

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING**

**November 14, 2017**

**\*UNAPPROVED\***

**Present:** Dan Brady (Chairman), Darlene Simboli, Mark Johanson, Kristi Garofalo (Administrative Assistant) and Don Drew (Water/Maintenance Supervisor). Commissioners Bob Long and Laraine King were present as guests. Committee members Barbara Keating, Chris Roberts, and Robert Roudebush were absent and excused.

**Call to Order:** Dan Brady called the meeting to order at 8:03 am.

**Approval of Minutes:** N/A

**Gen Op Budget:** The Committee reviewed worksheets with current YTD figures as of Oct. 31, 2017 and using the line amounts appropriated for 2017 as a starting figure. The Committee agreed on the following actions/changes:

- Revenue lines will be considered later at the final review, but no large changes are expected.
- **5004-1, 5006-1, 5008-1 (Treasurer, Clerk and Moderator stipends)** – Bob Long said these lines have not changed in several years and suggested a 5% increase for 2018. The Committee agreed to consider an increase after other lines are finalized.
- **5009-1 (Zoning Officer)** – *Robert Roudebush/Planning Board to submit numbers for this line.*
- **5010-1 (Admin Asst.), 5012-1 (Maint Mgr)** – *Bob Long to submit numbers for these lines.*
- **5013-1 (Maint. Asst.)** – The Committee discussed the need for additional maintenance help to take some of the load off Don Drew and agreed to set this line at \$4,000.
- **5016-2, 5018-2, 5019-2, 5020-2, 5022-2 (Rec personnel and supplies lines)** – *Laraine King will submit numbers for these lines at the Dec. 12 Budget Meeting.*
- **5026-2, 5026-2 (Gen Op & Rec FICA lines)** – *Kristi Garofalo will calculate these lines after numbers are received from Bob Long and Laraine King.*
- **5030-1 (Workers Comp)** – The Committee agreed to set at \$2,673 per Primex quote.
- **5035-1, 5036-1, 5037-1 (WGSB Loan Payments)** – The Committee agreed to set these lines at \$7,950, \$14,800, and \$31,200 respectively as per their amortization schedules. Dan Brady asked *Kristi Garofalo to include the year the loan was taken out in the line description for ease of reference.*
- **5038-1 (Passumpsic Loan)** – The Committee agreed on a warrant article to fund the 2018 debts payments on this loan equally from the Water Dept. and Gen Op unassigned fund balances in the amount of \$8,200 each.
- **5043-1 (Health Insurance)** – The Committee agreed to Bob Long's recommended amount of \$4,080.
- **5048-1 (Office Software)** – The Committee agree to set the line at \$2,000. Discussion was also held about starting a Capital Reserve Fund for new accounting software with an initial deposit of \$2,000. It was agreed to put it on the list for consideration during the future meeting when warrant articles are discussed.
- **5051-1 (Phone/Internet-Gen Op)** – The Committee agreed to set this amount at \$3,000.

- **5052-2, 5052-3 (Electricity-Rec, Lodge)** – The Committee agreed to set these lines at \$1,400 and \$1,200 respectively based on expenditures in the most current fiscal year.
- **5054-3 (Fuel Oil-Lodge)** – The Committee agreed to hold this line at the 2017 level. They also discussed the age and fuel efficiency of the existing Lodge boiler and whether small CRF deposits should be made over the next years to plan for its replacement. It was agreed to put such deposits on the list for consideration during the future meeting when warrant articles are discussed.
- **5058-1, 5059-2, 5058-3 (Water Charges-Gen Op, Rec, and Lodge)** – The Committee agreed to set these lines at \$500.
- **5060-1 (Consult/Training-Gen Op)** – The Committee agreed to set this line at \$1,500 due to the increased number of staff/officials attending classes and conferences.
- **5062-1 (Fees/Registration-Gen Op)** – *Kristi Garofalo and Bob Long will investigate whether the fee for Dunn & Bradstreet registration is an annual fee and report back to the Committee.*

The Committee agreed to discuss the remainder of the lines at the next meeting.

**2018 Warrant Article Notes from the above discussions:** The Committee agreed to consider the following possible warrant articles at their Dec. 26 meeting:

- To fund the 2018 debts payments on the Passumpsic loan equally from the Water Dept. and Gen Op fund balances with \$8,200 coming from each fund.
- To establish a CRF with an initial deposit of \$2,000 for office software.
- To deposit \$500 into the Facility Maintenance, Improvement and Equipment CRF for future replacement of the Lodge boiler.

**Important Dates:** Dan Brady reminded the Committee of the following important dates:

- Future Budget Meetings: Nov. 28, Dec. 12, Dec. 26 and Jan. 9.
- Jan. 15, 2018 at 6:00 pm – Finalized budget submitted to the commissioners
- Feb. 12, 2018 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. 10, 2018 at 10:30 am – District Annual Meeting at the Lodge

Dan Brady moved to adjourn; Darlene Simboli seconded and the motion passed. The meeting adjourned at 9:05 am.

Respectfully submitted by  
Kristi Garofalo