

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING  
November 22, 2016  
\*UNAPPROVED\***

**Present:** Dan Brady (Chairman), Chris Roberts, Darlene Simboli, David Selent, Kristi Garofalo (Administrative Assistant) and Don Drew (Water/Maintenance Supervisor). Commissioner Bob Long was present as a guest.

**Call to Order:** Dan Brady called the meeting to order at 9:12 am.

**Water Department Budget Review:** 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:

**2-5010 Admin Asst** – Bob Long said he is working on numbers for this line; the Committee agreed to mark the line as “pending”.

**2-5046 Liability Insurance** – Kristi Garofalo said the 2017 contribution has been quoted at \$3,723 and is usually shared 50/50 with Gen Op. The Committee agreed to set this line at \$1,900 and to set line **5046-1 Liability Insurance** in the Gen Op budget at \$1,900 as well.

**2-5047 Health Insurance** – The Committee agreed to mark this line as “pending”.

**2-5054 Fuel/Propane** – Don Drew reported Dead River gave him fuel usage amounts from previous years (the pump house used 426 gallons in 2015) and offered a program for 2017 where Mountain Lakes’ cost would be a fixed margin of \$0.80/gallon above Dead River’s cost for propane (currently that works out to \$1.68/gallon). The Committee agreed *Don Drew will use the usage amounts from Dead River to get quotes from other providers.*

**2-5060 Consult/Train** – Bob Long said the Water Committee recommended setting this line at \$500. The Committee agreed to set the line at that amount.

**2-5074 Truck Expenses** – Don Drew said he asked three vendors for lease vs. buy prices for a new District vehicle, but hasn’t heard back from them. He said he should have prices by the next meeting.

**2-5078 Equip Purchase/Maint** – Don Drew recommended setting this line at the 2016 level and explained he uses funds left in this line at the end of the year to build up the inventory of repair parts on hand. The Committee agreed to keep this line at the 2016 level.

**2-5094 Water Purchases** – Due to several water leaks this year, this line ran over in 2016 as more water was purchased from Woodsville Water & Light. Bob Long said the Water Committee recommended keeping this line at the 2016 level since most of the issues have been resolved. The Committee agreed to keep the line at the 2016 level.

**2-5097 Water Asst** – Don Drew said even though the full amount of this line wasn’t used in 2016, the water assistant will have an increased work load in 2017 which means more hours. He recommended keeping the line at the 2016 level and the Committee agreed.

**2-5098 Water Dept Mgr** – The Committee agreed to mark this line as “Data due by Dec. 6”.

**2-5099 Bath Service Fee** – The Committee agreed to mark this line as “Data due by Dec. 6”.

**Suggested Warrant Article Review:** The Committee reviewed an email from Bob Long with his suggestions for warrant articles based on the 2016 warrant articles. Discussions and/or changes to the email are noted below:

**Article 1** – to appropriate funds for General Operations – amount to be determined by the Committee and Commissioners after operating budget is finalized.

**Article 2** – to appropriate funds for Water Department Operations – amount to be determined by the Committee and Commissioners after Water Department operating budget is finalized.

**Article 3** – this article was for a land purchase in 2016 that has not been completed to date and may become a legal issue. Bob Long reported he asked the District’s legal counsel whether the monies could be encumbered to be used in 2017, but he was told it couldn’t be encumbered because it was not written as a special warrant article. The Committee agreed this article number could be used for another purpose in 2017.

**Article 4** – the Committee agreed this article should be written to add \$5,000 to the Mountain Lakes General Operating Legal Expenses Capital Reserve Fund.

**Article 5** – the Committee agreed this article should be written to add \$1,500 to the Master Plan Update Capital Reserve Fund to cover printing and distribution costs. *Kristi Garofalo will contact T & C Reprographics, the company who has printed the District annual reports for the last couple of years, and ask for a price on printing the updated master plan booklets.*

**Article 6** – the Committee agreed this article should concern the lease/purchase of a new District vehicle and agreed to review the article at the Dec. 6 meeting after the lease vs. purchase financial information is received.

**Article 7** – the Committee agreed this article should be written to add \$5,000 to the Future Dam Projects Capital Reserve Fund.

**Article 8** – the Committee agreed this article should be written to pay the 2017 loan payments for the Lower Dam Repair Project and should be funded equally from the General Operating unassigned fund balance and the Water Department unassigned fund balance. The final amounts to be drawn from each fund will be reviewed at the Dec. 6 meeting.

**Article 9** – the Committee agreed this article should be written as recommended by the Water Committee to fund \$60,000 in Water Department Projects funded equally from Water Department funds and from General Operating funds with the exact sources of funding to be determined at Dec. 6 meeting.

**Article 10** – Don Drew shared prices he received for coating the Lodge basement floor ranging from about \$8,550 to \$12,825 depending on the coating and finishes chosen. After discussion about the possibility of using indoor/outdoor carpeting for the basement, the Committee agreed to recommend this article be written for the amount of \$9,000 to be used for Lodge basement flooring and let the Commissioners and Rec Committee choose what kind of floor covering would be used.

The Committee discussed two other warrant article ideas brought up in previous Committee meetings:

- **To replenish the Water Emergency Capital Reserve Fund:** This fund pays for all emergency repairs of the water system and currently has a balance of approximately \$2,000. After discussion, the Committee agreed to recommend replenishing the Water Emergency Capital Reserve Fund to add \$5,000. They agreed to make this Article 3 in place of the land purchase article from 2016 (see above notes).
- **Office Accounting Software:** The Committee agreed to put discussion about creating a fund for this purchase on the agenda for the Dec. 6 meeting.

The next meeting will be Dec. 6 at 9:00 am with a planned final review of proposed budgets and warrant articles. The Committee agreed they will review/approve the minutes from the Nov. 7 meeting at that meeting.

Darlene Simboli moved to adjourn; Chris Roberts seconded and the motion passed. The meeting adjourned at 10:37 am.

Respectfully submitted by  
Kristi Garofalo