

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
December 26, 2017
*UNAPPROVED***

Present: Dan Brady (Chairman), Robert Roudebush, Mark Johanson, and Kristi Garofalo (Administrative Assistant). Committee members Barbara Keating and Chris Roberts and Don Drew (Maintenance/Water Supervisor) were absent and excused.

Call to Order: Dan Brady called the meeting to order at 8:09 am.

Approval of Minutes:

Dec. 19, 2017: Robert Roudebush moved to approve the minutes, Mark Johanson seconded and the motion passed.

Budget Review: 2018 Warrant Articles

The Committee agreed to request the following warrant articles:

- To fund the 2018 debt payments on the Lower Dam Outlet project loan equally from the Water Department and Gen Op unassigned fund balances with \$8,200 coming from each fund.
- To establish an Office Software Capital Reserve Fund with an initial deposit of \$2,000.
- To deposit \$2,500 into the Facility Maintenance, Improvement and Equipment Capital Reserve Fund (the Committee noted the intention is to use \$2,000 for the Lodge basement lighting project and \$500 to go towards future replacement of the Lodge boiler).
- To deposit \$1,500 into the Legal Expenses-Planning Board Capital Reserve Fund (Note: the Committee discussed whether additional funds might be needed in the Legal Expenses-Gen Op Capital Reserve Fund and agreed they would not request additional funds for 2018).
- To deposit \$2,000 into the Recreational Facilities Improvement Capital Reserve Fund for Lodge table and storage cart purchases.
- To change the purpose of the Master Plan Update Capital Reserve Fund to “Planning Documents Update Capital Reserve Fund” and to deposit \$1,700 for professional assistance in updating the MLD Zoning Ordinance.

The Committee reviewed the following Gen Op lines:

- **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, but after talking with the D&B rep, the renewal charge was lowered to \$979. After discussion, the Committee agreed to set the line at \$1,700 to allow for the modified D&B charge and other annual membership fees.
- **5009-1 (Zoning Officer)** – Robert Roudebush said the Planning Board agreed to hold this line at the 2017 level of \$3,800. He said he will recommend to the commissioners that the zoning officer receive an increase in his hourly rate which would be covered by this amount. Robert Roudebush noted the Town of Newbury, VT is advertising for a zoning officer; *he will contact the Newbury town office to inquire about the rate of pay they are offering as a reference for his recommendation to the commissioners.* After discussion, the Committee agreed to keep the line at \$3,800.

NEXT BUDGET MEETING: Tuesday, Jan. 9 at 8:00 am at the District Office.

Agenda: Final Review of all Budget and Warrant Article requests

Important Dates:

Dan Brady reminded Committee members of the following important dates and asked that members plan to attend if possible:

- Jan. 15, 2018 at 6:00 pm – Final recommended budget presented 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 8:59 am.

Respectfully submitted by
Kristi Garofalo