

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING  
November 18, 2013  
\*APPROVED\***

**Present:** Dan Brady (Chairman), Robert Roudebush, Barbara Keating, Bob Long, Francine Bowman (Summer Program Director), Don Drew (Water/Maint. Supervisor), Kristi Garofalo (Administrative Assistant) and Amy Baker (District Accountant).

**Call to Order:** Dan Brady called the meeting to order at 10:02 am.

*The Committee discussed the following line items:*

**Recreation Budget Overview:**

**4017-2, 4018-2 T-shirt/Donations, etc.:** Amy Baker recommended the revenue lines be renamed “Miscellaneous Revenue” and a budget entered for it. The committee agreed.

**5018-2 Lifeguards, 5020-2 Snack Bar Help-Rec:** The committee agreed to combine the two lines into one. Amy Baker set the amount at \$10,200 since that was approximately what was spent this season. Francine Bowman’s recommendation was \$11,000 since this season’s numbers reflected several rain days. The committee voted in favor of budgeting \$11,000 for lifeguards/snack bar help.

**5019-2 Snack Bar Food:** Amy Baker’s recommendation for the line was \$1,500. Francine Bowman’s request was \$1,300. Dan Brady said \$1,300 seemed about right because of the snack bar limitations next year. The committee agreed on \$1,300 for the line.

**5051-2 Telephone:** No amounts have been charged to this line this year. *Kristi Garofalo will double check telephone bills to make they are charged to the right lines.*

**5060-2 Consulting/Training:** Francine Bowman recommended the line be increased from last year’s \$900 to \$1,200 for the coming year because three returning lifeguards will be eligible for their training reimbursements and in-service training is also planned. Dan Brady recommended setting a maximum limit of reimbursement not to exceed the fee set by the American Red Cross and the committee agreed. Bob Long noted the reimbursement cap should be included in the offer letter given to employees at the beginning of the season. The committee agreed on \$1,200 for the line.

**5064-2 Facility Operation:** Amy Baker asked if the movie license could be purchased with funds left over from this year and *Francine Bowman agreed to take care of it.*

**\*Sports Court Improvement:** Amy Baker said if the warrant article is written for “sports court improvement”, leftover funds can’t be used for things such as equipment. Don Drew said the quote to refinish the tennis courts was \$4,483 so setting the warrant article at \$5,000 would be adequate. The committee agreed to use “sports court improvement and equipment” in wording the warrant article.

**General Operations Budget Overview:**

**5009-1 Zoning Officer:** Bob Long suggested asking the Planning Board for their recommendations on this line. Amy Baker said the Board’s input for line 5096-1 Planning Board would also be welcome. *Dan Brady said he would bring both items up for discussion at the next Planning Board meeting.*

**5010-1 Administrative Assistant:** Amy Baker recommended \$15,000 for the line since she will be stepping back and Kristi Garofalo will be taking on more of the financial items. *Bob Long said he was working on numbers and will have them for the next meeting.*

**5012-1 Maintenance:** Amy Baker's recommendation of \$26,765.00 is based on 1.5% COLA, but health insurance isn't included. ***Kristi Garofalo and Don Drew will research costs for the next meeting.***

**5013-1 Maintenance Assistant:** Don Drew said reducing this line to \$2,500 should be sufficient since the assistants will have fewer projects next year. The committee agreed on the amount.

**5014-1 Professional Services, CPA:** Amy Baker recommended reducing line to \$7,000 since she will still be handling state reports. The committee agreed on the amount.

**5040-1 Legal Expense:** Dan Brady said if Planning Board strengthened enforcement, there could be litigation in the future if someone doesn't cooperate with the Board. Bob Long recommended raising the line amount to \$5,000 due to an expected litigation situation. The committee agreed on the amount.

**5062-1 Fees/Registration:** This line includes fees for website and software support, criminal checks, membership dues, etc. Amy Baker said she will break the numbers down for the next meeting.

**5064-1 Facility Operations:** Don Drew is researching septic needs in connection with the snack bar changes, and is also looking at a "moisture check" to find the source of a recurrent odor in the office building. ***Don Drew said he would get quotes for the next meeting.***

**5066-1 Beautification and Wildlife:** Robert Roudebush submitted a budget of \$1345.16 for next year and the committee approved. Barbara Keating asked about adding another small job to the beach area. ***Robert Roudebush will discuss the project with her and possibly adjust the budget request at the next meeting.***

**5067-1 Fireworks:** ***Kristi Garofalo will call Hell's Gate again for a quote.***

**5072-1 Equip Purchase/Maint:** Don Drew recommended reducing the amount from \$2,600 to \$2,200 since he is not expecting any large projects. The committee agreed on the amount.

**5074-1 Mileage:** Bob Long said \$300 covers three trips to Concord and asked if that was enough. Dan Brady suggested raising the line to \$500 and the committee agreed.

**5096-1 Planning Board:** Amy Baker recommended raising this line to \$1,000 next year since it now includes Kristi Garofalo's time. The committee agreed.

**Lodge Accessibility/Chairlift Project Update:** Don Drew said the fire chief recommended changes to the windows and installation of a "panic bar" on the door. Dan Brady said he was comfortable with an estimate of \$7,500 for the stairlift installation and retrofitting the building. Amy Baker suggested asking the commissioners to vote to move \$4,000 from the Propane Fuel line to the Facility Maintenance line and use the Facility Improvement Capital Reserve Fund for the remainder. The committee agreed.

**To be discussed at the next meeting on Dec. 9:**

- Clean up unfinished business and action items from previous meetings.
- Water Dept. Budget: Amy Baker noted we allocate a lot of costs to Bath residents, but we're not allocating costs (i.e. payroll, postage, office supplies, etc.) to the Water Dept. ***Amy Baker will put together the costs that should be put into the water budget.***

Robert Roudebush moved to adjourn, Barbara Keating seconded. Meeting was adjourned at 11:22 am.

Respectfully submitted by  
Kristi Garofalo