

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING via Zoom Video Conferencing
October 13, 2020
*AMENDED and APPROVED***

Chair Laraine King read a statement that the Board was authorized to meet electronically due to the state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

Call to Order: Laraine King called the meeting to order at 8:00 am.

Present: Laraine King (with Ken King), Robert Roudebush (alone), Brian Loutrel (alone), Darlene Simboli (alone), ***AS AMENDED Chris Roberts,*** Kristi Garofalo (District Administrator – alone), and Don Drew (Maintenance/Water Supervisor) with Commissioner Bob Long.

Approval of Minutes: N/A

Intro to 2021 Budget: Laraine King explained the payroll liability facing the District and talked about possible solutions to pay the obligation. She asked the Committee to keep the liability in mind as they move through the budget process. Bob Long said he would provide a proposal to pay the obligation at a later meeting for the Committee's review. Kristi Garofalo gave a brief review of District funds and bank accounts, and went over the Line Item Listing and Budget History handouts included in the Committee packets. The Committee also discussed their strategy for 2021 in light of the COVID-19 pandemic and agreed to think positively but conservatively for 2021, and aim for "status quo" in budgeting.

Gen Op Budget: The Committee reviewed worksheets containing current YTD figures as of Sept. 30, 2020. The worksheets used the line amounts appropriated for 2020 as a starting figure for 2021. Noted below are several lines needing further information to be presented at later meetings and also the actions and/or changes the Committee agreed on for lines that did not remain at the 2020 level:

- Revenue lines were reviewed with no changes made, except for line 4005-1 (Interest Revenue). The Committee agreed to increase that line from \$50 to \$100 due to the higher rate of interest received from the new NHPDIP investment account.
- **5010-1 (District Admin.), 5012-1 (Maint. Mgr) – Bob Long to submit numbers for these lines at the Nov. 10 meeting.**
- **5016-2, 5018-2, 5019-2, 5020-2, 5022-2 (Rec personnel and supplies lines) Bob Long to submit numbers for these lines at the Nov. 10 meeting.**
- **5026-2, 5026-2 (Gen Op & Rec FICA lines) – Kristi Garofalo will calculate these lines after pay rate figures are received from Bob Long.**
- **5028-1, 5030-1 and 5046-4-1 (Unemployment, Workers Comp, and Liability Insurance) – Kristi Garofalo will provide 2021 numbers after Primex makes them available around October 15.**
- **5035-1 and 5037-1 (WGSB Loan Payments) – The Committee agreed to reduce these lines to \$7,400 and \$29,000 respectively, per the amortization schedules.**
- **5043-1 (Health Insurance) – Bob Long to submit numbers for this line at the Nov. 10 meeting.**

- **5048-1 (Office Software) and 5049-1 (Office Supplies)** – The Committee agreed with Kristi Garofalo’s suggestion to reduce this amount from \$2,500 to \$2,000.
- **5051-3 (Phone/Internet – Lodge)** – ***Don Drew will get more information on the possibility and pricing to increase wi-fi- band width at the Lodge.***
- **5064-1, 5064-2, 5064-3 (Facility Oper-Gen Op, Facility Oper-Rec, Facility Oper-Lodge)** – ***Don Drew to submit numbers for these lines at the Nov. 10 meeting.***
- **5067-1 (Fireworks)** – The Committee agreed to set this line at \$3,000 per the quote for 2021.
- **5068-2 (Special Events – Rec)** – ***Bob Long to submit numbers for this line at the Nov. 10 meeting.***

Important Dates:

- **Next Meeting Date: Tuesday, October 27 at 8:00am via Zoom.**
- Future Budget Meetings: Nov. 10, Nov. 24, Dec. 15, and Jan. 5 (if needed).
- Jan. 11, 2021 at 6:00 pm – Finalized budget submitted to the commissioners
- Feb. 8, 2021 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. ??, 2021 at 10:30 am – District Annual Meeting at the Lodge (date to be determined)

Robert Roudebush moved to adjourn; Chris Roberts seconded, and the meeting adjourned at 9:01 am.

Respectfully submitted by
Kristi Garofalo