

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
December 6, 2016
*UNAPPROVED***

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

Call to Order: Dan Brady called the meeting to order at 9:07 am.

Important Dates: Dan Brady gave the Committee the following important dates:

- Jan. 9, 2017 – Finalized budget to be submitted to the commissioners for consideration
- Feb. 13, 2017 – Commissioner meeting and public budget hearing immediately after
- Mar. 11, 2017 – District Annual Meeting at the Lodge

Revenue Lines Review: The Committee reviewed all the Revenue lines for the Gen Op budget and the Water Department budget and agreed no changes were needed to the amounts forecasted.

Approval of Minutes:

- **Nov. 7, 2016** – Chris Roberts moved to approve the minutes; David Selent seconded and the motion passed.
- **Nov. 22, 2016** – David Selent moved to approve the minutes; Chris Roberts seconded and the motion passed.

Budget Variation Review: The Committee reviewed Budget Variation worksheets which listed increases and decreases for each individual line item. Changes and/or discussions are noted below:

5009-1 Zoning Officer – Robert Roudebush said the zoning officer job description is being reworked with a substantial increase in duties and the Planning Board will discuss recommending an increase in the stipend as well – from \$2,400/year to \$3,800/year (\$315/month). After discussion, the Committee agreed to give provisional approval for the increase to \$3,800 and noted the commissioners are also holding discussions and will make the final decision.

5013-1 Admin Asst and 5014-1 Maintenance Mgr – Bob Long explained COLA was .3% and the commissioners agreed to give the two year-round District employees a 1% increase in 2017, along with a 1% bonus to be paid in March. After discussion, the majority of the Committee approved the commissioner's plan for these two line items. The Committee agreed Kristi Garofalo will calculate the new amounts for these lines and fill them in on the worksheet accordingly.

5026-1 FICA Expense-Gen Op and 5026-2 FICA Expense-Rec – Since these lines are calculated from the amounts in lines 5013-1 and 5014-1, the Committee agreed Kristi Garofalo will calculate the new amounts for these lines and fill them in accordingly.

5043-1 Health Insurance – Bob Long explained this line will increase to include a District contribution for Kristi Garofalo in lieu of health insurance premium payments. The Committee agreed Bob Long and Kristi Garofalo will fill this line in accordingly.

5054-1 Fuel/Propane-Gen Op, 5054-2 Fuel/Propane-Rec, and 5054-3 Fuel Oil-Lodge – Based on his research and the contracted price of \$1.68/gallon for propane and \$2.01/gallon for fuel oil offered from Dead River, Don Drew suggested decreasing these lines as follows: 5054-1 to be \$2,000; 5054-2 to be \$500; 5054-3 to be \$3,500. After discussion, the Committee agreed to recommend the lines be set at those amounts.

5064-1 Facility Op-Gen Op – Don Drew suggested this line could be reduced from \$7,000 to \$5,000. After discussion, the Committee agreed to set the line at that amount.

The Committee also reviewed Budget Variation worksheets for the Water Department budget. Changes and/or discussions are noted below:

2-4019 Water Revenue-District and 2-4019B Water Revenue-Bath – The Committee agreed Kristi Garofalo will calculate the new amounts for these lines and fill them in accordingly.

2-5010 WD AdminAsst, 2-5047 Health Insurance, and 2-5098 Water Dept Manager – As agreed for the corresponding lines in the Gen Op budget, the Committee agreed Bob Long and Kristi Garofalo will calculate the new amounts for these lines and fill them in accordingly.

2-5049 Transfer Out – Cap Res – The Committee agreed Kristi Garofalo will calculate the amount for the line based on the calculation for the rest of the budget and fill the line in accordingly.

2-5054 Fuel/Propane – Don Drew suggested this line could be reduced to \$1,000. After discussion, the Committee agreed to set the line at \$1,000.

2-5074 Truck Expenses – Bob Long explained research about purchasing versus leasing came up with a very good lease deal; the funds already in the District Vehicle Capital Reserve Fund will cover payments for a three-year lease. He passed out information on the lease proposal. After discussion, David Selent moved to accept the proposal to lease a 2017 Dodge Ram truck to be used as a District vehicle. Darlene Simboli seconded and the motion passed. The lease includes a maintenance plan for the first year so Don Drew suggested line 2-5074 could be reduced. After discussion, the Committee agreed to set the line at \$3,500.

2-5099 Bath Service Fee – The Committee agreed Kristi Garofalo will calculate the new amount for this line and fill it in accordingly.

Warrant Article Funding Sources Review: The Committee reviewed a spreadsheet showing the warrant articles previously discussed and their proposed funding sources. Discussions and/or changes to the previously discussed warrant articles are noted below:

Article 1 – to appropriate funds for General Operations – funded by taxation.

Article 2 – to appropriate funds for Water Department Operations – funded by user fees.

Article 3 – to add \$5,000 to the Water Emergency Capital Reserve Fund (funded by taxation)

Article 4 – to add \$5,000 to the General Op Legal Expenses Capital Reserve Fund (funded by taxation).

Article 5 – to add \$1,500 to the Master Plan Update Capital Reserve Fund (funded by taxation). ***Kristi Garofalo did not hear back about pricing for printing the updated master plan booklets; she will contact them again.***

Article 6 – this article is no longer needed for the lease/purchase of a new District vehicle (see above discussion of lease proposal). Kristi Garofalo said the Planning Board Legal Expenses Capital Reserve Fund needed to be replenished and that was missed in previous budget discussions. She suggested an amount of \$2,000 to start discussion. After consideration, the Committee agreed to set the amount at \$1,500 and to use this article for the appropriation (funded by taxation).

Article 7 – to add \$5,000 to the Future Dam Projects Capital Reserve Fund (funded by taxation).

Article 8 – to appropriate \$20,000 to pay the 2017 loan payments for the Lower Dam Repair Project (funded \$10,000 from the General Op unassigned fund balance and \$10,000 from the Water Department unassigned fund balance – no taxation).

Article 9 – to fund \$60,000 in Water Department Projects (funded \$30,000 from Water Department funds and \$30,000 from General Op funds with the exact funding source/account to be determined – no taxation).

Article 10 – to appropriate \$9,000 to be used for Lodge basement flooring (funded by taxation).

The Committee also reviewed a draft of the 2016/2017 Budget & Assessment Overview which will be updated for the next committee meeting. They agreed to set a meeting for the final review of the budget packet for Monday, Dec. 19 at 4:00 pm.

Chris Roberts moved to adjourn; David Selent seconded and the motion passed. The meeting adjourned at 10:53 am.

Respectfully submitted by
Kristi Garofalo