

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING**

December 19, 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 4:07 pm.

Approval of Minutes:

- **Dec. 6, 2016** – Chris Roberts moved to approve the minutes; David Selent seconded and the motion passed.

District Truck Lease/Purchase: Bob Long reported the lease deal for the District truck was proving to be a problem since the District/Water Dept. doesn't have a credit rating under the Dunn & Bradstreet system used to approve commercial leases. He is working with dealers to get quotes on purchase options and will also look into working with Dunn & Bradstreet to initiate a credit profile for the District/Water Dept.

Gen Op Budget Review: The Committee discussed "pending" line items waiting for final approval with results as noted below:

5056-1 Printing/Adv: The Committee previously agreed to research prices for the printing of the Master Plan which may have affected this line. Since Master Plan preparation and printing costs have been moved to a warrant article, the Committee agreed to keep this line at the 2016 level of \$700.

5065-1 SnowPlowing/Mowing – Gen Op: Don Drew said this line amount was sufficient for 2016 and recommended no changes in 2017. The Committee agreed to keep this line at the 2016 level of \$2500.

5065-3 SnowPlowing/Mowing – Lodge: Don Drew reported this line will be very tight for 2016 and recommended increasing to \$2500 for 2017. After discussion, the Committee agreed.

5072-3 Equipment Purchase/Maintenance – Lodge: The Committee discussed needed exterior repairs at the Lodge and the basement flooring project previously agreed to be funded from a warrant article. The Committee agreed the exterior repairs to the Lodge were a priority and the flooring project could be put off a little longer. They agreed to change the warrant article purpose and amount (formerly \$9000 for basement flooring) to the following amount and purpose: to deposit \$5000 into the Facilities Improvement Capital Reserve Fund (CRF) to be used for Lodge Exterior Repair Projects

Snack Bar Projects: As part of the above discussion, the Committee also considered funding for changes to the Snack Bar (updating plumbing, removing the exhaust hood, renovating cabinets, etc.). Don Drew said he estimated the cost to be about \$1500. After discussion, the Committee agreed to recommend funding for the Snack Bar project come from monies already in the Facilities Improvement CRF (no warrant article needed).

Water Department Budget Review: Kristi Garofalo explained that line 2-5049 Transfer Out – Capital Reserve was a line used for surplus user fees to be transferred to the Water Department Water Emergency CRF. She also noted that in Warrant Article #3, the funding for an additional deposit to the Water Dept. Emergency CRF was noted as coming from taxation when it should come from Water Dept. funds. After discussion of various amounts and funding options, the Committee agreed to change the warrant article as follows: the overall amount to be deposited into the Water Emergency CRF to be \$10,000 with \$5000 coming from the Water Dept. fund balance and up to \$5000 coming from surplus user fees as calculated and reported in line 2-5049.

Warrant Article Review: After making the changes as noted above, the Committee agreed no changes were needed to the remainder of the warrant articles.

Budget/Assessment Overview: The Committee briefly reviewed the Budget/Assessment Overview and agreed Kristi Garofalo would revise it with the changes noted above to be used in the 2017 budget packet.

Dock/Diving Board Project: Darlene Simboli reported she did more research to find a dock manufacturer who could install a diving board on their product and found a couple of suppliers in New Hampshire. Bob Long said he spoke to the representative of the District's liability carrier and was told the dock/diving board was not encouraged for liability reasons, but it would be covered under the District's policy. Bob Long asked Darlene Simboli to provide the manufacturer information to Don Drew so he could investigate the specifications of the proposed equipment because he felt Don Drew should be comfortable with the safety of the proposed equipment. Darlene Simboli agreed to provide the information. She also noted that the price quotes she had been given were in the \$3000 to \$4000 range, and the old diving board could be used on the new raft to hold costs down. The Committee discussed funding options for the dock/diving board and agreed to recommend that the Facilities Improvement CRF be used to fund the project once the details were worked out.

Important Dates: Dan Brady reminded the Committee of the following important dates and encouraged them to attend these meetings:

- Jan. 9, 2017 at 6:00 pm – Finalized budget to be submitted to the commissioners for consideration
- Feb. 13, 2017 at 6:00 pm – Commissioner meeting and public budget hearing immediately after
- Mar. 11, 2017 at 10:30 am – District Annual Meeting at the Lodge

Dan Brady thanked everyone for their hard work and efforts for the District and for sharing their ideas and opinions with the group.

David Selent moved to adjourn; Darlene Simboli seconded and the motion passed. The meeting adjourned at 5:16 pm.

Respectfully submitted by
Kristi Garofalo