

**MOUNTAIN LAKES DISTRICT**  
**BUDGET COMMITTEE MEETING via Zoom Video Conferencing**  
**December 15, 2020**  
**\*UNAPPROVED\***

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), Brian Loutrel (alone), Robert Roudebush (alone), Chris Roberts (with Mike Roberts), Don Drew (Water/Maintenance Manager – alone) and Kristi Garofalo (District Administrator – alone). Commissioners Bob Long and Mark Johanson, and Water Committee chair Patricia Brady, were also present via Zoom.

**Approval of Minutes: Nov. 24, 2020:** Robert Roudebush moved to approve the minutes; Brian Loutrel seconded. Roll Call Vote: Laraine King-Aye, Brian Loutrel-Aye, Robert Roudebush-Aye, Chris Roberts-Aye, Don Drew-Aye, Kristi Garofalo-Aye. Motion passed.

**Budget Review:** The Committee reviewed the 2021 Budget Packet containing drafts of the 2021 Proposed Budget Section A for General Operations and Section B for the Water Department with YTD figures as of Nov. 30, 2020. The Budget Packet reviewed also contained draft versions of the 2021 Proposed Warrant Articles and Funding Sources sheet along with the Budget & Assessment Overview. Noted below are the updates, actions and/or changes the Committee agreed on for the final recommended Budget Packet:

**General Operating Budget:**

- **5009-1 (Zoning Officer):** Laraine King said the Commissioners voted Dec. 14 to hire an assistant zoning officer to help in times of increased building activity and to help cover when the zoning officer is not available; and they voted to set this line at \$5,250 to cover the increased costs. After discussion, the Committee agreed line 5009-1 should be set at \$5,250.

**Water Dept. Budget:**

- **2-5094 (WWL Water Purchases):** Kristi Garofalo said the November Woodsville Water & Light bill had just been paid and puts the line over budget for 2020. With the December bill, the total amount paid in 2020 will most likely be more than budgeted for 2021. She asked whether the Committee felt the line request should be increased for 2021. After discussion, the Committee agreed to keep the requested amount at \$65,000 as previously set and continue to encourage conservation.

**Warrant Articles and Funding Sources:**

- **Water Source Development Project (Warrant Article 10 in Draft):** The Committee had previously agreed to recommend taking out a short-term loan for the \$30,000 source exploration project. Kristi Garofalo shared information on a different option which would pay for the project from Gen Op fund balance and assessment. Bob Long shared information from the District's legal counsel showing that because of the way in which the District was originally set up, the project could be funded as suggested and avoid the need for a loan.

The Committee discussed the new option, agreeing water source exploration was a definite long-term need to reduce water purchases from Woodsville Water & Light and that avoiding a loan at this point would be beneficial in the long run. Bob Long said he calculated that if Woodsville Water & Light was the only source for District water, the cost for the year 12/15/19 to 12/15/20 would have been over \$108,000. The Committee agreed to recommend the new option and discussed whether an additional contingency amount should be included, especially since the regular Water Dept. budget had little room to help pay overruns if needed. They noted funds would be deposited and paid out of the District Infrastructure Capital Reserve Fund so unused funds could be used on other future projects. After discussion, the Committee agreed to set the amounts for the source development warrant article at \$17,500 from assessment and \$17,500 from fund balance.

- **Unfunded Payroll Obligations (Warrant Article 12 in Draft):** The Committee discussed the Article, noting questions about expendable trusts and how payment would work. **Bob Long and Kristi Garofalo will research setting up the fund type needed to pay future obligations.** The Committee agreed to set the Article amount at \$10,000 and to recommend that similar deposits be made over a three-year period depending on the final amount needed as of the end of 2020.

The Committee discussed ways to educate residents about the various budgets and warrant article requests, especially since the 2021 annual meeting will most likely be virtual with drive-up voting due to the COVID pandemic. Patricia Brady suggested a Voter's Guide with simple explanations of what a yes or no vote would mean for each article. The Committee agreed to the idea and suggested it be made widely available.

**Final Recommendation:** The Committee agreed **Kristi Garofalo will make the changes to the Budget Packet as discussed, along with the associated adjustments and Warrant Article number changes.** The Committee agreed to recommend the revised Budget Packet to the Commissioners at their meeting on Jan.11, and also agreed there was no need for the Committee to meet further on the 2021 proposed budget.

**Important Dates:**

- 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 (date to be determined)

Robert Roudebush moved to adjourn; Brian Loutrel seconded. Roll Call Vote: Laraine King-Aye, Robert Roudebush-Aye, Chris Roberts-Aye, Brian Loutrel-Aye, Don Drew-Aye, Kristi Garofalo-Aye. Motion passed and the meeting adjourned at 8:44 am.

Respectfully submitted by  
Kristi Garofalo