

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
At the District Office and via Zoom Video Conferencing
December 11, 2023
*UNAPPROVED***

Call to Order: Commissioner Mark Johanson called the meeting to order at 4:10pm.

Roll Call:

Committee: Mark Johanson, Brian Loutrel, Tom Mangels, Chris Roberts, Facility & Water Manager John Mitchell and District Administrator Kristi Garofalo were present in person. Rich Gibble (alone) was present via Zoom due to being out of town and Eric Cassidy (alone) joined by Zoom later in the meeting due to transportation issues.

Public Present: In-Person: Bob Long Via Zoom: NONE

Approval of Minutes:

Nov. 20, 2023: Mark Johanson moved to approve; John Mitchell seconded. Roll Call Vote: Mark Johanson-Aye, Brian Loutrel-Aye, Tom Mangels-Aye, Chris Roberts-Aye, John Mitchell-Aye, Kristi Garofalo-Aye, and Rich Gibble-Aye. Motion passed.

Proposed Capital Reserve Deposits and Warrant Articles: The Committee reviewed the proposed CRF deposits and special warrant articles, with no changes made except as noted below:

- MLD Office Software & Equipment – Profile Technologies quoted \$1,500 for the recommended replacement of the office computer and the Committee agreed to set the CRF deposit accordingly.
- **NEW Warrant Article** – MLD Pool Gate Card Access Project – Mark Johanson spoke about the quoted projects costs of \$8,900. After discussion, the Committee agreed to set the CRF deposit at \$10,000 to help cover any unforeseen project expenses.

Updates to General Operating Budget: The Committee reviewed worksheets containing YTD figures as of November 30, 2023. Noted below are the lines needing further information and also the actions taken by the Committee:

- Revenue lines were reviewed and the Committee agreed with the updates to line 4018-1 (Bath Water Svc Fees) at \$2,971 and line 4020-1 (Taxes Recd-Haverhill) at \$326,000.
- 5010-1 (District Admin) – The Committee agreed with the updated amount of \$32,062.00.
- 5012-1 (Facility Mgr) – After discussion, the Committee agreed Tom Mangels and Bob Long would work on the budget issues raised by changing the allocation of this expense between Water Fund and General Fund.
- 5015-1 (Tech Support Services) – The Committee agreed with the updated amount of \$3,000.
- 5026-1 (FICA Expense-GenOp) – The Committee agreed with the updated amount of \$5,300.
- 5026-2 (FICA Expense-Rec) – The Committee agreed with the updated amount of \$2,000.
- 5043-1 (Health Insurance) – The Committee agreed with the updated amount of \$7,737.
- 5044-1 (NH Retirement) – The Committee agreed with the updated amount of \$5,327.

Updates to Water Department Budget: The Committee reviewed worksheets containing YTD figures as of November 30, 2023. Noted below are the lines needing further information and also the actions taken by the Committee:

- Revenue lines were reviewed and the Committee agreed with the updates to line 2-4019 (Water Revenue-District) at \$233,100 and line 2-4019B 4020-1 (Water Revenue-Bath) at \$13,856.
- 2-5015 (WD Tech Support Services) – The Committee agreed with the updated amount of \$3,000.
- 2-5038 (WD NH Retirement) – The Committee agreed with the updated amount of \$3,551.
- 2-5039 (WD FICA Expense) – The Committee agreed with the updated amount of \$5,200.
- 2-5047 (WD Health Insurance) – The Committee agreed with the updated amount of \$5,158.
- 2-5048 (Transfer Out-Cap Imp CRF) – The Committee agreed with the updated amount of \$5,500.
- 2-5049 (Transfer Out-Wtr Emerg CRF) – The Committee agreed with the updated amount of \$12,000.
- 2-5098 (WD Water Dept Manager) – After discussion, the Committee agreed Tom Mangels and Bob Long would work on the budget issues raised by changing the allocation of this expense between Water Fund and General Fund.
- 2-5099 (WD Bath Service Fee) – The Committee agreed with the updated amount of \$2,971.

Budget Recommendation: After further discussion of the budget as a whole, Brian Loutrel moved to recommend the proposed budget to the Commissioners at their January meeting. Chris Roberts seconded. Roll Call Vote: Mark Johanson-Aye, Brian Loutrel-Aye, Tom Mangels-Aye, Chris Roberts-Aye, John Mitchell-Aye, Kristi Garofalo-Aye, Rich Gibble-Aye and Eric Cassidy-Aye. Motion passed.

Resignation: Mark Johanson informed the group Kristi Garofalo has given her two-weeks' notice and her last day will be Dec. 15. He thanked her for her work and she thanked the Committee for their work this year and in previous years.

Adjournment:

Mark Johanson moved to adjourn; John Mitchell seconded. Roll Call Vote: Mark Johanson-Aye, Brian Loutrel-Aye, Tom Mangels-Aye, Chris Roberts-Aye, John Mitchell-Aye, Kristi Garofalo-Aye, Rich Gibble-Aye and Eric Cassidy-Aye. Motion passed. The meeting adjourned at 4:40 pm.

Respectfully submitted by,
Kristi Garofalo