

**MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING
November 1, 2016
*UNAPPROVED***

Present: Dan Brady (Chairman), Darlene Simboli, Chris Roberts, Kristi Garofalo (Administrative Assistant) and Don Drew (Water/Maintenance Supervisor). Commissioners Laraine King, Robert Roudebush and Bob Long were also present along with Ken King, Water Committee chairman.

Call to Order: Dan Brady called the meeting to order at 9:11 am.

Minutes: Dan Brady led a review of the minutes and asked for updates on action items as follows:

5009-1 Zoning Officer – Robert Roudebush said the Planning Board meets next on Nov. 10 and he will bring it up with them for their decision/recommendation on this line.

5064-3 Facility Operation – Lodge/5013-1 Maintenance Assistant - Darlene Simboli said she came up with a cost estimate of \$600 to have someone regularly clean the Lodge after rentals. Don Drew said prices should also be gathered from outside contractors and noted the maintenance assistant job description could include cleaning the Lodge. Kristi Garofalo noted if an outside contractor is hired, the expense should be paid from line 5064-3, but if hired as an employee or added to an employee's duties, it should come out of a personnel line, such as 5013-1 Maintenance Assistant. Dan Brady suggested recommending increasing line 5013-1 to \$4500 with final review at the Dec. 6 committee meeting and the Committee members agreed. *Dan Brady and Don Drew will put together a list of cleaning duties in order to gather quotes from outside contractors.*

5038-1 Passumpsic Lower Dam Loan – *Kristi Garofalo* said she contacted the District auditor to verify the correct fund balance amounts and *will follow up with the auditor to have the fund balance amounts for the next meeting.*

5043-1 Health Insurance – Bob Long said there will probably be an increase in this line as the District is looking at offering health insurance to Kristi Garofalo. *Bob Long and Kristi Garofalo will research options and costs.*

5054-1, 5054-2, 5054-3 Fuel/Propane for Gen Op, Rec, and Lodge – *Don Drew will compare past consumption of heating fuel with fuel used to date this year and will contact Dead River to see about discounts on our fuel purchases.*

5056-1 Printing/Advertising-Gen Op – Robert Roudebush said he checked on the details of the master plan contract and found one hard copy of the master plan is included; other copies would have to be done through an outside vendor. *Dan Brady will check with Copies & More in Wells River to get prices for 150-200 copies using the 2009 master plan as a sample (spiral bound with 34 pages and 6 black and white photos).*

Chris Roberts moved to approve the minutes; Darlene Simboli seconded and the motion passed.

Gen Op Budget Review: The Committee reviewed the Gen Op budget lines left over from the last meeting, starting with line 5064-1.

5064-1, 5064-2, 5064-3 Facility Operations for Gen Op, Rec, and Lodge – After discussion, *Don Drew said he would review these lines and work on breakdowns for the amounts requested and bring to the next meeting for the Committee's consideration.*

5066-1 Beautification and Wildlife – Robert Roudebush said he was stepping down as the landscaper for the District's common areas. He shared a handout he put together for his

replacement, whether volunteer or employee, including hours worked, materials used, projects completed, etc. He also said he recommended the same funding as for 2016, which was \$1250. The Committee agreed to the amount and discussed searching for a volunteer replacement. It was also noted the MLD sign at the entrance to the District was peeling and would need work soon.

Don Drew will put it on his list of maintenance projects.

5067-1 Fireworks – The Committee discussed the suggestion of moving the fireworks to the lower dam for a bigger show at higher cost. Don Drew expressed concern about moving the fireworks display because residue from the fireworks could migrate to the water holding pond at that end of the lake. The Committee agreed further discussion about moving to the lower dam was needed and to keep the cost and the show at the same levels as 2016.

5068-2 Special Events – Rec – Laraine King requested this line be restored to its former level of \$1500 and noted several events had to be scaled back this year due to underfunding in the 2016 budget. After discussion, it was agreed ***Laraine King will work with the Rec Committee on specifics for this line; she will present the Rec Committee's budget requests at the Nov. 8 Budget Committee meeting.***

5096-1 Planning Board – The Committee agreed to set the line amount at \$300 since the Planning Board is doing more certified mailings of violation notices.

Water Dept. Budget Review: Ken King gave an overview of water system projects and their associated costs recommended for the 2017 budget:

- Bear Road – Replace 600 feet of water main/install precast manhole with valve and meter – \$24,800
- Kearsarge Drive – Locate and reconnect water main – \$4,000
- Valley Road – Install precast manhole with valve and meter – \$8,000
- Identify three additional locations and install precast manholes with valves and meters – \$24,000
- Update pump house controls and schematics – \$5,000

Ken King explained that due to the age of the water system, the Committee is recommending repairing/replacing water mains over time in trouble areas, starting with the Bear Road project. He said installing valves and meters in several areas would aid in leak detection and save the District money as leaks could be located and repaired faster. He reported the water sourcing project with Nobis Engineering continues and they are hopeful the MtBE remediation project in process now (and completely paid for by the state) will eventually lead to a useful water source within the District, lessening the cost of buying water from Woodsville Water and Light.

Bob Long said the 2017 projects could be funded with half from the Water Department Capital Improvement capital reserve fund and half from a warrant article. After discussion of various options, the Committee agreed to go with that funding option for now and re-assess at the Dec. 6 Budget Committee meeting. Bob Long said he and Don Drew are investigating options on replacing the current District truck and are looking into leasing options as well as purchasing. ***Bob Long and Don Drew will do a breakdown comparison of the overall costs associated with all options and bring it to the Committee. Bob Long also noted the Water Emergency capital reserve fund is running low; he will look at an amount to be recommended for a warrant article to replenish it.***

Darlene Simboli moved to adjourn; Chris Roberts seconded and the motion passed. The meeting adjourned at 10:36 am.

Respectfully submitted by
Kristi Garofalo