

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
At the District Office and via Zoom Video Conferencing
November 20, 2023
*UNAPPROVED***

Call to Order: District Treasurer Eric Cassidy called the meeting to order at 4:02pm.

Roll Call:

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

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

Approval of Minutes:

Oct. 30, 2023: Eric Cassidy moved to approve; Mark Johanson seconded. Roll Call Vote: Eric Cassidy-Aye, Chris Roberts-Aye, Mark Johanson-Aye, Tom Mangels-Aye, John Mitchell-Aye, Kristi Garofalo-Aye, Brian Loutrel-Aye, Alex Fopiano-Aye and Rich Gibble-Aye. Motion passed.

Updates to General Operating Budget: The Committee previously reviewed worksheets containing YTD figures as of Oct. 31, 2023. The worksheets used the line amounts appropriated for 2023 as a starting figure for 2024. Noted below are the lines needing further information to be presented at later meetings and also the actions and/or updates the Committee agreed on for lines that did not remain at the 2023 level:

- Revenue lines were reviewed. The Committee agreed to set 4002-1 (Zoning Permits) at \$3,000, to set 4012-2 (Boat Rentals Revenue) at \$1,300, and to set 4016-2 (Snack Revenue) at \$2,500 based on past year's revenue levels.
- 5015-1 (Tech Support Services) – Kristi Garofalo said the quote for 2024 was roughly \$6,000 and the Gen Op portion was \$3,000. The Committee agreed to set the line at that amount.
- 5028-1 (Workers Comp) – Kristi Garofalo said the quote for 2024 would divide out to \$3,000 each for both General Fund and Water Fund. The Committee agreed to set the line at \$3,000.
- 5046-1 (Liability Insurance) – Kristi Garofalo said the quote for 2024 was \$5,962 with WD and Gen Op each paying half. The Committee agreed to set the line at \$3,000.
- 5049-1 (Office Supplies) – The Committee agreed to reduce this line to \$2,000.
- 5051-2 (Phone-Rec) – Mark Johanson said the quote for 2024 was \$850. The Committee agreed to set the line at that amount.
- 5096-1 (Planning Board) – The Committee agreed to set the line at \$1,000.

Updates to Water Department Budget: The Committee previously reviewed worksheets containing YTD figures as of Oct. 31, 2023. The worksheets used the line amounts appropriated for 2023 as a starting figure for 2024. Noted below are the lines needing further information to be presented at later meetings and also the actions and/or updates the Committee agreed on for lines that did not remain at the 2023 level:

- 2-4003 (WD Hook-Ups): Bob Long recommended setting this revenue line at \$2,000 and the Committee agreed.
- 2-5015 (WD Tech Support Services) – Kristi Garofalo said the quote for 2024 was roughly \$6,000 and the Water Fund portion was \$3,000. The Committee agreed to set the line at that amount.
- 2-5051 (WD Telephone/Internet) – The Committee agreed to wait for the new bill before setting this line.

Proposed Capital Reserve Deposits and Warrant Articles: The Committee agreed to propose the following CRF deposits and special warrant articles:

- MLD Recreational Facilities - \$5,000 deposit
- MLD Facility Maintenance, Improvement & Equipment CRF - \$6,000
- MLD Gen Op Legal Expenses CRF - \$4,000
- MLD Planning Board Legal Expenses CRF - \$3,000
- MLD Planning Docs Updates CRF - \$200
- MLD Future Dam Projects CRF - \$2,500
- MLD District Infrastructure CRF - \$25,000
- MLD Office Software & Equipment – Kristi Garofalo said Profile Technologies was working on their technology recommendation and the Committee agreed to wait to set the CRF deposit amount.
- MLD District Vehicle Purchase, Maintenance & Equipment CRF - \$2,500
- **NEW Warrant Article** – MLD Unfunded Payroll Obligations CRF – After discussion, the Committee agreed to include a warrant article to close this CRF since it is no longer needed.
- MLD Pool Replacement CRF - \$5,000
- **NEW Warrant Article** – MLD Pool Gate Card Access Project - \$15,000 (*Mark Johanson will get definite final numbers*)

Next Meeting Date:

Monday, Dec. 4 at 4:00pm – Focus: Warrant Articles, Capital Reserve deposits, Clean-Up/Finish Up

Eric Cassidy moved to adjourn; Mark Johanson seconded. Roll Call Vote: Eric Cassidy-Aye, Chris Roberts-Aye, Mark Johanson-Aye, Tom Mangels-Aye, John Mitchell-Aye, Kristi Garofalo-Aye, Brian Loutrel-Aye, Alex Fopiano-Aye and Rich Gibble-Aye. Motion passed. The meeting adjourned at 4:49 pm.

Respectfully submitted by,
Kristi Garofalo