

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING  
December 4, 2019  
\*UNAPPROVED\***

**Present:** Robert Roudebush (Chair), Chris Roberts, Mark Johanson, Laraine King, Kristi Garofalo (District Administrator) and Don Drew (Maintenance/Water Manager). Also present were Commissioner Bob Long, Barbara Keating. Brian Loutrel participated via conference call.

**Call to Order:** Robert Roudebush called the meeting to order at 8:02 am.

**Approval of Minutes:**

**Oct. 15, 2019:** Mark Johanson moved to approve, Laraine King seconded and the motion passed.

**Water Department Budget:** The Committee reviewed worksheets containing current YTD figures as of Nov. 30, 2019. The worksheets used the line amounts appropriated for 2019 as a starting figure for 2020. The Committee agreed on the following actions or changes to those numbers in addition to changes made at previous meetings:

- **2-5010 (WD District Admin.)** – Bob Long submitted a request to increase hourly wages for full-time employees Kristi Garofalo and Don Drew by 1.6% COLA plus an additional \$.50 per hour. The Committee agreed to his request and specifically agreed to set this line at \$15,754.
- **2-5038 (WD NH Retirement)** – Bob Long will submit a request for this line at the next meeting.
- **2-5039 (WD FICA Expense)** – Kristi Garofalo will calculate this line for the next meeting.
- **2-5046 (WD Liability Insurance)** – Per the Primex quote, the WD portion will be \$1,890 for 2020; the Committee set the line at that amount.
- **2-5047 (WD Health Insurance)** – Bob Long’s compensation request (above) included a 1.6% COLA increase in the District contribution to employee health insurance. The Committee set this line at \$3,350.
- **2-5052 (WD Telephone)** – The Committee agreed to set this line at \$12,000 based on YTD figures.
- **2-5062 (WD Fees/Registrations)** – Don Drew said he reviewed the latest testing schedule for 2020 and felt the line amount could stay at the 2019 level. The Committee agreed.
- **2-5078 (WD Equip Purchase/Maint)** – Don Drew said he felt this line could be reduced to \$1,500. The Committee agreed.
- **2-5094 (WWL Purchases)** – Bob Long said he felt the line should be increased to \$60,500 due to the 10% increase in Woodsville Water & Light usage fees in 2020. The Committee agreed.
- **2-5096 (WD Contract Labor)** – Bob Long said he felt this line should be increased to \$38,500 to cover higher costs in the new contract. The Committee agreed.
- **2-5098 (WD Water Manager)** – Per Bob Long’s compensation request (above), the Committee agreed to set this line at \$21,520.
- **2-5099 (WD Bath Service Fee)** – Kristi Garofalo will calculate this line after the rest of the budget requests are set.

**General Operations Budget:** The Committee reviewed worksheets containing current YTD figures as of Nov. 30, 2019. The worksheets used the line amounts appropriated for 2019 as a starting figure for 2020. The Committee agreed on the following actions or changes to those numbers in addition to changes made at previous meetings:

- **4012-2 (Boat Rentals Revenue)** – The Committee reduced this line to \$1,000.
- **5010-1 (District Admin)** – Per Bob Long’s compensation request (above), the Committee set this line at \$23,806.

- **5012-1 (Maint. Manager)** – Per Bob Long’s compensation request (above), the Committee set this line at \$32,512.
- **5022-2 (Lodge Attendant)** – Bob Long said this line could be reduced to \$1,100; the Committee agreed.
- **5026-1, 5026-2 (FICA Expense-Gen Op, Rec)** – Kristi Garofalo will calculate these lines.
- **5030-1 (Worker’s Comp)** – Primex quoted \$2,153 for 2020; the Committee set the line at that amount.
- **5043-1 (Health Insurance)** – Per Bob Long’s compensation request (above), the Committee set this line at \$5,024.
- **5044-1 (NH Retirement)** – Bob Long will submit a request for this line at the next meeting.
- **5046-1 (Liability Insurance)** – Per the Primex quote, the Gen Op portion will be \$1,890 for 2020; the Committee set the line at that amount.
- **5051-1 (Phone/Internet-Gen Op)** – The Committee set this line at \$3,200 based on YTD figures.
- **5051-3 (Phone/Internet – Lodge)** – The Committee set this line at \$1,200 based on YTD figures.
- **5052-1 (Electricity-Gen Op)** – The Committee set this line at \$3,900 based on YTD figures.
- **5052-2 (Electricity-Rec)** – The Committee reduced this line to \$1,200 based on YTD figures.
- **5064-2 (Facility Op-Rec)** – Bob Long suggested this line be reduced to \$2,000; the Committee agreed.
- **5065-1 (Snowplow/Mowing-Gen Op)** – The Committee set this line at \$3,400 based on YTD figures.
- **5065-2 (Snowplow/Mowing-Lodge)** – Don Drew suggested this line be reduced to \$2,200; the Committee agreed.
- **5068-2 (Special Events-Rec)** – The Committee reduced this line to \$1,000.
- **5074-1 (Mileage)** – The Committee agreed to set this line at \$1,200.
- **5082-2 (Beach/Pool Maint)** – Don Drew suggested this line be reduced to \$3,000; the Committee agreed.

**Possible Warrant Articles:**

These projects and/or purchases were discussed as possible warrant articles and will be considered at the next meeting:

**\$5,000 – Lodge Projects** (staining, deck railing, swing set pit)

**\$5,000 – Security Camera/System** (update existing camera system)

**\$5,000 – Office Building Projects** (replace front door, blinds, front office lighting)

**Beautification/Wildlife Proposal:** The Committee discussed a written proposal from Patricia Brady regarding future landscaping care along with maintenance of the MLD sign at Route 112 and French Pond Road. After hearing input from Don Drew on his plans to maintain the sign and consult with Green Thumb Nursery on the care of the landscaped areas, the Committee agreed to keep **5066-1 (Beautification/Wildlife)** at its current level.

**Important Dates:**

- **Next Meeting Date: Tuesday, Dec. 17 at 8:00 am.**
- 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

Mark Johanson moved to adjourn; Chris Roberts seconded and the motion passed. The meeting adjourned at 9:22 am.

Respectfully submitted by  
Kristi Garofalo