

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
December 17, 2019
*UNAPPROVED***

Present: Robert Roudebush (Chair), Chris Roberts, Mark Johanson, Brian Loutrel, Laraine King, Kristi Garofalo (District Administrator) and Don Drew (Maintenance/Water Manager). Also present was Commissioner Bob Long.

Call to Order: Robert Roudebush called the meeting to order at 8:00 am.

Approval of Minutes:

Dec. 4, 2019: Mark Johanson moved to approve, Laraine King seconded and the motion passed.

General Operations Budget: The Committee reviewed worksheets updated with the Committee's actions at their meeting on Dec. 4. The Committee agreed on the following actions or changes to those numbers:

- **5044-1 (NH Retirement)** – Bob Long said he is trying to reach NHRS and will submit a request for this line as soon as possible.
- **5066-1 (Beautification/Wildlife)** – Chris Roberts said there is a plan to stock the Lakes with bass in 2020 to help fight plant growth and the cost would be around \$200. After discussion, the Committee agreed to set this line at \$950.
- The Committee agreed Kristi Garofalo can make final adjustments related to the NHRS and Beautification/Wildlife lines and also to lines related to the Bath Calculation as needed.

Water Department Budget: The Committee reviewed worksheets updated with the Committee's actions at their meeting on Dec. 4. The Committee agreed on the following actions or changes to those numbers:

- **5044-1 (NH Retirement)** – Bob Long said he is trying to reach NHRS and will submit a request for this line as soon as possible.
- **2-5099 (WD Bath Service Fee)** – Kristi Garofalo will calculate this line after the rest of the budget requests are set.
- The Committee agreed Kristi Garofalo can make final adjustments related to the NHRS line and also to lines related to the Bath Calculation as needed.

Warrant Articles: These expenses, projects and/or purchases were agreed on as monetary articles for the warrant:

Article 1: To raise and appropriate \$231,854.00 for General Operating expenses.

Article 2: To raise and appropriate \$185,848.00 for Water Department operating expenses.

Article 3: To raise and appropriate \$7,307.00 to go into the Water Emergency Capital Reserve Fund.

Article 4: To raise and appropriate \$10,000 from the WD Fund Balance to go into the WD Capital Improvement CRF for replacement of 300 feet of water main along Bear Road.

Article 5: To raise and appropriate \$10,000 from the WD Fund Balance to go into the WD Capital Improvement CRF for water source pump testing.

Article 6: To raise and appropriate \$15,000 from the Gen Op Fund Balance to go into the Facilities Maintenance, Improvement and Equipment CRF with \$5,000 for Lodge projects, \$5,000 for Office projects, and \$5,000 for security system updates. *[Note: Lodge Projects include exterior staining, deck railing repair and swing set/pit installation; and Office Building Projects include front door replacement, window blinds, and front office lighting improvement.]*

Article 7: To raise and appropriate \$3,000 from the Gen Op Fund Balance to go into the Gen Op Legal Expenses CRF.

Article 8: To raise and appropriate \$1,500 from the Gen Op Fund Balance to go into the Planning Board Legal Expenses CRF.

Article 9: To raise and appropriate \$1,000 from the Gen Op Fund Balance to go into the Planning Board Documents Update CRF.

Article 10: To raise and appropriate \$2,000 from the Gen Op Fund Balance to go into the Office Software CRF.

(Note: Proposed Articles 11 to 15 are non-monetary; the Committee was made aware of the articles, but took no action).

Important Dates:

- **Next Meeting Date (if needed):** The Committee agreed the budgets were ready to submit to the commissioners, but also agreed to hold Tuesday, Jan. 7 open in case they needed to meet again before the January commissioners meeting.
- Jan. 13, 2020 at 6:00 pm – Finalized budget presented to the commissioners
- Feb. 10, 2020 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. 14, 2020 at 10:30 am – District Annual Meeting at the Lodge

Robert Roudebush moved to adjourn; Chris Roberts seconded and the motion passed. The meeting adjourned at 8:40 am.

Respectfully submitted by
Kristi Garofalo