

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING  
At the District Office and via Zoom Video Conferencing  
November 22, 2021  
\*UNAPPROVED\***

**Call to Order:** Laraine King called the meeting to order at 9:01 am.

**Roll Call:**

- **Committee:** Laraine King, Brian Loutrel, Robert Roudebush, Chris Roberts and Kristi Garofalo
- **Public Present In-Person:** Mark Johanson, Bob Long and Patricia Brady **Public Present via Zoom:** None

**Approval of Minutes:**

- **Nov. 10, 2021:** Robert Roudebush moved to approve, Brian Loutrel seconded and the motion passed.

**Updates to Budget Worksheet Lines:** Noted below are lines discussed and/or changes the Committee made for lines that did not remain at the 2021 level.

- 5010-1 (District Administrator) and 2-5010 (WD District Administrator) – Bob Long recommended an increase based on COLA and performance with the total divided 60/40 between Gen Op and Water Fund. The Committee agreed to set 5010-1 at \$25,476 and 2-5010 at \$16,984.
- 5012-1 (Maintenance Manager) and 2-5098 (Water Dept Mgr) – Bob Long recommended keeping these lines at the 2021 level as the position will be filled by a new employee. Robert Roudebush moved to keep them at the 2021 level; Brian Loutrel seconded and the motion passed.
- 5013-1 (Maintenance Assistant) and 2-5097 (Water Assistant) – Bob Long recommended keeping both lines at the 2021 level. Robert Roudebush moved to keep them at the 2021 level; Brian Loutrel seconded and motion passed.
- 5016-2 (Rec Program Director), 5018-2 (Lifeguards/Attendants), 5019-2 (Snack Bar Inventory), 5020-2 (Snack Attendants) and 5022-2 (Lodge Attendant) – Bob Long requested the lines remain at the 2021 level. Robert Roudebush moved to keep them at the 2021 level; Brian Loutrel seconded and the motion passed.
- 5042-1 (Audit Expense) and 2-5042 (WD Audit Expense) – Kristi Garofalo shared information from Vachon & Clukay, MLD's auditing firm, showing a \$250 fee increase for 2022 to be split evenly between General Op and Water Funds. Robert Roudebush moved to set both lines at \$3,625 with the increase; Brian Loutrel seconded and the motion passed.
- 5043-1 (Health Insurance) and 2-5047 (WD Health Insurance) – Bob Long shared information on health insurance costs with MLD paying 80% of the single person rate for two full-time employees and the total divided 60/40 between Gen Op and Water Fund. The Committee agreed to set 5043-1 at \$9,000 and 2-5047 at \$6,000.
- 5044-1 (NH Retirement) and 2-5038 (WD NH Retirement) – Bob Long shared information on NHRS costs with the total divided 60/40 between Gen Op and Water Fund. Chris Roberts moved to set 5044-1 at \$4,600 and 2-5038 at \$3,050 per Bob Long's information; Robert Roudebush seconded and the motion passed.
- 2-5050 (WD Office Expense) – Kristi Garofalo recommended this line be set at \$2,000 to cover postage costs as water statements are now done monthly instead of quarterly. Robert Roudebush moved to set the line \$2,000; Chris Roberts seconded and the motion passed.
- 5054-1 (Fuel/Propane – Gen Op) – The Committee discussed expected increases in the market price for propane. Robert Roudebush moved to set the line at \$2,400; Chris Roberts seconded and the motion passed.
- 5054-2 (Fuel/Propane – Rec) – Citing the expected propane price increase, Robert Roudebush moved to set the line at \$600; Brian Loutrel seconded and the motion passed.
- 5054-3 (Fuel Oil-Lodge) – The Committee discussed potential increases in the market price for fuel oil. Robert Roudebush moved to set the line at \$4,200; Brian Loutrel seconded and the motion passed.
- 2-5054 (WD Fuel/Propane) – Due expected increases, Chris Roberts moved to set this line at \$1,200; Robert Roudebush seconded and the motion passed.

- 5056-1 (Printing/Advertising-Gen Op) – After discussion of 2021 happenings that caused the line to run over budget and noting they are not likely to repeat in 2022, Robert Roudebush moved to keep this line at the 2021 level; Brian Loutrel seconded and the motion passed.
- 5064-1 (Facility Oper-Gen Op) and 5064-3 (Facility Oper-Lodge) – Cleaning services for the Office and Lodge will be included in these lines. **Bob Long will provide cleaning costs at the next meeting to help set these line amounts.**
- The Committee agreed **Kristi Garofalo will add line items for “Tech Services” to both General Op and Water Funds** and these lines will be set at \$2,250 each to cover the cost of the services.

**Other Business:**

- **Water Department Project:** Bob Long said the meter readings received at the chambers and the pump house do not correlate and work needs to be done to correct that issue. He estimated the cost for such a project at \$7,500. The Committee agreed to look at funding options when reviewing Capital Reserve deposits at the next meeting.

**Important Dates:**

- **Next Meeting Date: Wed., December 15 at 9:00am – Warrant Articles, Capital Reserve deposits, and “Clean Up”**
- Future Budget Meetings: 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; Chris Roberts seconded, and the meeting adjourned at 10:05 am.

Respectfully submitted by  
Kristi Garofalo