

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

Call to Order: Chair Bob Long called the meeting to order at 6:09 pm. 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-present, with Dottie Long and Heather Long; Mike Roberts-present with Chris Roberts; and Mark Johanson-present.

Residents in Attendance: Patricia Brady, Ed Rajsteter, Karen Rajsteter, Mike Bonanno, David Martella, Randy Berenson, Bill Clark, Brian Loutrel, Ken King, Laraine King, Dottie Long, Heather Long, Chris Roberts, Don Drew (Water/Maintenance Manager), and Kristi Garofalo (District Administrator) were all present via Zoom.

Board Elections: Mike Roberts nominated Bob Long as Board Chair; Mark Johanson seconded, and Bob Long accepted the nomination. Roll Call Vote for Bob Long as Chair: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye.

Approval of Minutes:

- **Mar. 9, 2020:** Mark Johanson moved to approve the Mar. 9 minutes; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. ***Kristi Garofalo will submit the March 14 Annual Meeting minutes for Board approval at the next meeting and note in this meeting's minutes the Board did not meet in April due to the COVID-19 situation.***

District Business:

- **Manifests:** Mike Roberts moved to approve manifests from Mar. 10 to May 11, 2020; and Mark Johanson 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 \$123,293.25 in water payments received since April 1 with roughly 64% of 2020 invoices paid in full, 12% paid the first installment, and 24% unpaid at this time.
- **Financial Policies and Procedures Annual Review:** Mike Roberts said Page 7, Section V, should be corrected to "\$50,000" instead of "\$50,0000". Mark Johanson had a concern on Page 11, Section III; A and proposed the final phrase in the first sentence be changed from "...expenditures of more than \$10,000.00." to "...expenditures of \$10,000 or more." He said the revised wording would flow better in relation to language used in Section II. After discussion, Bob Long moved to approve the Financial Policies and Procedures with the two amendments; Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. ***Kristi Garofalo will prepare the revised document for signatures at the next meeting.***
- **Employee Benefits – Carryovers & Caps:** The Commissioners agreed to table this topic until their next meeting.
- **Credit/Debit Card Acceptance – IDC Contract Review:** Bob Long said the contract was signed with Interware Development Company and after testing and setup, the online payment service would be available from the District website. Bob Long thanked Brian Loutrel for his help in reviewing and negotiating the IDC contract.
- **COVID-19 Update and Evaluation:**
 - **District Personnel:** Bob Long said Don Drew is working within quarantine guidelines and the District Office is closed with Kristi Garofalo working remotely. After discussion, Bob Long moved to continue the Office closure and the staff's current working arrangements with reconsideration at the next meeting. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
 - **Commissioner, Board and Committee Meetings:** Bob Long noted the Commissioners, Water Committee, Rec Committee and Planning Board were using Zoom for their current meetings. He moved to continue using Zoom for District meetings with reconsideration at the June Commissioners meeting. Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
 - **Playscape; Tennis and Basketball Courts:** After discussion of contamination risks, Bob Long moved to keep the playscape closed and reconsider the decision at the next Commissioners meeting. Mike Roberts seconded. Roll

Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. The Commissioners discussed various ways of handling contamination risks at the sports courts. Bob Long moved to keep the courts closed for now and reconsider at the next meeting. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

- **Summer Program:** The Commissioners discussed state guidelines and agreed congregating in the beach areas could be discouraged by removing picnic tables and not setting up portable toilets at this time. They also agreed swim area ropes should be set out. Mike Roberts moved to take those three steps and reconsider at the next meeting; Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. **Bob Long said he will draft a letter from the Commissioners regarding the closure decisions (including Memorial Day weekend notes) to be sent out by District email.**

Maintenance/Water Update: Don Drew, District Project Manager gave a report. Maintenance highlights included: the pool and tennis courts are ready to go when the green light is given; working with the state program for geese prevention-no nests found yet, but will keep looking; materials are in for pool house projects; Lodge materials for exterior projects are ready and waiting for good weather. Polly Bonanno said geese were active near their home: **Don Drew will check that area for nests.** Don Drew said two bids were received for the mowing RFQ, one from the current provider, Robbins Property Maintenance, and one from Knapp's Lawncare. He said Robbins was the low bidder with a proposed five-year contract; he recommended them as the provider, but suggested a two-year contract to allow the District future flexibility. After discussion, Bob Long moved to award a two-year contract to Robbins; Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. **Don Drew will contact the bidders with the results; Bob Long will put together the contract for signatures.**

Don Drew reported the following Water Department highlights: the system's average usage is about 25,000 gpd; some test wells have been decommissioned through the MtBE program with the help of Nobis Engineering, some wells remain for possible use as monitoring wells in the sourcing project; the Water Committee is still looking at other possible well sites.

Planning Board Update: Mike Bonanno said the Board hasn't met since February, but plans to meet via Zoom on May 21. Mike Roberts said the state VLAP program was cancelled this year. Mark Johanson said he received information on doing the VLAP testing as a District, but the requirements are pretty tough. He said the District plans to do E Coli testing at the beaches in June, July, August (and possibly September) as a safety measure.

Recreation Update: Dottie Long said the Committee hasn't met recently, but will meet via Zoom on May 13. She said the Memorial Day Pancake Breakfast has been cancelled and the Pig Roast/Dance Party has been postponed to September.

Action Items Review:

Bob Long: *conversation with Brian Loutrel re: helping with IDC contract completed; followed up with resident re: military discount on water bill; letter to Haverhill re: District roads is on hold.*

Mike Roberts: *Planning Board will start work in September on a possible zoning ordinance revision on pool regulation; Long family did a clean-up of Lodge trails; looking to expand District trails and will talk to neighboring land owner. After discussion about trail maps, Don Drew said he will look into a permanent laminated trail map for the Lodge area.*

Mark Johanson: *revised water bill letter is done; research on geese solutions is in process.*

Old Business: NONE

New Business:

- **District Audit:** Kristi Garofalo said this year's audit will be done the week of Memorial Day; the auditors will not be onsite this year and all information will be scanned and sent electronically due to COVID-19.

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 8:04 pm.

Respectfully submitted,
Kristi Garofalo