

MOUNTAIN LAKES DISTRICT COMMISSIONERS SPECIAL MEETING
At the District Office with Zoom Access
September 22, 2021
UNAPPROVED

Call to Order: Bob Long called the meeting to order at 6:03 pm.

Roll Call: Board Members: Commissioners Bob Long, Mike Roberts and Mark Johanson
Public Present In-Person: None **Public Present via Zoom:** Patricia Brady

Employee Paid Time Off Payout: Bob Long shared a spreadsheet “Don Drew Separation – Vacation and Sick Time Reconciliation” showing the total vacation and sick time hours owed to Don Drew by the District as \$25,849.58. The Commissioners discussed the current allocation of Don Drew’s pay (60% to General Fund, 40% to Water Fund) and the following funding possibilities for the total owed:

- \$9,000 from Unfunded Payroll Obligations Capital Reserve Fund (to be paid by MLD and reimbursed from the CRF)
- From General Operating Fund 2021 budget expense lines:
 - \$5,000 from 5018-2 Lifeguards
 - \$3,000 from 5012-1 Maintenance Manager
 - \$600 from 5013-1 Maintenance Assistant
 - \$2,000 from 5060-1 Consult/Training-Gen Op
- From Water Fund 2021 budget expense lines:
 - \$2,000 from 2-5098 WD Water Manager
 - \$1,000 from 2-5097 WD Water Assistant
 - \$4,000 from 2-5094 WD Water Purchases

After further discussion, Mark Johanson moved to use the above funding for the District’s obligation to Don Drew, and to transfer the monies to General Fund 5012-1 Maintenance Manager and 2-5098 WD Water Manager lines. Mike Roberts seconded and the motion passed. ***Kristi Garofalo will make the changes in the account lines for future financial reports and prepare the final payment for Commissioners’ approval.*** The Commissioners also noted FICA expense lines in both funds will also be affected by the payout, but agreed to make no changes to those lines at this time.

Jury Duty Pay for District Employees: The Commissioners noted the current Employee Manual does not specify Jury Duty pay and agreed the District’s goal was to support employee court service and provide the difference between the court stipend payment and the employee’s regular hourly pay. After discussion, Bob Long moved to include in the MLD Employee Manual that MLD will pay the difference between the court stipend and the employee’s regular hourly pay. Mark Johanson seconded and the motion passed. ***Kristi Garofalo will make the changes to the Employee Manual.***

Replacement Hiring Process: The Commissioners agreed to begin the replacement search by running ads for a full-time Maintenance and Water Manager position. ***Bob Long will send out a draft of an ad to the other Commissioners for their review;*** and all agreed to list an ad in local newspapers (specifically The Bridge Weekly, Journal Opinion, Valley News, and Caledonian Record) and online bulletin boards such as NHJobWorks and NHMA classifieds. Bob Long said he talked to MLD contractor Chris Dellinger and MLD water consultant Harold Clough; both have worked together before and Harold Clough is willing to help MLD under his water operator’s license until a replacement is found. The Commissioners agreed to keep in mind that if a search committee is formed, Patricia Brady and Ed Rajsteter would like to serve on it. ***Kristi Garofalo will send Don Drew’s job description out to the Commissioners for review.***

Adjournment: Bob Long moved to adjourn; Mark Johanson seconded and motion passed. The meeting adjourned at 6:49pm.

Respectfully submitted by,
Kristi Garofalo