

**MOUNTAIN LAKES DISTRICT
BUDGET ADVISORY COMMITTEE MEETING
November 4, 2014
*APPROVED***

Present: Dan Brady (Chairman), Robert Roudebush, Darlene Simboli, Barbara Keating, Kristi Garofalo (Administrative Assistant) and Amy Baker (District Accountant).

Call to Order: Dan Brady called the meeting to order at 11:07 am.

Approval of Minutes: The committee reviewed minutes from the October 28 meeting and approved them with changes. (See amended minutes for 10/28/14)

General Operation (District) Budget Overview:

The committee discussed the following line items:

5009-1 Zoning Officer: A question was raised as to whether this line should be increased. Dan Brady will take the question to the Planning Board for their input.

5010-1 Administrative Assistant, 5014-1 Professional Services – CPA: The Administrative Assistant and CPA lines will be split 50/50 between General Operations and Water Dept. The Administrative Assistant line was set at \$10,400 which reflects 50% of the projected total cost in 2015 per Bob Long's recommendation. The CPA line was set at \$2000 for a total shared cost of \$4000, a decrease from the \$7000 budgeted in 2014.

5042-1 Audit Expense, 5046-1 Liability Insurance: The dollar amount listed for audit and liability insurance expenses is 50% of the 2015 estimates received from the vendors and will be shared with the Water Dept. budget.

5026-1 FICA Expense: The line was slightly increased to \$5200 for 2015 to cover payroll costs. The committee agreed that when preparing budgets for the fiscal year 2016 they would consider splitting allocations for FICA, Unemployment Insurance and Workers Compensation expenses between General Operations and Water Dept.

5057-1 Scholarship Fund: The committee agreed to mark this line as "under review".

5062-1 Fees/Registrations: The committee agreed to increase this line to \$800.

5065-3 SnowPlow/Mowing: The committee discussed whether it was too late in the year to advertise for snow plowing bids, but agreed to move forward as a practice run for getting the bidding process in place. Don Drew and Kristi Garofalo will put information together to advertise for bids this month.

5066-1 Beautification/Wildlife: The Beautification Committee requested \$1207.94 for 2015, a decrease of more than \$200 from the 2014 budget. The Budget Advisory Committee agreed to set the line at \$1250.

5072-1 Equipment Purchase/Maintenance: The committee lowered this line to \$2000 based on usage in 2014.

5088-1 Security: Dan Brady will contact Don Drew and Ken King for their input about 2015 projects to be paid from this line.

5095-1 Planning Board Admin: The Planning Board recommended \$1500 for this line and the committee agreed.

Planning Board Legal Expenses Capital Reserve Fund: The Planning Board recommended that an additional \$1000 to be deposited into this fund in 2015. The committee agreed to recommend no additional deposit be made in 2015.

General Operations Legal Expenses Capital Reserve Fund: The committee agreed to recommend no additional deposit be made in 2015.

Future Meetings:

Tuesday, Nov. 18th – 11:00 am: Recreation and Water Dept. Budgets
Tuesday, Dec. 2nd – 11:00 am

Meeting adjourned at 12:22 pm.

Respectfully submitted by
Kristi Garofalo