

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
October 1, 2019
*UNAPPROVED***

Present: Robert Roudebush, Chris Roberts, Darlene Simboli and Kristi Garofalo (Administrative Assistant). Don Drew (Maintenance/Water Supervisor) was absent and excused.

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

Approval of Minutes: N/A

Committee Chair: Robert Roudebush spoke of previous District Treasurer and Committee chair, Dan Brady, who passed away January 2019. All agreed they will miss his presence and valuable input in the budget process. After a brief discussion, it was agreed Robert Roudebush will serve as chair for this budget season.

Gen Op Budget: The Committee reviewed worksheets containing current YTD figures as of Sept. 30, 2019. The worksheets used the line amounts appropriated for 2019 as a starting figure for 2020. The Committee agreed on the following actions and/or changes to those numbers:

- Revenue lines were considered with no changes, except for line 4018-1 (Bath Water Service Fees). Kristi Garofalo noted the number should be \$3,245.00; she will correct the typo.
- **5009-1 (Zoning Officer)** – Robert Roudebush suggested this line be reduced from \$3,800 to \$3,500 if the Planning Board and Commissioners agree. The Committee agreed.
- **5010-1 (District Admin.), 5012-1 (Maint. Mgr)** – *Bob Long to submit numbers for these lines.*
- **5013-1 (Maint. Asst.)** – *Don Drew to submit numbers for this line.*
- **5016-2, 5018-2, 5019-2, 5020-2, 5022-2 (Rec personnel and supplies lines)** – The Committee agreed to suggest 5019-2 (Snack Bar Inventory) be reduced from \$1,200 to \$1,000 since only about half the funding was used. They asked why 5020-2 (Snack Attendants) ran over budget and agreed to ask Bob Long. The Committee agreed to suggest line 5022-2 (Lodge Attendant) be reduced from \$1,850 to \$1,000 since the amount used to date is only \$400. *Bob Long is scheduled to submit numbers for the above lines at the Nov. 12 Budget Meeting.*
- **5026-2, 5026-2 (Gen Op & Rec FICA lines)** – *Kristi Garofalo will calculate these lines after pay rate figures are received from Bob Long.*
- **5028-1, 5030-1 and 5046-4-1 (Unemployment, Workers Comp, and Liability Insurance)** – *Kristi Garofalo noted the District will provide 2020 numbers after Primex makes them available around October 15.*
- **5035-1, 5037-1, and 5038-1 (WGSB & Passumpsic Loan Payments)** – The Committee agreed to set these lines at \$7,600, \$29,665, and \$16,400 respectively, per the amortization schedules.
- **5043-1 (Health Insurance) and 5044-1 (NH Retirement)** – *Bob Long will submit numbers for these lines.*
- **5048-1 (Office Software) and 5049-1 (Office Supplies)** – Kristi Garofalo suggested 5048-1 be reduced from \$2,000 to \$1,500 as software costs were lower this year. She also requested line 5049-1 be set at \$2,500 to cover the purchase of a folding machine for water bills, an office laptop computer, and an ergonomic desk attachment so she can work either standing up or sitting

down; she also noted the purchases have been discussed and approved by the Commissioners. The Committee agreed to both line amount changes.

- **5064-1 (Facility Oper-Gen Op)** – The Committee noted the line is over budget. Kristi Garofalo gave details about several unexpected expenses (new FCC license and radios, repair of Killer Hill, office window glass replacement, etc.) and the Committee agreed to keep the line at \$7,000 for 2020.
- **5064-2 (Facility Op – Rec)** – The Committee noted a fraction of the line has been used and agreed to suggest to Bob Long that it be lowered from \$3,000 to \$2,000.
- **5066-1 (Beautification & Wildlife)** – The Committee agreed to suggest to Don Drew that this line be reduced from \$750 to \$500.
- **5068-2 (Special Events – Rec)** – The Committee noted not much of the line has been used and agreed to suggest to Bob Long that it be lowered from \$1,250 to \$1,000.
- **5074-1 (Mileage)** – The Committee agreed to increase this line to \$1,200 due to increased travel by commissioners and staff for District business.
- **5082-2 (Beach/Pool Maintenance)** – The Committee agreed to ask Don Drew if this line could be reduced from \$3,500 to \$3,000.

2020 Warrant Article Notes: Kristi Garofalo said there are standard warrant articles the NHMA recommends asking the annual meeting to vote on, including acceptance of personal property donations, acceptance of unanticipated revenue, authorizing tax anticipation borrowing, etc. The articles are non-monetary so they will go to the Commissioners for their consideration, but she wanted the Committee to know about them. She also asked Committee members to think about possible projects to be considered for 2020 warrant articles.

Important Dates:

- **Next Meeting Date: Tuesday, October 15 at 8:00 at the District Office.**
- Future Budget Meetings: Nov. 12, Nov. 26, Dec. 17, and Jan. 7 (if needed).
- Jan. 13, 2019 at 6:00 pm – Finalized budget submitted to the commissioners
- Feb. 10, 2019 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. 14??, 2018 at 10:30 am – District Annual Meeting at the Lodge (date to be determined)

Chris Roberts moved to adjourn; Darlene Simboli seconded, and the motion passed. The meeting adjourned at 9:03 am.

Respectfully submitted by
Kristi Garofalo