

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
December 9, 2013
*APPROVED***

Present: Dan Brady (Chairman), Robert Roudebush, Barbara Keating, Bob Long, Don Drew (Water/Maint. Supervisor), Kristi Garofalo (Administrative Assistant) and Amy Baker (District Accountant).

Call to Order: Dan Brady called the meeting to order at 10:03 am.

The Committee discussed the following line items:

General Operations Budget Overview:

5010-1 Administrative Assistant: Bob Long presented a worksheet with proposed changes to existing Administrative Assistant line, including adding hours for meetings and training. Amy Baker recommended putting some hours into Planning Board since Planning Board costs are normally tracked separately. The committee agreed to set line 5010-1 Administrative Assistant at \$16,810 and set up a new line 5096-2 Planning Board-Admin. Support with funding at \$1,000.

5012-1 Maintenance: Amy Baker said the line would be increased by 1.5% for COLA plus the District contribution to health insurance costs. Dan Brady suggested if the District provides coverage to full-time employees, it should also provide partial coverage to part-time employees, i.e. 20 hours/week employee would get half of the full-time employee benefit. The committee decided to leave that option open for future discussion since it is not needed at this time. *Kristi Garofalo will contact Jo Lacaille with the Town of Haverhill to see if MLD employees could be included under them. Don Drew will continue trying to get quotes from VT Healthcare.* Amy Baker suggested using \$300 per month for planning in the meantime and the committee agreed.

5013-1 Maintenance Assistant: Don Drew said this line could be reduced to \$2,500 and the committee agreed.

5014-1 Professional Services – CPA: Amy Baker said she will be stepping back next year and this line could be reduced to \$7,280. The committee agreed.

5040-1 Legal: Dan Brady asked if \$1,000 could be taken from 5040-1 Legal and put into a new separate line named Planning Board Legal. Amy Baker suggested creating a Capital Reserve Fund for legal expenses so unused funds would accumulate. After discussion, the committee agreed to recommend two warrant articles: one to set up a Capital Reserve Fund – Legal with \$5,000 proposed funding and one to set up a Capital Reserve Fund – Planning Legal with proposed funding at \$1,000.

5048-1 Office Supplies: Amy Baker recommended renaming this line to “Office Supplies/Expense” and adding funds for web and software support fees. The committee agreed to new line amount of \$3,500.

5051-1 Telephone: *Kristi Garofalo will check on pricing for bundling internet and phone under one carrier.*

5052-1 Electricity: Amy Baker recommended increasing this line due to additional energy costs of new mailbox lighting and new security equipment. The committee agreed to increase line to \$3,800.

5064-1 Facility Operations: Amy Baker recommended increasing this line to \$8,000 to provide a “cushion” in case of emergency. After discussion, the committee agreed on a smaller cushion and set the line at \$7,000.

5066-1 Wildlife & Beautification: Robert Roudebush asked if this line could be increased by \$100 for an additional landscaping project suggested by Barbara Keating and the committee agreed to set it at \$1,446.

5096-1 Planning Board – General and 5096-2 Planning Board- Admin. Support: The committee decided to set up two different lines: 5096-1 Planning Board to be set at \$350 and 5096-2 Planning Board-Admin. Support to be set at \$1,000.

Warrant Articles:

***Stairlift for Lodge/District Maintenance Capital Reserve Fund:** Dan Brady and Don Drew gave a brief presentation on the stairlift and building alterations needed for the project and accessibility. Don Drew said \$7,000 was needed for the installation and \$1,700 should be added to next year's Lodge Facilities Maintenance budget to make related accessibility changes to the Lodge restrooms and the outside walkway. The committee agreed to ask the commissioners to vote to use \$7,000 from the Facility Maintenance Capital Reserve so the stairlift could be installed before the annual meeting. The committee also agreed to recommend a warrant article to replenish the District Maintenance Capital Reserve Fund back to a total of \$15,000 after funds were taken out for the stairlift.

***Capital Reserve Legal Funds:** As noted under 5040-1 above, the committee agreed to recommend two warrant articles: one to set up a Capital Reserve Fund – Legal with \$5,000 proposed funding and one to set up a Capital Reserve Fund – Planning Legal with proposed funding at \$1,000.

Action Items:

Action Items from Nov. 4 and Nov. 18 meetings were reviewed and the status of items not recorded elsewhere is noted below:

- Kristi Garofalo reviewed and corrected telephone bills; scheduled carpet cleaning at the Lodge for Dec. 11.
- Kristi Garofalo received the quote from Hell's Gate Fireworks – it will be \$1,700 again next year.
- Don Drew is waiting on quotes for moisture remediation in the office building.
- Amy Baker and Don Drew worked on pest control options for the Lodge. DD said monthly treatments could interfere with Lodge rentals and recommended a tighter, more consistent bombing for pests. The committee agreed.
- Robert Roudebush provided a copy of Haverhill's new purchasing policy for office reference.

Water Department Budget Overview:

2-5032 Bank Charge: Amy Baker recommended this line be deleted as unneeded. The committee agreed.

2-5049 Transfer Out – Cap Res: Bob Long asked for the Water Dept. fund balance. Amy Baker said it was approximately \$207,000. The committee discussed whether it was possible to use the water fund balance to payoff District debt. **Bob Long and Amy Baker will check with the auditors to see if that can be done.**

2-5098 Water Dept. Manager: The committee agreed to increase by 1.5% COLA.

2-5099 District Service Fee: Amy Baker will get details for past calculations used for this line amount and the equivalent current costs, then identify a percentage of overhead to use for this line.

Robert Roudebush moved to adjourn, Barbara Keating seconded. Meeting was adjourned at 12:14 pm.

The next meeting is scheduled for Wednesday, December 18 at 10:00 am.

Respectfully submitted by
Kristi Garofalo