

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING**

November 28, 2017

UNAPPROVED

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

Call to Order: Dan Brady called the meeting to order at 8:07 am.

Approval of Minutes:

Nov. 14, 2017: Mark Johanson moved to approve the minutes, Darlene Simboli seconded and the motion passed.

The Committee briefly discussed unfinished lines in the Gen Op Budget. They agreed to set line **5064-1 (Facility Op-Gen Op)** at \$7,000. Ken King arrived and the Committee agreed to begin review of the Water Department Budget.

Water Department 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 to keep the lines at 2017 levels, except for the following actions/changes to those numbers:

- **Revenue Lines:** Bob Long and Don Drew said the Water Committee recommended raising the annual water fee to \$500 for 2018. The Budget Committee discussed that fees have not been raised for at least five years; they agreed to recommend the higher fee and use it for budget purposes. *Kristi Garofalo will calculate the revenue figures and use them to fill lines 2-4019 (Water Revenue-District) and 2-4019B (Water Revenue-Bath) for the final review meeting.*
- **2-5040 (WD Legal Expense)** – Kristi Garofalo explained this line is used to file and release water liens and could be lowered since fewer liens are being filed. The Committee agreed to set this line at \$300.
- **2-5051 (WD Telephone)** – The Committee agreed to set this line at \$1,400 based on 2017 costs.
- **2-5052 (WD Electricity)** – The Committee agreed to set this line at \$11,000 based on 2017 costs. Chris Roberts suggested using an alternate supplier such as Direct Energy to reduce expenses. The Committee agreed an alternate should be investigated; *Chris Roberts will provide contact info for Direct Energy and Don Drew will investigate pricing.*
- **2-5064 (WD Facility Maintenance)** – Unexpected emergencies led to the line running over for 2017. The Committee discussed the expenses included in this line and agreed to set it at \$7,000 for 2018.
- **2-5094 (WD Water Purchases)** – The Committee discussed whether to set this line at a higher amount since the line is running very close to budget with two months to go in 2017. Don Drew and Bob Long said expenses were high earlier in the year due to a large water leak, but that has now been repaired. The Committee agreed to leave the line at its current level of \$45,000.

- **2-5097 (Water Asst.)** – The Committee discussed the need for additional help for Don Drew and noted potential savings in having summer employees perform mowing that is currently contracted out. They agreed to set the line at \$3,000.

Employee Compensation/Health Insurance/Officials Stipend Recommendations:

Bob Long presented a memo with recommendations for the 2018 budget in regards to employee compensation (COLA increase of 2%) and health insurance contributions (COLA increase of 2%) along with recommendations that stipends for District Treasurer, Clerk and Moderator be increased. He also recommended \$900 be included in line **5062-1 (Fees/Registrations-Gen Op)** to cover Dunn & Bradstreet membership. The Committee considered that D & B membership was necessary for FEMA claims, District credit, and for grant applications.

After discussion, the Committee agreed their “level of comfort was fine” with all the above recommendations presented and accepted all of them as written. ***Kristi Garofalo will calculate and include the numbers in the appropriate lines for review at future Budget Meetings.***

Next Budget Meeting: Tuesday, Dec. 12 at 8:00 am at the District Office.

Agenda:

- Finish Gen Op Budget review.
- Review Lodge and Rec lines/requests as presented by Laraine King.
- Review Planning Board lines/requests as presented by Robert Roudebush.

Important Dates:

- Future Budget Meetings: Dec. 12 (Lodge/Rec), Dec. 26 (Warrant Articles/Capital Reserve Funds) and Jan. 9 (Final Review of all Budgets).
- Jan. 15, 2018 at 6:00 pm – Final recommended 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

Robert Roudebush moved to adjourn; Chris Roberts seconded and the motion passed. The meeting adjourned at 9:02 am.

Respectfully submitted by
Kristi Garofalo