

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING  
October 15, 2019  
\*UNAPPROVED\***

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

**Call to Order:** Robert Roudebush called the meeting to order at 8:01 am.

**Approval of Minutes:**

**Oct, 1, 2019:** Chris Roberts moved to approve the minutes, Darlene Simboli seconded and the motion passed.

**Water Department 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 or changes to those numbers:

- **2-4019 (Water Revenue – District)** – The Committee noted this line will increase from the 2019 figure of \$176,525 to \$177,100 in 2020 due to the addition of one water customer.
- **2-5010 (District Admin.), 2-5038 (NH Retirement)** – Bob Long to submit requests for these lines.
- **2-5039 (FICA Expense)** – Kristi Garofalo will calculate this line after pay rate requests are received from Bob Long.
- **2-5046 (Liability Insurance)** – Kristi Garofalo said the District will provide this figure after Primex makes them available around October 15.
- **2-5047 (Health Insurance)** – Bob Long to submit the request for this line.
- **2-5050 (Office Expense)** – Kristi Garofalo asked that this line request be set at \$2,500 to cover the Water Department portion of planned office equipment purchases. The Committee agreed.
- **2-5051 (Telephone)** – The Committee agreed to reduce this line request to \$1,200 based on 2019 expenses to date.
- **2-5060 (Consult/Training)** – Don Drew said he has the credits needed for his certification renewal and recommended this line request be reduced to \$400. The Committee agreed.
- **2-5062 (Fees/Registrations)** – The Committee discussed 2019 expenses running over budget in this line due to new state testing requirements. Don Drew had a quote for required tests in 2020, but the state may be adding to the list. *He will check further to get an accurate estimate of testing costs in 2020 and bring the estimate to the next meeting.*
- **2-5094 (WWL Purchases)** – The Committee discussed the 10% water rate increase from Woodsville Water & Light which starts in 2020. Bob Long said the line request did not need to be increased based on 2019 usage and the Committee agreed.
- **2-5096 (Contract Labor)** – Bob Long explained the On-Call Emergency Repair Services contract was up for renewal at the end of the year and noted the new contract as currently negotiated will have increased fees, but the District will still be paying less than it was two years ago for the same services. He recommended the line request be set at \$39,000 and the Committee agreed.

- **2-5098 (Water Manager)** – Bob Long to submit the request for this line.
- **2-5099 (Bath Service Fee)** – Kristi Garofalo will calculate this line after the rest of the budget requests are set.

**Important Dates:**

- **Next Meeting Date: Tuesday, November 12 at 8:00 am at the District Office.**
- **After discussion, the Committee agreed to change the Nov. 26 meeting date to Tuesday, December 3 at 8:00 am at the District Office.**
- 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 – (date to be determined)

Darlene Simboli moved to adjourn; Chris Roberts seconded and the motion passed. The meeting adjourned at 8:45 am.

Respectfully submitted by  
Kristi Garofalo