

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS SPECIAL COMMITTEE - ANNUAL MEETING PREPARATION
via Zoom Video Conferencing on February 10, 2021
*UNAPPROVED***

Call to Order: Chair Bob Long called the meeting to order at 6:02pm. 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), District Clerk Karen Rajsteter (alone), Moderator Chris Demers (alone), and District Administrator Kristi Garofalo (alone). Don Drew (Water/Maintenance Manager) joined later.

Public Present: Ken Huard, Vinnie Sorrentino, Sybil Owens and Laura Sjolander were present via Zoom.

2021 Annual Meeting: Bob Long led discussion on a draft letter to be sent to registered voters with meeting and voting details as required by the HB 1129 which spells out the optional meeting procedure adopted by the NH legislature and signed by the Governor due to COVID-19 pandemic. The Committee also discussed information received at the recent NHMA training.

The Committee agreed on the following:

- **Bob Long will make proofreading and language changes to the draft letter. He will also add Zoom meeting info to the letter so that additional Zoom Info sheets will not be needed in the mailing.** The mailing will include the voter letter and sample ballot (the entire 2021 warrant with yes/no check boxes). **Kristi Garofalo will create the sample ballot with check boxes using the DRA Portal software.** The Committee also discussed the need for an alternative ballot (all 2021 warrant articles except zoning amendments and elections) and an official ballot (zoning and elections only) to be used on Voting Day; **Kristi Garofalo will create both ballots to be printed on different colored paper for ease of recognition.**
- The mailing to District registered voters is required to be done by March 11; a "stuffing party" will be held the last week of February to get the mailing ready. Several Committee members offered to help; **Kristi Garofalo will notify all when materials are ready to prepare the mailing.**
- **Bob Long will continue efforts to obtain a digital version of the registered voter list from the Supervisors of the Checklist.**
- The Committee experimented with the "Chat" feature in Zoom and agreed to use it for participants to ask questions or ask permission to speak at the Information Meeting and Annual Meeting. Chris Demers will monitor the chat feature and moderate discussion.
- The Committee discussed the need for a Speaker List showing who will speak to each article and answer questions. **Kristi Garofalo will create the 2021 Speaker List and send it out to the commissioners for review.**
- The Lodge will be used for walk-thru voting on Voting Day with social distancing and separate entrance and exit. **Don Drew will create voting areas and plexiglass barriers for those working the tables.** Hand sanitizer will be available and masks will be required and available. For voters with mobility issues or those who cannot/will not wear a mask, curbside voting will be available. The Committee agreed a "Honk for Curbside Voting" sign would be helpful.
- Committee members discussed coverage for the March 27 Voting Day as voting is required to be open 11:00am to 7:00pm. Supervisors of the Checklist will rotate throughout the day, with at least one present at all times. Other coverage includes: Mark Johanson 11:00 to 1:00; Mike Roberts 3:00 to 7:00; Karen Rajsteter 11:00 to 1:00 and 5:00 to 7:00; Chris Demers 11:00 to 1:00 and 5:00 to 7:00; Bob Long, Don Drew and Kristi Garofalo – all day; and Robert Roudebush will fill in as needed.
- Ballot counting will take place after voting closes at 7:00pm; after counting, **Kristi Garofalo will transport the ballots to the District Office for storage.** Meeting results will be posted by March 29 at the District Office, on the District website, and sent out by special DMAIL.

Adjournment: Bob Long moved to adjourn; Mark Johanson seconded. Roll Call Vote: Bob Long-Aye; Mike Roberts-Aye; Mark Johanson-Aye; Robert Roudebush-Aye; Chris Demers-Aye; Karen Rajsteter-Aye; Kristi Garofalo-Aye; Don Drew-Aye; and motion passed. The meeting adjourned at 7:27 pm.

Respectfully submitted by,
Kristi Garofalo