

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
December 18, 2013
*UNAPPROVED***

Present: Dan Brady (Chairman), Robert Roudebush, 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 10:09 am.

Approval of Minutes: The Committee reviewed minutes from Budget Committee meetings on 11/21, 11/4, 11/18 and 12/9. Robert Roudebush moved to approve the minutes, Dan Brady seconded and motion passed.

The Committee reviewed the various budgets for final changes:

Lodge Budget Review:

Don Drew asked for \$1,700 to be added to the Lodge budget to cover renovating walkways, restrooms, and doorways as part of the accessibility/stairlift project. The committee agreed on the \$1,700 request, but voted to take the funds from the Facility Improvement Capital Reserve in addition to the \$7,000 the commissioners already approved. They also agreed to change the amount of the associated warrant article to replenish the Capital Reserve fund to \$8,700.

General Operation (District) Budget Review:

5051-1, 5051-2, 5051-3 Telephone: Kristi Garofalo gave the committee a spreadsheet showing the cost savings of bundling telephone and internet service with one provider. The committee agreed to keep the telephone lines as already budgeted and present the information to the commissioners to choose one vendor.

5043-1 Health Insurance: After discussion of the various options and costs for health insurance for Don Drew, Amy Baker recommended the committee choose an amount to contribute to health insurance costs and present it to the commissioners for change or approval. The committee agreed to recommend funding the health insurance line at \$6,000.

Recreation Budget Review:

The committee agreed to keep the amounts as already budgeted.

The committee also discussed purchasing a movie license for next year. They decided to ask the Recreation Committee to choose from the movie licensing options according to their plans and suggested the Recreation Revolving account could be used to purchase the license.

Water Dept. Budget Review:

District Service Fee: Amy Baker explained this number comes from the number of Bath water customers (15 in 2013) multiplied by the Bath surcharge on the water bill (\$298 in 2013). The District bills the Water Dept. and the amount is paid yearly. Bob Long suggested the line be re-named to "Bath Service Fee" and the committee agreed.

2-5094 Water Consumption: Amy Baker said this number could be affected by the District contract with Woodsville Water & Light. Dan Brady asked if the fund balance was over \$200,000 as the committee discussed in the last meeting possibly using those funds to pay down debt or subsidize water costs. Amy Baker explained that in the Water Dept. accounting the fund balance and capital reserve are added together to make approximately \$209,000 with about \$100,000 of that in the capital reserve account and the remaining amount in the fund balance.

Bob Long said keeping the water consumption line amount at \$50,000 should work depending on what is done with the fund balance account and the committee agreed.

2-5096 Contract Labor: The committee agreed to an amount of \$22,000 to cover increased fees.

2-5049 Capital Reserve Transfer: Amy Baker explained this line is transferred from Water Dept. surplus to the Capital Reserve fund, but there has been no surplus for the last three years. After discussion, the committee agreed to leave the line intact to be used if there is a surplus this year.

Warrant Articles:

The committee agreed on the following warrant articles and amounts discussed in previous meetings:

Sports Court Improvement and Equipment	\$5,000
Establish Legal Fund – District	\$5,000
Establish Legal Fund – Planning	\$1,000

The committee made changes or added new warrant articles as noted below:

Facility Improvement Capital Reserve Fund: The committee agreed to recommend a warrant article to transfer funds to the District Facility Improvement Capital Reserve Fund to cover replenishing the capital reserve fund for the \$7,000 stairlift installation and \$1,700 in associated accessibility renovations.

Don Drew reported he got a quote for moisture remediation in the District Office building in the amount of \$11,800 and said *he would work on getting other quotes as well*. Dan Brady suggested it may be helpful to investigate building a new District Office outside of the water table. *Don Drew said he would ask Steve Robbins to inspect the building and get an estimated life span*. After discussion, the committee decided to increase the funding to request from the \$8,700 discussed in the above paragraph to \$15,000 to include moisture remediation work.

Forestry Management Program: Dan Brady reported the Forestry Committee asked for \$6,000 to establish a Forestry Management Program. The Budget Committee agreed to recommend a warrant article for that purpose and amount.

Future Meetings:

The committee agreed Amy Baker and Bob Long would do the final calculations on the budget and get it ready for presentation at the January commissioners meeting. The group also decided all Committee members would attend the January commissioners meeting, and committee members would be on call in case a Budget Committee meeting was needed before then.

Robert Roudebush moved to adjourn, Dan Brady seconded. Meeting was adjourned at 11:31 pm.

Respectfully submitted by
Kristi Garofalo