

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
October 21, 2013
*APPROVED***

Attendance: Dan Brady (Chairman), Robert Roudebush, Bob Long, Amy Baker (District Accountant) and Kristi Garofalo (Administrative Assistant). Don Drew (Water/Maint. Supervisor) was working on an emergency water break and was present for a short time during the meeting.

Call to Order: Dan Brady called the meeting to order at 10:08 am.

November Budget Committee Meeting Dates: The committee set the dates for their next meetings:

November 4 at 10:00 am at the District Office and November 18 at 10:00 am at the District Office

Recreation Budget Overview:

5018-2 Lifeguards and 5020-2 Snack bar help: Amy Baker recommended combining both lines into one line to make the payroll process simpler. Dan Brady asked if the information could be broken out by lifeguard hours and snack bar help hours if needed. Bob Long said information could be broken out from timecards if necessary. The licensing and scope of the snack bar for next year is still being researched; depending on what is decided, employee training in food safety may be needed. The committee agreed to combine lines to simplify and clarify.

5064-2 Facility Operation-Rec: Amy Baker noted last year's budget was \$3,200 and approximately \$2,100 was spent. She recommended reducing the amount to \$2,200 because purchases such as umbrellas and the movie projector were made this year and costs next year should be lower. Dan Brady suggested \$2,500 and the committee agreed on that amount.

5082-2 Beach/Pool Maint: Don Drew is looking at the possibility of adding a swing set to the playground at a proposed cost of \$1,500 and adding sand to the playground area. Amy Baker said there is approximately \$1,500 left in the line this year that could be encumbered for next year for additional beach sand. Don Drew said he would look into having the sand delivered this year and if it can't be done, the committee agreed to ask the commissioners to encumber the \$1,500 for next year.

5062-2 Fees/Registration: The cost for background checks for summer employees is in this line. Amy Baker recommended putting it under 5064-2 Facility Operations-Rec next year, possibly along with 5056-2 Printing/Ad-Rec since that line was under \$100. Dan Brady asked if detail amounts would still be available if needed and Amy Baker said they could be broken out if necessary.

4012-2 Boat Rentals: Amy Baker noted boat rental income was higher than expected this year and recommended raising the income line to \$600 next year. The committee agreed.

5016-2 Summer Program Director: Amy Baker noted the line was over this year because Francine Bowman filled in as a lifeguard. Robert Roudebush said he had no problem with Francine Bowman as a lifeguard since she was trained for that, but asked if she'd sought approval to go over budget. Amy Baker said as a department head Francine Bowman is responsible (as are other department heads) to maintain expenditures under budget and we weren't aware she requested approval from the Board to go over budget. Bob Long said he was aware the line might run over and noted it included overtime at

the season's start which he discussed with Francine Bowman. Dan Brady recommended freezing the line item at \$5,300. After discussion, the committee agreed to hold the line item at \$5,300.

***Sports Court Improvement:** The basketball court was refinished this year and the estimated cost to refinish the tennis courts next year is \$6,000 plan. The issue will be discussed further at the next meeting as a separate warrant article.

Lodge Budget Overview:

5064-3 Facility Operation – Lodge: Don Drew would like to rebuild the wall on the annex side and will come up with estimates for the project. Dan Brady asked about the stair lift project at the Lodge and discussion was that it would be a separate warrant article. Bob Long and Don Drew suggested looking at options to get the project done yet this year. Dan Brady said they are working on proposals – so far, an elevator-type lift would run about \$24,000 and the chairlift would be about \$5,600. Don Drew noted the fire marshal also needs to check out the project. Bob Long and Amy Baker will work at finding funds to get project done this year once solid estimates are obtained.

5054-3 Fuel/Propane – Lodge: Amy Baker noted there is \$4,000 left in the line since we have not used up the fuel prepaid in 2012. Amy Baker said we could have the commissioners perhaps vote to move part of the appropriation remaining in this line item to Equipment Purchase/Maint line item for the chair lift project. After discussion, the committee agreed to recommend moving the funds. Dan Brady noted Don Drew should be asked to assess if the budget needed to be maintained for heating equipment replacement. Amy Baker will give Don Drew a list of follow-up items after the meeting.

5065-3 Snowplowing/Mowing – Lodge: Amy Baker said the line item was under budget for Lodge, but over in Gen Op. Discussion was held whether to keep the line item the same next year. Bob Long said Don Drew was doing research on the costs of buying a mower and/or snowplow for the existing truck so it was decided to discuss further at the next meeting.

General Operation Overview:

5096-1 Planning Board: Amy Baker said the line includes the hours Kristi Garofalo spends on Planning Board work and recommended raising the line amount to \$1,000 unless the Board wants to change who takes the meeting minutes. Amy Baker will email Don Dubrule, Planning Board chairman, for direction regarding Kristi Garofalo's hours and other Planning Board expenses.

5088-1 Security: Will discuss security needs with Don Drew at next meeting.

5067-1 Fireworks: Kristi Garofalo will check with Hell's Gate Fireworks for next year's rates.

To be discussed at the next meeting on Nov. 4:

- Proposed warrant articles
- General Operation Budget
- Lodge Accessibility Project

Dan Brady moved to adjourn, Robert Roudebush seconded. Meeting was adjourned at 11:02 am.

Respectfully submitted by
Kristi Garofalo