

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING**

**December 19, 2017**

**\*UNAPPROVED\***

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

**Call to Order:** Dan Brady called the meeting to order at 8:04 am.

**Approval of Minutes:**

**Nov. 28, 2017:** Robert Roudebush moved to approve the minutes, Mark Johanson seconded and the motion passed.

**Budget Review:**

The Committee discussed unfinished Recreation related lines in the Gen Op Budget. Laraine King presented level funding requests for Rec revenue and expense lines with the following notes:

- Lifeguard hourly pay may be increased to be competitive with other venues in the area.
- **5064-2 (Facility Op-Rec)** – Laraine King requested level funding for this line and noted plans for purchasing pickle ball equipment (roughly \$300) are included in this amount subject to review by the Rec Committee and the commissioners.
- **5068-2 (Special Events-Rec)** – After discussion, the Committee agreed to reduce this line to \$1,000.
- **Warrant Article** – Laraine King explained a plan to purchase (5) round tables plus chair and table storage carts for use at the Lodge. She recommended a warrant article to deposit \$2,000 in the Recreational Facilities Capital Reserve Fund to pay for these purchases. After discussion, Robert Roudebush moved to create the warrant article as requested, Darlene Simboli seconded and the motion passed.

The Committee reviewed other uncompleted Gen Op lines and agreed to keep those lines at the 2017 levels, except for the following actions/changes to those numbers:

- **5062-1 (Fees/Registrations-GenOp)** – Kristi Garofalo asked for this line to be reviewed again as the Dunn & Bradstreet yearly cost was recently quoted as \$1,500 instead of the expected \$900. After discussion, it was decided ***Bob Long will contact D & B for possible negotiation of the fee and report the results to the Committee for a decision at their next meeting.***
- **5065-1 (Snowplow/Mowing-GenOp)** – Don Drew requested the line be set at \$3,100 based on 2017 expenses and the Committee agreed. Don Drew also noted maintenance assistants will be doing some of the mowing work at the Lodge and other District areas.
- **5065-3 (Snowplow/Mowing-Lodge)** – Don Drew requested the line be set at \$2,700 based on 2017 expenses and the Committee agreed. (See note re: plans for maintenance assistants above).
- **5066-1 (Beautification/Wildlife)** – The Committee agreed to keep this line at \$1,250 and discussed planting perennials along with annuals to reduce costs. Robert Roudebush said he

doesn't plan to do the physical landscaping work any longer, but is willing to be involved in planning. Don Drew said he plans for maintenance assistants to do landscaping work.

- **5072-3 (Equip Purchase/Maint-Lodge)** – Don Drew explained a plan to update basement lighting at the Lodge and requested this line be set at \$1,600 to include the lighting plan. The Committee discussed the expenses included in this line and agreed to set it at \$1,600.
- **5074-1 (Mileage)** – The Committee agreed to set this line at \$1,000 to account for mileage reimbursements paid to the new zoning officer as well as continue to pay mileage to District staff and officials for District related travels.
- **5082-2 (Beach/Pool Maint)** – Don Drew requested this line be set at \$3,500 to cover plans to increase contracted landscape maintenance at the Lower Lake beach on White Mountain Drive. After discussion, the Committee agreed to set the line at \$3,500.

**2018 Warrant Article notes from this meeting and previous meeting discussion:** The Committee agreed to consider the following possible warrant articles at their Dec. 26 meeting:

- To fund the 2018 debt 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.
- To deposit funds (amounts to be determined) into the Legal Expenses-Planning Board and Legal Expenses-Gen Op CRFs.
- To deposit \$2,000 into the Recreational Facilities Improvement CRF for Lodge table and storage cart purchases.
- To change the purpose of the Master Plan Update CRF to Planning Documents Update CRF and deposit an additional amount (to be determined) to cover the costs of professional assistance in updating the MLD Zoning Ordinance.

**NEXT BUDGET MEETING:** Tuesday, Dec. 26 at 8:00 am at the District Office.

**Agenda:**

- To consider warrant articles and Capital Reserve Fund deposits

**Important Dates:**

- Future Budget Meetings: 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; Mark Johanson seconded and the motion passed. The meeting adjourned at 9:10 am.

Respectfully submitted by  
Kristi Garofalo