

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
October 25, 2016
*UNAPPROVED***

Present: Dan Brady (Chairman), Darlene Simboli, Chris Roberts, David Selent, Kristi Garofalo (Administrative Assistant) and Don Drew (Water/Maintenance Supervisor). Commissioners Robert Roudebush and Bob Long were also present.

Call to Order: Dan Brady called the meeting to order at 9:10 am.

Dan Brady welcomed committee members and outlined the budget process. He said meetings will start at 9:00 am with a goal of ending no later than 10:30 am. Dates and subjects for meetings will be as follows:

- Tuesday, Nov. 1 – Water Department Budget
- Tuesday, Nov. 8 – Recreation Budget
- Tuesday, Nov. 22 – Proposed Warrant Articles
- Tuesday, Dec. 6 – Review of Final Proposed 2017 Budget

Financial Tools: Dan Brady handed out information packets which included a spreadsheet with content descriptions for each line in the District Chart of Accounts; financial reports and District Fund Report as of Sept. 30, 2016; and Budget Worksheets with preliminary notes from Kristi Garofalo.

Gen Op Budget: The Committee agreed to consider the Revenue lines later in the budget process and began by reviewing the Expense lines. Changes and/or discussions are noted below:

5009-1 Zoning Officer – Robert Roudebush said there was discussion at the Planning Board level about whether the zoning officer stipend should change. Dan Brady asked *Robert Roudebush to keep the Committee informed as to the Planning Board's decision/recommendation.*

5010-1 Admin. Assistant and 5012-1 Maintenance Mgr – Dan Brady said the commissioners would handle salary and benefit related budget issues.

5014-1 Prof. Services – CPA – Dan Brady explained Kristi Garofalo would take on the accounting/financial duties with the support of the District auditor and the District's DRA representative. With that in mind, the Committee discussed reducing the line amount to \$0. Kristi Garofalo suggested setting the line at \$1 as a "placeholder" so that, if needed, funds could be transferred into the line. The Committee agreed to set the line at \$1.

5016-2 thru 5022-2, 5026-2 Rec Personnel Lines – Commissioner Laraine King will work with the Recreation Committee to provide suggested amounts for these lines. The Committee discussed the need for regular cleaning of the Lodge; Darlene Simboli suggested hiring young people from the District and offered to oversee them on a volunteer basis. Kristi Garofalo noted this personnel line would be appropriate if the District hires someone as an employee to clean the Lodge; if they hire an outside contractor, that expense should be paid from line 5064-3 (Facility Operation-Lodge). The Committee agreed *Darlene Simboli will research options (either employee or outside contractor) for regular cleaning of the Lodge and report at the next meeting.*

Don Drew will look at the added cost of having his maintenance assistant clean the Lodge and bring information to the next meeting.

5028-1 Unemployment Insurance and 5030-1 Workers Comp – Kristi Garofalo reported Primex provided quotes for 2017 of \$500 for Unemployment Insurance and \$2,533 for Workers Comp and the Committee agreed to set these lines at those amounts.

5038-1 Passumpsic Lower Dam Loan – Kristi Garofalo said the payments for the new loan came from Gen Op and Water Department fund balances in 2016 and asked if the Committee planned to recommend the same for 2017. Bob Long said he thought the plan was to pay the loan from the fund balances until the French Pond loan is paid off in 2018. Dan Brady asked for the current amount for the fund balances; *Kristi Garofalo said she will contact the District auditor to get those figures for the next meeting.*

5043-1 Health Insurance – Bob Long said there will probably be an increase in this line as the District is looking at offering health insurance to Kristi Garofalo. *Bob Long and Kristi Garofalo will research options and costs.*

5046-1 Liability Insurance – Kristi Garofalo suggested this line could be reduced since the District's cost decreased due to the changeover to Primex for Liability coverage. The Committee agreed to reduce this line to \$3,000.

5054-1, 5054-2, 5054-3 Fuel/Propane for Gen Op, Rec, and Lodge – *Don Drew will compare past usage of heating fuel with fuel used to date this year. Dan Brady or Kristi Garofalo will contact Dead River to see about discounts on our fuel purchases.*

5056-1 Printing/Advertising-Gen Op – *Robert Roudebush said he will check to see what charges are expected for printing copies of the updated master plan.*

5064-1, 5064-2, 5064-3 Facility Operations for Gen Op, Rec, and Lodge – *Don Drew said he would review these lines and work on specific breakdowns for the amounts requested and bring to the next meeting for the Committee's consideration.*

The Committee agreed to finish reviewing the Gen Op lines starting with 5065-1 Snowplowing/Mowing at the next meeting.

Warrant Article Ideas: In the course of the above discussions, these items were noted as possible warrant articles:

- Office Accounting Software – to set up a new Capital Reserve Fund (CRF) to set aside funds for this expense; suggested amount was \$3,000 in 2017 to start the fund.
- Lodge Improvement Project(s) – to add funds to the existing Facility Maintenance, Improvement and Equipment CRF for Lodge improvement projects and purchases. Dan Brady said he's heard suggestions about purchasing storage dollies for the Lodge tables and chairs to protect the floors. It was also suggested that round tables be purchased for use at Lodge events. Committee members noted concerns have been raised about repairs needed at the Lodge, including the deck railing. Bob Long said Don Drew was putting together information about needed repairs. After discussion, the Committee agreed safety comes first so repair projects should have priority. They also discussed requests to renovate the Lodge basement and agreed that funding specific projects would be better than setting aside a lump sum without a plan.

Dan Brady moved to adjourn; Chris Roberts seconded. The meeting adjourned at 10:35 am.

Respectfully submitted by
Kristi Garofalo