

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
At the District Office and via Zoom Video Conferencing
October 30, 2023
*UNAPPROVED***

Eric Cassidy was appointed to the Committee by the Commissioners at their last meeting and Commissioner Bob Long administered his oath of office to prior to the meeting being called to order.

Call to Order: District Treasurer Eric Cassidy called the meeting to order at 4:04pm.

Roll Call:

Committee: Mark Johanson, Tom Mangels, Brian Loutrel, Chris Roberts, Facility & Water Manager John Mitchell and District Administrator Kristi Garofalo were present along with Treasurer Eric Cassidy.

Public Present: In-Person: Bob Long, Linda Johanson Via Zoom: Rich Gibble (alone), Alex Fopiano (alone)

Committee Business: John Mitchell moved to nominate Eric Cassidy as chair of the Committee; Mark Johanson seconded and the motion passed. Alex Fopiano and Rich Gibble were appointed to the Committee by the Commissioners at their last meeting and Bob Long administered the oath of office to both as full voting members.

Approval of Minutes:

Oct. 23, 2023: Mark Johanson moved to approve; John Mitchell seconded. Roll Call Vote: Eric Cassidy-Aye, Mark Johanson-Aye, Tom Mangels-Aye, Brian Loutrel-Aye, John Mitchell-Aye, Chris Roberts-Aye, Kristi Garofalo-Aye. (Alex Fopiano and Rich Gibble did not vote as they were not Committee members for the Oct. 23 meeting.)

Updates to General Operating Budget: The Committee previously reviewed worksheets containing 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 updates the Committee agreed on for lines that did not remain at the 2023 level:

- Revenue lines were reviewed. The Committee agreed to increase 4002-1 (Zoning Permits) to \$3,000, to increase 4012-2 (Boat Rentals Revenue) to \$1,300, and to increase 4016-2 (Snack Revenue) to \$2,500 based on past year's revenue levels.
- 5004-1 (Treasurer) – Eric Cassidy said he researched what other municipalities paid their treasurers and noted he makes himself available for whatever MLD might need. He suggested the Treasurer stipend be raised to at least \$100 per month (\$1,200 per year) to help ensure competent treasurers in the future. After discussion, John Mitchell moved to set the line at \$1,000; Brian Loutrel seconded. Roll Call Vote: Eric Cassidy-Aye, Mark Johanson-Aye, Brian Loutrel-Aye, John Mitchell-Aye, Chris Roberts-Aye, Kristi Garofalo-Aye, Alex Fopiano-Aye and Rich Gibble-Aye. Tom Mangels abstained. The motion passed.
- 5028-1 (Unemployment Insurance) – Kristi Garofalo said the quote for 2024 was \$500 and the Committee agreed to set the line at that amount.
- 5028-1 (Workers Comp) – Kristi Garofalo said the quote for 2024 was \$1,918 and the Committee agreed to set the line at that amount.
- 5035-1 (WSGB Dam Loan) – Kristi Garofalo said the 2024 loan payments would be \$6,800 and the Committee agreed to set the line at that amount.

- 5037-1 (WSGB Water Loan) – Kristi Garofalo said the 2024 loan payment would be \$26,555 and the Committee agreed to set the line at that amount.
- 5038-1 (Passumpsic Lower Dam Loan) – Kristi Garofalo said the 2024 loan payments would be \$16,210.04 and the Committee agreed to keep the line at \$16,300.
- 5042-1 (Audit Expense) - Kristi Garofalo said the estimate for 2024 was \$9,000 with WD and Gen Op each paying half. The Committee agreed to set the line at \$4,500.
- 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 Pool) – Mark Johanson said the quote for 2024 was \$850. The Committee agreed to set the line at that amount and also agreed ***Kristi Garofalo will re-name the line “Phone/Internet-Rec Pool”.***
- 5060-2 (Consult/Training-Rec) – The Committee agreed to reduce the line to \$1 based on past years’ data.
- 5062-1 (Fees/Registrations-Gen Op) – The Committee agreed to reduce the line to \$3,000.
- 5064-2 (Facility Oper-Rec) – The Committee agreed to set the line at \$3,800.
- 5064-3 (Facility Oper-Lodge) – The Committee agreed to set the line at \$5,000.
- 5066-1 (Beautification/Wildlife) – The Committee agreed to reduce the line to \$2,000.
- 5082-2 (Beach/Pool Maint) and 5096-1 (Planning Board) – The Committee previously discussed possible changes to the lines, but agreed at this meeting to hold the lines at their 2023 level.

Special Warrant Article Ideas for Future Consideration:

- Capital Reserve Deposit for Pool Key Card Project: The Committee agreed to consider recommending an amount to be placed in the Recreational Facilities CRF when talking about CRF deposits at a later meeting.

Old Business – Updates to Water Department Budget:

- 2-5062 (WD Fees/Registration) – John Mitchell was previously asked to get the projected 2024 water testing costs from Eastern Analytical. He reported they gave an estimate of \$1,775 for the 2024 state required tests. After discussion of the other costs that are included in the line, the Committee agreed to reduce it to \$3,000 for 2024.

Next Meeting Date: Kristi Garofalo asked the Committee to skip the Nov. 6 meeting and make Nov. 20 the next meeting to allow more time to research costs and prepare budget requests and worksheets. After discussion, the Committee agreed to meet as follows:

Monday, Nov. 20 at 4:00pm – Focus: Water Dept., Lodge, Rec

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

Eric Cassidy moved to adjourn; John Mitchell seconded. Roll Call Vote: Eric Cassidy-Aye, Mark Johanson-Aye, Tom Mangels-Aye, Brian Loutrel-Aye, John Mitchell-Aye, Chris Roberts-Aye, Kristi Garofalo-Aye, Alex Fopiano-Aye and Rich Gible-Aye. The meeting adjourned at 5:03 pm.

Respectfully submitted by
Kristi Garofalo