

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING**

**December 8, 2015**

**\*UNAPPROVED\***

**In Attendance:** Dan Brady (Chairman), Darlene Simboli, Chris Roberts, Kristi Garofalo (Administrative Assistant), and Amy Baker (District Accountant). Commissioners Bob Long and Laraine King were present as guests.

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

**Approval of Minutes – November 10, 2015:** Amy Baker suggested the last line under the heading “Monetary Articles (from Tax Rate)” be amended as follows: “consideration as a **the** 2016 warrant article ~~the~~ of \$6,000 proposed ~~article~~ for Lodge renovations.” Chris Roberts moved to approve the minutes with the amendment, Darlene Simboli seconded and the motion passed. *Kristi Garofalo will make the changes to the Nov. 23 minutes.*

**REVIEW of RECREATION, LODGE and GENERAL OP Budgets:**

The Committee reviewed the latest version of recommended budgets with the following notes:

- **RECREATION BUDGET:** The FICA line was increased to \$1,250 in proportion to increased funding for Summer Activity Director. Laraine King questioned why line 5068-2 Special Events-Rec was set at \$750 which is down from the 2015 level of \$2,000 and it was explained the recommended budget amount would be supplemented with funds from the Rec. Revolving account (currently at a balance of about \$1,800).
- **LODGE BUDGET:** The expenditures total is slightly up from 2015 (\$11,975 to \$12,125) due to an increase in line 5054-3 Fuel Oil–Lodge (\$4,500 to \$4,600) and including line 5012-3 Cleaning Person (previously budgeted at \$200) into line 5064-3 Facility Op–Lodge and changing the proposed amount for that line from \$1,250 in 2015 to a proposed amount of \$1,500 in 2016.
- **GENERAL OP BUDGET:** Line 5057-1 Scholarship Fund was reduced to zero as the commissioners recently voted to discontinue the scholarship program. The Committee discussed reports that other municipalities including Holderness and Ashland have received rate increases in their property and liability insurance because they have rafts and diving boards as part of their facilities. The Committee agreed to pass along the information to the Commissioners.

**TAX IMPACT WORKSHEET – DRAFT:**

The Committee reviewed a preliminary version of the tax impact overview. The total proposed to be raised by tax assessment in 2016 is \$231,477 compared to \$227,717 in 2015.

**WARRANT ARTICLES – DRAFT:**

The Committee reviewed a preliminary version of the proposed warrant articles with the following notes:

- **Art. 3 – for Lower Dam Emergency Spillway land purchase** – should be modified to include a specific legal description of the land purchased if this article is used (negotiations are still in process).
- **Art. 6 – to establish a Software Capital Reserve Fund** – in discussion, the Committee clarified that the goal is to start with the new accounting software in January of 2017. The initial deposit to the Capital Reserve Fund is planned for 2016; the balance of the software purchase is planned to be included in the 2017 budget.
- **Art. 8 – to establish a Capital Reserve Fund for future dam project** – the Committee discussed the naming of the proposed fund, debating whether it should be for dam projects in general or for the specific project expected in the next few years which is the repair/replacement of the Upper Lake dam outlet under the causeway. The Committee agreed to propose this fund be dedicated to the specific project. *Kristi Garofalo will ask Don Drew for the proper descriptive title for the project and fund.*

The Committee also discussed the potential water sourcing project and its costs. The Committee agreed to ask the commissioners for an update on the project and when funding would be needed. *Kristi Garofalo will put the subject on the commissioners' meeting agenda.*

The Committee agreed more information was needed on the costs for software and property liability insurance. *Kristi Garofalo will follow up on getting those quotes. She will also enter the proposed 2016 budget into the accounting system so that it can be compared with the 2015 actual figures; she will bring any "red flags" to the next meeting for discussion.*

The Committee also heard from commissioner Bob Long regarding plans for the use of any loan proceeds left over from the Lower Dam project. Bob Long felt there would be a few thousand dollars (\$3,000 to \$5,000) available after all the project related expenses were paid and that due to the low interest rate, the funds should be placed into a Capital Reserve Fund and held for a future project. The Committee discussed whether it would be better not to use the excess funds at all which would keep the loan amount and payments slightly lower plus keep the two projects and their financing separate and distinct. After further discussion, the Committee agreed to recommend that the loan be considered closed after payment of the remaining Lower Dam project expenses; and further recommended that excess proceeds not be drawn from the bank to be held for future projects.

**Adjournment:** Dan Brady moved to adjourn; Chris Roberts seconded. Meeting adjourned at 11:20 am.

**Future Meeting:**

**Tuesday, December 15 – 10:00 am**

Respectfully submitted by  
Kristi Garofalo