

MOUNTAIN LAKES DISTRICT
COMMISSIONERS MEETING VIA ZOOM VIDEO CONFERENCING
June 8, 2020
UNAPPROVED

Call to Order: Chair Bob Long called the meeting to order at 6:04 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; Mike Roberts-present with Chris Roberts; and Mark Johanson-present.

Residents in Attendance: David Martella, Brian Loutrel, Mike Bonanno, Polly Bonanno, Dottie Long, Chris Roberts, Patricia Brady, Don Drew (Water/Maintenance Manager), and Kristi Garofalo (District Administrator) were all present via Zoom.

Approval of Minutes:

- **Mar. 14, 2020 Annual 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.
- **May 11, 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.

District Business:

- **Manifests:** Mike Roberts moved to approve manifests from May 12 to June 8, 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 \$140,475.50 in water payments received since April 1 with roughly 70% of 2020 invoices paid in full, 17% paid the first installment, and 12% unpaid at this time.
- **Financial Policies and Procedures Annual Review:** The commissioners reviewed the “Financial Policies and Procedures” with changes from the last meeting. Mike Roberts moved to approve the revised document for commissioner signatures; Bob Long seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Employee Benefits – Carryovers & Caps:** The Commissioners briefly discussed the topic and agreed **Bob Long will contact legal counsel for available options/legal restrictions. Kristi Garofalo will put the subject on the July agenda.**
- **Credit/Debit Card Acceptance:** Kristi Garofalo reported the service is almost ready – a test transaction went well from the customer point-of-view, but went into the wrong District checking account. Once corrected and daily reports are set up, the service will be ready for general use and an announcement will be made.
- **COVID-19 Update and Evaluation:**
 - **District Personnel:** After discussion, Bob Long moved to continue the Office closure and the staff's current working arrangements with reconsideration at the July 11 meeting. Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. Don Drew asked about hiring a part-time maintenance assistant; Bob Long responded that he talked to Gary Hebert, Haverhill Health Officer, and was told hiring would be fine as long as the employee was trained in and observed social distancing restrictions.
 - **Commissioner, Board and Committee Meetings:** Bob Long moved to continue using Zoom for District meetings with reconsideration at the July 11 meeting. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
 - **Playground and Basketball Court:** After discussion, Bob Long moved to continue the current closure of the playground and basketball court, and further to not put out the swimming docks. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. **Don Drew will close off the playground further and post more COVID-19 warning signage.**
 - **Tennis and Basketball Courts:** After discussion, Bob Long moved to allow use of the tennis courts with key access, a maximum of 8 people on the court at a time, only one gate available, and hand sanitizer and disinfectant wipes supplied by the District available for use. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. **Kristi Garofalo will put a note in the DMAIL that keys are available from the Office upon request.**
 - **Beach Picnic Tables:** After discussion, Bob Long moved continue making District tables unavailable and encouraging the use of personal chairs and tables until the July 11 meeting. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

- **Trash Containers/Carry-In, Carry-Out:** After discussion, Bob Long moved to continue the “carry-in, carry’out” policy and not provide beach trash cans; and reconsider the policy at the July 11 meeting. Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Summer Program:** After discussion, Bob Long moved to continue keeping the summer program on hold until the safety of the staff could be ensured with the following exception: to hire two people to check parking passes and assist in cleaning and raking the beach areas. Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **Portable Toilets:** After discussion, Bob Long moved to place two portable toilets by the District Office by June 15; to clean and disinfect them twice daily; and for the District to provide hand sanitizer and disinfectant wipes. Mark Johanson seconded. After further discussion, Bob Long amended his motion to add a third portable toilet at the Lodge by the tennis courts with the same provisions. Mark Johanson seconded the motion as amended. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. **Bob Long will draft a letter from the Commissioners regarding the latest closure decisions to be sent out by District email.**

Maintenance/Water Update: Don Drew, District Project Manager gave a report. Maintenance highlights included: VLAP program is cancelled this year, but the District will do E Coli tests in the swimming areas; maintenance projects include the pool house, front office steps (complete), porch stain (materials ready), Lodge projects and landscape projects (some flowers in place already). Water highlights included: continuing source development efforts, planning Bear Road project and setting the new Upper Lake outlet barrel when contractor is in the area next month; getting prices and info to repair riser at the chambers. Bob Long and Don Drew noted the Town’s French Pond Road project has a projected start date of July 27. Brian Loutrel asked about maintenance on Lakeside Drive – **Bob Long will talk to road agent Colton Grant about plans for Lakeside.**

Planning Board Update: Mike Bonanno said the first meeting via Zoom went well and noted the Board extended some expired permits by four months due the pandemic. He said a procedural question came up on the Fallon permit and would be on the agenda for the June 18 meeting. He asked to be set up as a co-host for that meeting; **Kristi Garofalo will set that up.**

Recreation Update: Dottie Long said the Committee met via Zoom on May 13. She said the Pig Roast and Dance Party event in September will be discussed at the June 10 meeting. The Commissioners discussed a Haverhill Parks & Recreation request to use the District tennis courts for pickleball activities. Bob Long moved not to allow outside parties to use the District tennis courts; Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.

Action Items Review:

Bob Long: will draft District closure decisions letter for DMAIL; working with Don Drew on mowing bid contract and signatures; the Commissioners agreed the letter to Haverhill re: District roads action item can be removed from list.

Mike Roberts: Planning Board will start work in September on a possible zoning ordinance revision on pool regulation; talked to neighboring land owner re: expanding District trails, but landowner not interested.

Mark Johanson: goslings have been sighted, but may be from Goose Lane nest, will concentrate on cleaning beaches.

Old Business: NONE

New Business:

- **Correspondence: Woodchuck Baseball League Lodge Rental:** The Commissioners discussed an email requesting the insurance requirement be waived since the rental had to be changed twice due to COVID-19 restrictions and the premium was not refunded. The Commissioners agreed the insurance requirement is District policy and cannot be waived, but they would be happy to provide any documentation the renter needed to get a premium refund. **Kristi Garofalo will notify the renter of the Board’s decision.**
- **Correspondence: Bowman Email re: Garden Plan:** The Commissioners discussed an email requesting permission to create a raised bed memorial garden in the Lower Dam area. After discussion, the Commissioners asked Don Drew to check with the Dam Safety Bureau to see if they have any objections. Bob Long moved to approve the garden on the condition the Dam Bureau approved and noting the District would not be responsible for maintaining it, nor provide funding or materials. Mike Roberts seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed.
- **YouTube Channel:** Kristi Garofalo asked if a District YouTube channel could be set up for posting meeting videos. The Commissioners agreed she could investigate and initiate a District YouTube channel if feasible.

Bob Long moved to adjourn; Mark Johanson seconded. Roll Call Vote: Bob Long – Aye; Mike Roberts – Aye; Mark Johanson – Aye; motion passed. The meeting adjourned at 7:41 pm.

Respectfully submitted,
Kristi Garofalo