to approve manifests May 12 to June 14, 2021. Mike Roberts seconded; motion passed.
- **Financials and Water Bill Report:** The Commissioners reviewed the financial reports and the water bill collection report showing \$154,043.36 in water payments received since April 1, 2021. After discussion, Bob Long moved to send two disconnect notices and file one property lien as recommended by Kristi Garofalo; Mike Roberts seconded and the motion passed. Kristi Garofalo noted monthly finance charges on past due bills were approved at the 2020 annual meeting, but then were suspended due to the COVID pandemic. She asked for input on when those charges should begin. After discussion, Bob Long moved to charge monthly finance charges starting July 1, 2021; Mark Johanson seconded and motion passed.
- **Haverhill/MLD Permit Procedure:** Mike Roberts gave a brief explanation of a proposed permit procedure where all applicants would start by applying for the Town building permit, then apply for the MLD zoning permit. Once approved by MLD, the approval info would go back to the Town and the building permit would be issued. After discussion, Bob Long moved to approve the proposed procedure effective June 15, 2021. Mike Roberts seconded and motion passed. ***Kristi Garofalo will notify the Town of the procedure's approval.***
- **MLD Safety Policy Manual:** Mike Roberts explained the new Safety Policy Manual was created and approved by the Joint Loss Management Committee to comply with NH Department of Labor requirements. After review and discussion, Mike Roberts moved to approve the Safety Policy Manual; Mark Johanson seconded and motion passed.
- **MLD Employee Manual:** In the annual review of the Manual, Mike Roberts suggested two passages for revision and after discussion the Commissioners agreed to drop the words "and a limit eight on" under Statement of Safety Policy, and change the last phrase under Employment Termination/Resignation to the following: "... following a discussion by management could result in further disciplinary action up to and including termination." Bob Long moved to approved the Manual with the two amendments; Mike Roberts seconded and motion passed.
- **MLD Financial Policies & Procedures Annual Review:** The Commissioners reviewed the Policy and agreed no changes were needed. Bob Long brought up the credit card policy contained in the Policy and noted full-time employees found it convenient to carry the cards for District purchases. After discussion, the Commissioners agreed the credit card portion of the Policy allowed the Commissioners to give special permission for employees to check out the card for longer than 24 hours. Bob Long moved to give Don Drew and Kristi Garofalo permission to carry the MLD credit card on their person as needed while employed by MLD, and to add a third card to the account to be used by other MLD employees and officials. Mike Roberts seconded and motion passed. ***Kristi Garofalo will order the third card for the account.***

COVID-19 Response:

- **District Personnel:** The Commissioners agreed to keep the appointments only access to the office with reconsideration at their next meeting. They also agreed to open the building's restrooms for public use when the Snack Bar opens on June 26, but to block access to the upstairs offices. Kristi Garofalo asked for a buzzer or bell to be installed on the front door for visitor use; ***Bob Long said he will take care of that within the week.***
- **District Meetings:** The Commissioners spoke about the increased community participation since meetings were held by Zoom and noted their wish to continue offering that option. After discussion, the Commissioners agreed to the current week's meetings as "hybrid" meetings with both in-person access at the Lodge and Zoom participation as those meetings were already posted that way. They further agreed starting with the Water Committee meeting on July 1, the in-person District meetings would be held at the District Office except for the Saturday Commissioners meetings in July and August at the Lodge.

- **Recreational Areas:** Mark Johanson said he asked Don Drew to make both tennis court entrances available rather than just the one used during COVID restrictions. Bob Long said he received a complaint from a neighbor of the basketball/sports court about frequent usage after hours and loud foul language from the players. After discussion, the Commissioners agreed to table the issue for further research and asked everyone with ideas to send them in for discussion at the next meeting.

Maintenance/Water Update: The Commissioners reviewed the Spring Project List from Don Drew with the following notes: the DOL safety RE-inspection of corrected violations went well and they will send a letter of completion; buoys and docks are out, rafts are sealed and out; beaches have been rototilled, tennis court fence repair and power washing is done; picnic tables, grills, and pool house projects are in process; brush piles around the Lodge are cleaned up; water source exploratory sites are ready for test drilling scheduled for week of June 28; Lower Dam inspection had NO significant issues.

After discussion, the Commissioners agreed ATVs would be required to have parking passes (***Kristi Garofalo will put a note in the DMAIL***) and they will not set a special parking area for ATVs, but would watch to see if one is needed. They also agreed ***Kristi Garofalo will put a reminder in the DMAIL to let the Office know if large parties are planned*** so staff can prepare.

Water Committee Update: Mark Johanson said the water source project is moving forward with test drilling at the French Pond Road and Valley Road sites to be done in next couple of weeks. He said the Committee is also working on preparing "shovel-ready" projects to apply for federal American Rescue Plan Act (ARPA) funding when those funds become available.

Planning Board Update: Mike Bonanno reported the Board will consider three permit applications at the next meeting and the building boom is continuing. He noted Tom Eighmy was interested in being re-appointed as an alternate Board member. ***Bob Long said he will send Tom Eighmy a Board/Committee application and research info on residency requirements.*** Bob Long noted a previous applicant was told he could not do plumbing work on his own home; he suggested the homeowner be notified further research showed he could do the work on an owner-occupied home. After discussion, it was agreed ***Mike Roberts will contact the homeowner about NH licensing requirements.***

Recreation Committee Update: Linda Johanson reported the Memorial Day weekend Pancake Breakfast went well and they are considering holding another one in the fall. Bob Long noted the pool will open June 26 and will be staffed by pool attendants as no lifeguards have been found. The next Rec meeting is June 15 at 5:00pm.

Action Items Review: NO REPORT

Old Business: NONE

New Business:

- **Lake Usage Request – Grafton County Nursing Home:** The Commissioners reviewed the Home's request to bring 4-6 people to the beach, at most once a week, but more likely 2 or 3 times in the season. They noted the Home's request was approved in 2018 and 2019 and all went well. Bob Long moved to approve the request; Mike Roberts seconded and motion passed. ***Kristi Garofalo will contact Grafton County Nursing Home with the approval.***
- **Lake Usage Request – HARP Program:** The Woodsville pool will probably not open this year and HARP asked if they could use the Lakes a few times during the summer or for an end-of-season activity on Aug. 6. After discussion, Bob Long moved to approve the request for the Aug. 6 activity at the Lakes with the same limitations as put on the recent HCMS activity. Mike Roberts seconded and motion passed. ***Kristi Garofalo will contact HARP with the approval.***
- **Lodge Equipment Loan Request:** Mark Johanson brought up a resident request to borrow chairs and tables for an annual July 4 event at their home. After discussion, the Commissioners agreed to the request if the resident provided their own transport and the items were picked up on Saturday and returned on Monday. ***Kristi Garofalo will contact the resident with the approval.***

Bob Long moved to adjourn; Mark Johanson seconded and motion passed. The meeting adjourned at 8:25pm.

Respectfully submitted,
Kristi Garofalo