

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
At the District Office and via Zoom Video Conferencing
October 27, 2021
*UNAPPROVED***

Call to Order: Laraine King called the meeting to order at 9:02 am.

Roll Call: Committee: Laraine King, Brian Loutrel, Robert Roudebush and Kristi Garofalo
Public Present: In-Person: Ken King, Mark Johanson and Patricia Brady Via Zoom: None

Approval of Minutes:

- **Oct. 13, 2021:** Robert Roudebush moved to approve, Brian Loutrel seconded and the motion passed.

Water Dept. Budget: The Committee reviewed worksheets containing current YTD figures as of Sept. 30, 2021. The worksheets used the line amounts appropriated for 2021 as a starting figure for 2022. Noted below are the 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 2021 level:

- Revenue lines were reviewed with no changes made. Note was made that the current “building boom” has increased the number of water customers by seven for 2022.
- 2-5010 (WD District Admin) – **Bob Long will submit numbers for these lines at the Nov. 10 meeting.**
- 2-5039 (WD FICA Expense) – **Kristi Garofalo will calculate this line after pay rate figures are received from Bob Long.**
- 2-5046 (WD Liability Insurance) – **Kristi Garofalo will provide 2022 numbers.**
- 2-5047 (WD Health Insurance) – **Bob Long will submit numbers for these lines at the Nov. 10 meeting.**
- 2-5048 (WD Transfer Out-Cap Imp) and 2-5049 (WD Transfer Out-Wtr Emerg) – **Kristi Garofalo will provide 2022 numbers based on the final budget.**
- 2-5050 (WD Office Expense) – Kristi Garofalo noted mailing costs increased that statements are sent monthly instead of quarterly. **The Committee agreed Kristi Garofalo will research postage machines and provide a recommended amount for this line.**
- 2-5054 (WD Fuel/Propane) – Patricia Brady shared information predicting propane prices will rise in the coming year. After discussion, the Committee agreed **Kristi Garofalo will contact Dead River for their outlook and pricing.**
- 2-5064 (WD Facility Maintenance) – The Committee discussed the uses for this line and the need for increased inventory due to the building boom was noted. As the boom is expected to continue in 2022, the Committee agreed to set this line at \$8,000 for 2022.
- 2-5097 (WD Water Assistant) and 2-5098 (WD Water Manager) – **Bob Long will submit numbers for these lines at the Nov. 10 meeting.**

Old Business – Updates to General Operation Budget Worksheet:

- **Planning Board:** Kristi Garofalo shared the following recommendations from the Planning Board:
 - Revenue Line 4002-1 (Zoning Permits) and Expense Line 5096-1 (Planning Board) – The Board recommended setting both lines at \$800 and the Committee agreed.
 - 5009-1 (Zoning Officer) – The Board recommended setting this line at \$5,000 due to plans for a second zoning officer; the Committee agreed.

- PB Legal Expenses Capital Reserve Fund – The Board recommended a deposit of \$1,000 in 2022; the Committee agreed.
- PB Planning Docs Update Capital Reserve Fund – The Board recommended a deposit of \$500 in 2022; the Committee agreed.
- **Other Updates:** Kristi Garofalo shared banking info and insurance quotes for 2022 and the Committee agreed to set the following lines according to that info as noted below:
 - 5028-1 (Unemployment Insurance) set at \$500
 - 5030-1 (Workers Comp) set at \$2,153
 - 5046-1 (Liability Insurance) set at \$2,301
 - 5035-1 (WGSB Dam Loan) set at \$7,200
 - 5037-1 (WGSB Water Loan) set at \$28,100
 - 5038-1 (Lower Dam Loan) set at \$16,300

New Business:

- **Tech Services:** Brian Loutrel shared information about tech support services and a proposal from Profile Technologies to provide IT support, cyber security coverage and other tech services at a cost of \$375 per month (\$4,500 per year). In discussion, the Committee agreed projects such as increasing the beach WI-FI could be paid for from the Office Software and Equipment Capital Reserve Fund, while the monthly cost for tech services would be paid from the operating budget. The Committee agreed to consider recommending a \$2,000 deposit to the CRF in 2022 as done in past years; they also discussed creating a new account line for tech services to be decided at a future meeting.

Important Dates:

- **Next Meeting Date: Wednesday, November 10 at 9:00am – Focus: Recreation and Lodge**
- Future Budget Meetings: Nov. 22, Dec. 15, and Jan. 5 (if needed).
- Jan. 10, 2022 at 6:00 pm – Finalized budget submitted to the commissioners
- Feb. 14, 2022 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. ??, 2022 at 10:30 am – District Annual Meeting at the Lodge (date to be determined)

Robert Roudebush moved to adjourn; Brian Loutrel seconded, and the meeting adjourned at 10:06 am.

Respectfully submitted by
Kristi Garofalo