

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
At the District Office and via Zoom Video Conferencing
October 23, 2023
*UNAPPROVED***

Call to Order: District Treasurer Eric Cassidy called the meeting to order at 4:00pm.

Roll Call:

Committee: Mark Johanson, Tom Mangels, Brian Loutrel, and District Administrator Kristi Garofalo were present along with Treasurer Eric Cassidy.

Public Present: In-Person: Bob Long Via Zoom: Rich Gibble and Alex Fopiano

Approval of Minutes:

Oct. 17, 2023: Tom Mangels moved to approve, Kristi Garofalo seconded and the motion passed.

Water Dept. Budget: The Committee reviewed worksheets containing current YTD figures as of Sept. 30, 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 changes the Committee agreed on for lines that did not remain at the 2023 level:

- Revenue lines were reviewed. Bob Long noted Line 2-4003 (WD Hookups) might be increased and the Committee agreed **Bob Long will provide more info at a later meeting.**
- 2-5010 (WD District Admin) – **Bob Long will submit numbers for these lines at the next meeting.**
- 2-5015 (WD Tech Support Svcs) – **Kristi Garofalo will get projected 2024 costs.**
- 2-5032 (Bank Charge): The Committee agreed to set this line at \$1.
- 2-5038 (WD NH Retirement) – **Bob Long will submit numbers for these lines at the next meeting.**
- 2-5039 (WD FICA Expense) – **Kristi Garofalo will calculate this line after pay rate figures are received from Bob Long.**
- 2-5042 (Audit Expense) – **Kristi Garofalo will get projected 2024 costs.**
- 2-5046 (WD Liability Insurance) – The Committee agreed to set this line at \$2,981.00 per the Primex quote.
- 2-5047 (WD Health Insurance) – **Bob Long will submit numbers for these lines at the next meeting.**
- 2-5048 (WD Transfer Out-Cap Imp) and 2-5049 (WD Transfer Out-Wtr Emerg) – The Committee agreed more discussion was needed at future meetings for both Capital Reserve lines.
- 2-5050 (WD Office Expense) – The Committee agreed to set this line at \$2,500.
- 2-5051 (WD Telephone/Internet) – **Bob Long will check with Spectrum and submit numbers for this line at the next meeting.**
- 2-5062 (WD Fees/Registration) – **John Mitchell will get projected 2024 costs from Eastern Analytical.**
- 2-5064 (WD Facility Maintenance) – The Committee agreed to set the line at \$15,000.
- 2-5074 (WD Truck Expenses) – The Committee discussed the age of the MLT truck and the expected increase in fuel and repair costs, then agreed to set this line at \$4,000.
- 2-5096 (WD Contract Labor) – The Committee agreed to set this line at \$45,000.
- 2-5097 (WD Water Assistant) and 2-5098 (WD Water Manager) – **Bob Long will submit numbers for these lines at the next meeting.**

Old Business – Updates to General Operation Budget Worksheet:

- 5016-2 (Rec Program Director), 5018-2 (Lifeguards/Pool Attendant), 5019-2 (Snack Bar Inventory), 5020-2 (Snack Attendants), 5022-2 (Lodge Attendant) – The Committee agreed with Bob Long’s recommendation to keep all lines at the 2023 level.
- **Important Dates: Next Meeting Date: Monday, November 30 at 4:00pm – Focus: Recreation, Lodge**

Tom Mangels moved to adjourn; Brian Loutrel seconded, and the meeting adjourned at 5:00 pm.

Respectfully submitted by
Kristi Garofalo